

# IMPORTANT EXHIBITOR DATES

JANUARY 9-11, 2020

Indiana Convention Center- Indianapolis, IN



September 1	Final booth payments and insurance liability certificate due to ATA
September 1	Signed shooting lane contracts due to ATA
November 1	Deadline to reserve space in the Goodie Bags and Big Buck Tag Coupon Book
November 5	Deadline to reserve advertising space in the 2020 ATA Pocket Guide & Calendar
November 12	Ad materials due to Grand View Outdoors for the 2020 ATA Pocket Guide & Calendar
November 19	Deadline to update your company information for the printed Exhibitor Listing
November 29	Goodie Bag materials/inserts due to ATA
December 6	Premium Sponsorship Materials (banners, wraps, etc.) due to Indianapolis warehouse
December 9	Deadline to order lead retrieval services from QMS at the advanced rate
December 9	Deadline to preregister for Featured Products Showcase to guarantee space
December 12	First day show freight can arrive at advance warehouse without a surcharge
December 13	Last day to submit Booth Events
December 19	Deadline to order decorating services from Shepard at the discounted advance order rate
December 19	Deadline to order audio visual and computer equipment at advanced rate
December 22	Deadline to submit electrical to Indiana Convention Center to receive discounted rate
December 22	Deadline to submit internet order to receive discounted advance order rate
December 23	Deadline to make hotel reservations through Visit Indy Housing Bureau
December 31	Last day show freight can arrive at advance warehouse without a surcharge
January 3	Deadline to sign-up for ATA to SHOT Show caravan with Shepard Logistics Services
January 7	First day show freight can arrive at Indiana Convention Center
January 7	Exhibitor Setup, 8:00 am - 8:00 pm
January 8	Exhibitor Setup, 8:00 am - 8:00 pm
January 9	2020ATA Show Open, 8:30 am - 6:00 pm
January 10	2020ATA Show Open, 8:30 am - 6:00 pm
January 11	2020 ATA Show Open, 8:30 am - 4:00 pm
January 11	Exhibitor Move-Out, 4:00 pm - 11:00 pm
January 12	Exhibitor Move-Out, 8:00 am - 4:00 pm

# Schedule of Events

JANUARY 9-11, 2020

Indiana Convention Center- Indianapolis, IN



## ATA Show Hours

1.9.20	Thursday	8:30am-6:00pm *Buyer Day
1.10.20	Friday	8:30am-6:00pm
1.11.20	Saturday	8:30am-4:00pm

## Registration Hours

### Hoosier & Crossroads Lobby

1.7.20	Tuesday	7am-7pm
1.8.20	Wednesday	7am-8pm
1.9.20	Thursday	7am-6pm
1.10.20	Friday	7am-6pm
1.11.20	Saturday	7am-1pm

## Exhibitor Set-Up

### Exhibit Halls A-I

1.7.20	Tuesday	8am-8pm
1.8.20	Wednesday	8am-8pm
1.9.20	Thursday	6:30am-8:30am
1.10.20	Friday	6:30am-8:30am
1.11.20	Saturday	6:30am-8:30am

## Exhibitor Move Out

### Exhibit Halls A-I

1.11.20	Saturday	4pm-11pm
1.12.20	Sunday	8am-4pm

\* Only those with a Retailer/Buyer Badge or Exhibitor Badge will have access to the Exhibit Hall on January 9.

## 1.7.20

### TUESDAY

3:00pm-6:00pm	A.R.R.O. Hot Show	Exhibit Hall J
6:00pm-8:30pm	A.R.R.O. Dealer Reception	Exhibit Hall J

## 1.8.20

### WEDNESDAY

8:00am-8:00pm	Featured Products Exhibitor Product Drop-Off	Exhibit Hall F
8:00am-8:00pm	Innovation Zone Exhibitor Setup	Exhibit Hall H
9:00am-2:00pm	A.R.R.O. Hot Show	Exhibit Hall J
1:00pm-5:00pm	NABA Super Show	Wabash Ballroom
2:00pm-4:00pm	A.R.R.O. Annual Member Meeting	Exhibit Hall J
5:30pm-6:30pm	International Welcome Reception	Rooms 109-110
6:30pm	Outtech Innovations XXII	TBD

## 1.9.20

### THURSDAY

7:30am-6:00pm	Press Room Open	Room 141
8:30am-6:00pm	ATA Show Hours *Buyer Day	Exhibit Halls A-I
5:00pm-5:15pm	\$5,000 Cash Giveaway Drawing	MyATA Exhibit Hall F

## 1.10.20

### FRIDAY

6:30am-8:30am	Target the Heart Breakfast	Wabash Ballroom
7:30am-6:00pm	Press Room Open	Room 141
8:00am-9:00am	Education Sessions	Rooms 130-139
8:30am-6:00pm	ATA Show Hours	Exhibit Halls A-I
9:15am-10:15am	Education Sessions	Rooms 130-139
5:00pm-5:15pm	\$5,000 Cash Giveaway Drawing	MyATA Exhibit Hall F



**1.11.20**  
**SATURDAY**

7:30am-4:00pm	Press Room Open	Room 141
8:00am-9:00am	Education Sessions	Rooms 130-139
8:30am-4:00pm	ATA Show Hours	Exhibit Halls A-I
9:15am-10:15am	Education Sessions	Rooms 130-139
1:00pm-1:15pm	\$5,000 Cash Giveaway Drawing	MyATA Exhibit Hall F
3:30pm-5:00pm	Featured Products Exhibitor Product Pick Up	Exhibit Hall F

# EXHIBITOR BADGE INFORMATION

JANUARY 9-11, 2020  
Indiana Convention Center- Indianapolis, IN



## EXHIBITOR BADGE GUIDELINES

Complimentary Exhibitor badges are distributed in a two-tiered allotment based on booth space:

**For booths 100 to 1,000 square feet:** four (4) free badges for each 100 square feet of space, and two (2) free badges per shooting lane

**For booths larger than 1,000 square feet:** four (4) free badges for each 100 square feet of space for the first 1,000 square feet, and one (1) badge for each additional 100 square feet of space, and two (2) free badges per shooting lane

Innovation Zone participants receive two (2) complimentary badges.

Exhibitors may purchase additional Show badges, cost is based on membership type:

**Regular Manufacturing or Regular Distributor Members:** \$125 for each additional badge, no limit

**Basic Manufacturing Members:** \$125 for each additional badge, limit two (2)

**Media Members:** \$150 per badge for the first four (4), then \$200 for each subsequent badge, no limit

**Non-Profit and Government Members:** \$50 for each additional badge, no limit

**Outfitter/Guide or Supporting Members:** \$150 for each additional badge, no limit

Only representatives employed by the exhibiting company and those who will be working in the booth can register as exhibitors. Sales Personnel who represent multiple companies are required to order a Sales Rep badge.

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## REPRINTING OF BADGES

There is a \$50 reprinting fee for all badges. Individuals requesting badge reprints must present a photo ID and the President or Senior Executive of the company must be present to request the reprinting of a badge. The ATA reserves the right to refuse any reprinting request.

False certification as exhibitors representatives, sharing of exhibitors badges, or any other method used to assist unauthorized persons to gain admission to the exhibit floor will be subject to a \$200 penalty per badge and/or ejection from the Trade Show.

# PICK UP YOUR TRADE SHOW BADGE

JANUARY 9-11, 2020  
INDIANA CONVENTION CENTER - INDIANAPOLIS, IN



## Picking up your Trade Show Badge is as easy as 1-2-3!

### 1. Pre-register for your badge

Log in to the [MyATA Member Dashboard](#), learn more [here](#).

Need detailed instructions, [click here](#).

### 2. Download your Express Pass

You'll receive an express pass email from [ArcheryTrade@prereg.net](mailto:ArcheryTrade@prereg.net).

Click here to see an example.

Download your express pass (you can print it too).

### 3. Scan it onsite

The barcode is your key to #ATA2020!

You will then scan the barcode below and your badge will be printed onsite.

Name: MARIA LEWIS	Company: ARCHERY TRADE ASSOCIATION
Badge Type: Retailer/Buyer	Badge Number: 50012



005001002

For any changes, additions, or questions about your registration, please call the ATA Trade Show and Membership Office toll free at (866) 266-2776 or email [registration@archerytrade.org](mailto:registration@archerytrade.org).

# 2020 ATA REGISTRATION FORM

JANUARY 9th - 8:30 AM-6:00 PM\* Buyer Day

JANUARY 10th - 8:30 AM- 6:00 PM

JANUARY 11th - 8:30 AM-4:00PM

Indiana Convention Center- Indianapolis, IN



Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

## Attendees

NAME	EMAIL (A unique email address is required for each attendee)	COST**
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

\* Approved by the ATA Board of Directors, this new schedule ensures the industry's buyers and exhibiting manufacturers can focus their effort on uninterrupted order-writing, business planning, and new-product evaluations the first 9.5 hours of the three-day Show. Only those with a Retailer/ Buyer Badge or Exhibitor Badge will have access to the Exhibit Hall on January 9th. All badge types will have access on Jan 10th and 11th.

\*\* Please see Registration Badge Prices sheet.

### PAYMENT BY CREDIT CARD

Type: ☐ VISA ☐ MC ☐ AMEX ☐ DISCOVER ☐ CHECK

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Name: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signature: \_\_\_\_\_

Please mail, fax or e-mail registration and payment to:

Mail: Archery Trade Association  
PO Box 70  
New Ulm, MN 56073-0070

Fax: (507) 233-8140

Email: [registration@archerytrade.org](mailto:registration@archerytrade.org)

You must be an ATA member who has been verified as a legitimate operating business in the archery and bowhunting industry to register for the ATA Trade Show.

Your attendance at the ATA Trade Show is governed by ATA's Trade Show Attendee Rules and Regulations. By registering you agree to comply with and be bound by these Rules and Regulations. Attendee Rules and Regulations are located at [www.archerytrade.org](http://www.archerytrade.org) under Trade Show or contact the ATA office to request a copy.

# 2020 REGISTRATION BADGE PRICES

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JANUARY 9th - 8:30 AM-6:00 PM\* Buyer Day

JANUARY 10th - 8:30 AM- 6:00 PM

JANUARY 11th - 8:30 AM-4:00PM

Indiana Convention Center- Indianapolis, IN

## BADGE CATEGORIES & PRICING

### RETAILER / BUYER BADGE

Archery ProShop Retailer / Range members – (4) free badges with current membership

Basic Retailer members – (2) free badges with current membership

Archery Reseller members – (2) free badges with current membership

Multiple Channel Retailer members – Number of free badges provided is based on paid membership dues

Regular Distributor members – (6) free badges with current membership

International Distributor members – (2) free badges with current membership

#### COST PER BADGE

\$40 for each additional badge, limit (2)

Additional badges not available for purchase

\$40 for each additional badge, limit (2)

\$40 for each additional badge, no limit

\$55 for each additional badge, limit (2)

\$55 for each additional badge, limit (4)

### EXHIBITOR BADGE

Regular Manufacturer members – Number of free badges provided is based on total booth space\*

Basic Manufacturer members – (2) free badges with Innovation Zone participation

Regular Distributor members – Number of free badges provided is based on total booth space\*

Media members – Number of free badges provided is based on total booth space\*

Non-Profit members – Number of free badges provided is based on total booth space\*

Outfitter/Guide members – Number of free badges provided is based on total booth space\*

Supporting members – Number of free badges provided is based on total booth space\*

#### COST PER BADGE

\$125 for each additional badge, no limit

\$125 for each additional badge, limit (2)

\$125 for each additional badge, no limit

\$150 for each additional badge, no limit

\$50 for each additional badge, no limit

\$150 for each additional badge, no limit

\$150 for each additional badge, no limit

### SALES REP BADGE

Sales Representative members- Number of free badges provided is based on paid membership dues

#### COST PER BADGE

\$110 for each additional badge, no limit

\* Free badges are distributed in a two-tiered allotment based on booth space:

For booths 100 to 1,000 square feet: (4) free badges for each 100 square feet of space, and (2) free badges per shooting lane

For booths larger than 1,000 square feet: (4) free badges for each 100 square feet of space for the first 1,000 square feet, and (1) badge for each additional 100 square feet of space, and (2) free badges per shooting lane.

### NON-EXHIBITING AFFILIATE MEMBER

#### MANUFACTURER BADGE

Regular Manufacturer members

#### COST PER BADGE

\$75 per badge, limit of (4)

#### OUTFITTER/GUIDE BADGE

Outfitter/Guide members

#### COST PER BADGE

\$100 per badge, limit of (8)

#### SALES AND SERVICE BADGE

Supporting members

#### COST PER BADGE

\$100 per badge, limit of (8)

#### SUPPLIER BADGE

Manufacturer's Supplier members

#### COST PER BADGE

\$200 per badge, limit of (5)

#### MEDIA SALES BADGE

Media members

#### COST PER BADGE

\$100 per badge, limit of (4)

#### NON-PROFIT BADGE

Non-Profit Members- 2 free badges

#### COST PER BADGE

\$50 per badge, limit of (2)

#### GOVERNMENT BADGE

Government Members- 2 free badges

#### COST PER BADGE

\$50 per badge, limit of (2)

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January 9-11, 2020  
Indiana Convention Center  
100 South Capitol Avenue  
Indianapolis, IN 46225



## 5 Ways to Book

**WEB:** archerytrade.org (most effective method)

**MAIL:** 200 South Capitol Avenue, Suite 300  
Indianapolis, IN 46225

**EMAIL:** housing@VisitIndy.com

**PHONE:** 317.262.8191 or **FAX:** 317.262.8270

## 1 Contact Information

You can expect to receive a confirmation within 72 hours.  
If you do not, please contact us.

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## 2 Category

Access Code: \_\_\_\_\_  
To reserve a room, you must have a housing access code  
that was issued by ATA.

## 4 Guest List

Guest Name	Share With	No. of Beds in Rooms	Arrival Date	Departure Date	Special Requests
Room 1					
Room 2					
Room 3					
Room 4					

### ☐ This is a Group Booking 10+ rooms.

Use this grid below to indicate your room type(s) and number of rooms you are requesting per night. In order to secure room block, please complete payment information below. Names can be added to rooms at a later time. Please note that all names must be provided by November 5, 2019. Unassigned rooms will be released after the deadline.

Room Type	Sun. Jan. 5	Mon. Jan. 6	Tue. Jan. 7	Wed. Jan. 8	Thurs. Jan. 9	Fri. Jan. 10	Sat. Jan. 11	Sun. Jan. 12
Single								
Double								
Suite								

## 5 Payment Information & Cancellation Policy

**Cancellation Policy:** Individual reservations canceled after Monday, December 2, 2019 will be charged a \$25 processing fee. Any reservations canceled after Monday, December 23, 2019 are subject to one night's room rate and tax to be charged by your assigned hotel.

**Payment Method:** ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

☐ Check: Deposit payment of one night's room & tax (currently 17%) must be received by December 23, 2019.  
Checks should be made payable to: "ATA Housing Bureau" and mailed to the address at the bottom of the form.

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_

Name (as it appears on card) \_\_\_\_\_ Signature \_\_\_\_\_

By signing, I authorize my credit card to be charged in compliance with the above referenced cancellation policies should I cancel my reservation.

Please email housing@VisitIndy.com, fax 317.262.8270, or mail your completed form (ATA Housing Bureau, 200 S. Capitol Ave., Ste. 300, Indianapolis, IN 46225).

January 9-11, 2020  
Indiana Convention Center  
100 South Capitol Avenue  
Indianapolis, IN 46225



**5 Ways to Book**  
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**PHONE:** 317.262.8191 or **FAX:** 317.262.8270

**OFFICIAL HOTELS & RATES**

- 1. Courtyard by Marriott**  
601 West Washington Street  
Distance from Convention: Connected  
Single/Double Rate: **\$159**  
• Complimentary Internet  
• \$10 off Self-Parking
- 2. Crowne Plaza at Union Station**  
123 West Louisiana Street  
Distance from Convention: Connected  
Single/Double Rate: **\$151/\$159**  
• Complimentary Internet  
• 15% Discount on Food & Non-alcoholic Beverages
- 3. Embassy Suites**  
110 West Washington Street  
Distance from Convention: 0.2 miles  
Single/Double Rate: **\$146/\$156**  
• Complimentary Internet  
• Complimentary Breakfast & Manager's Reception
- 4. Fairfield Inn by Marriott**  
501 West Washington Street  
Distance from Convention: Connected  
Single/Double Rate: **\$148**  
• Complimentary Internet  
• \$10 off Self-Parking  
• Complimentary Continental Breakfast
- 5. Hampton Inn Downtown**  
105 South Meridian Street  
Distance from Convention: 0.3 miles  
Single/Double Rate: **\$139/\$149**  
• Complimentary Internet  
• Complimentary breakfast
- 6. Hilton Indianapolis**  
120 West Market Street  
Distance from Convention: 0.4 miles  
Single/Double Rate: **\$134/\$149**  
• Discounted Parking - \$10 Self or \$20 Valet  
• \$12 Full Breakfast Buffet
- 7. Holiday Inn Express Hotel & Suites City Centre**  
410 South Missouri Street  
Distance from Convention: 0.2 miles  
Single/Double Rate: **\$134**  
• Complimentary Internet  
• Complimentary Breakfast Buffet
- 8. Hyatt Regency**  
One South Capitol Avenue  
Distance from Convention: Connected  
Single/Double Rate: **\$166/\$176**  
• Complimentary Internet  
• 10% Discount at Fat Rooster and Level One
- 9. JW Marriott**  
10 South West Street  
Distance from Convention: Connected  
Single/Double Rate: **\$181**  
• Complimentary Internet  
• \$10 off Self-Parking
- 10. Marriott Downtown**  
350 West Maryland Street  
Distance from Convention: Connected  
Single/Double Rate: **\$169**  
• Complimentary Internet
- 11. Omni Severin**  
40 West Jackson Place  
Distance from Convention: 0.2 miles  
Single/Double Rate: **\$149/\$159**  
• Complimentary Internet  
• \$5 off Valet Parking
- 12. SpringHill Suites**  
601 West Washington Street  
Distance from Convention: Connected  
Single/Double Rate: **\$159**  
• Complimentary Internet  
• \$10 off Self-Parking
- 13. The Westin Indianapolis**  
241 West Washington Street  
Distance from Convention: Connected  
Single/Double Rate: **\$159/\$169**  
• Complimentary Internet

Room rates quoted on this page are subject to tax -- currently 17%.  
Unless otherwise noted, hotel parking and WiFi usage may incur additional fees.



## DOWNTOWN INDIANAPOLIS HOTELS

ARCHERY TRADE ASSOCIATION | JANUARY 9-11, 2020



- 1 Courtyard by Marriott
- 2 Crowne Plaza at Union Station
- 3 Embassy Suites
- 4 Fairfield Inn by Marriott
- 5 Hampton Inn Downtown
- 6 Hilton Indianapolis
- 7 Holiday Inn Express Hotel & Suites City Centre
- 8 Hyatt Regency
- 9 JW Marriott
- 10 Marriott Downtown
- 11 Omni Severin
- 12 SpringHill Suites
- 13 The Westin Indianapolis





# 2020 ATA SHOW EXHIBITOR TERMS & CONDITIONS

JANUARY 9-11, 2020

Indiana Convention Center- Indianapolis, IN



## KEY DATES

Prior to August 31, 2019: 20% deposit due at the time booth selection is made.

September 1, 2019: Payment for space is due in full. Insurance liability certificate due to ATA office.

After November 1, 2019: No refunds or credits issued for cancellation or downsizing.

## BOOTH CANCELLATION/DOWNSIZING

Cancellation of all or any exhibit space must be in writing. The date of cancellation or downsizing shall be the date the ATA receives written notice. Any credits issued can be applied to the purchase of booth space for the 2021 ATA Show. Credits will expire if not used for the 2021 ATA Show.

DATE (When written notice is received)	CANCELLATION	DOWNSIZE
PRIOR TO: Sept. 1, 2019	Refund of 50% of payments made. No credit.	Exhibitor is liable for 50% of downsize cost payable on or before Sept. 1, 2019.
Sept. 1, 2019 - Sept. 30, 2019 Booth Space Paid in Full	Credit of 75% of payments made. No refund.	Credit of 75% of cost of downsize. No refund.
Oct. 1, 2019- Oct. 31, 2019	Credit of 25% of payments made. No refund.	Credit of 25% of cost of downsize. No refund.
ON or AFTER Nov. 1, 2019	No refund or credit.	No refund or credit.

## EXHIBIT CONTRACTS AND MANAGEMENT

The ATA Trade Show is produced and managed by the Archery Trade Association, (ATA), for the ATA's members and for qualified and approved companies and/or individuals in the archery and bowhunting industry. The ATA Board of Directors, Dealer Council and Trade Show Committee establish all show policies. All matters and questions not covered by these regulations are subject to the sole and absolute discretion of the ATA.

## ELIGIBILITY FOR PARTICIPATION

The ATA determines the eligibility of all companies and/or products intended for exhibition at the ATA Trade Show. Until an Exhibitor's application has been approved by the ATA, no rights to exhibit are granted. The ATA may prohibit installation or request removal of any exhibit or promotion, wholly or in part, that does not fit with the ATA Trade Show's character and purpose, or in the event of the existence of any dispute that arises regarding the exhibit or promotion that the ATA otherwise is unable to resolve to the satisfaction of the parties.

## ATA MEMBERSHIP

ATA Members in good standing will be granted booth space as well as other benefits to be determined by ATA. All members' standing will be determined by the ATA in accordance with its bylaws and operating procedures and will include members' obligations for advertising, promotion and/or sponsorship in any Trade Show related electronic or print publication(s).

## ASSIGNMENT OF BOOTH SPACE

A ranking system is used to determine the order of booth selection. Points are awarded for years of ATA membership and the amount of booth space, shooting lanes, and sponsorships purchased at the show. Exhibitors missing one show lose 50% of their accumulated points; and, Exhibitors missing two consecutive shows lose all of their accumulated points. ATA reserves the right to modify the floor plan to accommodate space sales or relocate Exhibitors to avoid conflict, as necessary. In all instances, ATA reserves the right to determine final placement of the Exhibitor.

## PAYMENT SCHEDULE

Selecting a booth space prior to September 1 requires a deposit of 20% of the total booth fee at the time the selection is made. Full booth payment is due September 1st. Booth selections made after September 1st must be accompanied by payment in full. Any Exhibitor who does not pay according to the payment terms is subject to losing its assigned space. ATA has sole and absolute discretion to reassign the space to applicants on the waiting list with no refund to the original Exhibitor. In all cases, no Exhibitor shall be allowed to install its exhibit unless it has paid all fees in full. ATA DOES NOT ACCEPT PAYMENT ON-SITE AT THE TRADE SHOW.

## INSURANCE

Without in any way limiting Exhibitor's liability hereunder, Exhibitor must submit a Certificate of Insurance, executed by a duly authorized representative set forth below, to the ATA on or before September 1, 2019. The Certificate of Insurance shall provide for limits of liability coverage of not less than One Million Dollars (\$1,000,000) and list the Archery Trade Association, PO Box 70, New Ulm, MN 56073 and the Indiana Convention Center, 100 S. Capitol Ave., Indianapolis, IN 46225. ("Owner") as additional insureds. The Certificate of Insurance shall be submitted to Sarah Haala by emailing sarahhaala@archerytrade.org or faxed to 507-233-8140. The insurer shall be properly licensed and shall have a Best's rating of A- or better. The Certificate of Insurance shall provide 30 days' written notice to the ATA prior to the cancellation of, or material change to, the policy. On the Certificate of Insurance the words, "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives," or other language to this

effect, shall be deleted from the cancellation provision. Failure by the ATA to (i) demand a Certificate of Insurance or other evidence of full compliance with the insurance requirements set forth herein, and/or (ii) object to any deficiency in the Certificate of Insurance or other evidence of insurance that is provided, shall not be a waiver of Exhibitor's obligation to fully comply with the insurance requirements set forth herein. Exhibitor's insurance coverage shall be primary and non-contributory over any insurance carried by the ATA and/or the Owner. In addition to all other available remedies, in the event of Exhibitor's failure to comply with the insurance requirements set forth herein, the ATA may (at its option) cancel Exhibitor's booth and/or demonstration area space with no refund of any amounts paid to the ATA in connection with the Trade Show. The ATA further reserves the right to impose greater insurance requirements based upon its assessment of the risks associated with Exhibitor's planned activities at the Trade Show.

Exhibitors must make provisions for safeguarding their materials, equipment and displays at all times. Perimeter security for the exhibit hall will be furnished during installation, dismantling and show days. This is not and should not be interpreted as a guarantee or indemnification against loss or theft of any kind. Exhibitor, on behalf of itself, its employees, agents, customers and guests hereby agrees to assume, defend, indemnify, protect, save and hold harmless the Archery Trade Association and all its members, agents, representatives and employees against all claims or demands arising or resulting from the use by Exhibitor of the space provided by ATA, including without limitation the claim of any employee or agent of the Exhibitor, the claims of anyone attending the exhibit, and the claims of any other person for damages for bodily injury, sickness, mental anguish or death and claims for damages to the property of such person.

### **GENERAL CONDUCT**

Abusive conduct and inappropriate behavior at the ATA Trade Show, including such conduct that is directed toward ATA staff, attendees, guests, Exhibitors, affiliated representatives, or any other person participating in the Trade Show is prohibited. At ATA's sole and absolute discretion, Exhibitor may be given notice and an opportunity to cure any violation of this general standard of conduct. ATA reserves the right to immediately reject, eject, remove or prohibit any exhibit or any Exhibitor or its representatives from the Trade Show, if, in its sole and absolute discretion, the exhibit or the conduct of the Exhibitor or its representatives violates any Rules or Regulations and/or, are detrimental to the goals and purpose of the Trade Show. ATA shall have the right, upon such determination, to require immediate removal of the exhibit of the offending Exhibitor, and/or to confiscate any illegal material or property in the possession of the Exhibitor. If any exhibit or Exhibitor is rejected, ejected, removed or prohibited from exhibiting, in whole or in part, from the Trade Show, Exhibitor shall not be entitled to any refund of Exhibit Space cost, registration fees or any other fees, and will remain liable for any damages caused by its actions.

Exhibitor acknowledges and agrees that ATA shall have no liability whatsoever arising out of its interpretation and

enforcement of any of the foregoing.

### **EXHIBITOR BADGES / STAFFING**

Admission to the show will be through a badge system. No individual will be allowed into the show without an official badge or approval by ATA. Exhibitors will be furnished with exhibit hall badges based on booth space. Exhibitors with 100-1000 sq. ft. of booth space will be furnished with four (4) badges per 100 sq. ft. Exhibitors with 1100 or more sq. ft. of booth space will be furnished with four (4) badges per 100 sq. ft. up to 1000 sq. ft. and then an additional one (1) badge per 100 sq. ft. above the first 1000 sq. ft. Two (2) exhibitor badges will be furnished for each shooting lane purchased. Each additional badge will need to be purchased for \$125 per badge over that limit. All attendees at the ATA Trade Show are bound by the ATA Attendee Rules and Regulations.

Only representatives who are employed by or who are working in an official capacity for the exhibiting company and who will be working in the booth are to be registered as Exhibitors. Sales Representatives who represent multiple companies are required to order Sales Rep badges.

False certification of individuals as Exhibitors' representatives, sharing of Exhibitor's badges, or any other method used to assist unauthorized persons to gain admission to the exhibit floor will be subject to confiscation of the badge, and/or ejection of the violator from the Trade Show.

### **REPLACEMENT BADGE**

There is a \$50 reprinting fee for all badges and the President, Senior Executive or Primary Trade Show Contact of the company must be present to request the reprinting of a badge. Reprinting of badges is at the sole and absolute discretion of the ATA.

### **BOOTH PACKAGES**

Linear and Peninsular booth rentals under 400 sq. ft. include 8 ft. high backwall drape and 3ft. high sidewall drape; carpeted aisles; and, booth identification sign.

Peninsular booth rentals 400 sq. ft. or more include an 8 ft. high backwall drape; no sidewall drape; carpeted aisles; and, booth identification sign.

Island booth rentals include carpeted aisles.

### **MATERIAL HANDLING AND EXHIBITOR SERVICES**

Additional services, booth furnishings, carpet, labor, electrical, internet, rigging, cleaning, material handling, telephone, plumbing and audio visual equipment are available through the official ATA Trade Show Exposition Services Provider, Shepard Exposition Services, from the Indiana Convention Center, or other Official ATA Trade Show Service Providers and are the responsibility of the Exhibitor. Exhibitors must comply with all material handling regulations and requirements which are governed and managed by Shepard Exposition Services. For a complete explanation of what is allowed or what is not permitted, please refer to the Exhibitor Kit material handling section.

Please refer to the official Exhibitor Service Kit for approved service providers and contact information. Exhibitors will be notified when the Exhibitor Kit is available online.

Exhibitors should look for the official ATA Trade Show Service Provider logo that indicates a vendor has been approved as an Official ATA Trade Show Service Provider.

If an Exhibitor has questions or concerns regarding a provider or any unauthorized solicitations, the Exhibitor should contact Becky Lux, ATA Senior Manager of Trade Show.

### **CUBIC CONTENT RULE**

The ATA Trade Show follows the cubic content rule, which allows Exhibitors to make maximum use of their booth space vertically as well as horizontally. Under the cubic content rule, each Exhibitor may build the side walls of their booth to the maximum height from the back wall to the aisle. The height varies according to booth type so refer to the following chart to determine your approved booth height.

TABLE OF MAXIMUM ALLOWABLE BOOTH HEIGHTS		
Linear (in-line) booths	bound by 1 or 2 aisles	12'
Walk through booths less than 400 sq. ft.	bound by 2 aisles	12'
Walk through booths 400 sq. ft. or more	bound by 2 aisles	25'
Peninsula booths less than 400 sq. ft.	bound by 3 aisles	12'
Peninsula booths 400 sq. ft. or more	bound by 3 aisles	25'
Island booths	bound by 4 aisles	25'

### **HANGING SIGNS**

All hanging or suspended material and signs must comply with these display regulations. The top of the sign may not exceed the height limitation specific to the type of booth. Only Island, Peninsular or Walk Through booths of 400 sq. ft. or larger qualify to suspend hanging signs. There must be a minimum of a 4 ft. gap between the highest part of the booth and the lowest point of the hanging sign.

### **BOOTH PRESENTATION**

All back walls and side walls must be fully finished or draped, or they will be draped at the Exhibitor's expense. Transparent or see-through back walls or displays which do not cover the back wall entirely are not acceptable. The backside of any walls (back and sides) - the common border facing the neighboring booths - must be devoid of copy, logos, graphics, or any other materials or images that could infringe on the booth presentation of neighboring Exhibitors.

No sign or booth materials may protrude into the aisles or encroach upon neighboring booths. Nothing can extend beyond the boundaries of the booth space purchased by each exhibitor. No obstruction may be placed in any aisles, passageways, lobby, or exits, or in any areas leading to any fire extinguishing appliances. No activities may be conducted in the aisles, including games, contests, or giveaways.

Nothing may be posted, tacked, nailed, screwed, stuck, or attached to any columns, walls, floor, or other parts of the convention center. If an Exhibitor wishes to attach something to any convention center structure, wall, or other property, please contact the Senior Manager of Trade Show, Becky Lux. Any damage or defacement caused by infractions of this rule will be remedied at the expense of the rule-breaking Exhibitor.

### **MULTI-STORY EXHIBITORS**

A multi-story exhibit is a booth where the display fixture includes two or more levels. Multi-storied exhibits require prior approval by the Indiana Convention Center and local government agency. Exhibitors with multi-story exhibits must submit professionally rendered floor plans and/or drawings (1) one month prior to the first move-in day. Drawing can be submitted to Becky Lux, Senior Manager of Trade Show via email to [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org), mailed to Archery Trade Association, PO Box 70, New Ulm, MN 56073 or shipped to Archery Trade Association, 16 South Minnesota, New Ulm, MN 56073.

### **ELECTRICAL / FIRE CODES**

The Exhibitor is responsible for knowledge of and compliance with all Indiana State Fire Marshal requirements and all Indiana Convention Center facility requirements. A complete listing of these requirements can be found at [www.icclos.com](http://www.icclos.com). All booth decorations and materials must be flame retardant. All electrical devices and installations must comply with the National Electrical Code, all Federal, State, and Local Safety Codes. Violations of portions or all of these regulations will result in cancellation, at Exhibitor's expense, of all or such part of the exhibit as may be non-compliant.

If you have questions regarding these regulations please contact Brian Graham, Event Coordinator at Indiana Convention Center at 317-262-8656 or [briangraham@icclos.com](mailto:briangraham@icclos.com).

### **INSTALLATION / DISMANTLING**

All exhibits must be fully installed within the scheduled move-in hours. Booth installation outside the scheduled move-in hours must receive written permission from ATA. If any Exhibitor is not set up and in order by the close of set-up hours, ATA reserves the right to direct the official service contractor to set up the exhibit at the sole expense of the Exhibitor, or make such other use of the space as deemed necessary or appropriate, with no refund made to the original Exhibitor.

Arrangement and payment for transporting goods to and from the show, receiving, decorating, and removal of exhibits are the exclusive responsibility of the Exhibitor.

No exhibit may be dismantled before the Official Closing of the Exhibit Hall. All exhibits remaining in the convention center at the close of tear-down time shall be removed by the operations personnel of the hosting convention center and the Exhibitor shall be responsible for all labor and storage costs associated with the removal. ATA accepts no responsibility whatsoever in the forced removal of an exhibit and shall not be responsible for any damage or loss as result of removal by convention center personnel.

**SOUND / MUSIC**

Exhibitors may use sound amplification equipment in their booth but are required to obtain all equipment through the ATA's Official AV Service Provider. In no case will any sound amplification equipment not provided by the Official AV Service Provider be permitted to be used on the show floor. The noise level cannot disrupt the activities of neighboring Exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Under no circumstances will Exhibitors be allowed to broadcast continuous voice amplification devices during show hours. Neighboring booths that are using sound equipment are expected to stagger their presentations so as not to conflict with each other.

Exhibitors whose noise levels become disruptive to their neighbors will receive a warning and upon failure to conform to this regulation will face either prohibition of the offending activity or cancellation of their exhibit space contract, without penalty.

The Official AV Service Provider and the ATA will work with individual companies to insure compliance. In some cases, the ATA may require a sound engineer to operate this equipment.

Prior to the Trade Show, Exhibitors are strongly encouraged to contact Becky Lux, Senior Manager of Trade Show, if they plan to use sound amplification equipment on the show floor to establish a compliant plan of operation for implementation at the show.

**FOOD AND BEVERAGE**

Only exhibitors who manufacture or handle food or drink in the regular course of business may be allowed to distribute food/drink samples. These exhibitors who wish to distribute samples, must obtain pre-approval. Enticement candy is allowed and does not need pre-approval.

All other food products distributed by exhibitors must be obtained through the Indiana Convention Center's official concessionaire/caterer.

**ALCOHOL**

No alcoholic beverages are allowed in the exhibit hall during show hours.

**PROMOTIONAL LITERATURE**

Exhibitors cannot distribute literature, samples, or other material outside their contracted exhibit space including the aisles, general lobby areas, or any other area in the convention center. Exhibitors interested in distributing literature, samples, or other materials or in purchasing a sponsorship opportunity in the convention center to promote their company and/or products and services should contact Becky Lux, ATA Senior Manager of Trade Show at 866-266-2776 ext. 102 or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org).

**CAMERAS OR IMAGE CAPTURING DEVICES**

Individuals with an official Exhibitor show badge are permitted to take photographs or film only of their own booth or products and/or personnel within their own booth. Individuals with an official Media show badge are permitted to use cameras or image capturing devices on the show floor to photograph or film. All others are required to ask exhibitors' permission before photographing

or filming any products or booths on the Exhibitor floor and/or any display area. Individuals using cameras or image capturing devices without the verbal consent of the exhibitor will have the equipment confiscated and/or stored at the expense of the violator and/or have their badge confiscated and be ejected from the Trade Show at the sole and absolute discretion of the ATA. ATA reserves the sole right to use any photographs, blogs, writings, Web copy, video tape, depictions, graphics, rendering, recordings, electronic images or publicity material received by or obtained by the ATA or the press attending the Event, for whatever use deemed proper by the ATA. ATA retains the exclusive right to include photographic, video and other visual portrayals of attendees, any Exhibitors and any Exhibit Space, in any pictorial medium of any nature whatsoever for the purpose of trade, advertising, sales, publicity and otherwise, without compensation to the Exhibitor, and all rights will be ATA's sole property, free of any claims of the Exhibitor or any persons deriving any rights or interest from the Exhibitor.

**DISCLOSURE OF CONTACT INFORMATION**

The ATA collects business contact information (e-mail addresses, telephone and facsimile numbers, as well as physical addresses) pertaining to its Exhibitors. Any such information provided by an Exhibitor may be disclosed by the ATA to its other Trade Show Attendees, Official ATA Trade Show Service Providers, and Partners. By providing business contact information to the ATA, Exhibitors have consented to the use and disclosure of that information in this manner. If an Exhibitor does not want the ATA to use or disclose business contact information as described herein, do not provide it. ATA notes that this may result in an Exhibitor being unable to access some or all of our services.

**SPECIAL NEEDS**

Any Exhibitor who has special needs which require variance from the above mentioned guidelines must get prior written approval. Exhibitors should send detailed plans of their proposed display to from Becky Lux, ATA Senior Manager of Trade Show.

**SUBLETTING OF SPACE**

Exhibitors may not assign or sublet any part of the space allotted to them and may not advertise or display goods or services other than those sold by them in the regular course of their business.

**USE OF SPACE / ACTIVITIES**

This is an order-writing show and the direct sale of goods to attendees is strongly discouraged. If an Exhibitor engages in on-site transactions, the Exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales.

Unless part of the convention program and approved, publicizing and/or maintaining any extraneous activities, including hospitality suites, inducements, demonstration or displays away from the exhibit area during exhibit hours is prohibited.

Any group hosting an event at the convention center or surrounding hotels in conjunction with the Trade Show must have prior written approval from Becky Lux, ATA Senior Manager of Trade Show.



**AMERICANS WITH DISABILITIES ACT**

Each Exhibitor must comply with Americans with Disabilities Act (ADA), and modify policies, practices, and procedures, as necessary, to enable individuals with disabilities to participate equally within the confines of their exhibit space. Each Exhibitor shall be responsible for compliance with ADA within its exhibit space, including the provision of auxiliary aids and services as needed.

**COPYRIGHT LAW / INTELLECTUAL PROPERTY**

Exhibitor hereby represents and warrants to ATA that Exhibitor owns or validly possesses the right to make, use, perform, sell and/or display ("Use" or "Used") any patented products, copyrighted works, trademarks, service marks, trade names and all other protected property rights (collectively, "Intellectual Property") which may be Used in connection with its activities at the Trade Show and/or at any other ATA-sponsored events (collectively, "Events"). Exhibitor further represents and warrants that it owns or validly possesses the right to Use any name, likeness, signature, voice or other impression owned by others at any Events ("Other Property Rights"). In the event a dispute arises at any Events regarding Exhibitor's right to Use any Intellectual Property, ATA, in its sole and absolute discretion, may restrict or terminate such Use immediately with Exhibitor's failure/refusal to abide by ATA's determination being conclusively deemed a material breach of these Terms and Conditions. In order to facilitate any attempt by ATA to resolve any such dispute, Exhibitor is expected have immediate access to written evidence of its ownership or right to Use the Intellectual Property; provided, however, Exhibitor acknowledges and agrees that ATA has no obligation whatsoever to monitor or police any Use, that ATA's exercise of the sole and absolute discretion conferred upon it herein shall be without refund or liability to Exhibitor of any kind, and that Exhibitor unconditionally agrees not to assert any claim or lawsuit of any kind against ATA, its officers, directors, employees and agents relating to the subject matter addressed herein. To the fullest extent permitted by law, Exhibitor agrees to defend, indemnify and hold harmless ATA, its officers, directors, employees and agents from and against any and all losses, claims, demands and/or damages (including attorney's fees and costs), arising out of or relating to (in any way) the subject matter addressed herein.

**ANIMALS**

Animals are not permitted in the facility except in conjunction with an approved exhibit or display legitimately requiring the use of animals. Prior approval from Becky Lux, ATA Senior Manager of Trade Show is required and is at the sole discretion of the ATA. Support animals are permitted under the provision of the Americans with Disabilities Act. Any approved animal must be under leash control of its owner.

**SMOKING**

No smoking is permitted in the convention center unless in designated smoking areas.

**DISPLAY OF FIREARMS**

Firearms on display by Exhibitors, whose firing pins have been removed, are unloaded and have a trigger lock in place will be permitted on the Show Floor or other ATA display areas. All firearms on display must be inspected and tagged as approved by ATA Show Management or the Official Trade Show security vendor.

**EXHIBITOR APPOINTED CONTRACTORS ("EAC")**

Each Exhibitor Appointed Contractor ("EAC"), as agent of its respective Exhibitor, must adhere to and will be bound by the Exhibitor Rules and Regulations. Each Exhibitor shall be responsible for ensuring that their EAC has adequate insurance coverage as specified herein and shall be liable for the conduct of each EAC it appoints or that performs services pursuant to such appointments. The names of any EACs to be used by Exhibitor must be sent to Shepard Exposition Services at least 30 days prior to the first set-up day for the Trade Show. ATA retains the right, in its sole and absolute discretion, to prohibit or remove any EAC from the Trade Show for non-compliance with these Rules and Regulations and/or for any other reason.

**EXHIBITOR NO SHOWS**

If Exhibitor, through circumstances beyond its control, is delayed in arrival or set-up, it must notify the Senior Manager of Trade Show, Becky Lux at 866-266-2776 or beckylux@archerytrade.org of such delay and the specific reasons therefore. Failure to comply with this requirement, as well as the failure to appear at the Trade Show ready to set-up its Exhibit Space by 7:30 a.m. of opening day of the show may, at ATA's sole and absolute discretion, result in resale of Exhibit Space without any refund whatsoever.

**LIABILITY**

Exhibitor hereby accepts sole responsibility and, are encouraged to implement all measures necessary, for safeguarding its materials, equipment and displays at all times, whether located in its Exhibit Space or elsewhere; provided, however, any liability on the part of Shepard Exposition Services for the pick-up and transport of items between such Exhibitor Space and the carrier(s) for Exhibitor shall not be affected by the terms of this provision. Throughout its presence at the Trade Show, Exhibitor is required to maintain general liability insurance with commercially reasonable terms and shall, upon request from ATA, provide proof of said insurance. Said insurance shall name the Archery Trade Association and its officers, directors, agents and employees as additional insureds. As a courtesy to Exhibitor, and without creating any warranty against or accepting any responsibility for losses that may be sustained, the ATA may arrange for perimeter security for the Exhibit Hall during installation, dismantling and show days. Any Exhibitor desiring to provide for its own separate security must separately contract for the same, at its sole expense, through a security service provider approved by the ATA.

ATA shall not be liable for any failure to deliver space to an Exhibitor or for the loss of allotted space of an Exhibitor who has contracted for exhibit space under the terms of this agreement, if non delivery is due to destruction of or damage to the convention center, the show or the exhibit area by any act of God, fire, acts of a public enemy, strikes, the authority of law or any cause beyond ATA's control.

Exhibitors must surrender space occupied by them in the same condition as it was at the commencement of occupation. If the Exhibitor's materials fail to arrive, the Exhibitor is nevertheless responsible of all amounts due hereunder. In holding the show, ATA does not act as the agent of the Exhibitor, the convention center, or any other party. Claims against any party are to be submitted directly to the party involved.

**Should an Exhibitor experience an unfavorable situation during established move in, show, or move-out hours, it should be immediately be brought to the attention of Becky Lux, ATA Senior Manager of Trade Show, who will assist in getting the situation corrected on-site. ATA cannot guarantee any resolution to situations brought to the attention of show management or other Official ATA Trade Show Service Providers after the close of the show.**

### **TERMINATION OF RIGHT TO EXHIBIT**

ATA reserves the right to terminate without notice an Exhibitor's right to exhibit if an Exhibitor and/or any of its officers, directors, employees, agents, representatives and/or invitees fail to observe the conditions of this agreement, or in the opinion of ATA and its Board, Dealer Council, or Trade Show committee, conduct themselves in an unethical or unprofessional manner. Such Exhibitors will be promptly expelled from the Trade Show without refund. Furthermore, ATA reserves the right to terminate for convenience (i.e., without any cause whatsoever) an Exhibitor's right to exhibit five days after provision of written notice, provided however, in the event of an exercise of this right, ATA shall refund all fees and charges paid by the Exhibitor and not earned by ATA within thirty days of the termination. ATA may also, or in the alternative, refuse thereafter to enter into any agreement with the same or related Exhibitor to lease booth space at future shows, conferences or conventions of ATA. The reservation of or exercise of this right shall be in addition to, and not in lieu of, any other rights or remedies granted under this agreement or available under law. In the event the expulsion of an Exhibitor without notice proves to be erroneous, the expulsion shall be deemed to be a termination of the Exhibitor for convenience.

### **CONVENTION CANCELLATION**

If any part of the Exhibit Hall is damaged, or if circumstances make it either impracticable or impossible for ATA to permit an Exhibitor to occupy the space assigned during a portion or entirety of the period covered, the Exhibitor will be charged for space only for the period space was or could have been occupied by the Exhibitor, and the Exhibitor releases ATA from any and all claims for damages caused by such action.

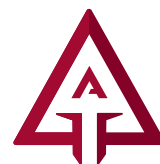
### **INDIANA CONVENTION CENTER POLICIES**

In addition to these Terms and Conditions established by the ATA, Exhibitors must comply with all policies and requirements established by the Indiana Convention Center. These policies can be found at [www.icclos.com](http://www.icclos.com).

# 2020 ATA SHOW EXHIBITOR DISPLAY REGULATIONS

JANUARY 9-11, 2020

Indiana Convention Center- Indianapolis, IN



These regulations will govern exhibitor use of the booth space purchased for the 2020 ATA Trade Show and are a supplement to the exhibitor rules and regulations. The ATA's intent is to minimize limitations on exhibitors while insuring the rights of every exhibitor are protected – regardless of booth size. If you have questions or would like the complete exhibitor rules and regulations visit the ATA website at [www.archerytrade.org](http://www.archerytrade.org) or contact:

Becky Lux, Senior Manager of Trade Show

866-266-2776 ext.102

[beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)

## CUBIC CONTENT RULE

The ATA Trade Show follows the cubic content rule, which allows Exhibitors to make maximum use of their booth space vertically as well as horizontally. Under the cubic content rule, each Exhibitor may build the side walls of their booth to the maximum height from the back wall to the aisle. The height varies according to booth type so refer to the following chart to determine your approved booth height.

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Linear (in-line) booths	bound by 1 or 2 aisles	12'
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A multi-story exhibit is a booth where the display fixture includes two or more levels. Multi-storied exhibits require prior approval by the Indiana Convention Center and local government agency. Exhibitors with multi-story exhibits must submit professionally rendered floor plans and/or drawings (1) one month prior to the first move-in day. Drawing can be submitted to Becky Lux, Senior Manager of Trade Show, via email to [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org), mailed to Archery Trade Association, PO Box 70, New Ulm, MN 56073 or shipped to Archery Trade Association, 16 South Minnesota Street, New Ulm, MN 56073.

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*Prior to the Trade Show, Exhibitors are strongly encouraged to contact Becky Lux, Senior Manager of Trade Show, if they plan to use sound amplification equipment on the show floor to establish a compliant plan of operation for implementation at the show.*

## FOOD AND BEVERAGE

Only Exhibitors who manufacture or handle food or drink in the regular course of business may be allowed to distribute food/drink samples. These Exhibitors who wish to distribute samples, must obtain pre-approval. Enticement candy is allowed and does not need pre-approval.

## PROMOTIONAL LITERATURE

Exhibitors cannot distribute literature, samples, or other material outside their contracted exhibit space including the aisles, general lobby areas, or any other area in the convention center. Exhibitors interested in distributing literature, samples, or other materials or in purchasing a sponsorship opportunity in the convention center to promote their company and/or products and services should contact:

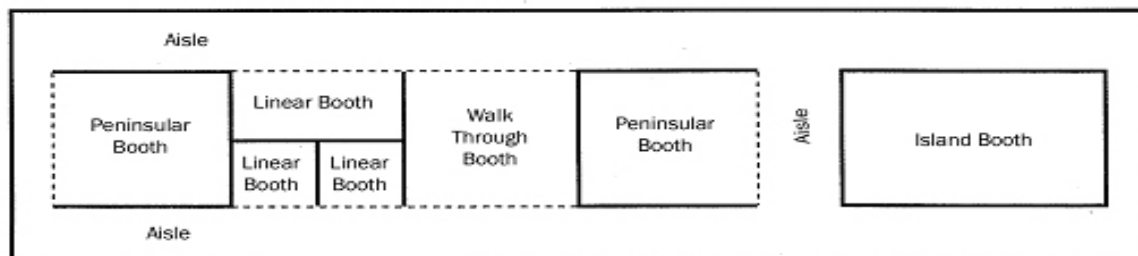
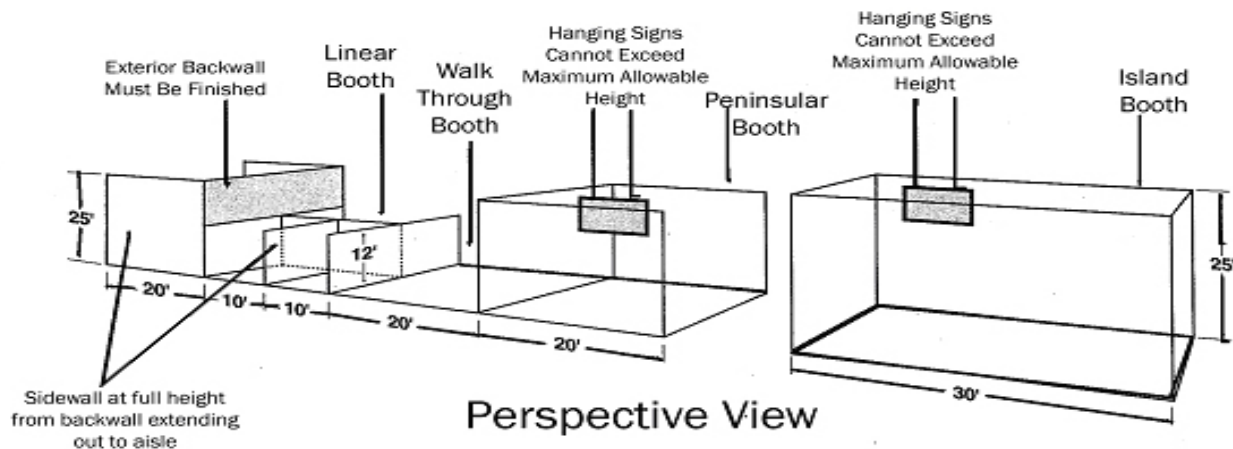
Becky Lux, Senior Manager of Trade Show  
866-266-2776 ext. 102  
beckylux@archerytrade.org

## DISMANTLING

No exhibit may be dismantled before the Official Closing of the Exhibit Hall, and NO PACKING of equipment or materials may begin until that time.

## INDIANA CONVENTION CENTER POLICIES

In addition to these Regulations established by the ATA, Exhibitors must comply with all policies and requirements established by the Indiana Convention Center. These policies can be found at [www.icclos.com](http://www.icclos.com).



Top View





**ARCHERY**

TRADE ASSOCIATION

# — 2020 ATA TRADE SHOW SPONSORSHIP GUIDE

EARN PREFERENCE POINTS WHILE DEFINING YOUR BRAND.



**ARCHERY**  
TRADE ASSOCIATION

# HIT THE **MARK** THIS SEASON

Stand out from the crowd and find the sponsorship that works best for you. There are a number of ways to showcase your brand and get noticed at the ATA Trade Show.

Act now to take advantage of preferred placement.



# SIGNAGE

## ATA SHOOTING LANE BANNER

YOUR LOGO HERE

YOUR LOGO HERE

## SHOOTING LANE BANNERS

Be where the action is. Place your brand where the bows are drawn. Your message will be placed on the bottom 33' x 2' section of each shooting lane banner.

**\$15,000** FOR EXCLUSIVE SPONSORSHIP PACKAGE

SPONSORSHIP  
**SOLD**  
AVAILABLE

YOUR LOGO HERE

## SKYWALKS

Accompany trade show attendees during their walk to and from their hotel with premium placement in these high-traffic walkways.

**\$10,000** FOR WESTIN SKYWALK  
**\$10,000** FOR MARRIOTT SKYWALK  
PURCHASE BOTH FOR **\$15,000**.

LOCATIONS  
**2**  
AVAILABLE

\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.





## REGISTRATION

Showcase your brand in the highest-traffic locations at the show. Every show attendee will need to visit Main Registration or an Express Pass kiosk. Your logo will be prominently placed in these locations.

**\$7,500 FOR EXCLUSIVE SPONSORSHIP PACKAGE**

SPONSORSHIP  
**SOLD**  
AVAILABLE

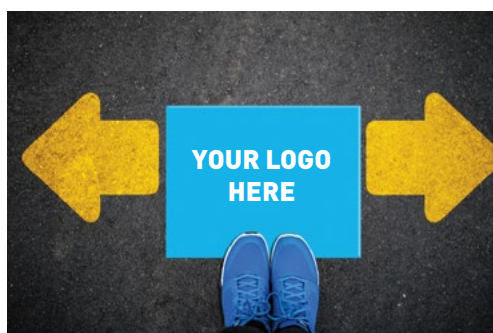


## TRASH CAN WRAPS

They can't throw away this ad. You pick the best locations, supply the graphic materials and wrap the cans. This is a high-visibility sponsorship.

**\$6,500 FOR EXCLUSIVE SPONSORSHIP PACKAGE**

SPONSORSHIP  
**1**  
AVAILABLE



## FLOOR DIRECTIONALS

You create floor directions to lead attendees right to your booth. Directionals will be placed on the trade show floor starting at each of the entrances and will lead to your booth.

**\$6,000 PER SPONSORSHIP**

SPONSORSHIPS  
**2**  
AVAILABLE

\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.



## SHOOTING LANE VESTS

Our on-site shooting lane volunteers know that safety comes first in the sports of archery and bowhunting. This sponsorship will allow you to relay that message to show attendees alongside promoting your brand.

**\$6,000 FOR EXCLUSIVE SPONSORSHIP PACKAGE**



## BATHROOM SIGNAGE

Own the throne. Place your messaging where everyone will eventually be. Promote products or simply inform everyone who you are and where they can find you.

**\$5,500 FOR EXCLUSIVE SPONSORSHIP PACKAGE**



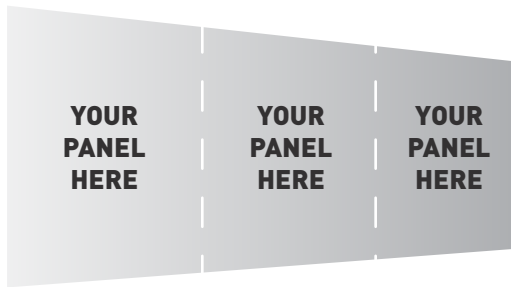
## FOOD COURT

Own a high-traffic space and sponsor one or both of the on-floor food courts.

**\$5,000 FOR ONE FOOD COURT**  
**\$9,000 FOR BOTH FOOD COURTS**



\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.



## WALL PANELS

Lead the way to registration with your brand message. These panels adhere to the wall and continue down the halls of the Indiana Convention Center. Maximize your exposure with multiple panels.

**\$5,000 PER HALL SECTION**



## COLUMN WRAPS

Stand out with a strategically placed column wrap. Many prominent locations are available. Your column wrap will fill the entire space with your message.

**\$3,500 PER COLUMN**



## OVERHEAD BANNERS

Call soon to get your banner displayed in the locations with the highest traffic. We are happy to advise you on the best places available for banner placement.

**PRICES STARTING AT \$3,500**

\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.



## ESCALATOR FLOOR MATS

Put your brand where everyone is sure to step: at the bottom and top of the escalators.

**\$2,000 PER MAT**



## ENTRANCE STRUCTURES

Leave a lasting impression. Be the first and last product that attendees see when they enter and exit the show floor with brand positioning and product placement in high-traffic locations.

**\$2,000 PER STRUCTURE**  
**\$20,000 FOR EXCLUSIVE**  
**SPONSORSHIP PACKAGE**

**SOLD**



## WINGED BANNERS

Display your supplied wing banners where they'll have the most impact. This is a low-cost, high-value sponsorship.

**\$1,000 PER WINGED BANNER**

\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.

# DISPLAYS

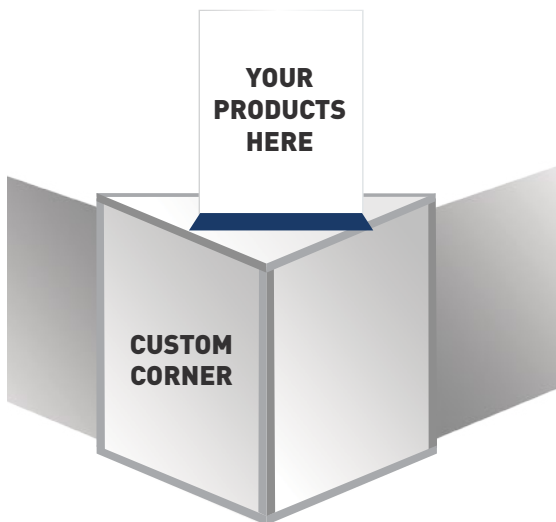


Truck image is for example only. The final custom display needs to be provided by the sponsor per ATA specifications.

## LOBBY DISPLAYS

Your custom display, placed in a high-traffic area, can help you stand out and drive traffic to your booth. Great for wrapped or novelty vehicles or large product displays.

**\$3,500 PER DISPLAY**



## FEATURED PRODUCTS

The Featured Products Showcase serves as a product preview for attendees. Retailers and media members frequent this area to evaluate the latest products.

Choose the best size from the options listed to showcase your product in this area:

**TABLE TOP: 2 X 2 | \$50 OR 4 X 2 | \$100 OR 6 X 2 | \$150**

**FLOOR SPACE: \$200 PER ITEM**

Garner extra attention in Featured Products by placing your logo or graphic on one of the custom corner structures.

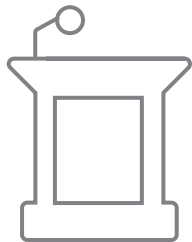
**CUSTOM CORNER: \$2,000 PER CORNER**



\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.



# EVENTS & ROOMS



## SEMINAR SERIES

Get in front of the serious retailers who attend the ATA Seminars every day before the show floor opens. Sponsors receive logo display on all seminar collateral. Ads are also displayed on banners in each seminar room and on all pre-show and on-site advertising to promote the seminars.

**\$3,500 PER SPONSORSHIP**



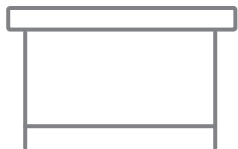
## INTERNATIONAL RECEPTION

If reaching international trade show guests with your message is important, this sponsorship is for you. Place your sponsorship at this well promoted and well attended event.

**\$2,000 PER SPONSORSHIP**

**\$4,000 FOR EXCLUSIVE SPONSORSHIP PACKAGE**

# SOLD



## PRESS ROOM

Sponsor the room where the press goes to work. Sponsorship includes a table for placing products and/or literature and an acknowledgment that your company is a sponsor.

**\$1,000 PER SPONSORSHIP**

\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.

# DIGITAL



## WIFI

Every time a show attendee logs on to the free WiFi, they will be directed to a landing page where they will see your logo and have the opportunity to click on your link.

**\$3,000 PER SPONSORSHIP**



## MOBILE APP

Get your message into the hands of an increasing number of attendees with a rotating banner position on the mobile app used to navigate the show.

Attendees will be able to click on your banner ad and be directed to your booth or website.

**\$1,000 PER SPONSORSHIP**



## DIGITAL MESSAGING ENHANCEMENTS

Take hold of digital messaging and help your booth stand out to attendees. This sponsorship allows you to place your company logo on the floor plan map within the mobile app. As attendees navigate the Indiana Convention Center, they can easily locate your booth.

There are also options to add videos, press releases, and product descriptions with full color images.

**FOR OPTIONS AND PRICING, ACCESS THE EXHIBITOR SERVICE CENTER LOCATED IN THE MYATA LOGIN.**

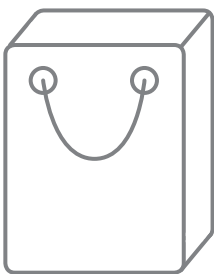
\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.

# PROMOS & SOUVENIRS

## GOODIE BAG

Keep your brand front and center long after the ATA Trade Show. Goodie Bags are handed out to every retail member who attends the show.

This sponsorship has multiple opportunities to showcase your brand.



### **BAG SPONSOR: \$10,000 | ONE AVAILABLE**

The sponsor will provide 3,000 bags.

### **LOGO SPONSORSHIP: \$2,800 | SIX AVAILABLE**

For the first time ever, reserving a spot in the Goodie Bag for your company's item is free when you commit to utilizing the space with a tangible promotional item or product sample that meets ATA requirements. For a list of ATA approved items or insert inspiration, check out our Goodie Bag Suggested Products Flyer: [archerytrade.org/goodiebag](https://archerytrade.org/goodiebag)

## HOTEL KEY CARD

Your custom key card, with corporate imagery, logo, booth number, etc. will be distributed to attendees who are staying in an ATA Hotel Block hotel. Sponsor must provide key cards, but the ATA is happy to suggest vendors.

### **\$7,500 FOR EXCLUSIVE SPONSORSHIP PACKAGE**



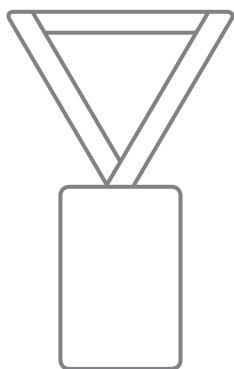
\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.



## HOTEL ROOM DROP

Grab the attention of retailers at check-in. Get creative and customize your sponsorship or gift your latest promotional items, catalogs, flyers, and more.

**\$7,000 PER SPONSORSHIP**

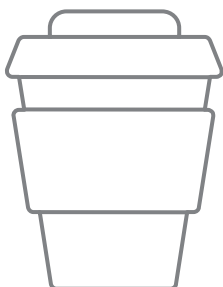


## LANYARD

Let the attendees promote your company, name or product message by sponsoring the show lanyard. This is given to every attendee and exhibitor when they receive their badge. Sponsor must provide 10,000 lanyards upon sponsorship confirmation.

**\$6,500 FOR EXCLUSIVE SPONSORSHIP PACKAGE**

SPONSORSHIP  
**SOLD**  
AVAILABLE



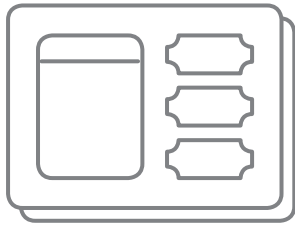
## COFFEE CUP SLEEVES

When the “coffee is on,” your message will be on point. Let custom coffee cup sleeves go to work for you. Sponsor must provide coffee cup sleeves.

**\$6,000 FOR EXCLUSIVE SPONSORSHIP PACKAGE**

SPONSORSHIP  
**SOLD**  
AVAILABLE

\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.



## BIG BUCK TAGS

Attract retailers and enforce your brand. Offer a Show Special or Giveaway in the Big Buck Tags coupon book. Coupons must be brought to your booth for redemption. These coupon books are given to every retailer attending the show. This is a low-cost, high-value sponsorship specifically targeted at retailers.

By purchasing a Show Special coupon, you can increase your exposure to retailers at no additional charge. The ATA will include a Show Special icon next to your company's name in both the Exhibitor Listings and the Pocket Guide.

**\$100 PER COUPON**

**\$1,000 FOR INSIDE FRONT COVER AD**

**\$1,000 FOR INSIDE BACK COVER AD**

**\$1,500 FOR INSIDE FRONT AND BACK COVER ADS**

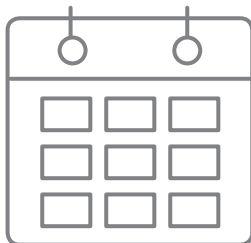


## POCKET GUIDE

Place your logo right in the hands of attendees. With over 20,000 copies distributed, the ATA Pocket Guide is the marquee informational handout to guide attendees around the show floor.

Visit [archerytrade.org/pocketguide](https://archerytrade.org/pocketguide) to view complete spec sheet.

**\$3,500 PER SPONSORSHIP**



## CALENDAR

Increase your exposure all year long with the 2020 Calendar. These calendars are included in all retail Goodie Bags and placed throughout high traffic areas of the show.

Visit [archerytrade.org/calendar](https://archerytrade.org/calendar) to view complete spec sheet.

**\$2,995 PER SPONSORSHIP**



\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.



# CUSTOM



## CREATE YOUR OWN SPONSORSHIP

No one knows your products and your brand like you do. Get creative and help us maximize your exposure at the show.

Call or email Jill Schaben with your idea.

[jillschaben@archerytrade.org](mailto:jillschaben@archerytrade.org)

866.266.2776 x134

\*PRICES DO NOT INCLUDE DESIGN, PRODUCTION, OR INSTALL.

## CONTACT US

If you are interested in any of our sponsorships or learning more, please contact **Jill Schaben** at the following:

866.266.2776 x134  
jillschaben@archerytrade.org



## 2020 ATA TRADE SHOW

January 9-11 | Indianapolis IN

Promotions are only available to show exhibitors unless previously approved by show management. All sponsors have the right of first refusal on their purchased sponsorship for the following year if they renew by March 31.



# NEW FOR 2020 BIG BUCK TAG UPDATES



## Day one of the Show is Buyer Day.

*Offer a Show Special coupon in the Big Buck Tag Book to draw retailers to your booth.*

By purchasing a Show Special coupon, you can increase your exposure to retailers at no additional charge. The ATA will include a Show Special icon next to your company's name in both the Exhibitor Listings and the Pocket Guide.

\$100 PER COUPON

\$1,000 FOR INSIDE FRONT COVER AD

\$1,000 FOR INSIDE BACK COVER AD

\$1,500 FOR INSIDE FRONT AND BACK COVER ADS

## NEW GIVEAWAY COUPON

*In an effort to draw even more attention to the Big Buck Tags coupon books and encourage on-site order-writing, the first page in the coupon book will be for a chance to win \$5,000.*

*To enter the drawing, retailers must first place \$5,000 in orders at the Show. Completed slips will be dropped at the MyATA area and each day, a name will be drawn to receive \$5,000 cash.*

Jill Schaben, Senior Manager of Marketing and Communications  
(712) 592-0801 | [jillschaben@archerytrade.org](mailto:jillschaben@archerytrade.org)

## WIN \$5000 CASH

YOUR ATA IS REWARDING YOU FOR DOING BUSINESS AT THE SHOW.



Once you write \$5,000 in orders at #ATA2020 fill out this coupon and drop it off at the Info Booth in the MyATA area. Each day the ATA will pull a name to win \$5,000 cash.

SHOP NAME: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

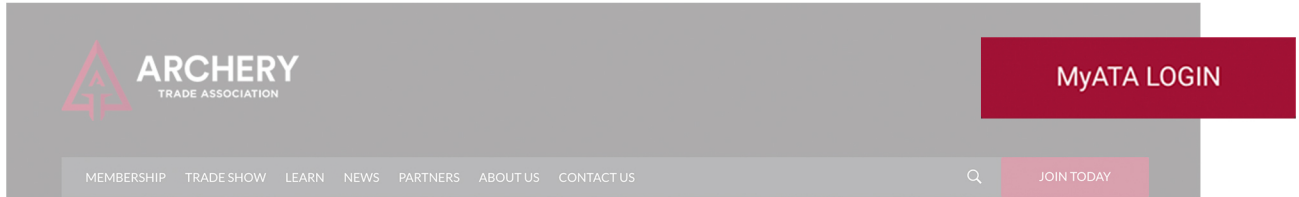
Must be in attendance on the day your name is drawn to win. Retailers will be asked to provide proof of written orders if their name is drawn. \$5,000 cash will be addressed to the company name and mailed to the winners after the Show. Once your name is drawn, your name remains in the raffle throughout the duration of the Show.

1 | BIG BUCK TAGS



# How to Purchase a Big Buck Tag

- 1 Click the “MyATA LOGIN” button, located in the upper right-hand corner on ARCHERYTRADE.ORG and enter your login information.  
*If this is your first time logging in, use your email address for the user name and follow the “forgot password” link.*  
*You will receive an email prompting you to create your unique password.*



- 2 Go to My ATA member Dashboard and select “Sponsorships.”



#### Sponsorships

Exhibitors can view and purchase sponsorship opportunities, including Featured Products, Goodie Bag Inserts, banner sponsorships and more!

Questions? Please contact Jill Schaben at [jillschaben@archerytrade.org](mailto:jillschaben@archerytrade.org).

- 3 Go to the Big Buck Tag Coupon and “Add to Cart.”



Big Buck Tag Coupon: \$100/coupon

Details

Add to Cart

- 4 Select the correct organization that you want to purchase the sponsorship for and click “Next.”

- 5 Fill in the fields. Select if your coupon is a “Show Special” or “Giveaway” from the drop down under Type of BBT Coupon field. The “Show Special” is a discount to encourage buyers to do order writing at the show. The ATA will include a “Show Special” icon next to your company’s name in both the Exhibitor Listings and the Pocket Guide. The “Giveaway” is an item that you giveaway or if your doing a special drawing.

Contact Information: This information is for internal use only and will not be published.

1 Your Name: *	<input type="text"/>
1 Your Title: *	<input type="text"/>
1 Your Preferred Phone Number: *	<input type="text"/>
1 Your Preferred Email Address: *	<input type="text"/>
1 Type of Big Buck Tag Coupon: *	<input type="text" value="Giveaway"/>
1 Coupon Text (Max of 150 Characters): *	<input type="text"/>
1 Coupon Value (enter the dollar amount or percent savings value): *	<input type="text"/>

Please submit a high-res version of your company logo to [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org) or upload to Images under your company profile. (Formats accepted include jpg, pdf, png and eps) Images must be received by November 1, 2019.

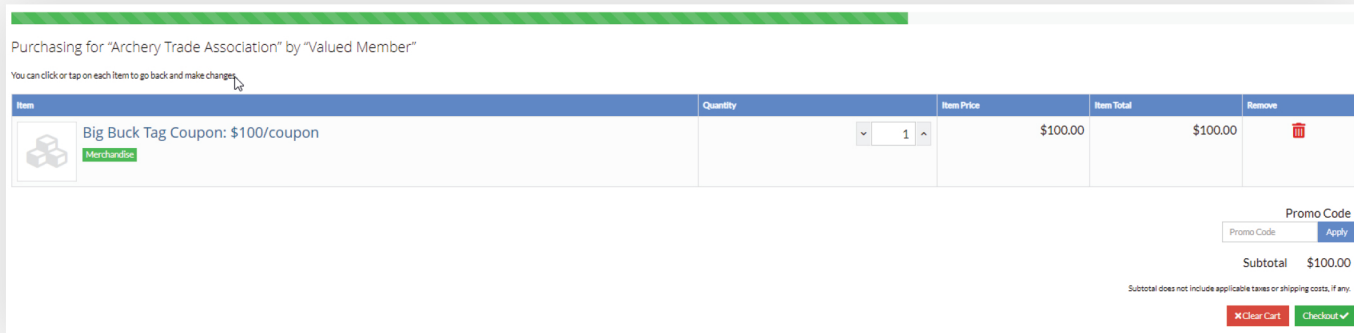
You will receive a proof to approve by email within 10 business days of purchase and receipt of your company logo.

Questions? Please contact Sarah Haala at 507-233-8131 or [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org).

- 6 Click the “Next” button.



# How to Purchase a Big Buck Tag (cont.)

**7** Click the “Checkout” button.



Purchasing for "Archery Trade Association" by "Valued Member"

You can click or tap on each item to go back and make changes

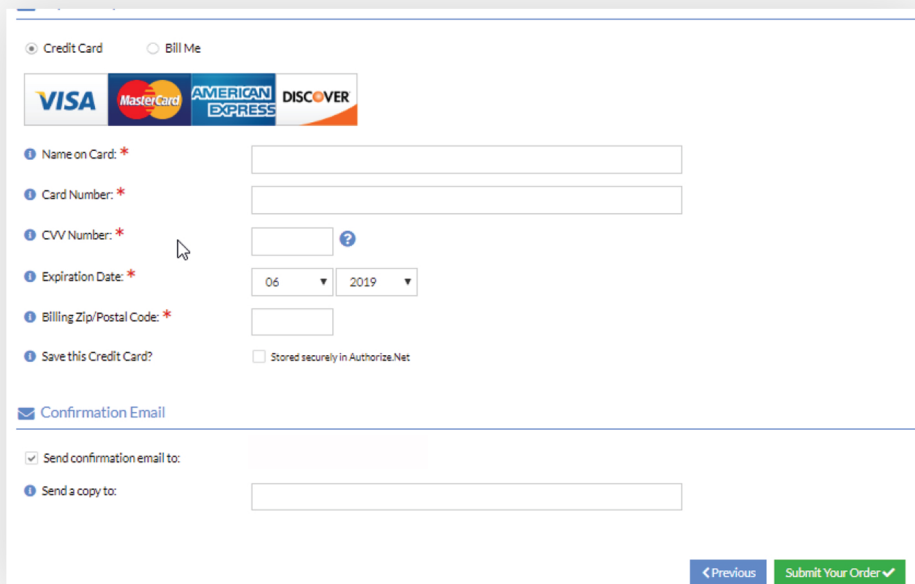
Item	Quantity	Item Price	Item Total	Remove
 Big Buck Tag Coupon: \$100/coupon <small>Merchandise</small>	1	\$100.00	\$100.00	

Promo Code





Subtotal \$100.00

Subtotal does not include applicable taxes or shipping costs, if any.

**8** Apply payment information and enter email address if you would like to receive a payment receipt. Then click “Submit Your Payment.”




☒ Credit Card ☐ Bill Me

**Name on Card: \***

**Card Number: \***

**CVV Number: \***  

**Expiration Date: \***  /

**Billing Zip/Postal Code: \***

**Save this Credit Card?** ☐ Stored securely in Authorize.Net

**Confirmation Email**

☒ Send confirmation email to:

**Send a copy to:**

**9** Please submit a high-res version of your company logo to [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org) or upload to images under your company profile. (Formats accepted include jpg, pdf, png and eps) Images must be received by November 1, 2019.

**10** After submitting your payment allow 10 business days and you will receive a email proof of your coupon for you to approve. You are able to make changes after you see your proof.

# FEATURED PRODUCTS SHOWCASE

## ***BEST IN SHOW AWARDS***



A new addition to the popular Featured Products area at #ATA2020, retail buyers will vote on their favorite products displayed in the Featured Product Showcase.

Make sure to reserve your space in Featured Products before December 10 to guarantee a spot and have your product included in the voting.

Gold, Silver and Bronze *Best In Show* Awards will be given in 5 categories:

1. Women
2. Youth
3. Archery Accessory
4. Bowhunting Accessory
5. Innovation Breakthrough (product/technology is new to market within last 12 months)

Exhibitors may choose to enter the awards program and can select a category when they purchase their Featured Products space. It is free to enter the awards program when you purchase Featured Products space.

### **How to Register for Featured Products.**

Exhibitors who choose to enter their product for consideration for the awards, will have their products identified in the Featured Products Showcase.

Voting in Featured Products will take place on day 1 of the Show, Buyer Day. Voting will close at 5pm.

Winners will be announced and presented at the ATA Buzz Center with press coverage.

The winning products will be identified through special display and location in Featured Products Showcase for viewing on Show Days 2 & 3.

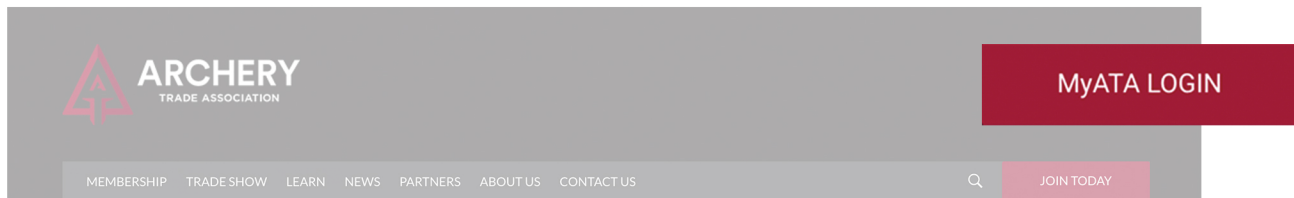
### **Enter your product now!**

As always, all product categories may participate in the Feature Products Showcase. It is not limited to the voting categories or only new products. Any product an exhibitor would like to highlight can be displayed in the Featured Products Showcase, you then choose if you want to be considered for the *Best In Show* Awards.

Questions? Please contact Sarah Haala, Trade Show Coordinator at 866-266-2776 ext 101 or [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org)

# How to Purchase Space in Featured Product Showcase Including option to enter Best in Show Awards.

- 1 Click the “MyATA LOGIN” button, located in the upper right-hand corner on ARCHERYTRADE.ORG and enter your login information.  
*If this is your first time logging in, use your email address for the user name and follow the “forgot password” link.  
You will receive an email prompting you to create your unique password.*



- 2 Go to MyATA member Dashboard and select “Sponsorships.”



#### Sponsorships

Exhibitors can view and purchase sponsorship opportunities, including Featured Products, Goodie Bag Inserts, banner sponsorships and more!

Questions? Please contact Jill Schaben at [jillschaben@archerytrade.org](mailto:jillschaben@archerytrade.org).

- 3 Go to Featured Products and “Add to Cart” the desired space that fits your product. The sizes are 6’x2’, 4’x2’, 2’x2’ of tabletop space. We also have floorspace available if your product is too large for a tabletop space.



Featured Products 6’x2’ Table Top Space: \$150/space  
Featured Products 6’x2’ table top space. Note: There is a height restriction of 3.5’

[Details](#) [Add to Cart](#)

- 4 Select the correct organization that you want to purchase the sponsorship for and click “Next.”
- 5 **“New this year!”** When purchasing a space you have the option to enter your product in the “Best in Show” award voting. There are 5 categories to choose from: Women, Youth, Archery Accessory, Bowhunting Accessory, and Breakthrough Innovation. The buyers vote on their favorite product in each category, awarding a gold, silver, and bronze award. The winners will be announced at the ATA Buzz Center On Friday, Jan.10th.
- 6 Select the best category that represents your product and click “Next.”

## Featured Products 6’x2’ Table Top Space: \$150/space

The Featured Products Showcase serves as a product preview for attendees. Retailers and media members frequent this area to evaluate the latest products. Purchasing this space allows you a 6’x2’ table top space. Note: There is a height restriction of 3.5’.

NEW in 2020! Buyers who visit the Featured Products Showcase will vote for the “Best in Show” in five categories. A Gold, Silver and Bronze winner will be awarded in each area.

Enter NOW to include your product in the “Best in Show” award voting. Check the box below that best describes your product category. You can pick only one category per product.

If you have more than one product you would like to submit for the Best in Show award, you will need to purchase a separate space for each product.

Best in Show Category: \*



- ☐ No, thanks! I’d rather not participate
- ☐ Women
- ☐ Youth
- ☐ Archery Accessory
- ☐ Bowhunting Accessory
- ☐ Breakthrough Innovation (Product/Technology is new within last 12 months)

Questions? Please contact Sarah Haala at [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org) or 866-266-2776 xt 101.

# How to Purchase Space in Featured Product Showcase (cont)



7 Click the “Check Out” button.

Item	Quantity	Item Price	Item Total	Remove
 Featured Products 6'x2' Table Top Space: \$150/space <small>Merchandise Featured Products 6'x2' table top space. Note: There is a height restriction of 3.5'</small>	1	\$150.00	\$150.00	

Promo Code


Subtotal \$150.00

Subtotal does not include applicable taxes or shipping costs, if any.

8 Apply payment information and enter email address if you would like to receive a payment receipt and then click “Submit Your Order.”

Payment Options

☒ Credit Card



Name on Card: \*

Card Number: \*

CVV Number: \*

Expiration Date: \*

Billing Zip/Postal Code: \*

Save this Credit Card?

?

072019

☐ Stored securely in Authorize.Net

Confirmation Email

☒ Send confirmation email to:

registration@archerytrade.org

☒ Send a copy to:

Questions please contact Sarah Haala by phone 866-266-2776 ext. 101 or email sarahhaala@archerytrade.org



# NEW PRODUCT LAUNCH SHOWCASE *BEST IN SHOW AWARDS*



**New for 2020, the ATA Trade Show will host an area to highlight new products!**

Don't miss your chance to have your new product recognized and showcased to the industry. Products submitted will be displayed in the New Product Launch Showcase located in the lobby in a high traffic area near Main Registration.



Make sure to reserve your space in the New Product Launch Showcase now to claim one of the limited spots.

There is no cost to enter a product, but exhibitor must submit a request for approval to be included.

## **How to Register for the New Product Launch.**

All new products entered to the showcase will be voted on by a panel of industry experts.

Gold, Silver and Bronze *Best In Show* Awards will be given in 2 categories:

### **1. New Product Introduced at ATA Trade Show**

Entry will include a preschedule booth visit for 60-90 second video coverage to spotlight product and exhibiting company

### **2. New Product Introduced after Oct 1, 2019**

Entry will include a social media mention for product and exhibiting company

Voting and the reveal of the winners will take place on Day 2 of the ATA Trade Show.

Winners will be announced and presented at the ATA Buzz Center with press coverage.

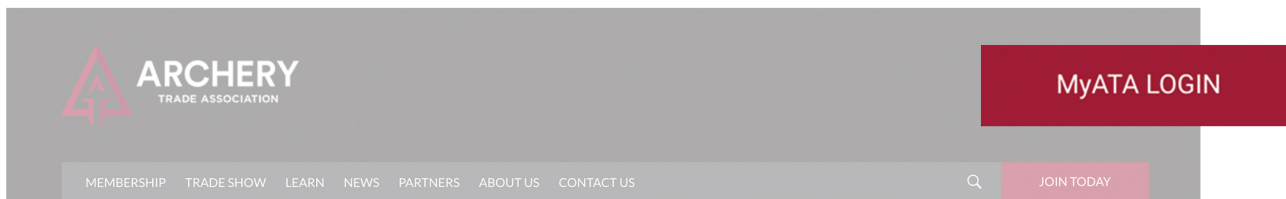
The winning products will be identified through special display in the New Product Launch Showcase for viewing on Days 2 & 3 of the ATA Trade Show.

**Enter your product now!**

Limited space is available and will be first come, first serve once product is approved. Questions? Please contact Sarah Haala, Trade Show Coordinator at 866-266-2776 ext 101 or sarahaala@archerytrade.org

# How to submit your product for the New Product Launch Showcase

- 1 Click the “MyATA LOGIN” button, located in the upper right-hand corner on ARCHERYTRADE.ORG and enter your login information. *If this is your first time logging in, use your email address for the user name and follow the “forgot password” link. You will receive an email prompting you to create your unique password.*



- 2 Select “Exhibitor Service Center” on the main dashboard.



**Exhibitor Service Center**  
2020 ATA Trade Show Exhibitors: Manage your booth and coordinate other Trade Show services, including video, electrical, lighting and more!

- 3 Select your New Product Launch.



## Submit Your New Product Launch

NEW for 2020! ATA will host an area to highlight New Products!

Let the ATA showcase your New Products at the 2020 ATA Show. Enter now to be included in the New Product Launch Showcase Awards. There is no charge to submit your New Product. **View complete details here.**

- 4 Review your company information and tell us about your new product

Section 2  
Tell us about your new product!

When was your product released?

Required

Please provide a description of your product.

Required

Please upload an attachment with a photo or marketing materials for your product.

UPLOAD

Allowed types: Any

Thanks for your entry! There is no cost to enter the New Product Launch “Best in Show” awards. A gold, silver, and bronze will be awarded for both the brand new release and new within 3 months category’s. Questions? Please contact Sarah Haala at sarahhaala@archerytrade.org or 866-266-2776 ext. 101.

FINISH

- 5 Click the “Finish” button.

- 6 ATA will review your submissions and email additional details when approved.

Limited space is available and will be first come, first serve once product is approved. Questions? Please contact Sarah Haala, Trade Show Coordinator at 866-266-2776 ext 101 or sarahhaala@archerytrade.org

# THINK OUTSIDE THE BAG

MEMORABLE GOODIE BAG ITEMS WILL KEEP YOUR BRAND FRONT AND CENTER LONG AFTER THE SHOW.

## CURVY CAMO GEL PEN

\$0.73/Ea.  
\$2,190/Total



4IMPRINT.COM

## 4X4 CUSTOM LOGO DIE-CUT DECAL

\$0.35/Ea.  
\$1,050/Total



CARSTICKERS.COM

## PEEL-N-STICK CALENDAR

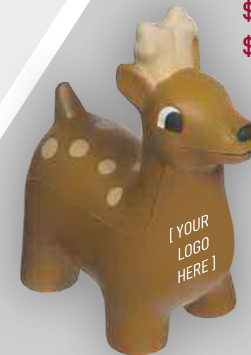
\$0.46/Ea.  
\$1,380/Total



4IMPRINT.COM

## DEER STRESS RELIEVER

\$2.30/Ea.  
\$6,900/Total



PROMOTIONALPRODUCTINC.COM

## VENTURE CAP LIGHT

\$3.59/Ea.  
\$10,770/Total



GOIMPRINTS.COM

## CAN KOOZIE

\$0.70/Ea.  
\$2,100/Total



[ YOUR LOGO HERE ]

INKHEAD.COM

## CUSTOM BRANDED ITEM OR PRODUCT SAMPLE

HAVE YOUR OWN IDEA?  
Contact ATA to  
determine if your product  
qualifies for our swag bag.

PAPER TARGET  
Prices will vary



\*Total estimated price is based off a qty of 3,000. Prices do not include setup fee and shipping and handling.

For the first time ever, reserving a spot in the Goodie Bag for your company's item is free when you commit to utilizing the space with a tangible promotional item or product sample that meets ATA requirements. Contact [jillschaben@gmail.com](mailto:jillschaben@gmail.com) for more info and to reserve your spot in the ATA Show Goodie Bag, handed out to more than 3,000 Retail Attendees at the show.



# BOOTH EVENTS

JANUARY 9-11, 2020

Indiana Convention Center- Indianapolis, IN



## OVERVIEW

Let the ATA promote your new product launch, celebrity appearance, autograph signing, demonstration, or other booth event at the 2020 ATA Trade show. Register now and guarantee your event is included on the mobile app. There is no charge to submit a booth event.

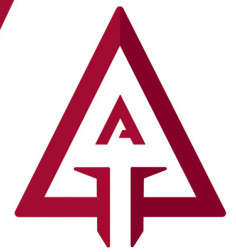
## BOOTH EVENT SUBMISSIONS

- Events must be open to all and will be promoted to the press and those attending the show.
- Events will be listed on the mobile app.
- Descriptions may be shortened or altered based on available space.
- Please submit one form per booth event. General booth promotions that last the duration of the Show, booth drawings and giveaways do not qualify as a booth event and will not be published. Booth drawings and giveaways can be promoted in the **Big Buck Tag Coupon Book**.
- On-site booth event submissions can be dropped off at main registration.
- For more information on booth events for the 2020 ATA Trade show, please contact Sarah Haala, Trade Show Coordinator, at (866)266-2776 ext 101 or e-mail [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org).

To submit a Booth Event, click on the link below to log in to your MyATA Member Dashboard. Go to the Exhibitor Service Center and Submit a Booth Event.

[SUBMIT A BOOTH EVENT](#)

# ARCHERY TRADE ASSOCIATION IMPACT AWARDS



Do you know an individual, company or youth who is sharing their voice or platform to inspire others to enjoy and participate in archery and bowhunting?

Please nominate them to receive the Archery Trade Association Impact Award. Their impact could stem from creativity, service, technology, engagement, longevity, sustainability, overcoming adversity and/or awareness.

One Impact award will be presented to each of the following:

1. Individual
2. Manufacturer Company
3. Retail Company
4. Nonprofit Company
5. Youth

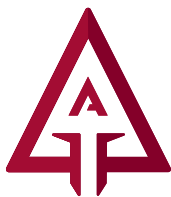
There is no cost to nominate someone for an Impact Award.

Deadline for nominations will be November 5, 2019 and winners announced at the 2020 ATA Trade Show. Winners would be notified ahead of time and invited to attend the Trade Show if not already included.

**Nominate Now!**

Questions? Please contact Sarah Haala, Trade Show Coordinator at 866-266-2776 ext 101 or [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org)





# ARCHERY

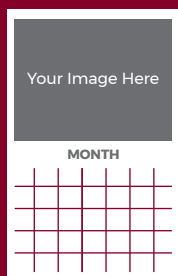
TRADE ASSOCIATION

**INDIANAPOLIS**

January 9-11, 2020

## 2020 ATA Calendar/Moon Phase Guide

The 2020 ATA Calendar will include important industry dates and a handy moon phase guide designed to be used all year long!



### Size:

#### Calendar Image:

For FULL BLEED:

• 11" wide x 9" high

• 10" x 8" live area

• 10.5" x 8.5" trim

**\*\*Custom image should be an in-the-field shot or staged product image. No ads will be accepted for monthly images. ATA to have final approval on all creative.**

## Ad Dates & Deadlines

### • AD SPACE CLOSE:

**NOV. 5<sup>TH</sup>, 2019**

### • ARTWORK DEADLINE:

**NOV. 12<sup>TH</sup>, 2019**

### • BILL DATE:

**JAN. 1<sup>ST</sup>, 2020**

### • ATA SHOW DELIVERY DATE:

**JAN. 7<sup>TH</sup>, 2020**

## CREATING / SUBMITTING AD MATERIAL

All ad material should be submitted to your sales representative at Grand View Outdoors.

All ad files must be press-ready, high-resolution X1a type PDF files (all images should be 300 dpi and CMYK color profile). If you have any questions about ad sizes or formats, please contact your sales representative.

## Rate

**CALENDAR MONTH SPONSOR .....\$2,995**

MUST BE A 2020 ATA EXHIBITOR TO ADVERTISE

### WHAT'S INCLUDED:

- Large 4 Color Image for Month of Sponsorship
- Month Sponsorship Image Thumbnail on the Back Cover - All 12 Months Listed
- Your Company Logo Listed on the Inside Front Cover Sponsors Page

## Limited Availability

**ONLY 12 Sponsor Opportunities Available**

**SOLD FIRST COME, FIRST SERVE**

Ask your sales rep for other sponsorship opportunities

## Total Distribution - 7,000 Calendars

- 3,200 Goodie Bags (given to all retailers)
- ATA Information Booth
- Lanyard Stands



**ARCHERY**  
TRADE ASSOCIATION

### Sales Representatives:

**Pat Boyle** ..... patrick.boyle@grandviewoutdoors.com ..... **920-240-7280**

**David Farlow** ..... david@ezflipmags.com ..... **205-515-0332**

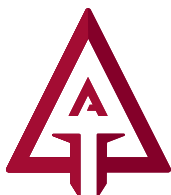
**Don Harris** ..... don.harris@grandviewoutdoors.com ..... **205-407-4551**

**Mike Kizzire** ..... mike.kizzire@grandviewoutdoors.com ..... **205-407-4552**

**Toby Shaw** ..... toby@byersmediaonline.com ..... **989-390-2466**

### For general sales questions please call:

**Derrick Nawrocki** .... derrick.nawrocki@grandviewoutdoors.com ..... **205-407-4559**



# ARCHERY

TRADE ASSOCIATION

**INDIANAPOLIS**

January 9-11, 2020



## 2020 ATA Pocket Guide

### Ad Size

4.25" wide  
X  
3.5" high

Horizontal

Horizontal

### Ad Dates & Deadlines

- AD SPACE CLOSE:  
**NOV. 5<sup>TH</sup>, 2019**
- ARTWORK DEADLINE:  
**NOV. 12<sup>TH</sup>, 2019**
- BILL DATE:  
**JAN. 1<sup>ST</sup>, 2020**
- ATA SHOW DELIVERY DATE:  
**JAN. 7<sup>TH</sup>, 2020**

### CREATING / SUBMITTING AD MATERIAL

All ad material should be submitted to your sales representative at Grand View Outdoors.

All ad files must be press-ready, high-resolution X1a type PDF files (all images should be 300 dpi and CMYK color profile). If you have any questions about ad sizes or formats, please contact your sales representative.

### Rate

**POCKET GUIDE .....\$3,500**

MUST BE A 2020 ATA EXHIBITOR TO ADVERTISE

### WHAT'S INCLUDED:

- 4 Color Ad
- Your Company Logo Listed on the Pocket Guide Cover
- Highlighted Booth Location on Directory Map

### Limited Availability

**ONLY 10** Horizontal Ad Spaces Available

SOLD FIRST COME, FIRST SERVE

### Total Distribution - 20,000 Copies

- ATA Information Booth
- Registration
- Lanyard Stands
- Retailer Pick-Up
- Jan/Feb Issue of Archery Business



**ARCHERY**  
TRADE ASSOCIATION

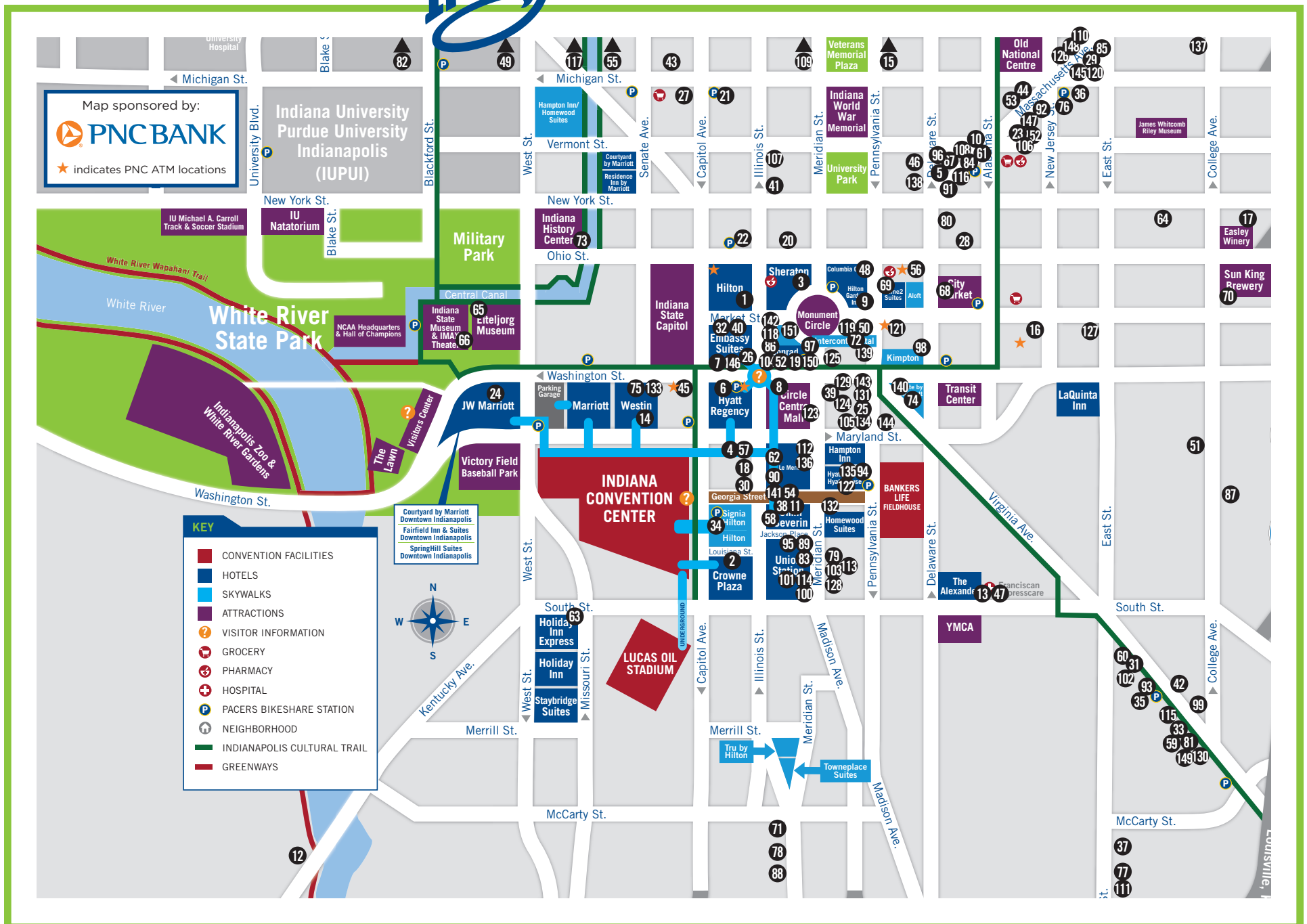
### Sales Representatives:

Pat Boyle	patrick.boyle@grandviewoutdoors.com	920-240-7280
David Farlow	david@ezflipmags.com	205-515-0332
Don Harris	don.harris@grandviewoutdoors.com	205-407-4551
Mike Kizzire	mike.kizzire@grandviewoutdoors.com	205-407-4552
Toby Shaw	toby@byersmediaonline.com	989-390-2466

### For general sales questions please call:

**Derrick Nawrocki** .... derrick.nawrocki@grandviewoutdoors.com ..... 205-407-4559

## DOWNTOWN INDIANAPOLIS RESTAURANTS







# DOWNTOWN INDIANAPOLIS RESTAURANTS



## AMERICAN:

- 1 120 West Market Fresh Grill \$\$\$ 317.972.0600
- 2 123 West \$\$\$ 317.236.7470
- 3 Alexander's Bar and Grille \$\$\$ 317.635.2000
- 4 Dick's Last Resort\* \$ 317.608.2456
- 5 The Eagle\* \$\$\$ 317.929.1799
- 6 Eagle's Nest Restaurant \$\$\$ 317.616.6170
- 7 E'Terie Bar & Grill \$\$\$ 317.236.1901
- 8 Fat Rooster Diner \$\$\$ 317.616.6160
- 8 Granite City Food & Brewery\* 317.803.2025
- 9 Great American Grill \$ 317.955.9700
- 10 Hedge Row Bistro\* \$\$\$ 317.643.2750
- 11 Hooter's \$ 317.267.9637
- 12 John's Famous Stew \$ 317.636.6212
- 13 Market Table 317.624.8200
- 14 Nourish 317.262.8100
- 15 The Point on Penn \$ 317.746.6961
- 16 Public Greens \$ 317.785.0765
- 17 Ralph's Great Divide\* \$ 317.637.2192
- 18 Ram Restaurant & Big Horn Brewery\* \$ 317.955.9900
- 19 Rock Bottom Brewery\* \$\$\$ 317.681.8180
- 20 Sahm's at the Tower\* \$ 317.536.1305
- 21 Sahm's Tavern & Cafe\* \$\$\$ 317.822.9903
- 22 Skyline Club \$\$\$ 317.263.5000
- 2 Taggart's \$\$\$ 317.236.7470
- 23 Tavern at the Point\* 317.756.9609
- 24 TGI Friday's \$ 317.685.8443
- 25 Tin Roof\* \$ 317.951.2220
- 26 Weber Grill Restaurant\* \$\$\$ 317.636.7600
- 8 Yard House \$\$\$ 317.917.4408

## ASIAN/SUSHI:

- 27 Asian Harbor \$\$\$ 317.686.8888
- 28 Bangkok Restaurant & Jazz Bar \$\$\$ 317.632.9000
- 29 FortyFive Degrees \$\$\$ 317.635.4545
- 30 Mikado Japanese Restaurant \$\$\$ 317.972.4180
- 8 P.F. Chang's \$\$\$ 317.974.5747
- 31 Rook \$ 317.759.5828
- 32 Thai Paradise 317.822.8382

## BAKERY/BREAKFAST/CAFE/COFFEE:

- 33 Amelia's Bakery \$ 317.686.1580
- 34 Bee Coffee Roasters\* \$ 317.426.2504
- 35 Calvin Fletcher's Coffee Co. \$ 317.423.9697
- 36 Coat Check Coffee \$ 317.550.5008
- 37 General American Donut Co. \$ 317.964.0744
- 38 Georgia Street Grind \$ 317.401.8111
- 39 Hubbard & Cravens \$ 317.251.5161
- 40 Jack's Donuts \$ 317.426.5930
- 41 Le Peep Restaurant \$ 317.237.3447

- 42 Milktooth\* \$ 317.986.5131
- 43 Mo' Joe Coffee House\* \$ 317.822.6656
- 44 Moar Tea & Poké \$ 317.737.1897
- 26 Panera Bread - Downtown\* \$ 317.822.8385
- 45 Patachou on the Park\* \$ 317.632.0765
- 46 Wild Eggs \$ 317.744.8283
- 47 Yolk (City Way) \$ 317.632.9655
- 48 Yolk (Monument Circle) \$ 317.983.3222

## BARBECUE:

- 49 City Barbeque\* \$ 317.333.6234
- 50 Dick's Bodacious Bar-B-Q\* \$ 317.916.9600
- 51 Old Gold Barbecue \$ 317.964.3440
- 52 Sugarfire Smokehouse \$ 317.493.1293

## BURGERS:

- 53 BRU Burger Bar\* \$ 317.635.4278
- 54 Burger Study\* \$\$\$ 317.777.7770
- 55 Burgerhaus\* \$\$\$ 317.434.4287
- 56 Punch Burger\* \$ 317.426.5280
- 57 Steak 'n Shake \$ 317.634.8703

## CONTEMPORARY:

- 58 1913 Restaurant \$ 317.396.3626
- 59 Bluebeard Restaurant\* \$\$\$ 317.686.1580
- 60 Ember Urban Eatery\* \$\$\$ 317.340.1868
- 61 Louie's Wine Dive & Mass Ave Kitchen \$\$\$ 317.929.1644
- 62 Spoke & Steele \$\$\$ 317.737.1616
- 63 Tavern on South\* \$ 317.602.3115
- 64 Vida Restaurant\* \$\$\$\$ 317.420.2323

## DELI/SANDWICHES:

- 8 Chick-fil-A \$ 317.822.8501
- 3 Circle Cafe \$\$\$ 317.635.2000
- 65 Eiteljorg Museum Cafe\* \$ 317.636.9378
- 66 Farmer's Market Cafe\* \$ 317.232.1637
- 67 The Garden Table on Mass Ave\* \$\$\$ 317.737.2531
- 68 Indianapolis City Market\* \$ 317.634.9266
- 69 Labor District Cafe \$ 317.672.7591
- 70 Oca at Sun King Brewery \$ 317.602.3702
- 8 Primanti Bros.\* \$ 317.384.1046
- 71 Shapiro's Delicatessen \$ 317.631.4041
- 72 Soupremacy \$ 317.423.0780
- 73 Stardust Terrace Cafe\* \$ 317.234.0095
- 74 Subito \$ 317.220.8211
- 75 Subway Sandwich\* \$ 317.267.9960

## EUROPEAN/GERMAN:

- 76 Rathskeller Restaurant \$\$\$ 317.636.0396

## GREEK/TURKISH:

- 77 The Bosphorus Istanbul Cafe - Turkish Cuisine\* \$\$\$ 317.974.1770
- 78 Greek Islands Restaurant\* \$ 317.636.0700

## INDIAN:

- 79 Haveli Indian Cuisine \$ 317.280.7648
- 80 India Garden Restaurant \$\$\$ 317.634.6060
- 81 Spice Box \$ 317.941.6077
- 82 Tandoor & Tikka 317.653.1457

## IRISH/SCOTTISH:

- 83 Claddagh Irish Pub\* \$ 317.822.6274
- 84 MacNiven's Restaurant & Bar \$ 317.632.SCOT
- 85 Nine Irish Brothers\* \$\$\$ 317.964.0990

## ITALIAN:

- 86 Buca di Beppo\* \$\$\$ 317.632.2822
- 87 Iaria's Italian Restaurant \$\$\$ 317.638.7706
- 88 Iozzo's Garden of Italy\* \$\$\$ 317.974.1100
- 13 Nesso Coastal Italia \$\$\$ 317.643.7400
- 89 Old Spaghetti Factory \$ 317.635.6325
- 24 OP Italian \$\$\$ 317.860.5777

## LOUNGE/BAR:

- 90 1933 Lounge \$\$\$ 317.635.0636
- 91 ball & biscuit\* \$\$\$ 317.636.0539
- 92 Chatterbox Jazz Club\* 317.636.0584
- 93 The Dugout\* \$ 317.916.1514
- 94 Howl at the Moon\* \$ 317.955.0300
- 95 Ike & Jonesy's\* \$ 317.632.4553
- 96 Krueger's Tavern \$ 317.790.3660
- 6 Level One \$ 317.632.1234
- 97 Nicky Blaine's Cocktail Lounge\* \$\$\$ 317.638.5588
- 14 No Name Lounge \$ 317.262.8100
- 13 Plat 99\* \$ 317.624.8200
- 98 Rebar \$ 317.685.5100
- 99 Repeal and 12.05 Distillery \$\$\$ 317.402.4818
- 58 Severin Bar \$\$\$ 317.396.3623
- 100 Slippery Noodle Inn\* \$ 317.631.6974
- 101 Social \$\$\$ 317.753.3799
- 102 Tapper's Arcade Bar \$ 317.602.6411
- 103 Taps & Dolls \$ 317.638.8277
- 104 Tastings - a wine experience\* \$\$\$ 317.423.2400
- 105 Wild Beaver Saloon \$ 317.423.3080
- 58 Wine Thief \$ 317.634.6664
- 106 World of Beer 317.744.9314

## MEXICAN/LATIN/MOROCCAN/SPANISH:

- 107 Acapulco Joe's\* \$ 317.637.5160
- 108 Bakersfield\* \$ 317.635.6962
- 109 Comida \$ 317.426.4392
- 110 Condado Tacos \$ 317.222.5999
- 111 Mr. Tequila's Cantina & Grill \$ 317.227.9087
- 112 Nada \$\$\$ 317.638.6232
- 113 Reata \$ 317.638.2200
- 114 Tequila Street Tacos and Cantina 317.4192847
- 115 Tortas Guicho Dominguez y El Cubanito\* \$ 317.658.6380

## PIZZA:

- 116 Bazbeaux\* \$ 317.636.7662
- 117 Donatos- Downtown \$ 317.231.9700
- 118 Giordano's\* \$ 317.288.3415
- 119 Giorgio's Pizza \$ 317.687.9869
- 120 Goodfellas\* \$ 317.602.3401
- 121 Greek's Pizzeria Downtown \$ 317.423.3310
- 122 HotBox Pizza \$ 317.656.6000
- 123 Napolese Pizzeria\* \$\$\$ 317.635.0765
- 124 Pearl Street Pizza & Pub \$ 317.638.3110

## SOUTHERN/SOUL FOOD/CAJUN:

- 125 The Boiling \$\$\$ 317.986.6666
- 126 LouVino 317.744.9955
- 127 Maxine's Chicken & Waffles \$ 317.423.3300

## SPORTS BAR/PUB:

- 128 Brothers Bar & Grill\* \$\$\$ 317.624.2767
- 129 Buffalo Wild Wings Grill & Bar \$ 317.951.9464
- 8 Champps Indy Downtown\* \$ 317.951.0033
- 130 Chilly Water Brewing Co.\* \$ 317.603.4779
- 131 Coaches Tavern \$ 317.917.1191
- 24 High Velocity\* \$ 317.860.6500
- 132 Kilroy's Bar and Grill\* \$ 317.638.9464
- 133 Loughmiller's Pub & Eatery\* \$ 317.638.7380
- 134 O'Reilly's Irish Bar\* \$ 317.974.0674
- 135 The Pub \$ 317.822.9730
- 136 Punch Bowl Social\* \$\$\$ 317.249.8613
- 137 St. Joseph's Brewery & Public House\* \$\$\$ 317.602.5670
- 138 The Tap\* \$\$\$ 317.820.5880
- 139 Winner's Circle Pub, Grille & Race Lounge\* \$\$\$ 317.656.RACE

## STEAK/SEAFOOD:

- 104 The Capital Grille\* \$\$\$\$ 317.423.8790
- 140 Fogo de Chao \$\$\$\$ 317.638.4000
- 141 Harry & Izzy's\* \$\$\$ 317.635.9594
- 142 Hyde Park Prime Steakhouse \$\$\$ 317.536.0270
- 1 McCormick & Schmick's Seafood \$\$\$ 317.631.9500
- 143 Morton's The Steakhouse \$\$\$\$ 317.229.4700
- 123 The Oceanaire Seafood Room \$\$\$ 317.955.2277
- 144 Prime 47 \$\$\$ 317.624.0720
- 8 Ruth's Chris Steak House \$\$\$ 317.633.1313
- 145 Salt on Mass\* \$\$\$ 317.638.6565
- 90 St. Elmo Steak House \$\$\$ 317.635.0636
- 146 Tony's of Indianapolis \$\$\$ 317.638.8669

## SWEET TREATS:

- 147 The Flying Cupcake Bakery \$ 317.396.2696
- 148 Kilwins \$ 317.388.5488
- 149 Nicey Treat 317.602.6423
- 150 PEARings\* \$ 317.608.6456
- 151 South Bend Chocolate Co.\* \$ 317.951.4816
- 152 Sub Zero Ice Cream & Yogurt \$ 317.252.0271

# DRIVING DIRECTIONS TO ICC

JANUARY 9-11, 2020

Indiana Convention Center- Indianapolis, IN



## Driving Directions to the Indiana Convention Center

100 South Capitol Avenue Indianapolis, IN 46225-1071

### From the Airport

- Northwest on Col. H. Weir Cook Memorial Dr. following signs to I-70 E ramp
- Follow signs for I-465 South to I-70 East
- Exit I-70 at West Street (Exit 79A)
- Left (north) to South Street.

### From the West

Danville, IL

- I-74 East to I-465 South (Exit 73A)
- Follow I-465 South to I-70 East.
- Exit I-70 at West Street (Exit 79A)
- Left (north) to South Street.

Terre Haute, IN

- I-70 East to West Street (Exit 79A)
- Left (north) to South Street.

### From the East

Cincinnati, OH

- I-74 West to I-465 West
- Follow I-465 West to I-65 North
- I-65 North to I-70 West
- Exit I-70 at West Street (Exit 79A)
- Right (north) to South Street.

Columbus, OH

- I-70 West to I-65 North
- Follow I-65 North to West Street (Exit 114)
- Left (south) to South Street.

### From the North

Chicago, IL

- I-65 South to West Street (Exit 114)
- Straight (south) to South Street.

South Bend, IN

- US 31 South to I-465 West
- Follow I-465 West to I-65 South
- Follow I-65 South to West Street (Exit 114)
- Straight (south) to South Street.

Fort Wayne, IN/ Detroit, MI

- I-69 South to I-465
- South to I-70 West (Exit 44) to I-65 North to West Street (Exit 114)
- Straight to South Street.

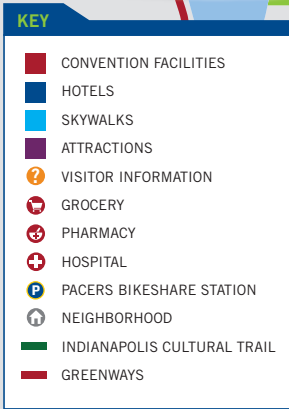
### From the South

Louisville, KY

- I-65 North to I-70 West (Exit 110B)
- Exit I-70 at West Street (Exit 79A)
- Right (north) to South Street.



## DOWNTOWN INDIANAPOLIS HOTELS





## DOWNTOWN INDIANAPOLIS PARKING

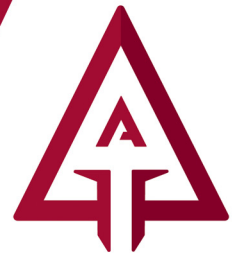




## DOWNTOWN INDIANAPOLIS PARKING

- 1** IUPUI North Street Garage  
819 West North Street, 317.274.4232
- 2** IUPUI Blackford Garage  
530 North Blackford Street, 317.274.4232
- 3** IUPUI Vermont Garage  
1004 West Vermont Street, 317.274.4232
- 4** White River State Park - Surface Lot  
805 West Washington Street, 317.234.0231
- 5** White River State Park Garage  
801 West Washington Street, 317.234.0231
- 6** 101 West Ohio Building Garage  
151 West Ohio Street, 317.634.9090
- 7** Sheraton Hotel Garage  
55 West Ohio Street, 317.635.2000
- 8** Hilton Garage  
120 West Market Street, 317.822.5832
- 9** Market Tower Garage  
139 North Illinois Street, 317.464.8357
- 10** Circle Block Garage  
25 North Illinois Street, 317.974.0590
- 11** Claypool Court Garage  
33 North Capitol Avenue, 317.681.5670
- 12** Chase Tower Garage  
120 North Pennsylvania Street, 317.236.9453
- 13** BMO Plaza Garage  
135 North Pennsylvania Street, 317.638.5805
- 14** Huntington Plaza Garage  
35 North Pennsylvania Street, 317.602.6055
- 15** Market District Garage  
101 North New Jersey Street, 317.634.8145
- 16** 302 East Washington Lot  
302 East Washington Street, 317.916.1760
- 17** Capitol Commons Garage  
10 South Capitol Avenue, 317.951.0866
- 18** PNC Center/Hyatt Garage  
101 West Washington Street, 317.632.2892
- 19** Sun Garage (Circle Centre)  
(entrances on both Washington & Maryland Streets)  
48 West Maryland Street, 317.681.5670
- 20** Plaza Park Garage  
(entrances on both Capitol Avenue & Maryland Street)  
109 South Capitol Avenue, 317.638.2171
- 21** World Wonders Garage (Circle Centre)  
(entrances on both Illinois & Maryland Streets)  
100 South Illinois Street, 317.681.5670
- 22** Moon Garage (Circle Centre)  
26 West Georgia Street, 317.681.5672
- 23** Pan Am Plaza Garage  
(entrances on both Capitol Avenue & Illinois Street)  
201 South Capitol Avenue, 317.237.4849
- 24** Capital Improvement Board (CIB) Lot 3  
350 West South Street, 317.916.1760
- 25** Lucas Oil Stadium Lot  
500 South Capitol Avenue, 317.916.1760
- 26** Gate Ten Events & Parking  
343 South McCarty Street, 317.478.2322
- 27** Merchants Garage  
31 South Meridian Street, 317.638.8062
- 28** 301 East Washington Street Lot  
301 East Washington Street, 317.602.6055
- 29** Virginia Avenue Garage  
155 South Delaware Street, 317.916.1760

# GENERAL LIABILITY INSURANCE



## **EXHIBITOR REQUIREMENTS**

Exhibitor must submit a Certificate of Insurance, executed by a duly authorized representative set forth below, to the ATA on or before September 1, 2019. The Certificate of Insurance shall provide for limits of liability coverage of not less than One Million Dollars (\$1,000,000) and list the Archery Trade Association, PO Box 70, New Ulm, MN 56073 and the Indiana Convention Center, 100 S. Capitol Ave., Indianapolis, IN 46225 ("Owner") as additional insureds. The Certificate of Insurance shall be submitted to Sarah Haala by emailing [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org) or faxed to 507-233-8140.

## **OFFICIAL SERVICE PROVIDERS**

The following companies are Insurance Providers who can assist with your liability Insurance.

### **Hobson Insurance**

Kristy Longfellow, VP  
104 Central  
Hobson, MT 59452  
Phone: (800) 296-7985  
Cell: (616) 340-9327  
Fax: (406) 423-5532  
[kristy@businessquote.com](mailto:kristy@businessquote.com)  
[www.businessquote.com](http://www.businessquote.com)

### **Rainprotection**

Catherine Cammareri  
39 Ryder Ave  
Dix Hills, NY  
Phone: (800) 528-7975  
Fax: (800) 913-2711  
[sales@rainprotection.net](mailto:sales@rainprotection.net)  
[www.rainprotection.net](http://www.rainprotection.net)

### **The Craft Agency, Inc.**

2533 Spring Arbor Road  
PO Box 1187  
Jackson, MI 49204  
Phone: (800) 866-1702  
[archery@craftagency.com](mailto:archery@craftagency.com)  
[www.craftagency.com/archery](http://www.craftagency.com/archery)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/19

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Agent Agent Address Agent Address Agent Address XX 99999 <b>INSURED</b> Exhibitor Exhibitor Address Exhibitor Address Exhibitor Address XX 99999	<b>CONTACT</b> Agency Contact NAME: PHONE (A/C, No, Ext): (999) 999-9999 FAX (A/C, No): (999) 999-9999 E-MAIL ADDRESS:  INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Company NAIC # 99999 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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**COVERAGES**

CERTIFICATE NUMBER: CL175313192

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY					
A	CLAIMS-MADE X OCCUR		999999999	99/99/9999	99/99/9999	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
X	POLICY	PRO-JECT	LOC			
	OTHER:					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS HIRED AUTOS					
	UMBRELLA LIAB OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB CLAIMS-MADE					AGGREGATE \$
	DED RETENTIONS					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Archery Trade Association, PO Box 70, New Ulm, MN 56073 ("Sponsor") and the Indiana Convention Center, 100 S. Capitol Ave., Indianapolis, IN 46225 ("Owner") are additional insured for the event 2020 Trade Show scheduled January 9-11, 2020.

**CERTIFICATE HOLDER**

(507) 233-8140 sarahhaala@archerytrade.org  
Archery Trade Association  
PO Box 70  
New Ulm, MN 56073

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Agency Contact*

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### **Exhibitor Liability Insurance Program**

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, January 7-12, 2020, naming Archery Trade Association (P.O. Box 70 New Ulm, MN 56073) as the certificate holder. The additional insureds must read as follows: Archery Trade Association and Indiana Convention Center.

If you already have compliant coverage, please forward your proof of insurance to [sarahhaala@archerytrade.org](mailto:sarahhaala@archerytrade.org).

### **Purchase your Insurance Now**

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase your Liability Insurance for just \$84:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=cbf3eaca26ab>

### **NON USA EXHIBITORS - Address and Phone Number instructions:**

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 100 S Capitol Ave, Indianapolis, IN 46225

Phone Number - (800) 528-7975.

### **This program is valuable for:**

- \*Exhibitors who do not have any insurance.
- \*International Exhibitors whose liability insurance will not cover them at a U.S Show.
- \*Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- \*Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- \*Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

### **We also offer affordable short term Equipment/Merchandise/Display Insurance**

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

*Please complete and return the Enrollment Form below:*

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



## Show Information

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

Event Code:	I198150120
email	<a href="mailto:Indianapolis@shepardes.com">Indianapolis@shepardes.com</a>
phone	(317) 677-1235
fax	(317) 389-5524
mail	6101 West 80th Street Indianapolis, IN 46278

### BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

Show drape color(s): Black  
Aisle carpet color: Tuxedo

### EXHIBIT SHOW SCHEDULE

<b>General Exhibitor Move-in:</b>	Tuesday, January 7, 2020	8:00 AM	to	8:00 PM	
	Wednesday, January 8, 2020	8:00 AM	to	8:00 PM	
<b>Exhibit Hours:</b>	Thursday, January 9, 2020	8:30 AM	to	6:00 PM	
	Friday, January 10, 2020	8:30 AM	to	6:00 PM	
	Saturday, January 11, 2020	8:30 AM	to	4:00 PM	
<b>Exhibitor Move-out:</b>	Saturday, January 11, 2020	4:00 PM	to	11:00 PM	
	Sunday, January 12, 2020	8:00 AM	to	4:00 PM	
<b>Freight Reroute Begins*</b>	Sunday, January 12, 2020	4:00 PM			*All outbound carriers must be checked in by this time

### SHIPPING ADDRESSES

See Material Handling Rate Form for all related fees.

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
Archery Trade Association  
TF Logistics- Shepard Exposition Services  
4200 Industrial Blvd  
Indianapolis, IN 46254

#### Direct Shipments Address

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]  
Archery Trade Association  
INDIANA CONVENTION CENTER  
100 S Capitol Ave  
Indianapolis, IN 46225

**\*\*Advance warehouse will be closed Christmas Eve 12/24 and Christmas Day 12/25**

### IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Tuesday, December 10, 2019

Exhibitor appointed contractor notification deadline: Thursday, December 12, 2019

First day for warehouse deliveries without a surcharge: Thursday, December 12, 2019

Discount price deadline for standard Shepard orders: Thursday, December 19, 2019

Last day for warehouse deliveries without a surcharge: Tuesday, December 31, 2019

**\*\*Advance warehouse will be closed Christmas Eve 12/24 and Christmas Day 12/25**

Last day for warehouse deliveries\*: Sunday, January 5, 2020

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Tuesday, January 7, 2020 at 8:00 AM

### ANCILLARY VENDOR INFORMATION

#### Electrical Services

#### Utilities

#### Audio Visual

#### Lead Retrieval

#### Floral

#### Catering

Information will be available in August, 2019



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline** Thursday, December 19, 2019



## Outbound Information

Event Code:	I198150120
email	<a href="mailto:Indianapolis@shepardes.com">Indianapolis@shepardes.com</a>
phone	(317) 677-1235
fax	(317) 389-5524

**Shepard Mailing Address** 6101 West 80th Street Indianapolis, IN 46278

**Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.**

### Exhibitor Move Out

Saturday, January 11, 2020	4:00 PM	to	11:00 PM
Sunday, January 12, 2020	8:00 AM	to	4:00 PM

### Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Sunday, January 12, 2020 4:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Sunday, January 12, 2020 4:00 PM

### Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

### Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

### Pick Up Address

INDIANA CONVENTION CENTER  
100 S Capitol Ave  
Indianapolis, IN 46225

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Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Online Ordering Instructions


Event Code:	I198150120
email	<a href="mailto:Indianapolis@shepardes.com">Indianapolis@shepardes.com</a>
phone	(317) 677-1235
fax	(317) 389-5524

## Online Ordering is Easy!

**GO TO** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

**CLICK ON** Archery Trade Association

**LOG IN** from the Show Information page by clicking  at the top right corner of the page.

**ENTER** your email address and password then click 

**NEW users:** User name = Your Email Address (provided by Event Management)  
Password = ATA20

**Prior users:** User name = Your Email Address  
Password = Your pre-existing password

Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update your information, please contact us at [customerservice@shepardes.com](mailto:customerservice@shepardes.com)

To order, utilize the grey category dropdown menus above the Welcome message.


After making your selections, click the  button on the bottom right of the page.

To view your order click the  Shopping Cart Icon at the top right of the page.

Confirm your order, click  and complete the payment process.

\* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

\* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our  feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

## QUESTIONS?

We love to help! Contact us!

**Shepard Customer Service**

**(317) 677-1235**

[Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Payment Authorization

Event Code: I198150120  
email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone: (317) 677-1235  
fax: (317) 389-5524  
mail: 6101 West 80th Street  
Indianapolis, IN 46278

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, **10010-Change Of Payment Method Transaction Fee**

Please complete the following information:

### EXHIBITING COMPANY INFORMATION

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_

### CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check ☐

Pay by Wire ☐



VISA



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Month Year Security Code  
Billing Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Name on Card: (Please Print) \_\_\_\_\_



Card Holder Signature

**By signing the above I acknowledge and understand that ALL services rendered, including Material Handling and Logistics, will be billed to this credit card.**

### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending **Archery Trade Association**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Routing Number: 041000124

SWIFT CODE (US): PNCCUS33

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Account Number: 42-6061-9772

SWIFT CODE (INTL) PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

**TAX EXEMPT?** Please submit tax exemption certificate to: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.





## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

### Deadline

Thursday, December 12, 2019

Return this form when a third party (any party other than exhibiting company) should be billed for services.



## 3rd Party Payment Authorization

Event Code: I198150120  
email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone: (317) 677-1235  
fax: (317) 389-5524

### Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Exhibiting Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Please Sign



Exhibiting Company Authorized Signature \_\_\_\_\_

Exhibiting Company Authorized Name - Please Print \_\_\_\_\_

### Step 2: Check Services Below to Invoice to the Third Party

☐ All Services

- ☐ Booth Cleaning ☐ Carpet ☐ Exhibit Display Rentals ☐ Installation/Dismantling Labor ☐ Logistics/Transportation  
☐ Material Handling ☐ Rental Furniture ☐ Overhead Rigging/Labor ☐ Other (please specify): \_\_\_\_\_

### Step 3: Provide Third Party Contact Information

3rd Party Name \_\_\_\_\_ 3rd Contact Name \_\_\_\_\_

3rd Party Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email Address \_\_\_\_\_

### Step 4: Complete Third Party Credit Card Charge Authorization with Signature

#### CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_  
Month Year Security Code

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: (Please Print) \_\_\_\_\_

Please Sign



Card Holder Signature \_\_\_\_\_

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

**Definitions and Shepard Responsibilities:** The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths. Exhibitors may not utilize powered mechanical equipment.

**Indemnification:** The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

**Payments** are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Equipment Audits:** EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Equipment and Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

**Invoices:** Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Tax Rates:** State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate

**Exhibitor Information:** Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question.

Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

**Cancellation or Event Postponement:** In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

**Insurance:** It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

**Claim(s) for Loss and Payment For Services:** Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

**Limits of Liability:** If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

**Inbound and Outbound Shipments:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

**Packaging, Crates, and Empty Containers:** Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN  
January 9 - 11, 2020

**Deadline**

**Thursday, December 12, 2019**



## Exhibitor Appointed Contractor

Event Code: I198150120  
email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone: (317) 677-1235  
fax: (317) 389-5524

**This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.**

Exhibiting Company Name	Booth #	Contact Email Address
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An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official: service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

### Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations.

EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. **Show aisles and public areas are not part of the Exhibitor's booth space.**

Solicitation of business by EAC is strictly prohibited. **EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.**

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

EAC employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

**EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be a charged a 1 hour minimum forklift rental and labor.**

Exhibitor



Exhibitor Signature



(317) 389-5524

## Below Booth #

## **Shepard Glossary**

**Advanced Freight** – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

**Advance Order** – An order for services sent to service contractor prior to installation date.

**Aisle Carpet** – The carpet that is placed on the Event floor in the aisles to separate the booths.

**Back Wall** – Refers to the drape used at the rear of a standard booth.

**Bill of Lading** – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

**Booth Package** – This term describes the equipment supplied to exhibitors from show management.

**Certified Weight Ticket** – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

**Common Carrier** – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

**Corner Booth** – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

**CWT** – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

**Drayage** – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

**DT Labor** – Double-time labor, or work performed on double time and charged at twice the published rate.

**Empty Sticker** – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

**Exclusive Contractor** – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

**Exhibitor-Approved Contractor (EAC)** – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

**Exhibitor Kit** – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

**Facility Carpeted** – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

**Floor Order** – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

**Floor Port** – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

**Freight** – Exhibit properties and other materials shipped for an exhibit.

**Freight Desk** – The area where inbound and outbound exhibit materials are handled at a trade event.

**Forklift /Ground Rigging** – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

**Hard wall** – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

**ID Signs** – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

**In-line** – An exhibit that is constructed in a continuous line with other exhibits.

**Island Exhibit** – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

**Logistics** – Point to point transportation services for freight by an appointed carrier.

**Marshaling Yard** – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

**Move In** – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

**Mobile Spotting Fee** – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

**Move-out** – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

**Padded Van Shipment** – Uncrated goods covered with blankets or other protective padding and shipped via van line.

**Perimeter Booth** – A booth space on an outside wall.

**Pipe and Drape** – Tubing covered with draped fabric to make up rails and back wall of a trade show.

**Porter Service** – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

**Quad Box** – Four electrical outlets in one box provided by the electrical contractor.

**Registration** – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

**Rigger** – A skilled worker responsible for handling and assembly of machinery.

**Right-to-Work state** – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

**Service Desk** – The location at which exhibitors order services.

**Side Rails** – The wall between two booths used to divide exhibits, typically 3' high.

**Skirting** – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

**Special Handling**: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

**ST labor** – Straight time labor, or work performed during normal hours at the standard rate.

**Targets** – Exhibitor move in date/time prior to general move-in available by appointment only.

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.





## ***Relax with our Carefree Logistics!***

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

### **Inbound & Outbound Services**

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

### **Shepard Value-Added Services**

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

### ***Have a Logistics Question?***

Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | [logistics@shepardes.com](mailto:logistics@shepardes.com)



Exhibit  
Rental



Traffic  
Builders



Logistics &  
Transportation



Furniture  
Rentals



Material Handling  
& Ground Rigging



More!



## Caravan from Archery Trade Association to the 2020 SHOT Show

***Easy and convenient freight delivery to your next event!***

Shepard Logistics Services is offering exhibitors at **Archery Trade Association** a caravan service to ship your freight directly to the **SHOT Show**. Freight will be delivered on your SHOT show target date.

### Included in the service will be:

- Exceptional customer service and overall value
- Priority empty return at the end of ATA
- Significant volume discounts
- No driver waiting time charges at ATA or SHOT

To sign up, please complete the information below and return it to [logistics@shepardes.com](mailto:logistics@shepardes.com).

For additional information contact a Logistics Specialist at [logistics@shepardes.com](mailto:logistics@shepardes.com) or call 888-568-8858.

***Caravan orders must be received by Friday, January 3, 2020 in order to guarantee service***

<b>Company Name:</b>	<b>ATA Booth#:</b>
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Number of pieces:</b>	<b>Estimated Weight:</b>
<b>Dimensions:</b>	
<b>SHOT target date and time:</b>	<b>Print Name:</b>
<b>Shipping to: (insert your Company Name for SHOT Show)</b>	
<b>Exhibiting Name:</b>	<b>SHOT Booth#:</b>

2020 SHOT Show c/o Freeman  
Sands Expo Center  
201 Sands Ave  
Las Vegas, NV 89169

Type Card: \_\_\_\_\_  
Card #: \_\_\_\_\_  
Name on card: \_\_\_\_\_  
Exp Date: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Signature: \_\_\_\_\_



# SHIPPING VERSUS MATERIAL HANDLING

## WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



## WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



### ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

#### **Consolidate, Consolidate, Consolidate!**

*Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.*

### Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.



# Agility

*Fairs & Events*

**The experts in International Event Logistics**

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

**Single point of contact  
for international shipping  
from door to door:**

Agility Fairs and Events  
1 100 Tamiami Trail S.  
Suite B  
Venice, FL 34285  
Tel: 714-617-6675  
Contact: Kelly O'Neill-Exley  
[koneill@agility.com](mailto:koneill@agility.com)  
[www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
[expousa@agility.com](mailto:expousa@agility.com)

**Get a free quote for international shipping at:**  
**[www.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events)**



**[www.aglfairslogistics.com/usaebrochure/](http://www.aglfairslogistics.com/usaebrochure/)**



# Shepard Logistics Services

## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

Event Code:

I198150120

email

[logistics@shepardes.com](mailto:logistics@shepardes.com)

phone

(888) 568-8858

fax

(404) 596-5620

### Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling\*

Discount does not apply to shipments considered small package, local deliveries, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

#### Step 1: Complete Exhibiting company information:

Exhibiting Company Name

Booth #

Contact Name

Phone #

State

Zip

Email Address

#### Step 2: Tell us the Location of items for pick up:

Company

Street Address

City

State

Zip

☐ Is there a loading dock?

☐ Do we need a lift gate on our truck?

☐ Is your building in a residential area?

☐ Do we need to go inside your office to pick up your items?

☐ Any thing else we should know about your building

#### Step 3: Tell us When we are picking it up:

Date

Hours of Operation

#### Step 4: Tell us Where this is going:

☐ Advance Warehouse

☐ Direct to showsite

Tuesday, January 7, 2020

#### Step 5: Tell us What we are shipping:

Qty	L	W	H	Weight
<input type="checkbox"/> Crates				
<input type="checkbox"/> Cartons (cardboard)				
<input type="checkbox"/> Cases/trunks				
<input type="checkbox"/> Skids/pallets				

Qty	L	W	H	Weight
<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Monitors				
<input type="checkbox"/> Other				
<input type="checkbox"/> Total				

#### Step 6: Tell us what Type of Service do you need (how fast do you need it?)

☐ Standard Ground ☐ 2nd day Air ☐ Next Day Air ☐ Other (Truckload, Specialized)

Service level may be changed to meet delivery date.  
Order must be received within 24 hours of  
requested pick up date

#### Step 7: After the event is over, are we going to Ship Back to you?

☐ YES!

☐ No, I will arrange another carrier

Company

Booth #

Street Address

City

State

Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.





# Outbound Material Handling Authorization and Shipping Labels

## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**\$\$ Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!**

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

All outbound shipments require a **Shepard Outbound Material Handling Authorization** form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. \*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

### Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

### Step 2: Tell us Where your items are going:

Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Step 3 How many Pieces are in your shipment?

\_\_\_\_\_ # of Crate \_\_\_\_\_ # of Skids \_\_\_\_\_ # of Cases \_\_\_\_\_ # of Cartons \_\_\_\_\_ Approx. Total Weight \_\_\_\_\_

### Step 4: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

- ☐ Is there a loading dock? ☐ Do we need to go inside your office to pick up or deliver your items?  
☐ Is your building in a residential area? ☐ Is there anything else we should know about your building?  
☐ Do we need a lift gate on our truck?

### Step 5: How many Labels do you need? \_\_\_\_\_

### Step 6: Who is picking up your shipment?

\_\_\_\_\_ OFFICIAL SHOW CARRIER: **SHEPARD LOGISTICS** OTHER \_\_\_\_\_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.

If using FedEx or UPS you must have *and apply* their shipping labels.

### Step 7: What type of Service do you need? (how fast does it need to get there?) \_\_\_\_\_ Ground \_\_\_\_\_ 2nd Day \_\_\_\_\_ Exped. Ground (3-5 days) \_\_\_\_\_ Overnight

### Step 8: If your carrier doesn't show up, what do we do with your items? \_\_\_\_\_ Reroute via the show carrier (Shepard Logistics) \_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will **automatically** use the credit card on file for your company.

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>Shepard Exposition Services c/o TF Logistics</b>
	<b>4430 Stout Field North Drive</b>
	<b>Indianapolis, IN 46241</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
	<b>**Advance warehouse will be closed Christmas Eve 12/24 and Christmas Day 12/25</b>
	For: <b>Archery Trade Association</b>
First day freight can arrive w/o a surcharge: <b>December 12, 2019</b>	
Last day freight can arrive w/o a surcharge: <b>December 31, 2019</b>	

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	<b>ADVANCE WAREHOUSE</b>
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**Direct to Showsite Shipping**

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	INDIANA CONVENTION CENTER 100 S Capitol Ave Indianapolis, IN 46225
	For: Archery Trade Association
<b>MUST NOT BE DELIVERED PRIOR TO:</b> January 7, 2020 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	INDIANA CONVENTION CENTER 100 S Capitol Ave Indianapolis, IN 46225
	For: Archery Trade Association
<b>MUST NOT BE DELIVERED PRIOR TO:</b> January 7, 2020 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	INDIANA CONVENTION CENTER 100 S Capitol Ave Indianapolis, IN 46225
	For: Archery Trade Association
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<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	INDIANA CONVENTION CENTER 100 S Capitol Ave Indianapolis, IN 46225
	For: Archery Trade Association
<b>MUST NOT BE DELIVERED PRIOR TO:</b> January 7, 2020 @ 8:00 AM	

## ATA 2020 Marshaling Yard Directions






All overnight parking in the Marshaling Yard will cost \$100.00 per vehicle. This charge is a **one-time** payment, whether you park for one night or six nights. Payment will be taken as you check in at the yard.

**All drivers MUST be checked in by 4:00:00 PM Sunday, January 12, 2020**

### Indiana Convention Center to Marshaling Yard – 1.10 miles | 3 minutes

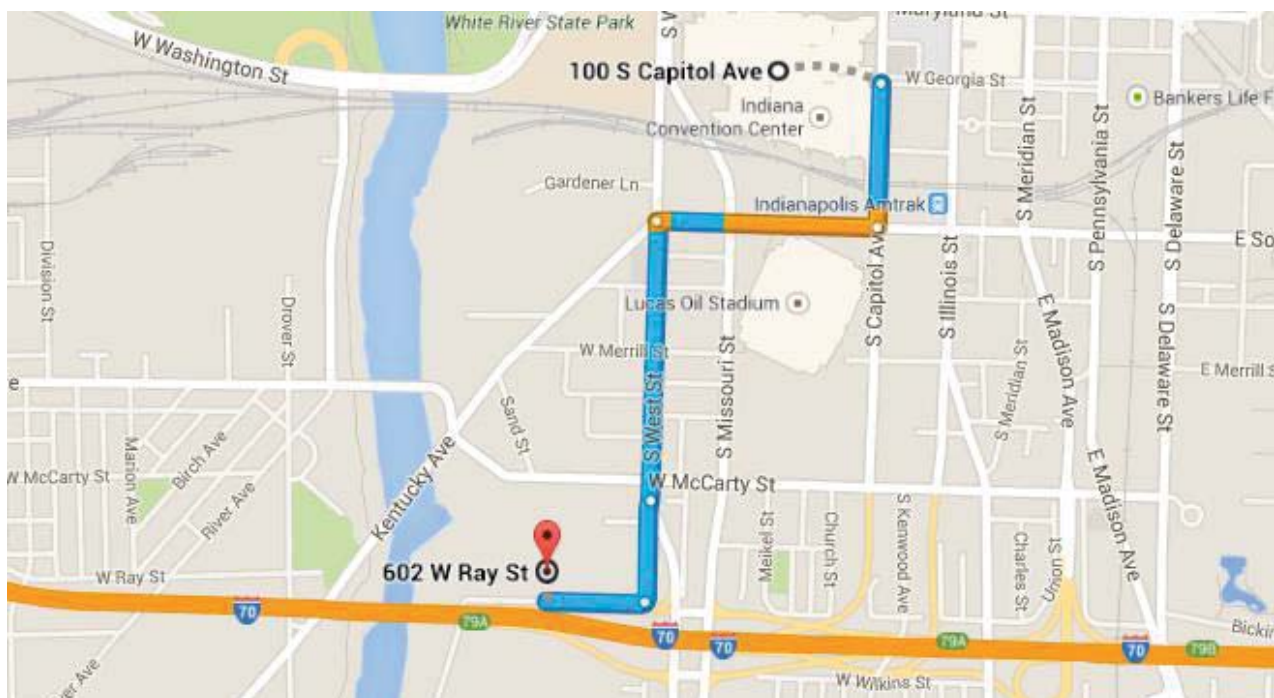
#### A. Start - Indiana Convention Center

100 South Capitol Avenue, Indianapolis, IN 46225

-  1. Head **south** on **S Capitol Ave** toward W Chesapeake St 0.2 mi
-  2. Take the first **right** onto **W South St** 0.3 mi
-  3. Turn **left** onto **S West St** 0.4 mi
-  4. Keep **right** at the fork to continue on **S West St** 0.1 mi
-  5. **S West St** turns **right** and becomes **W Ray St** – destination is on the right 0.1 mi

#### B. End - Marshaling Yard

602 West Ray Street, Indianapolis, IN 46225



## **ATA 2020 Marshaling Yard Directions**

All overnight parking in the Marshaling Yard will cost \$100.00 per vehicle. This charge is a **one-time** payment, whether you park for one night or six nights. Payment will be taken as you check in at the yard.

**All drivers MUST be checked in by 4:00:00 PM Sunday, January 12, 2020**

### **Marshaling Yard to Indiana Convention Center – 1.95 miles | 7 minutes**

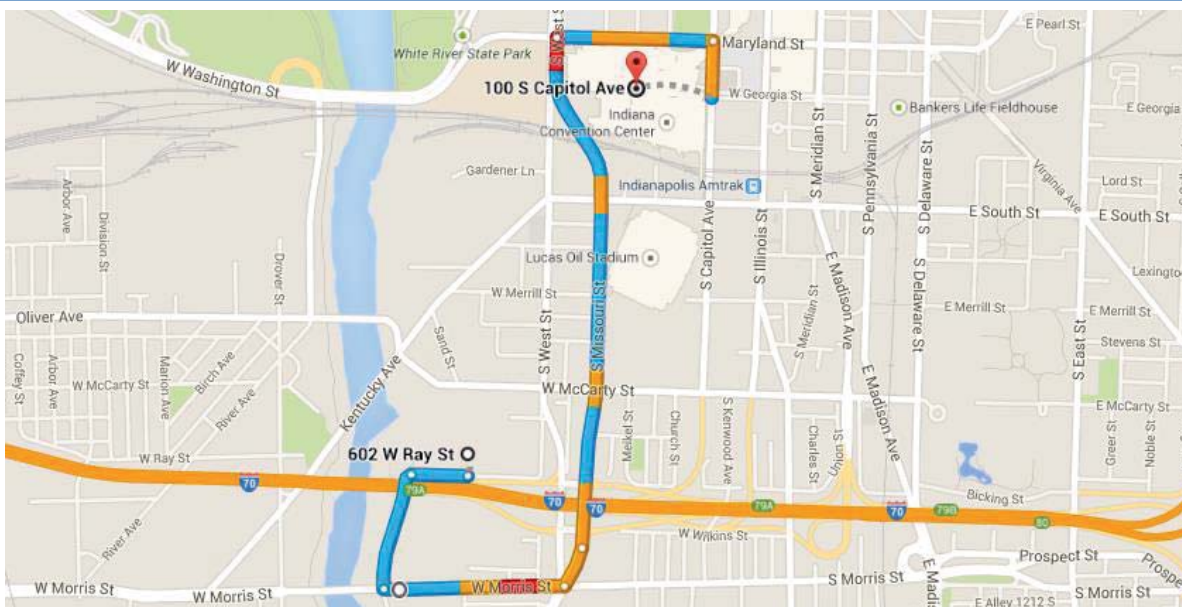
#### A. Start – Marshaling Yard

602 West Ray Street, Indianapolis, IN 46225

1. Head **west** on **W Ray St** toward White River Parkway E Dr 0.1 mi
2. **W Ray St** turns slightly **left** and becomes **White River Parkway E Dr** 0.2 mi
3. Take the first **left** onto **W Morris St** 0.3 mi
4. Turn **left** onto **S Missouri St** 1.0 mi
5. Turn **right** onto **W Maryland St** 0.3 mi
6. Take the second **right** onto **S Capitol Ave** – destination is on the right 0.05 mi

#### B. End - Indiana Convention Center

100 South Capitol Avenue, Indianapolis, IN 46225







## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Marshaling Yard Hours

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### Marshalling Yard Hours of Operation

#### **Sunday, January 5, 2020**

11:00 AM - 5:00 PM

#### **Monday, January 6, 2020**

6:00 AM - 5:00 PM

#### **Tuesday, January 7, 2020**

6:00 AM - 8:00 PM

#### **Wednesday, January 8, 2020**

6:00 AM - 8:00 PM

#### **Thursday, January 9, 2020**

6:00 AM - 9:00 AM

#### **Friday, January 10, 2020**

*Yard Closed*

#### **Saturday, January 11, 2020**

12:00 PM - 11:00 PM

#### **Sunday, January 12, 2020**

6:00 AM - 4:00 PM

### Marshaling Yard Use - \$30.00 per Shipment

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

### Marshaling Yard Overnight Parking - \$100.00 per truck

Please notify Shepard Exposition Services in advance or when you arrive at the marshaling yard if overnight parking is needed. Shepard Exposition Services is not liable for any damages to your vehicle while parked in the marshaling yard.

**All drivers MUST be checked in by 4:00 PM Sunday, January 12, 2020**



**Archery Trade Association**  
INDIANA CONVENTION CENTER - Indianapolis, IN  
January 9 - 11, 2020



## Material Handling Rates

Event Code: I198150120  
email Indianapolis@shepardes.com  
phone (317) 677-1235  
fax (317) 389-5524

**Please review the following rates and place the applicable rate on Material Handling Authorization form on the following page.**

**Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling\***

Discount does not apply to shipments considered small package, local deliveries, or shipments over 10,000 lbs.  
Roundtrip SLS shipping is required to qualify for discount. (35572)

Weight Range	Type	Advance	Direct	Weight Range	Type	Advance	Direct
0 - 5,000 lbs	Crated	66.30	71.50	10,001-12,000 lbs	Crated	53.90	56.90
		35600	35601			35618	35619
	Special Handling	85.80	93.00		Special Handling	70.05	73.95
		35602	35603			35620	35621
	Uncrated	N/A	107.15		Uncrated	N/A	85.30
			35605				35623
5,001 - 7,000 lbs	Crated	60.20	62.60	12,001-15,000 lbs	Crated	52.10	55.10
		35606	35607			35624	35625
	Special Handling	78.30	81.40		Special Handling	67.75	71.60
		35608	35609			35626	35627
	Uncrated	N/A	94.00		Uncrated	N/A	82.70
			35611				35629
7,001 - 10,000 lbs	Crated	57.95	60.30	15,001+ lbs	Crated	47.50	49.15
		35612	35613			35630	35631
	Special Handling	75.50	78.30		Special Handling	61.60	63.85
		35614	35615			35632	35633
	Uncrated	N/A	90.40		Uncrated	N/A	73.65
			35617				35635

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Material Handling Rates

Event Code: I198150120  
 email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone (317) 677-1235  
 fax (317) 389-5524

**Please see previous page (Material Handling Rates) page and insert amount that applies in appropriate box below.**

### What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in part, are billed as a package.

**How to Calculate Material Handling Services:** The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Standard Material Handling Rates:** All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

**Blended Rates:** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if when your carrier delivers your freight may result in additional fees.

**Important! All Material Handling fees will be automatically billed to the credit card on file!**

### Advance Warehouse Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$	\$	\$	

### Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

### Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$	\$	\$	

### Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

Banding Service per 4x4 skid/pallet 35490 \$ 75.00

Shrinkwrap Service per 4x4 skid/pallet 35491 \$75.00

**Overtime** - 30% for each overtime application based on ST rate

**Double Time** - 50% fee for each double time application based on ST

**Early/Late Shipments to Warehouse:** A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

**Reweigh of Shipments:** An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket.

**Disposal Fee:** A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

**Only Shepard personnel are allowed to operate mechanical equipment.**

**We understand that your calculation is only an estimate.** Invoicing will be **calculated from actual certified weight ticket** or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Booth #

Please Sign



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Material Handling Info

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

•No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

•Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

Padded Van DeliveriesL This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

### DISPOSAL FEE

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

### OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

### WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

### EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

### UNCRTATED SHIPMENTS

Rate as shown on Material Handling Rate Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

### OFF-TARGET DELIVERIES

Surcharge: 15% 35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

### MARSHALING YARD

Surcharge: \$30 per Shipment 35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

### REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

### EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece. 35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

### ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope 35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

### MOBILE SPOTTING

Fee: \$ 200.00 per round trip 35106

All vehicles must be escorted in and out of building by Shepard personnel.

**Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.**

**What is material handling (also referred to as drayage)?**

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

**What is the definition of "freight"?**

Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is the difference between material handling and shipping?**

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

**Do I need to order a forklift to unload or reload my freight?**

No, please do not order a forklift for unloading/reloading of your materials.

**What does CWT mean?**

CWT is an acronym for Century Weight.

**What determines how much I'm charged?**

Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required

**How do I calculate material handling charges?**

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?**

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees

**What are Crated materials?**

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no additional handling required.

**What are Uncrated materials?**

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

**What is Special Handling?**

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad

**What are Advance Shipments?**

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual)

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule)

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**What are Direct Shipments?**

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual)

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**What is and why would I need liability insurance?**

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials

**Outbound Shipping**

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated show carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard Logistics will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

**Equipment:** Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please





## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Cartload Service

Event Code: I198150120  
 email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone: (317) 677-1235  
 fax: (317) 389-5524

### Labor Hours

ST - Straight time: ST: Monday - Friday: 8:00 am - 4:30 pm  
 OT - Overtime: OT: Monday - Friday: 4:30 pm - Midnight; Saturday-Sunday: 8:00 am - 4:30 pm  
 DT - Double-time: DT: Holidays and all other hours

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

**Cartload Service includes one laborer, one cart, one trip per rate listed below.**



Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	\$112.35	
35152		Booth to Dock ST	\$112.35	
35153		Dock to Booth OT	\$148.55	
35154		Booth to Dock OT	\$148.55	

**Only Shepard personnel are allowed to operate mechanical equipment.**

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once service has been rendered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Estimate: \$  
 NA Tax\*: \$  
 Amount Due: \$

Company Name: \_\_\_\_\_ BOOTH: \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Mobile Spotting

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)

All vehicles must be escorted on and off the floor by a Shepard representative.

Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

**Step 1:** If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

**Step 2:** Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Sunday, January 12, 2020** **4:00 PM**

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

### Important Rules and Regulations

Battery Cables must be disconnected

Gas Cap must either be taped shut or have a lockable gas cap.

Must contain less than 1/4 tank of gas.

Keys must be given to Shepard Exposition Services to be held onsite.

Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Code	Qty	Item	Roundtrip
35106		Motorized Unit/Vehicle Spotting	\$200.00

\*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Bar: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature

### Personally Operated Vehicle Unloading Information

Shepard Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates that come in via over the road carriers. It is Shepard's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible for any materials they do not handle.

The types of vehicles shown below are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.



The types of vehicles shown below are considered rental trucks and trailers and will not be allowed access to the dock spaces to unload/load. Vehicles like shown below will be allowed to unload/load in the designated POV parking lot after checking in at the marshaling yard.

Trailers of any kind are NOT allowed in the dock area



**NO Trailers**

Trucks like the one illustrated to the right are NOT allowed in the dock area



**NO Step Van / Box Truck**

Exhibitors may not operate or utilize any type of powered and mechanical equipment. See below for examples of equipment that can and cannot be used.



**Boxes**

**Two Wheel or Four Wheel  
Hand Cart**

**NO  
Pallet Jacks**



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

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**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

### Labor Hours

ST - Straight time: ST: Monday - Friday: 8:00 am - 4:30 pm  
OT - Overtime: OT: Monday - Friday: 4:30 pm - Midnight; Saturday-Sunday: 8:00 am - 4:30 pm  
DT - Double-time: DT: Holidays and all other hours

## Ground Rigging and Forklift Rental

**Step 1: Describe the work:**

☐ Uncrating Materials  
☐ Spotting Equipment  
☐ Booth work/ground rigging

Weight of Heaviest Piece: \_\_\_\_\_

Will you need: ☐ Straps  
☐ Extended Blades

**Step 2: When are we moving it?**  
(times are not guaranteed)

Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_

**Step 3: Choose your lift size:**

### Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$229.50	\$298.25	
35039		OT Hourly Rental	\$276.40	\$359.25	
35067		DT Hourly Rental	\$323.10	\$420.00	

### Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$688.50	\$895.00	
35066		OT Hourly Rental	\$829.25	\$1,078.00	
35070		DT Hourly Rental	\$969.25	\$1,260.00	

### Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$459.00	\$596.75	
35049		OT Hourly Rental	\$552.85	\$718.75	
35069		DT Hourly Rental	\$646.15	\$840.00	

### Forklift Rental - Up To 30,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35255		ST Hourly Rental	\$918.00	\$1,193.50	
35256		OT Hourly Rental	\$1,105.70	\$1,437.50	
35257		DT Hourly Rental	\$1,292.35	\$1,680.00	

### Forklift Rental - Up To 15,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35455		ST Hourly Rental	\$573.75	\$746.00	
35456		OT Hourly Rental	\$691.05	\$898.25	
35457		DT Hourly Rental	\$807.70	\$1,050.00	

### 4 Stage Forklift Rental

Code	Qty.	Item	Discount	Regular	Amount
35593		ST Hourly Rental	\$344.25	\$447.50	
35594		OT Hourly Rental	\$414.65	\$539.00	
35595		DT Hourly Rental	\$484.65	\$630.00	

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

### Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$90.44	\$117.55	
35086		OT per man hour	\$135.69	\$176.40	
35099		DT per man hour	\$180.94	\$235.20	

### Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$72.35	\$94.05	
35100		OT per man hour	\$108.55	\$141.10	
35101		DT per man hour	\$144.75	\$188.20	

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

**Only Shepard personnel are allowed to operate mechanical equipment.**

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Forklift Estimate \_\_\_\_\_  
NA Tax\*: \_\_\_\_\_  
Amount Due: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## On Site Storage

Event Code: 1198150120  
 email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone (317) 677-1235  
 fax (317) 389-5524

**On Site Storage** is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. **Do not use this service for "Empty" storage.**

**Step One:** Tell us **who** you are:

Exhibiting Company

Name \_\_\_\_\_

Booth # \_\_\_\_\_

Onsite Contact \_\_\_\_\_

Onsite Cell Phone # \_\_\_\_\_

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

**Step Two:** Choose the **Type** of storage to fit your needs

For either storage options, there is no charge to return items back to your booth at the end of the event.

**Accessible Storage** Use this type when you need to pull items out of storage during the show.

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)

(35166)

Per Day		
35166	Pallets/Skids	\$35.00
35348	1/2 a Trailer	\$80.00
35349	Full Trailer	\$120.00
35087	Labor ST	\$72.35
35100	OT	\$108.55
35101	DT	\$144.75

**Secured Storage** Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

(35068)

		Sq Ft	# of Days	Total
Per Sq Ft		0.80		
Labor	ST	\$72.35	35087	
	OT	\$108.55	35100	
	DT	\$144.75	35101	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

**Only Shepard personnel are allowed to operate mechanical equipment.**

Total Onsite Storage: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

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## Warehouse Storage

Event Code: I198150120  
 email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone (317) 677-1235  
 fax (317) 389-5524

**Warehouse Storage** is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

### Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006

Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

### Step One: Tell Us Who You Are:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_ Onsite Cell Phone # \_\_\_\_\_  
 Email Address \_\_\_\_\_

### Step Two: Tell Us What You Are Storing:

How many pieces? \_\_\_\_\_

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Crate or Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

### Step Three: How Long Are We Storing Your Items?

From Date \_\_\_\_\_ To \_\_\_\_\_ Fees will continue until storage is picked up.

### Step Four: What Do We Do With Your Items At The End Of The Storage Period?



☐ Ship to another destination via Shepard Logistics\* ☐ Transport to another Shepard event\*:  
☐ Pick-up is arranged with another carrier: \*Additional fees will apply

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **will not** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

Estimated Warehouse Storage: \$ \_\_\_\_\_  
 NA Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Storage Items will not be stored or released without a valid credit card on file.

**Please Print**   
 Printed Name \_\_\_\_\_  
**Please Sign**   
 Card Holder Signature \_\_\_\_\_



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.



## Economy Booth Package

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### A Budget and Time Friendly Solution!

#### Booth Package 10' X 10' (50447)

Each Economy 10x10 booth package includes:

- 1 - 6'L x 24"W x 30"H Skirted Table - Black 5004606
- 2 - Upholstered Side Chairs 50020
- 1 - Wastebasket 50091
- 1- 10 X 10 Carpet 50255

No substitutions will be accepted.

#### Step 1: Tell us how many packages you want:

Code	Qty	Discount	Regular	Amount
50260	<input type="text"/>	\$155.45	\$209.85	<input type="text"/>

#### Step 2: Choose your carpet color:



To qualify for the discounted rate listed above, order must be received with payment by **Thursday, December 19, 2019**

Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the Regular catalog rates.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Econo Booth Pac: \$   
7.000% Tax\*: \$   
Amount Due: \$

Company Name:  Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



# FURNISHINGS AND DECOR



Exhibit  
Rental



Traffic  
Builders



Logistics &  
Transportation



Furniture  
Rentals



Material Handling  
& Ground Rigging



More!

# Tables

## UNSKIRTED



**Display Table**  
#50040  
4' x 24" x 30"  
Unskirted



**Display Table**  
#50041  
4' x 24" x 42"  
Unskirted



**Display Table**  
#50044  
6' x 24" x 30"  
Unskirted



**Display Table**  
#50045  
6' x 24" x 42"  
Unskirted



**Display Table**  
#50048  
8' x 24" x 30"  
Unskirted



**Display Table**  
#50049  
8' x 24" x 42"  
Unskirted

**SKIRTED** - 6' & 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, Please Order 4th Side Skirt.



**Display Table**  
#50042  
4' x 24" x 30"  
Skirted



**Display Table**  
#50043  
4' x 24" x 42"  
Skirted



**Display Table**  
#50046  
6' x 24" x 30"  
Skirted



**Display Table**  
#50047  
6' x 24" x 42"  
Skirted



**Display Table**  
#50050  
8' x 24" x 30"  
Skirted



**Display Table**  
#50051  
8' x 24" x 42"  
Skirted

## PEDESTAL & SIDE



**30" Natural Pedestal Table**  
#50706  
30" x 36"  
Natural Feel Pedestal Table, Maple Top, Black Base



**42" Natural Pedestal Table**  
#50707  
42" x 36"  
Natural Feel Pedestal Table, Maple Top, Black Base



**30" Pedestal Table**  
#50032  
30" x 36"  
Pedestal Table, Grey Fleck Top, Chrome Base



**42" Pedestal Table**  
#51089  
42" x 36"  
Round High Pedestal Table, Grey Fleck Top, Chrome Base



**Round Side Table**  
#50030  
18" x 24"



**Square Side Table**  
#50031  
18" x 18" x 24"

# Chairs

## STOOLS



**Director's Stool**  
#51090  
Black Fabric, Maple Wood



**Natural Feel Stool**  
#50705  
Light Maple Back, Black Fabric Seat



**Padded Stool**  
#50024  
Padded Stool with Back, Grey Fabric

## CHAIRS WITH ARMS



**Director's Stool**  
#51086  
Black Fabric, Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair, Grey Fabric

## CHAIRS WITHOUT ARMS



**Natural Feel Chair**  
#50704  
Light Maple Back, Black Fabric Seat



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair, Grey Fabric

# Display

## FOR HANGING



**Bag Rack**  
#50175  
9" x 12" x 71"  
Adjustable Heights



**Coat Rack**  
#50092  
2" x 22" x 69"  
Silver



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



**2' x 8' Grid with Legs**  
#50236  
2' x 8'  
Chrome

Also Available Without Legs (#50237)



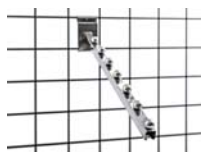
**3.5' x 8' Slatwall**  
#50249  
3.5' x 8'  
Grey



**4' x 8' Peg Board**  
#50594  
4' x 8'  
White



**6" Hooks for Peg Board**  
#50104  
Silver



**7-Ball Waterfall Grid Attachment**  
#50242  
Silver  
Also Available for Slat Wall #50243

# Display



## UPRIGHT, CROSSBAR, & DRAPERY



**8' High Upright  
with Base**  
#50088  
Crossbar rented  
separately



**6' - 10' Crossbar**  
#50349  
1 1/4" D



**7' - 12' Crossbar**  
#50348  
1 1/4" D



**3' High Drape**  
#50074



**8' High Drape**  
#50074

## FOR SIGNS & LITERATURE



**Horizontal Tackboard**  
#50060  
4' x 8'  
Black Legs, Grey Fabric



**Vertical Tackboard**  
#50061  
8' x 4'  
Black Legs, Grey Fabric



**Literature Rack**  
#50245  
16" x 10" x 59"



**Chrome Sign Holder**  
#50095  
Holds 22" x 28" Sign



**Floor Easel**  
#50094  
31" x 31" x 64"

## SHELVING



**4' x 12" Display Shelf**  
#50296  
4' x 12"  
White Shelf with Black  
Bases



**6' x 12" Display Shelf**  
#50297  
6' x 12"  
White Shelf with Black  
Bases

## BARRIER



**Tensa Barrier Stanchion**  
#50427  
Barrier with Black Belt  
Barrier 13" x 41"  
Black Belt 117"  
Rented individually, not  
a set

## OTHER



**Natural Feel  
Wastebasket**  
#50708  
Beige Wastebasket



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#51085



**Sand Bag**  
#51087



# Showcase



**4' Full View Showcase  
#50067**

**6' Full View Showcase  
#50068**



**4' Quarterview  
Showcase  
#50069**

**6' Quarterview  
Showcase  
#50070**

# Flooring

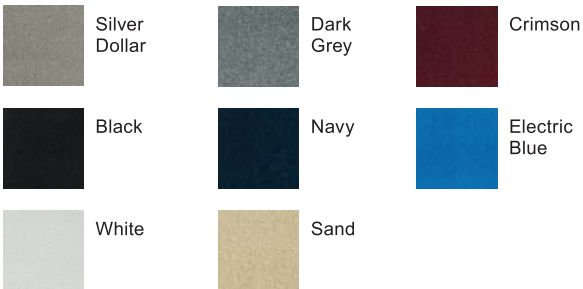
## EXPO - 13oz



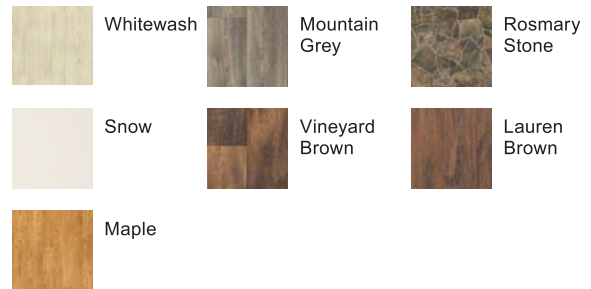
## PREMIUM - 28oz



## PLUSH - 50oz



## VINYL - Custom Order Only



# Skirt Color Options

## SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

## SPANDEX



Blue



Red



Black



White

# Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.



## Standard Furnishings

Event Code: 1198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### Tables

Code	Qty	Color	Item	Discount	Regular	Total
50042			4'L X 30"H X 24"W Skirted Table	\$94.60	\$123.00	
50046			6'L X 30"H 24"W Skirted Table	\$110.25	\$143.35	
50050			8'L X 30"H 24"W Skirted Table	\$121.40	\$157.80	
50043			4'L X 42"H 24"W Skirted Table	\$104.45	\$135.80	
50047			6'L x 42"H 24"W Skirted Table	\$124.50	\$161.85	
50051			8'L x 42"H 24"W Skirted Table	\$145.05	\$188.55	
50052			4th Side Skirt for 30" High Table	\$50.35	\$65.45	
50171			4th Side 42" Skirt for 42" High Table	\$50.35	\$65.45	
50700			6'L X 30"H 24"W Spandex Table Cover	\$217.25	\$282.45	
50040		na	4'L X 30"H X 24"W UnSkirted Table	\$40.95	\$53.25	
50044		na	6'L X 30"H X 24"W UnSkirted Table	\$60.95	\$79.25	
50048		na	8'L X 30"H X 24"W UnSkirted Table	\$73.30	\$95.30	
50041		na	4'L X 42"H X 24"W UnSkirted Table	\$58.65	\$76.25	
50045		na	6'L x 42"H X 24"W UnSkirted Table	\$73.30	\$95.30	
50049		na	8'L x 42"H X 24"W UnSkirted Table	\$82.25	\$106.95	
51089		na	Pedestal Table,42"H 36"R Grey Fleck Top	\$112.10	\$145.75	
50032		na	Pedestal. Table,30"H 36"R Grey Fleck Top	\$101.80	\$132.35	
50030		na	Round Side Table 24" W X 18" H	\$51.45	\$66.90	
50031		na	Square Side Table 24" W X 18" H	\$51.45	\$66.90	
50706		na	Natural Pedestal Table 30"H X 36" R Maple Top	\$252.55	\$328.30	
50707		na	Natural Pedestal Table 42"H X 36"R Maple Top	\$272.95	\$354.85	

Skirt Colors (6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape)

Red (01) Green (02) White (03) Gold (04) Blue (05) Black (06) Burgundy (07) Grey (10) Teal (13) Spandex Red (01) White (03) Blue (05) Black (06)

### Seating

Code	Qty	Color	Item	Discount	Regular	Total
50020		na	Side Chair Grey Fabric	\$43.15	\$56.10	
50021		na	Arm Chair Grey Fabric	\$55.55	\$72.20	
50024		na	Stool w/back Grey Fabric	\$51.45	\$66.90	
51086		na	Director's Chair Black Fabric	\$41.20	\$53.55	
51090		na	Director's Stool Black Fabric	\$81.25	\$105.65	
50705		na	Natural Feel Stool Maple Back, Black Fabric Seat	\$156.00	\$202.75	
50704		na	Natural Feel Chair, Maple Back, Black Fabric Seat	\$128.10	\$166.55	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Furnishings: \$ \_\_\_\_\_  
7.000% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Specialty, Display, Drapes

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code: 1198150120  
 email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone: (317) 677-1235  
 fax: (317) 389-5524

### Specialty & Display

Code	Qty	Color	Item	Discount	Regular	Total
50091		na	Wastebasket	\$16.20	\$16.20	
50094		na	Floor Easel, Chrome	\$30.65	\$39.85	
50245		na	Literature Rack Silver, Glass	\$102.85	\$133.70	
50175		na	Bag Rack, Chrome	\$61.70	\$80.20	
50092		na	Coat Rack, Chrome	\$37.60	\$48.90	
50093		na	Garment Rack, Chrome	\$61.70	\$80.20	
50427		na	Tensabarrier, Per Stem, Black	\$77.00	\$100.10	
50095		na	Sign Holder, 22x28 Chrome	\$62.80	\$81.65	
50185		na	Drawing Bowl, Clear	\$25.60	\$33.30	
50296		na	4' x 12" Display Riser White and Black	\$81.80	\$106.35	
50297		na	6' x 12" Display Riser White and Black	\$101.85	\$132.40	
50098		na	Mini Refrigerator, Approx 3 cubic feet	\$367.50	\$477.75	
50067		na	4' Full View Showcase, White	\$461.30	\$599.70	
50068		na	6' Full View Showcase, White	\$507.40	\$659.60	
50069		na	4' Quarter View Showcase, White	\$658.05	\$855.45	
50070		na	6' Quarter View Showcase, White	\$441.30	\$573.70	
50060		na	4' x 8' Horz. Posterboard Grey Fabric	\$146.25	\$190.15	
50061		na	4' x 8' Vert. Posterboard Grey Fabric	\$146.25	\$190.15	
50236		na	Grids 2'x8' w/legs, each	\$108.25	\$140.75	
50237		na	Grid 2'x8' w/o legs, each	\$81.00	\$105.30	
50242		na	7-Ball Waterfall for Grids	\$7.55	\$9.80	
50104		na	6" Hooks (12) for Peg Boards	\$23.90	\$31.05	

### Draperies-per linear foot, min 5' linear feet rental

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' High drape on a cross bar, per linear foot	\$12.65	\$16.45	
50074			3' High on a cross bar, per linear foot	\$9.85	\$12.80	
50088		na	8' Upright w/base	\$15.35	\$19.95	
52065		na	3' Upright w/base	\$30.45	\$39.60	
50349		na	6'-10' Crossbar	\$10.30	\$13.40	
50348		na	7'-12' Crossbar	\$10.30	\$13.40	
50058			Sateen, per linear foot	\$10.30	\$13.40	

Drape and Sateen Colors Red (01) White (03) (04) Blue (05) Black (06) Burgundy (07) Grey (10)

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Furnishings: \$ \_\_\_\_\_  
 7.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Signature Flooring

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Tuesday, December 10, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code: 1198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

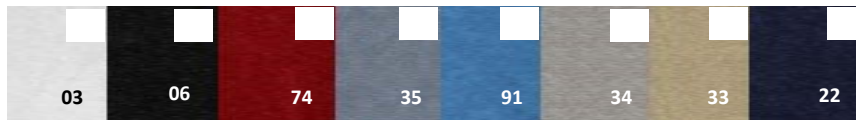
**Order must be received 30 days in advance of show move in. 100 sq ft minimum**

**Step One:** Choose the flooring to enhance your design

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

### Premium Plush Carpet 50 oz



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$8.50	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

### Premium Vinyl Flooring



Maple (66) Vineyard Brown (61) Laurel Brown (62) Mountain Grey (63) Snow (89) White Wash (65) Rosemary Stone (64)

### Elevated Hardwood



Stand above the rest  
with an Elevated  
Hardwood Floor!  
Contact an ESS  
Representative for  
pricing!

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium Vinyl	\$10.90	

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for
50711		Dark Oak	Quote!

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$3.90	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Due to the custom nature of this product, **no refunds or exchanges once item has been ordered.**

Total Signature Flooring: \$  
7.000% Tax\*: \$  
Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Carpet and Padding

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

**Step One:** Choose the carpet to fit your budget

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

**Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing**



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$3.15	\$4.10	
46003		Rental 1000+ sqft	\$2.85	\$3.70	
46002		Purchase sqft	\$6.70	\$8.70	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

**Padding & Visqueen** Entice attendees to linger in your space with soft, comfortable padding!

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$0.65	\$0.85	
50008		1" Padding	\$1.40	\$1.80	
50010		Visqueen	\$0.40	\$0.50	

Rental includes installation and removal of padding/visqueen. Minimum 100 sq. ft. required.

**Expo Carpet 13 oz. 2 Options: Regular and Special Cut!**



**Standard Booth Sizes**, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$138.80	\$180.45	
50256		10' x 20'	\$244.55	\$317.90	
50257		10' x 30'	\$346.60	\$450.60	
50258		10' x 40'	\$462.65	\$601.45	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

**Special Cut**, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$2.25	\$2.95	
50581		400 - 900 sq ft	\$2.05	\$2.65	
50582		900+ sq ft	\$1.85	\$2.40	

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. **Please order cleaning service at least once before show opening.**

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on "Special Cut" carpet once order is placed.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Carpet and Padding: \$

7.000% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## Booth Carpet Cleaning

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization and graphics must be received before  
Discount Deadline date to receive discounted pricing.

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

**Minimum 100 square foot order for all cleaning services.**

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

### Booth Vacuuming



#### Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.45	\$0.60	
47051		400-900 sq.ft.	\$0.40	\$0.50	
47052		900+ sq. ft	\$0.35	\$0.45	

#### Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$1.35	\$1.75	
47056		400-900 sq.ft.	\$1.20	\$1.55	
47057		900+ sq. ft	\$1.10	\$1.45	

### Porter Service (includes emptying wastebaskets within the booth every two hours during the show)



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.40	\$0.50	
47031		Daily Porter	\$1.20	\$1.55	

### Specialty Services



#### Mopping and Carpet Shampooing

Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.60	\$0.80	
47022		Mop Daily	\$1.50	\$1.95	
47013		Sham/One Time	\$0.60	\$0.80	

#### Display Wipe Down (invoiced by man hours)



Code	Hours	Service	ST	OT	Total
47043		One Time	\$72.35	\$144.11	
47044		Daily	\$72.35	\$144.11	

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Cleaning: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Waste Removal

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization and graphics must be received before  
Discount Deadline date to receive discounted pricing.

Event Code: I198150120  
email Indianapolis@shepardes.com  
phone (317) 677-1235  
fax (317) 389-5524

### Abandoned Carpet / Floor coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

**Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used.  
All related disposal fees will be added to the payment method on file.**

#### Labor

Code	Qty	Item	Discount	Regular
68066		ST Labor	\$95.94	\$124.70
68067		OT Labor	\$144.11	\$187.35
68068		DT Labor	\$191.88	\$249.45

#### Forklift

Code	Qty	Item	Discount	Regular
35028		ST 5k Forklift	\$229.50	\$298.25
35039		OT 5k Forklift	\$276.40	\$359.25
35067		DT 5k Forklift	\$323.10	\$420.00

#### Dumpster Fee

Code	Qty	Item	Discount	Regular
35330		Per Full Dumpster	\$510.00	\$663.00

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Standard" pricing.

Total Disposal Fee: \$  
7.000% Tax\*: \$  
Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



TRADE SHOW FURNISHINGS 2019

# Product Guide



## FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

**HEDGE**  
**HDG4FT**  
**Boxwood Hedge, 4'**  
46"L 9"D 47"H

**ROMA**



**CHRPWR Chair, Powered**  
(white vinyl) 37"L 31"D 33"H

**ROMA**



**SFAPWR Sofa, Powered**  
(white vinyl) 78"L 31"D 33"H



**WIRELESS  
CHARGING TABLE,  
POWERED**  
**CUBPOW**  
(white, ac plug-in)  
20"L 20"D 18"H



POWERED  
DETAIL

## Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



## Powered Seating

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



**A) NPLCHP**  
**Naples Chair, Powered**  
(black vinyl)  
36"L 30"D 33.25"H

**B) NPLSOP**  
**Naples Sofa, Powered**  
(black vinyl)  
87"L 30"D 33.25"H

**C) NPLLOP**  
**Naples Loveseat, Powered**  
(black vinyl)  
62"L 30"D 33.25"H

## Powered Tables



**Ventura**  
**POWERED**  
**TABLES**



**Ventura Powered**  
**Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)  
**A) VNTWHT** (white top)  
**B) VNTBLK** (black top)

**Ventura Powered**  
**Café Tables**  
72.25"L 26.25"D 30"H  
(silver frame)  
**C) VNTCBK** (black top)  
**D) VNTCWH** (white top)

**Sydney Powered**  
**Cocktail Tables**  
48"L 26"D 18"H  
(brushed steel)  
**E) C1WP** (white)  
**F) C1YP** (black)

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



**BNQ417 Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl)  
72" RND 51"H



Detail of Electrical  
Charging Outlet



**BNQTL7 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72" RND 18"H




**BNQ7 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H



**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H



## Powered Pedestals

 Denotes AC and USB charging outlets



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

(Mobile devices must be compatible with Qi wireless charging pad.)

### Powered Locking Pedestal


- A) PDL36W (white)  
24"L 24"D 36"H
- B) PDL42W (white)  
24"L 24"D 42"H
- C) PDL36B (black)  
24"L 24"D 36"H
- D) PDL42B (black)  
24"L 24"D 42"H

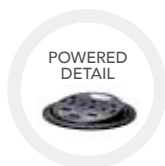
### Wireless Charging Table, Powered

- E) CUBPOW  
(white, AC plug-in)  
20"L 20"D 18"H

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

## Powered Tech Desk

 Denotes AC and USB charging outlets



### A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)  
60"L 30"D 30"H

### B) TECH Tech Desk, Powered

(black metal, laminate)  
60"L 30"D 30"H

### C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H

# Soft Seating

Create Engaging Booth Environments

## HOPI

(gray linen)

**HOPCH, Chair**

21"L 25"D 34"H

**HOPLV, Loveseat**

48"L 25"D 34"H

## HEDGE

**HDG7FT**

**Boxwood Hedge, 7'**

36.5"L 12"D 84"H

## PEDESTAL

**PDL42W**

**Powered Locking**

(white)

24"L 24"D 42"H

## CAFÉ TABLE

**30WHHC**

**Hydraulic Chrome Base**

(laminated white top)

30"Round 29"H

## REGIS

**REGOTT End Table**

(brushed metal)

16"L 15.5"D 16.5"H

## MARCHE

**MAR010 Swivel Ottoman**

(blue fabric)

17"RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

**A) BCHWHT Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**B) BSFWHT Sofa**  
(white vinyl)  
86"L 28"D 30"H

**C) BLVWHT Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H

A.



B.



## FAIRFAX

**A) FAIRSW Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H

**B) FAIRCW Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H

A.



B.



C.



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**NPLCHP** (Powered)

**B) NPLSOF Sofa**  
(black vinyl)  
87"L 30"D 33.25"H  
**NPLSOP** (Powered)

**C) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**NPLLOP** (Powered)

# Munich Collection

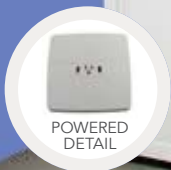
Modular Seating to Design Custom Exhibits

Denotes Powered Products



## MUNICH

**MNCHSC Sectional 3pc.**  
(gray fabric)  
93.5"L 27"D 28.5"H



**HDG4FT**  
**Boxwood Hedge, 4'**  
46"L 9"D 47"H



**MNCHLV Munich Armless Loveseat**  
(gray fabric)  
45"L 27"D 28.5"H



**MNCHCC Munich Corner Chair**  
(gray fabric)  
26"L 27"D 28.5"H



**MNCHCH Munich Armless Chair**  
(gray fabric)  
22.5"L 27"D 28.5"H



# Soft Seating Collections



A.



B.

## ALLEGRO

### A) CHR002 Chair

(blue fabric)  
36"L 34.5"D 30"H

### B) SFA002 Sofa

(blue fabric)  
73"L 34.5"D 30"H



A.



B.



C.

## TANGIERS

### A) TANSOF Sofa

(beige textured)  
78"L 37"D 36"H

### B) TANCHR Chair

(beige textured)  
34"L 37"D 36"H

### C) TANLOV Loveseat

(beige textured)  
57.5"L 37"D 37"H



A.



B.



C.

## KEY LARGO

### A) KEYCHR Chair

(black fabric)  
35"L 35"D 34"H

### B) KEYLOV Loveseat

(black fabric)  
57"L 35"D 34"H

### C) KEYSOF Sofa

(black fabric)  
79"L 35"D 34"H

## SOUTH BEACH

(platinum suede)

### A) SO1 Sofa

69"L 29"D 33"H

### B) OTS Ottoman

25"L 31"D 18"H

### C) SO2 Sofa

Sectional 3pc.  
152"L 40"D 33"H



A.

B.

C.

# Accent Chairs



## SWANSON

**SWAN Swivel Chair**  
(white vinyl)  
28"L 25"D 30"H

## KEY WEST

**OCB Chair**  
(black)  
31"L 31"D 31"H



## LA BREA

**LABREA Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H



## WENTWORTH

**WENCHA Chair**  
(brown vinyl)  
32.1"L 26"D 31.5"H



## AURA

**AURA Round Table**  
(white metal)  
15" Round 22"H





## Accent Chairs



A.



B.



C.



D.



E.



F.

### Madrid Chair

#### A) BCW

(white vinyl)

30"L 30"D 31"H

#### B) OCH

(black vinyl)

30"L 30"D 31"H

### C) FAIRCW

#### Fairfax Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

### D) MNCHCH

#### Munich Armless Chair

(gray fabric)

22.5"L 27"D 28.5"H

### E) HOPCH

#### Hopi Chair

(gray linen)

21"L 25"D 34"H

### F) PROGB

#### Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

## Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

### Marina Chair

17.5"L 19.5"D 35"H

A) MARCBK (black vinyl)

B) MARCBR (brown fabric)

C) MARCWH (white vinyl)

### Meeting Chair

25.5"L 23.5"D 34"H

D) OCMESP (espresso vinyl)

E) OCMTAU (taupe fabric)

F) OCMWHT (white vinyl)

# Group Seating

## ZENITH

**A) ZENCHR Chair**  
(white, chrome)  
18.25"L 22"D 32"H

**B) 30MAHC  
Madison Hydraulic  
Café Table**  
(chrome base, gray  
acajou top)  
30" RND 29"H



## LAGUNA

**C) LMCHR Chair**  
(maple, chrome)  
18"L 19"D 34"H

**D) 30WHHC  
Round Café Table**  
(white laminate top,  
chrome hydraulic base)  
30" Round 29"H



A.

B.



## MALBA

20"L 20"D 32"H

**A) MALGRY Chair** (gray)  
**B) MALGRN Chair** (green)

## MARINA

17.5"L 19.5"D 35"H

**A) MARCWH** (white vinyl)  
**B) MARCBK** (black vinyl)  
**C) MARCBR** (brown fabric)  
**D) MARCBE** (ocean blue fabric)  
**E) MARCRD** (red fabric)

A.



B.

C.

D.

E.



# Styles & Shapes



**A) CS8  
Berlin Chair**  
(black, white)  
18"L 22"D 32"H

**B) CS4  
Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H

**C) XCHR  
Christopher Chair**  
(white vinyl, chrome)  
17"L 19"D 35"H

**D) SC3  
Brewer Chair**  
(onyx, black)  
20"L 20"D 32"H

**E) XC6  
Altura Guest Chair**  
(black crepe)  
25"L 20"D 34"H

**F) RSTDIN  
Rustique Chair w/arms**  
(gunmetal)  
20"L 18"D 31"H

**G) SC10  
Razor Armless Chair**  
(white)  
15.38"L 15.5"D 30.5"H

**H) BLDCSB  
Blade Chair**  
(sky blue)  
20.5"L 19"D 30.5"H

**I) BLDCRD  
Blade Chair**  
(red)  
20.5"L 19"D 30.5"H

## Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

**J) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H

**K) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H





## VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)



## Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

### Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

### H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

### ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

### M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

### N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

### O) SAL Sally Stool

(white)

12" Round 17"H

### P) CUBL20 Edge

LED Cube

(white plastic)

19"L 19"D 19"H

A/C power only

### Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

## Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

### Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

K) MAR011

(orange fabric)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)



C.



D.



## GEO

### End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)



# Styles & Shapes

Available in Power 



## Sydney Cocktail Tables

(brushed steel)  
48"L 26"D 18"H

- A) C1W (white)
- C1WP (Powered)
- B) C1Y (black)
- C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

## Regis Tables

(brushed metal)

### I) REGBEN Bench Table

47"L 15.5"D 16"H

### J) REGOTT End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) E1E End Table

24" Round 22"H

### L) C1E Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) EOLI End Table

22" Round 22"H

### N) COLI Cocktail Table

47"L 27"D 19"H

## Rustic Tables

(wood)

### O) ETBL E-Table

21"L 15.5"D 27.5"H

### P) TMBTBL Timber Table

16" Round 17"H

## Aura Round Table

### Q) AURA

(white metal)  
15" Round 22"H

## Edge LED Cube Table

### R) CUBTBL

(plexi top, white plastic)  
19"L 19"D 19"H  
A/C power only

## Wireless Charging

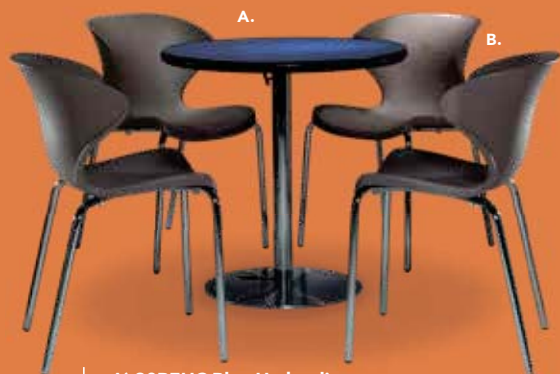
### Table, Powered

### S) CUBPOW

(white, AC plug-In)  
20"L 20"D 18"H

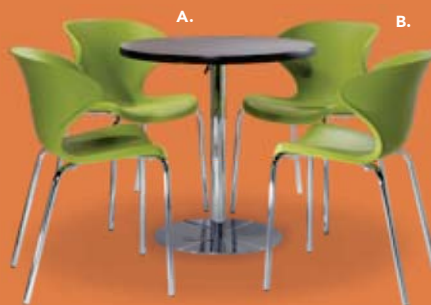


# Café Tables



**A) 30BEHC Blue Hydraulic Café Table**  
(chrome base, blue top)  
30" RND 29"H

**B) MALGRY Malba Chair**  
(gray)  
20"L 20"D 32"H



**A) 30MAHC Madison Hydraulic Café Table**  
(chrome base, gray acajou top)  
30" RND 29"H

**B) MALGRN Malba Chair**  
(green)  
20"L 20"D 32"H



**LUCHCL Lucent Chair**  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H

**30" Round Café Tables**  
**Standard Black Base**  
30" RND 29"H  
**A) 30WDBC** (wood top)  
**B) ZTB** (red top)

**Hydraulic Chrome Base**  
30" RND 29"H  
**C) 30WHHC** (white top)  
**D) 30STHC** (silver textured)

**E) CS4 Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H



**HDG7FT**  
**Boxwood Hedge, 7'**  
36.5"L 12"D 84"H

# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of colorful group seating options for the perfect style.

S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H



# Bar Tables



**A) 30WHHB**  
**30" Round Bar Table**  
 (white top, chrome  
 hydraulic base)  
 30" RND 45"H

**B) APS12**  
**Apex Barstool**  
 (blue ultra suede)  
 21"L 21"D 33"H

**C) RSTSQT**  
**Rustique Square Metal Bar Table**  
 (gunmetal)  
 23.75"L 23.75"D 41.25"H

**D) RSTSTL**  
**Rustique Barstool**  
 (gunmetal)  
 13"L 13"D 30"H



**HDG4FT**  
**Boxwood Hedge, 4'**  
 46"L 9"D 47"H



**E) 30BEHB**  
**30" Round Bar Table**  
 (blue top, chrome  
 hydraulic base)  
 30" RND 45"H

**F) LMBAR**  
**Laguna Barstool**  
 (maple, chrome)  
 18"L 20"D 47"H



# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



## Bar Tables

Standard Black Base  
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

# Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

V) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H





# Barstools



## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

21"L 21"D 33"H

A) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (blue ultra suede)

## Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

## I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

## M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

## N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



P.



Q.



R.



O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H

P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

# Conference Tables



## Powered Conference Table Module

(black) 5"L 2.25"D 2"H

Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



### 42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



## MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

# Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



## Atomic Round Tables

(glass, chrome)

A) 42ATO 42" RND 30"H

B) 36ATO 36" RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

F) CE2 (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

## H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

## Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

## Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

# Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.





# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H

**A) PROEXE** (white vinyl)

**B) PROEXB** (black vinyl)

Adjustable height



A.

B.

## Pro Executive Guest Chair

24"L 22"D 36"H

**PROGB** (black vinyl)



## Pro Executive Mid Back Chair

24"L 22"D 40"H

**A) PROMID** (white vinyl)

**B) PROMDB** (black vinyl)

Adjustable height



A.

B.



## Task Stool

**TASKST**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height



# Communal and Powered Tables

Denotes AC and USB  
charging outlets



## Ventura BAR TABLES

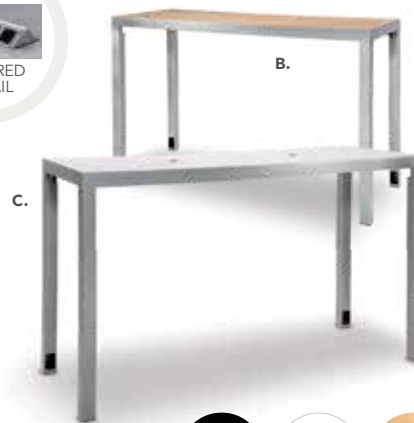
Choose from Powered, Solid or Grommet Hole Table Tops.



**LMBAR Laguna  
Barstool**  
(maple, chrome)  
18"L 20"D 47"H



POWERED  
DETAIL



BLACK



WHITE



MAPLE

### Table Top Options

Colors not available in all table options. Please check options listed to the right.

## Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

**A) VNTBLK** (black top)  
**VNTWHT** (white top)

## Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

Maple Top  
**B) VNTMNP** (solid)  
**VNTBMW** (grommets)

White Top  
**C) VNTBWW** (grommets)  
**VNTWNP** (solid)

Black Top  
**VNTBNP** (solid)

## Ventura CAFÉ TABLES



POWERED  
DETAIL



## Ventura Powered Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

**A) VNTCBK** (black top)  
**B) VNTCWH** (white top)

## Ventura Communal Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

Maple Top  
**C) VNTCMN** (solid)  
**VNTCMW** (grommets)

White Top  
**D) VNTCWW** (grommets)  
**VNTCWN** (solid)

Black Top  
**E) VNTCBN** (solid)

# Office Essentials



## MADISON

### A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

### B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

### C) TASKST Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

### D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



## TECH POWERED DESK

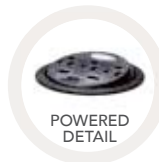


Denotes AC and USB charging outlets

A.



B.



C.



### A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)  
60"L 30"D 30"H

### B) TECH Tech Desk, Powered

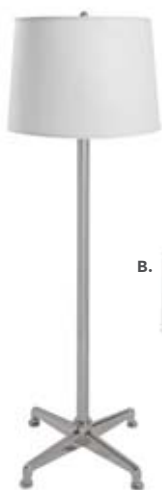
(black metal, laminate)  
60"L 30"D 30"H

### C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

Mason Lamps  
(brushed silver)

### A) LA15 Floor Lamp

18" RND 55"H

### B) LA14 Table Lamp

16" RND 26"H

## SHELVING

### C) PSHCCS

Posh Shelving  
(chrome, acrylic)  
36"L 18"D 72"H

### D) BC8

Madison Bookcase  
(gray acajou)  
36"L 12"D 72"H

# Show Essentials



Denotes AC and USB charging outlets



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

**HDG7FT**  
**Boxwood Hedge, 7'**  
36.5"L 12"D 84"H



POWERED  
DETAIL

### Midtown Powered Counter

60"L 18"D 42"H  
(pewter/glass)

**MTCPUL** (unlighted)

**MTCLPI** (lighted with plug-in)



**LMBAR**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H



(back)

# Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



**Midtown Bar**  
60"L 18"D 42"H  
(pewter/glass)

**A) MTBUUL**  
(unlighted)

**B) MTBLPI**  
(lighted with plug-in)

**Apex Barstool**  
**C) APS12**  
(blue ultra suede)  
21"L 21"D 33"H

## LIGHTED & GREENERY PRODUCTS



LED light available in white, red, green, blue and rolling color.



**A) CUBL20 Edge**  
**LED Cube Ottoman**

(white plastic)  
19"L 19"D 19"H

A/C power only

**B) CUBTBL Edge LED**  
**Cube Table**

(plexi top, white plastic)  
19"L 19"D 19"H

A/C power only

**C) HDG7FT**  
**Boxwood Hedge, 7'**

36.5"L 12"D 84"H

**D) HDG4FT**  
**Boxwood Hedge, 4'**

46"L 9"D 47"H





## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

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Deadline date to receive discounted pricing.



## Cocktail and Occasional Tables

Event Code: 1198150120  
 email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone: (317) 677-1235  
 fax: (317) 389-5524

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$303.35	\$394.35	
	ALC100-Alondra, Glass/Chrome	\$412.90	\$536.75	
	ALC200-Alondra, Wood/Chrome	\$412.90	\$536.75	
	C1FWB-Geo, Wood/Black	\$361.30	\$469.70	
	C1C-Geo Rect., Glass/Chrome	\$289.25	\$376.05	
	COLI - Oliver Cocktail Table	\$183.80	\$238.95	
	C1W-Sydney, White	\$296.80	\$385.85	
	C1WP-Sydney White, <b>Powered!</b>	\$387.95	\$504.35	
	C1Y-Sydney, Black	\$296.80	\$385.85	
	C1YP-Sydney Black, <b>Powered!</b>	\$387.95	\$504.35	
	REGBEN-Regis Bench Table	\$310.10	\$403.15	
	SYDBEC-Sydney Cocktail Table	\$346.50	\$450.45	
	SYDWDC-Sydney Cocktail Table	\$315.00	\$409.50	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$289.25	\$376.05	
	ALE100-Alondra, Glass/Chrome	\$297.95	\$387.35	
	ALE200-Alondra, Wood/Chrome	\$297.95	\$387.35	
	E1FWB-Geo, Wood/Black	\$314.35	\$408.65	
	E1C-Geo, Glass/Chrome	\$271.15	\$352.50	
	EOLI-Oliver End Table	\$172.00	\$223.60	
	E1W-Sydney, White	\$275.10	\$357.65	
	E1Y-Sydney, Black	\$378.10	\$491.55	
	CUBTBL-Edge LED Cube	\$216.35	\$281.25	
	AURA End Table	\$157.25	\$204.45	
	ETBL-E Table, Wood	\$193.30	\$251.30	
	TMBTBL Timber Table, Wood	\$186.05	\$241.85	
	REGOTT-Regis End Table	\$229.35	\$298.15	
	CUBPOW-Wireless Chrg Tbl, <b>Powered!</b>	\$522.90	\$679.75	
	SYDBEE - Sydney End Table	\$304.50	\$395.85	
	SYDWDE-Sydney End Table	\$304.50	\$395.85	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Total Exec Tables Furnishings: \$ \_\_\_\_\_

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

7.000% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



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INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

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**Ottomans**

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$387.95	\$504.35	
	END02W-Square, White Leather	\$387.95	\$504.35	
	END01B-Curved, Black Leather	\$531.10	\$690.45	
	END01W-Curved, White Leather	\$531.10	\$690.45	
	SAL Sally Stool	\$100.45	\$130.60	
	CUBL20-Edge Lighted Cube	\$216.35	\$281.25	
	WHT12-Half Bench, White Vinyl	\$464.50	\$603.85	
	BNQ7-Quarter Curve, White Vinyl	\$607.60	\$789.90	
	BNQR17-Ottoman Ring, White Vinyl	\$2,177.10	\$2,830.25	
	REGBEN Regis Bench, Brushed Metal	\$310.10	\$403.15	

### Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$454.10	\$590.35	
	BVLYBN Bev Bench Brown Fabric	\$454.10	\$590.35	
	BVLYGR Bev Bench Grey Fabric	\$454.10	\$590.35	
	BVLYLN Bev Bench Linen Fabric	\$454.10	\$590.35	
	BVLYOB Bev Bench Ocean Fabric	\$454.10	\$590.35	
	BVLYRD Bev Bench Red Fabric	\$454.10	\$590.35	
	BVLYWH Bev Bench White Vinyl	\$454.10	\$590.35	

### Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$229.90	\$298.85	
	MAR002-Marche Swivel, Grey	\$229.90	\$298.85	
	MAR003-Marche Swivel, Linen	\$229.90	\$298.85	
	MAR008-Marche Swivel, Mdw Grn	\$229.90	\$298.85	
	MAR009, Marche Swivel, Pear	\$229.90	\$298.85	
	MAR007-Marche Swivel, Plum	\$229.90	\$298.85	
	MAR004-Marche Swivel, Raspberry	\$229.90	\$298.85	
	MAR005-Marche Swivel, Red	\$229.90	\$298.85	
	MAR006-Marche Swivel, Rose Qtz	\$229.90	\$298.85	
	MAR001-Marche Swivel, White	\$229.90	\$298.85	

### Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$96.85	\$125.90	
	VIB02-Vibe Cube, Blue	\$99.80	\$129.75	
	VIB03-Vibe Cube, Pink	\$99.80	\$129.75	
	VIB04-Vibe Cube, Red	\$99.80	\$129.75	
	VIB05-Vibe Cube, Yellow	\$99.80	\$129.75	
	VIB06-Vibe Cube, Gold/Bronze	\$99.80	\$129.75	
	VIB07-Vibe Cube, Champagne	\$96.85	\$125.90	
	VIB08-Vibe Cube, Orange	\$146.25	\$190.15	
	VIB09-Vibe Cube, White Wtrproof	\$173.60	\$225.70	
	VIB10-Vibe Cube, Black Wtrproof	\$173.60	\$225.70	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$158.50	\$206.05	
	VIB12 Vibe Cube, Silver Vinyl	\$158.50	\$206.05	
	Vibe13-Vibe Cube, Purple Vinyl	\$158.50	\$206.05	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Ottomans: \$

7.000% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



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## Soft Seating

Event Code: I198150120  
 email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone: (317) 677-1235  
 fax: (317) 389-5524

### Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,092.75	\$2,720.60	
	SFA002- Allegro Sofa	\$498.85	\$648.50	
	NPLSOF-Naples Sofa, Black Vinyl	\$907.20	\$1,179.35	
	SO2-3pc. South Beach, P. Suede	\$1,467.60	\$1,907.90	
	TANSOF-Tangiers Sofa, Beige	\$719.70	\$935.60	
	KEYSOF-Key Largo Sofa	\$512.00	\$665.60	
	FAIRSW-Fairfax Sofa	\$517.80	\$673.15	
	S01- South Beach Sofa, P.Suede	\$785.20	\$1,020.75	
	BSFWHT-Baja Sofa	\$1,029.00	\$1,337.70	

### Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$387.95	\$504.35	
	OCB-Key West Tub, Black	\$466.30	\$606.20	
	BCW-Madrid Chair, White	\$876.25	\$1,139.15	
	LABREA-La Brea Swivel Chair	\$445.70	\$579.40	
	HOPCH-Hopi Chair, Grey Linen	\$295.60	\$384.30	
	MNCHCC Munich Corner Chair	\$636.15	\$827.00	
	MNCHCH Munich Armless Chair	\$524.80	\$682.25	
	OCH Madrid Chair, Black	\$798.20	\$1,037.65	
	WENCHA-Wentworth Chair	\$399.00	\$518.70	

### Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$396.65	\$515.65	
	HOPLV-Hopi Loveseat, Grey Linen	\$459.80	\$597.75	
	TANLOV Tangiers Loveseat	\$779.70	\$1,013.60	
	BLVWHT Baja Loveseat White Vinyl	\$897.50	\$1,166.75	
	MNCHLV- Munich Armless Loveseat	\$931.75	\$1,211.30	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$762.95	\$991.85	

### Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$301.35	\$391.75	
	OCMWHT-Meeting Chair, White	\$272.50	\$354.25	
	OCMESP-Meeting Chair, Espresso	\$208.65	\$271.25	

### Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$612.60	\$796.40	
	NPLCHR-Naples Chair, Black Vinyl	\$633.15	\$823.10	
	TANCHR-Tangiers Chair, Beige	\$466.95	\$607.05	
	CHR002-Allegro Chair	\$325.50	\$423.15	
	KEYCHR-Key Largo Chair	\$338.95	\$440.65	
	FAIRCW-Fairfax Chair	\$373.55	\$485.60	

### Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette-Powered!	\$2,831.60	\$3,681.10	
	BNQR17-Ottoman Ring, White Vinyl	\$2,177.10	\$2,830.25	
	BNQ7-Quarter Curve, White Vinyl	\$607.60	\$789.90	
	BNQTL7- Center Cone, White Vinyl	\$893.85	\$1,162.00	
	WHT12-Half Bench, White Vinyl	\$464.50	\$603.85	
	OTS-South Beach Wedge	\$256.05	\$332.85	

### Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$685.10	\$890.65	
	SFAPWR-Roma Sofa, powered	\$1,103.35	\$1,434.35	
	NPLCHP-Naples Chair, powered	\$685.10	\$890.65	
	NPLSOP-Naples Sofa, powered	\$1,103.35	\$1,434.35	
	NPLLOP-Naples Loveseat, powered	\$950.50	\$1,235.65	

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Total Soft Seating: \$

7.000% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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## Conference Tables and Group Seating

Event Code: 1198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$453.00	\$588.90	
	CE1-Geo Table, Sq. Chrome	\$324.05	\$421.25	
	CF1-Geo Table, Sq. Black	\$307.50	\$399.75	
	CE2-Geo Table, Chrome	\$469.60	\$610.50	
	CB2-6' Graphite Table	\$505.90	\$657.65	
	CB3-8' Graphite Table	\$613.40	\$797.40	
	CB1-42" Round, Graphite Nebula	\$415.00	\$539.50	
	C508GR-8', Granite	\$708.75	\$921.40	
	CT10GR-10', Granite	\$1,063.90	\$1,383.05	
	CT06GR-6', Granite	\$600.45	\$780.60	
	PWRUSB-Powered Table Module	\$82.20	\$106.85	
	CB8-42" Round Madison, Grey	\$213.50	\$277.55	
	MADC10-10' Madison, Grey	\$1,184.75	\$1,540.20	
	MADC05-5' Madison, Grey	\$593.55	\$771.60	
	MADC08-8' Madison, Grey	\$1,184.75	\$1,540.20	
	CONF42-42" Round, White lam	\$488.85	\$635.50	
	36ATO Atomic 36" Round, Glass	\$357.70	\$465.00	
	42ATO Atomic 42" Round, Glass	\$357.70	\$465.00	

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$70.70	\$91.90	
	RSTDIN-Rustique w/ arms, Gunmetal	\$157.25	\$204.45	
	CS8-Berlin Chair, Black	\$122.00	\$158.60	
	XCHR-Christopher Chr, White Vinyl	\$113.95	\$148.15	
	SC10 Razor Chair	\$86.55	\$112.50	
	SC3-Brewer Chair, Onyx	\$193.50	\$251.55	
	XC6-Altura Guest Chair	\$362.10	\$470.75	
	LMCHR-Laguna Chair, Maple/Chrome	\$183.00	\$237.90	
	MALGRY-Malba Chair, Grey	\$140.75	\$183.00	
	MALGRN-Malba Chair, Green	\$140.75	\$183.00	
	CS4-Syntax Chair, Black/Chrome	\$255.70	\$332.40	
	ZENCHR-Zenith Chair-White/Chrome	\$206.45	\$268.40	
	BLDCRD-Blade Chair	\$81.90	\$106.45	
	BLDCSB-Blade Chair	\$81.90	\$106.45	
	LUCHCL-Lucent Chair	\$220.50	\$286.65	
	MARCBE-Marina Chair, Ocn Blue	\$178.50	\$232.05	
	MARCBK-Marina Chair, Black Vnyl	\$178.50	\$232.05	
	MARCBR-Marina Chair, Brown	\$178.50	\$232.05	
	MARCRD-Marina Chair, Red	\$178.50	\$232.05	
	MARCWH-Marina Chair, White Vnyl	\$178.50	\$232.05	
	TASKST-Task Stool	\$178.50	\$232.05	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$402.40	\$523.10	
	PROEXB-Executive Chair High Back	\$402.40	\$523.10	
	PROGB-Guest Executive Chair	\$281.25	\$365.65	
	PROMDB-Exec Mid-Back, Black	\$283.85	\$369.00	
	PROMID-Executive Chair Mid Back	\$255.30	\$331.90	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Conference: \$

7.000% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.



## Café and Communal Tables

Event Code: 1198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### Café Tables

#### Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$227.90	\$296.25	
	ZTP-36" Maple Top/Black Base	\$253.55	\$329.60	
	ZTJ-30" Graphite Top/Black Base	\$227.90	\$296.25	
	ZTN-36" Graphite Top/Black Base	\$253.55	\$329.60	
	ZTG-30" Silver Textured Top	\$243.75	\$316.90	
	ZTQ-36" White Laminate Top	\$283.30	\$368.30	
	ZTB-30" Red Top/Black Base	\$217.05	\$282.15	
	ZTA-30" Grey Top/Black Base	\$286.20	\$372.05	
	30WH29 -30" White Laminate	\$267.75	\$348.10	
	30BEBC-30" Blue Top/Black Base	\$273.00	\$354.90	
	30WDBC-30" Wood Top/Black Bas	\$273.00	\$354.90	

#### Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$324.50	\$421.85	
	30GRHC-Graphite Nebula, Chrome	\$324.50	\$421.85	
	30STHC-Silver Textured, Chrome	\$324.50	\$421.85	
	30BRHC-Brushed Red Top, Chrome	\$324.50	\$421.85	
	30MAHC-Grey Top, Chrome	\$370.65	\$481.85	
	30WHHC-White Laminate	\$366.30	\$476.20	
	30BEHC-Blue Top, Chrome	\$357.00	\$464.10	
	30WDHC-Wood Top, Chrome	\$357.00	\$464.10	

#### Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$353.40	\$459.40	
	36GRHC-Graphite Nebula, Chrome	\$353.40	\$459.40	
	36WTHC-White Top, Chrome	\$353.40	\$459.40	

### G30 and Ventura Communal Tables

#### 30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$619.50	\$805.35	
	VNTCMN-Maple Top, Silver Frame	\$619.50	\$805.35	
	VNTCWN-White Top, Silver Frame	\$619.50	\$805.35	
	VNTCMW-Maple, w/ Grmt	\$619.50	\$805.35	
	VNTCWW-White, w/ Grmt	\$619.50	\$805.35	
	VNTCBK-Black Top- <b>Powered!</b>	\$703.50	\$914.55	
	VNTCWH-White Top- <b>Powered!</b>	\$703.50	\$914.55	

#### 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBNP Communal Table Black Top	\$747.55	\$971.80	
	VNTMNP Communal Table Maple Top	\$747.55	\$971.80	
	VNTWNP Communal Table White Top	\$747.55	\$971.80	
	VNTBMW Comm Table Maple Top w/ Grom	\$747.55	\$971.80	
	VNTBWW Comm Table White w/ Grom	\$747.55	\$971.80	

#### **Powered!** 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$882.50	\$1,147.25	
	VNTWHT Communal Table White Top	\$882.50	\$1,147.25	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Total Cafe: \$ \_\_\_\_\_

7.000% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.





## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.



## Bar Tables, Barstools, Bars

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### Bar Tables - All Black Base

### Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$263.25	\$342.25			BST-Banana, White/Chrome	\$269.70	\$350.60	
	VTP-36" Maple Top/Black Base	\$259.90	\$337.85			BSS-Banana, Black/Chrome	\$269.70	\$350.60	
	VTJ-30" Graphite Top/Black Base	\$333.80	\$433.95			BS001-Shark, Swivel White	\$229.45	\$298.30	
	VTN-36" Graphite Top/Black Base	\$272.85	\$354.70			BS002-Zoey, Swivel White	\$209.05	\$271.75	
	VTG-30" Silver Textured Top	\$266.85	\$346.90			BS003-Zoey, Swivel Black	\$316.80	\$411.85	
	VTW-36" White Laminate Top	\$287.05	\$373.15			RSTSTL-Rustique Barstool, Gunmetal	\$142.80	\$185.65	
	VTB-30" Red Top/Black Base	\$250.75	\$326.00			APS08-Apex Black Vinyl	\$242.30	\$315.00	
	30WH42 30" White Laminate,	\$293.45	\$381.50			APS59-Apex Red Vinyl	\$242.30	\$315.00	
	VTA-30" Grey Top/Black Base	\$305.00	\$396.50			APS75-Apex White Vinyl	\$242.30	\$315.00	
	RSTSQT Rustique Square Metal Bar Table	\$308.45	\$401.00			APS12-Apex Blue Ultra Suede	\$242.30	\$315.00	
	30BEBB-Blue Top/Black Base	\$304.50	\$395.85			XBAR-Christopher White Vinyl	\$194.70	\$253.10	
	30WDBB-Wood Top/Black Base	\$304.50	\$395.85			LMBAR-Laguna, Maple/Chrome	\$229.90	\$298.85	

### Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$324.50	\$421.85			BSR-Syntax, Black/Chrome	\$279.15	\$362.90	
	30MTHB-Maple Top, Chrome	\$324.50	\$421.85			ZENBAR-Zenith, White/Chrome	\$206.45	\$268.40	
	30STHB-Silver Texture, Chrome	\$324.50	\$421.85			BSC-Oslo, White	\$234.60	\$305.00	
	30BRHB-Brushed Red, Chrome	\$324.50	\$421.85			ROLLBL-Lift Barstool, Black Vinyl	\$229.35	\$298.15	
	30WHHB White Laminate, Chrome	\$366.30	\$476.20			ROLLGY-Lift Barstool, Grey Vinyl	\$229.35	\$298.15	
	30MAHB-Grey Top, Chrome	\$370.65	\$481.85			ROLLRD-Lift Barstool, Red Vinyl	\$229.35	\$298.15	
	30BEHB-Blue Top, Chrome	\$367.50	\$477.75			ROLLWH-Lift Barstool, White Vinyl	\$229.35	\$298.15	
	30WDHB-Wood Top, Chrome	\$367.50	\$477.75			BLDBRD-Blade, Red	\$157.50	\$204.75	
						BLDBSB-Blade, Sky Blue	\$157.50	\$204.75	
						LUBSCL- Frosted, Acrylic	\$315.00	\$409.50	

### Bar Tables - Chrome Base 36", Hydraulic

### Bars and Counters

	36GRHB-Graphite Nebula, Chrome	\$353.40	\$459.40			MTBLPI-Midtown Bar, Lighted	\$1,795.50	\$2,334.15	
	36MTHB, Maple Top, Chrome	\$353.40	\$459.40			MTBUUL-Midtown Bar, unlighted	\$1,680.00	\$2,184.00	
	36WTHB-White Top, Chrome	\$353.40	\$459.40			MTCLPI- Midtown Counter, Lighted	\$1,795.50	\$2,334.15	
						MTCPUL- Midtown Counter, Unlighted	\$1,690.50	\$2,197.65	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Bar: \$  
7.000% Tax\*: \$  
Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.



## Executive Accessories

Event Code: I198150120  
 email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone: (317) 677-1235  
 fax: (317) 389-5524

### Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$633.40	\$823.40	
	JD8-Madison Executive Desk, Grey	\$748.35	\$972.85	
	BC8-Madison Bookcase, Grey	\$541.95	\$704.55	
	TECH3B-Tech Desk w/drawers- <b>Powered!</b>	\$604.30	\$785.60	
	TECH-Tech Desk- <b>Powered</b>	\$488.95	\$635.65	
	TECH3-3-drawer File Cabinet w/Castor	\$161.50	\$209.95	

### Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$373.55	\$485.60	
	WD3-Work Table	\$359.15	\$466.90	

### Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$580.50	\$754.65	

### Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking- <b>Powered!</b>	\$517.80	\$673.15	
	PDL42B-Ped, Locking- <b>Powered!</b>	\$618.75	\$804.40	
	PDL36W-Ped, Locking- <b>Powered!</b>	\$517.80	\$673.15	
	PDL42W-Ped, Locking- <b>Powered!</b>	\$618.75	\$804.40	

### Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$237.95	\$309.35	
	LA14-Mason Silver Table Lamp	\$155.75	\$202.50	

### Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$520.20	\$676.25	
	HDG7FT-Boxwood Hedge, 7ft	\$846.60	\$1,100.60	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Exec Accessories: \$ \_\_\_\_\_  
 7.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



## Graphics and Signs

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Tuesday, December 10, 2019**

Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

Event Code: I198150120  
 email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone: (317) 677-1235  
 fax: (317) 389-5524

**Sign prices are based on customer supplying print-ready graphics in the requested format.**

**Foam Core Signs, Single sided**

**Vinyl Banners with Digital Printing**

Qty.	Code	Item	Discount	Regular	Amount	Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$131.75	\$171.30			70065	Grommets, per sq. ft. - Vertical	\$14.35	\$18.65	
	70010	Horz., 22" x 28"	\$131.75	\$171.30			70071	Grommets, per sq. ft. - Horizontal	\$14.35	\$18.65	
	70011	Vertical, 28" x 44"	\$177.40	\$230.60			70066	Pockets, per sq. ft. - Vertical	\$15.60	\$20.30	
	70012	Horz., 28" x 44"	\$177.40	\$230.60			70072	Pockets, per sq. ft. - Horizontal	\$15.60	\$20.30	
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$352.85	\$458.70							
	70138	39"x84" Meterboard, Ultraboard	\$315.00	\$409.50							

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.

### Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$50.00	\$65.00	
	70021	Velcro, per ft, min. 5 ft.	\$1.55	\$2.00	
	70004	7" x 44" ID Sign	\$34.35	\$44.65	
	50094	Floor Easel	\$30.65	\$39.85	
	50095	22x28 Sign Holder	\$88.45	\$115.00	
	50508	Cardboard Meterboard base, blk	\$21.00	\$27.30	

### Table Clings Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$173.50	\$225.55	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Due to the custom nature of this product, no refunds or cancellations are available once ordered.

Total Graphics: \$ \_\_\_\_\_  
 7.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_  
 BOOTH: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Banner Sponsorship

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

Order with complete Payment Authorization and graphics must be received before  
Discount Deadline date to receive discounted pricing.

### Banner Sponsorship Program

The Indiana Convention Center is the sole organization authorized to manage installation of signs and banners to their property. Please refer to the Utility & Additional Services section of this exhibitor manual for their forms and pricing. A credit card must be on file prior to any banners, signs, or clings being installed. Shepard will produce the materials at the rates listed below which include production, transportation to the show, and material handling charges for the banner or sign. Shepard will ship the banner back to the exhibitor at the address listed below at exhibitor's expense.

Code	Qty	Item	Discount	Regular	Amount
70033		Banner per sq ft	13.72	17.85	
70034		Cling per sq ft	14.73	18.61	

Company Name \_\_\_\_\_

Onsite Contact \_\_\_\_\_

Contact Number \_\_\_\_\_

Location(s) \_\_\_\_\_

Dimensions \_\_\_\_\_

Booth Number \_\_\_\_\_

Cost of Graphic Production \$ \_\_\_\_\_

Sponsorship Location(s) \_\_\_\_\_

Address and contact name for return shipment of banner(s) after the show:

**All graphic requests must be submitted to Shepard by November 15, 2019.**

Please see the following pages for information about artwork and graphic guidelines, and how to submit artwork for banners.

**For more information regarding submitting artwork or banner production please contact Bobbi Juarez at [bj Suarez@shepardes.com](mailto:bj Suarez@shepardes.com) or at 765-336-4352.**

### **IMPORTANT INFORMATION REGARDING SHIPPING**

If you elect not to use Shepard Exposition Services to produce your banner or sign, you must ship your banner SEPARATE from exhibit materials and it must arrive at the SHEPARD INDIANAPOLIS WAREHOUSE no later than Friday, December 6, 2019.

Shepard Exposition Services  
6101 West 80th Street, Indianapolis, IN 46278

Please send only sponsorship material that has been coordinated with Jill Schaben, ATA Marketing and Communications

**All other booth freight should go directly to either the advanced warehouse or direct to show site as normal.**

Pink sponsorship shipping labels will be sent to the participating exhibitors once the sponsorship contract is signed.

Please be sure to place these labels on all sponsorship shipments.

**Any booth freight that is shipped to the above address will be forwarded on to show site at the exhibitor's expense.**

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**Archery Trade Association**

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235

**ACCEPTABLE FILE FORMATS**

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

Program	File Extension	Special Considerations
Adobe Acrobat	.pdf	Create using a high-quality output.*
Adobe Illustrator	.ai, .eps	Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.
Adobe InDesign	.indd, .idml	Fonts changed to outlines** or a packaged file.
Adobe Photoshop	.tiff, .psd, .eps	Raster artwork. File should be in CMYK color space.

**WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.**

**FONTS**

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

**ARTWORK GUIDELINES****Document Size & Specs**

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

**COLOR**

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

**ARTWORK FILE TYPES & RESOLUTION**

Artwork can be created in several ways. Here are some things to consider.

**Vector**

Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

**Raster**

This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible). Raster images are most often created in Adobe Photoshop® and is most often used for photographic images.

**Resolution**

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo







## Graphic Upload Info

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

#### Upload Deadline:

**Sponsor Graphics: Friday, November 15, 2019**

**Non-Sponsor Graphics Tuesday, December 10, 2019**

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

Orders with complete Payment Authorization and graphics must be received before Upload Deadline date

**All graphic files for ordered products should be uploaded to our FTP site.**

**Address:** [https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/01\\_Archery%20Trade%20Association/EXHIBITOR%20UPLOADS](https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/01_Archery%20Trade%20Association/EXHIBITOR%20UPLOADS)

**Username:** **sesftp**

**Password:** **ftpftp**

- 1 Name your files in this format: Company Name\_Booth#\_Panel Letter **example: Shepard\_1905\_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or  
You may click the Upload Files button and select the files you need to upload.

- 3 When upload is complete:  
NON-SPONSOR files: email the files names to: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
SPONSORSHIP files: email the file names to: [bjarez@shepardes.com](mailto:bjarez@shepardes.com)  
\*\*As the subject line, use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

**Please see Graphic Guidelines page for file specifications.**

# ELEVATE YOUR EXHIBIT

## With Shepard, You Can.

### What are *your* exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- |  |  |
|--|--|
| <input type="checkbox"/> Bring our brand to life | <input type="checkbox"/> Create an engaging experience |
| <input type="checkbox"/> Attract attention       | <input type="checkbox"/> Make exhibiting easy          |
| <input type="checkbox"/> Generate traffic        |  |



### High-impact exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication**, for a signature look & feel
- **Custom Rental**, for ultimate flexibility
- **Fabric Panels**, for maximum ease



### Offering innovative exhibit frameworks ... and more

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics



### Why Shepard?

- **Complimentary consultation**: We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service**: Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions**: Shepard delivers exhibits that engage your audiences



### Ready to get started?

Contact Our Exhibits Team!  
Exhibits@shepardes.com  
404-720-8600

[shepardes.com](http://shepardes.com)



## Inline Booth Rentals

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Order Deadline Tuesday, December 10, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

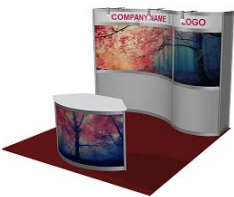
Event Code: 1198150120  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

### Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design?

Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

#### The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$2,690.45	\$3,497.60
66471		The Eddie- 10' x 20'	\$4,381.30	\$5,695.70
66474		The Jonathon - 10' x 10'	\$1,876.95	\$2,440.05
66475		The Jonathon - 10' x 20'	\$3,285.45	\$4,271.10

#### The Jonathon



#### The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$2,328.15	\$3,026.60
66478		The Pierce - 10' x 20'	\$4,420.50	\$5,746.65
66484		The Madison - 10' x 10'	\$2,823.25	\$3,670.25
66485		The Madison - 10' x 20'	\$3,346.10	\$4,349.95

#### The Madison



#### The Grant

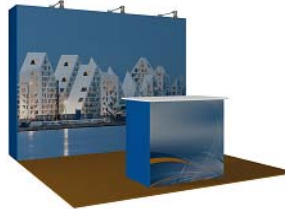


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$2,980.15	\$3,874.20
66487		The Grant- 10' x 20'	\$4,130.35	\$5,369.45
66492		The Harrison - 10' x 10'	\$2,739.60	\$3,561.50
66493		The Harrison - 10' x 20'	\$4,025.80	\$5,233.55

#### The Harrison



#### The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,200.75	\$2,861.00
66468		The Hamilton- 10' x 20'	\$3,855.45	\$5,012.10
66473		The Lucy - 10' x 10'	\$1,725.35	\$2,242.95

#### The Lucy



Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibits Department with any questions at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Inline Rentals: \$ \_\_\_\_\_  
 7.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Custom Exhibit Counters

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Order Deadline Tuesday, December 10, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: 1198150120  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

### Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products Metal Colors Black (06) Silver (15) Panel Colors Black (06) White (03)

#### Locking Cabinets

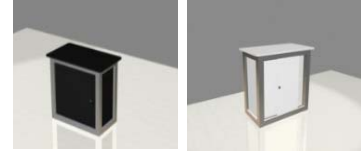
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$588.55	\$765.10		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$714.30	\$928.60		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$434.30	\$564.60	Silver Only	

#### Reception Counters

RC2



RC3

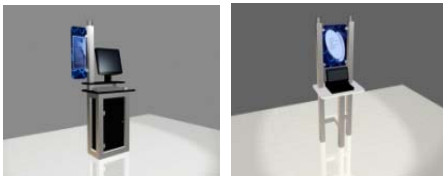


Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9" L x 2' 3" D x 3' 3" H x 2' 3" D	\$628.60	\$817.20			Contact Us to Customize
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$1,365.75	\$1,775.50			1075mm x 885mm

#### Computer Stands-Silver Metal Only (graphic included!)

CS1

CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$794.35	\$1,032.65		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$462.90	\$601.75		380mm x 580mm

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Counter Rentals: \$  
 7.000% Tax\*: \$  
 Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## Custom Display / Charging Stations

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Order Deadline Tuesday, December 10, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: 1198150120  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

### Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays Metal Colors Black (06) Silver (15)

Panel Colors Black (06) White (03)

#### Product Displays

##### Gondolas



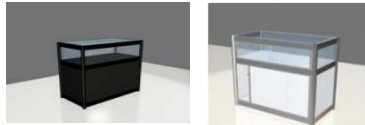
##### GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$420.60	\$546.80			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$742.85	\$965.70	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$702.90	\$913.75	Silver Only	NA	674mm x 1682mm

#### Showcases

##### Quarterview



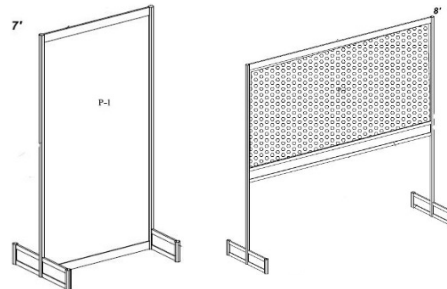
##### Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$794.35	\$1,032.65		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$857.15	\$1,114.30		

#### Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
50064		PerfH	4'x8' Pegboard panel	\$146.00	\$189.80
50065		PerfV	4'x8' Pegboard panel	\$146.00	\$189.80
50104		6" Pegs	6" Pegs 1 dozen	\$23.90	\$31.05



PCS

#### Charging Units

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$1,493.80	\$1,941.95	Black Only	250mm x 700mm

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Custom Product Display Rentals: \$

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

7.000% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## Fabex Booth Rentals

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

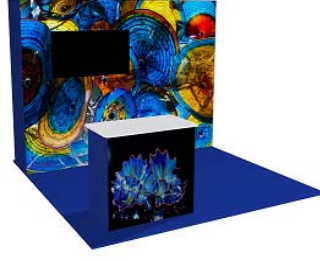
January 9 - 11, 2020

**Order Deadline Tuesday, December 10, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: 1198150120  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

### 10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,174.75	\$2,827.20
66558		FX2M1 10' w/Monitor	\$3,934.25	\$5,114.55

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,661.10	\$3,459.45
66562		FX2M1H 10' w/Monitor	\$4,420.60	\$5,746.80

Side panel colors are either white or black

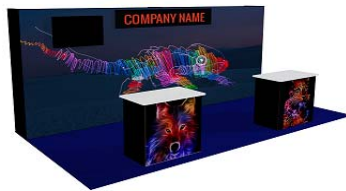
Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

### 10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$3,769.55	\$4,900.40
66560		FX2M2 10' x 20' w/Monitor	\$5,529.05	\$7,187.75
66567		FX2H2 10' x 20'	\$4,204.50	\$5,465.85
66563		FX2M2H 20' w/Monitor	\$5,964.00	\$7,753.20

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet Order form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact a Exhibit Team member with any customization requests at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Fabex Rental: \$ \_\_\_\_\_  
 7.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Order Deadline Tuesday, December 10, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.



## Fabex Backlit Booth Rentals

Event Code: 1198150120  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

### Freestanding 8' high Backlit Backwalls with Full Color Graphics

#### FX 11- 8'h x 10'



**Step 1:** Choose Your Booth Size

**Step 2:** Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,192.85	\$2,850.70	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,388.95	\$4,405.65	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,585.10	\$5,960.65	8992mm x 2436mm

**Carpet/Flooring, Furnishings, Power and Accessories not included.**

#### FX 12- 8'h x 20'



#### FX 13- 8' h x 30'



All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Fabex Backlit: \$ \_\_\_\_\_  
 7.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

BOOTH: \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Order Deadline Tuesday, December 10, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.



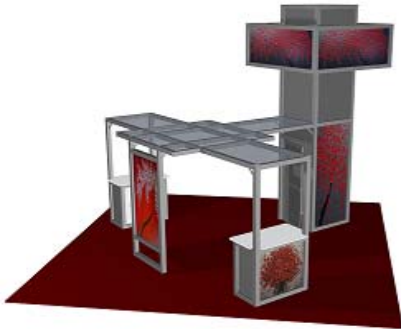
## Island Booth Rentals

Event Code: I198150120  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

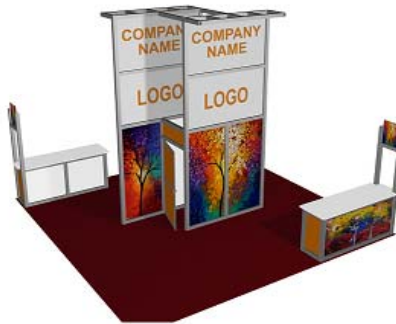
### Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an Exhibits Team member to get started!

#### The Monroe



#### The Tyler

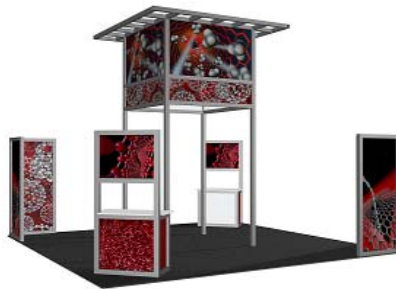


Code	Qty	Item	Discount	Regular
66494		The Monroe	\$6,849.05	\$8,903.75
66368		The Washington	\$9,829.15	\$12,777.90
66495		The Tyler	\$7,314.35	\$9,508.65
66496		The Garfield	\$7,162.75	\$9,311.60

#### The Washington



#### The Garfield



Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Island Rentals: \$

7.000% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Order Deadline Tuesday, December 10, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after deadline date may not be available.



## Hanging Sign Rentals

Event Code: I198150120  
 email: [essrentals@shepardes.com](mailto:essrentals@shepardes.com)  
 phone: (317) 677-1235  
 fax: (317) 389-5524

**Attention Getting • High Visibility • Great Branding**

**Easy • Cost Effective Rental • Durable Dye Sublimation Graphics**



CIRCLE DESIGN		HSC10	HSC16
Code	Size	Discount*	Regular
69140	10' x 48"	\$4,313.30	\$5,607.30
69142	16' x 48"	\$6,855.30	\$8,911.90



SQUARE DESIGN		HSS10	
Code	Size	Discount*	Regular
69143	10' x 48"	\$5,245.00	\$6,818.50

**All Rentals Include:**

**Dye sublimation printed fabric pillow case**

**Rental frame**

**Blockout liner**

**Basic harness**

**Weights under 75 pounds**

**Rigging not included**



TRIANGULAR DESIGN			HST10
Code	Size	Discount*	Regular
69144	10' x 48"	\$4,244.30	\$5,517.60



WAVE DESIGN		HSWS	HSWD
Code	Size	Discount*	Regular
69145	10' x 48" Single	\$1,869.10	\$2,429.85
69146	10' x 48" Double	\$2,561.85	\$3,330.40

Graphics must be received prior to the Order Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

**Don't forget to also place an order for building and hanging your sign!**

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Hanging Sign Rental: \$ \_\_\_\_\_  
 7.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.

**HANGING SIGN:** If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, **send it to the advance shipping warehouse** address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

<b>R U S H</b>	<b>ADVANCE WAREHOUSE HANGING SIGN</b>	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	TF Logistics- Shepard Exposition Services 4200 Industrial Blvd Indianapolis, IN 46254 Delivery Hours: M-F, 8-4:30 PM <small>Advance warehouse will be closed Christmas Eve 12/24 and Christmas Day 12/25</small>
	For:	Archery Trade Association First day freight can arrive w/o a surcharge: <b>December 12, 2019</b> Last day freight can arrive w/o a surcharge: <b>December 31, 2019</b>

<b>R U S H</b>	<b>ADVANCE WAREHOUSE HANGING SIGN</b>	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	TF Logistics- Shepard Exposition Services 4200 Industrial Blvd Indianapolis, IN 46254 Delivery Hours: M-F, 8-4:30 PM <small>Advance warehouse will be closed Christmas Eve 12/24 and Christmas Day 12/25</small>
	For:	Archery Trade Association First day freight can arrive w/o a surcharge: <b>December 12, 2019</b> Last day freight can arrive w/o a surcharge: <b>December 31, 2019</b>





## Structural Integrity Statement

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Deadline: Thursday, December 19, 2019**

Event Code: I198150120  
email: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone: (317) 677-1235  
fax: (317) 389-5524

**This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.**

As the contracted exhibitor, the display house or builder for the below exhibitor, I do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

**Archery Trade Association  
INDIANA CONVENTION CENTER  
Shepard Exposition Services**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

**Exhibiting Company** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorized Name (printed)** \_\_\_\_\_

**Email** \_\_\_\_\_

**Display House/Builder (if applicable)** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorized Name (printed)** \_\_\_\_\_

**Email** \_\_\_\_\_



# Hang Sign Assembly Labor

## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

**Discount Deadline Thursday, December 19, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code: I198150120

email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)

phone (317) 677-1235

fax (317) 389-5524

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

### Labor Hours

ST - Straight time: ST: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: OT: Monday - Friday: 4:30 pm - Midnight; Saturday-Sunday: 8:00 am - 4:30 pm

DT - Double-time: DT: Holidays and all other hours

**Step One:** Tell Us About Your Sign **Type:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other \_\_\_\_\_

**Shape:** ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other \_\_\_\_\_

**Size:** Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_ # of Feet from floor to top of sign \_\_\_\_\_

**Step Two:** Order Assembly/Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

### Sign Assembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$90.44	\$117.55	\$
69151	OT		\$135.69	\$176.40	\$
69152	DT		\$180.94	\$235.20	\$

Exhibitor

Contact \_\_\_\_\_

Date of Assembly \_\_\_\_\_ Start Time \_\_\_\_\_

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

### Sign Assembly Labor-Shepard Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69190	ST		\$117.57	\$152.85	\$
69191	OT		\$176.40	\$229.30	\$
69192	DT		\$235.22	\$305.80	\$

Rigging Inspection Fee: Applicable rates will be charged accordingly 69127

How many laborers will you require? \_\_\_\_\_

### Sign Disassembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$90.44	\$117.55	\$
69154	OT		\$135.69	\$176.40	\$
69155	DT		\$180.94	\$235.20	\$

Exhibitor

Contact \_\_\_\_\_

Date of Disassembly \_\_\_\_\_ Start Time \_\_\_\_\_ How many laborers will you require? \_\_\_\_\_

### Sign Disassembly Labor-Shepard Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69193	ST		\$117.57	\$152.85	\$
69194	OT		\$176.40	\$229.30	\$
69195	DT		\$235.22	\$305.80	\$

**Rigging will be handled through the facility. Please order the rigging of your signs through the facility forms at the end of the manual.**

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

Total Overhead Rigging: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**LABOR**

Indiana is a "right to work" state. Full time employees of exhibiting companies may install/dismantle their own exhibits without assistance from the union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the union. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

**EXHIBIT LABOR JURISDICTION**

Full time employees of exhibiting companies may install/dismantle their own exhibits without assistance from the union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the union.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

To hire labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

**MATERIAL/FREIGHT HANDLING JURISDICTION**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that come in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Exhibitors may not operate or utilize any type of powered or mechanical equipment

Exhibitors may hand carry their own materials into the facility. Shepard will not be responsible for any materials they do not handle.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

**GRATUITIES /BREAKS**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

**IN GENERAL**

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

**SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



# SHEPARD BLUE Supervised Labor

## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

### Discount Deadline Thursday, December 19, 2019

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

#### Labor Hours

ST - Straight time: ST: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: OT: Monday - Friday: 4:30 pm - Midnight; Saturday-Sunday: 8:00 am - 4:30 pm

DT - Double-time: DT: Holidays and all other hours

#### Shepard Blue Supervised Install Labor

Code	Discount	Regular	Estimate
68066 ST	\$95.94	\$124.70	
68067 OT	\$144.11	\$187.35	
68068 DT	\$191.88	\$249.45	

#### Shepard Blue Supervised Dismantle Labor

Code	Discount	Regular	Estimate
68070 ST	\$95.94	\$124.70	
68071 OT	\$144.11	\$187.35	
68072 DT	\$191.88	\$249.45	

Booth Size: \_\_\_\_\_ X \_\_\_\_\_

\*\*Pricing includes Supervisory fee of 30% over standard labor .

#### Step One:

Choose Your **Service**

- ☐ Installation  
☐ Dismantling  
☐ Both

#### Step Two:

How Many **People**?

- # \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Three:

How Many **Hours**?

- # \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Four:

When Should the Build be **Complete**?

- Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Step Five: Tell Us About Your Exhibit!

(this portion **must be completed** before Shepard can begin any work on your exhibit)

#### Inbound Freight

☐ Advance Warehouse

☐ Direct to Show site

Carrier Name \_\_\_\_\_

Tracking or Pro # \_\_\_\_\_

Estimated Arrival Date \_\_\_\_\_

# of Pieces \_\_\_\_\_ Estimated Weight \_\_\_\_\_

#### Set Up Information:

Company Contact Name: \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone # \_\_\_\_\_

#### Drawings/Photos/ Instructions:

- ☐ Attached  
☐ Emailed to Shepard  
☐ With the Exhibit  
☐ In crate # \_\_\_\_\_

#### Graphics:

- ☐ With Exhibit  
☐ Shipped Separately

#### Electrical Placement

(exhibitor is responsible to order)

- ☐ Emailed to Shepard  
☐ Drawing Attached  
☐ Drawing with Exhibit  
☐ Run under carpet

#### Other Services

Ordered:

- ☐ Overhead Rigging  
☐ Cleaning  
☐ AV

#### Carpet:

- ☐ Ordered from Shepard  
☐ Exhibitor Owned Carpet  
☐ Carpet Padding

#### Outbound Shipping:

- # of Crates \_\_\_\_\_  
# of Cartons \_\_\_\_\_  
# of Fiber Cases \_\_\_\_\_  
# of Pallets \_\_\_\_\_

#### Method:

- ☐ Ground  
☐ 2-Day Air  
☐ Next Day Air  
☐ Other

Phone # \_\_\_\_\_

Must Arrive at Destination By: \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_

If Your Carrier doesn't show?

☐ Reroute with SLS

☐ Send to advance warehouse for pick up (\$400 minimum charge)

\*Allow time for empty return when scheduling your pick up

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: \_\_\_\_\_

Estimated **SES Blue** Labor: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Exhibitor Supervised Labor

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

### Discount Deadline Thursday, December 19, 2019

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

#### Labor Hours

ST - Straight time: ST: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: OT: Monday - Friday: 4:30 pm - Midnight; Saturday-Sunday: 8:00 am - 4:30 pm

DT - Double-time: DT: Holidays and all other hours

**Exhibitors may not operate any type of mechanical or powered equipment.**

Event Code: I198150120

email [ianapolis@shepardes.com](mailto:ianapolis@shepardes.com)

phone (317) 677-1235

fax (317) 389-5524

### Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$73.80	\$95.95	
68061	OT	\$110.85	\$144.10	
68062	DT	\$147.60	\$191.90	

### Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$73.80	\$95.95	
68064	OT	\$110.85	\$144.10	
68065	DT	\$147.60	\$191.90	

#### Step One:

Choose your service

- ☐ Installation
- ☐ Dismantling
- ☐ Both

#### Step Two:

How many people?

# \_\_\_\_\_

# \_\_\_\_\_

# \_\_\_\_\_

#### Step Three:

How many hours?

# \_\_\_\_\_

# \_\_\_\_\_

# \_\_\_\_\_

#### Step Four:

Carpet:

- ☐ Ordered from Shepard
- ☐ Exhibitor Owned Carpet
- ☐ Carpet Padding

#### Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- ☐ Ladders
- ☐ Lifts
- ☐ Special Tools: \_\_\_\_\_

Details: \_\_\_\_\_

#### Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

#### Step Seven: Onsite Contact Info

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: \_\_\_\_\_

Labor Estimate \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## ATA 2020 Marshaling Yard Directions






All overnight parking in the Marshaling Yard will cost \$100.00 per vehicle. This charge is a **one-time** payment, whether you park for one night or six nights. Payment will be taken as you check in at the yard.

**All drivers MUST be checked in by 4:00:00 PM Sunday, January 12, 2020**

### Indiana Convention Center to Marshaling Yard – 1.10 miles | 3 minutes

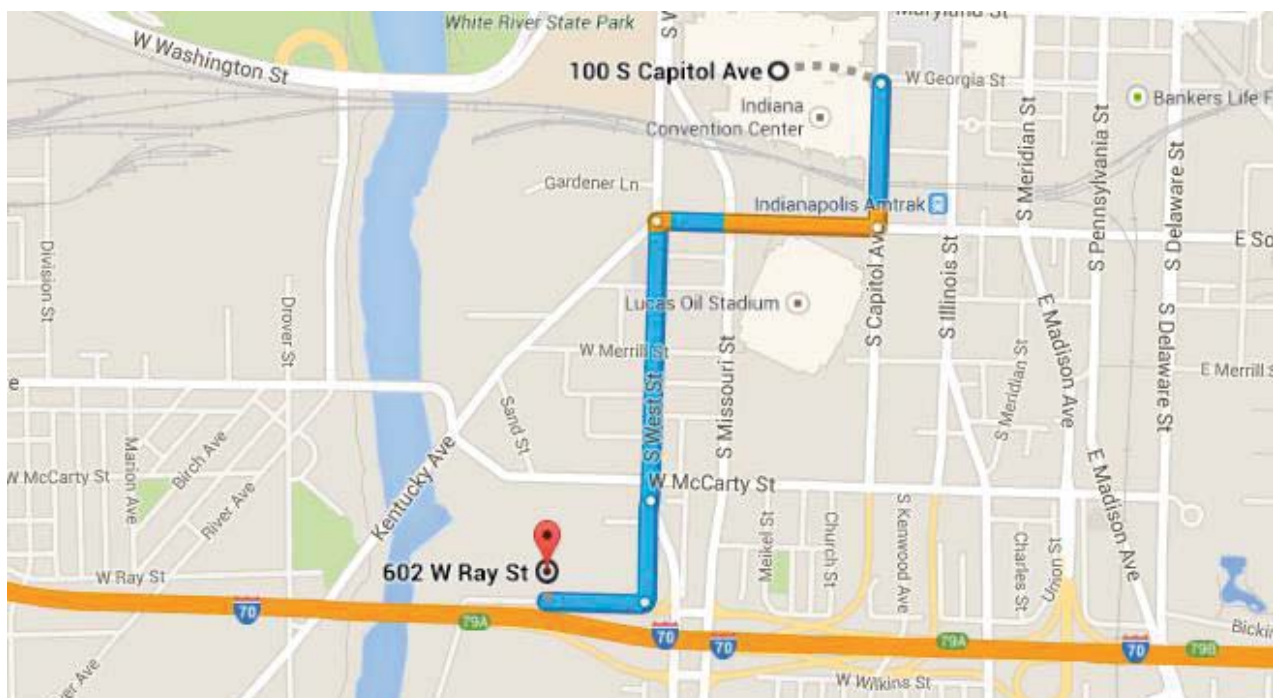
#### A. Start - Indiana Convention Center

100 South Capitol Avenue, Indianapolis, IN 46225

-  1. Head **south** on **S Capitol Ave** toward W Chesapeake St 0.2 mi
-  2. Take the first **right** onto **W South St** 0.3 mi
-  3. Turn **left** onto **S West St** 0.4 mi
-  4. Keep **right** at the fork to continue on **S West St** 0.1 mi
-  5. **S West St** turns **right** and becomes **W Ray St** – destination is on the right 0.1 mi

#### B. End - Marshaling Yard

602 West Ray Street, Indianapolis, IN 46225



## **ATA 2020 Marshaling Yard Directions**

All overnight parking in the Marshaling Yard will cost \$100.00 per vehicle. This charge is a **one-time** payment, whether you park for one night or six nights. Payment will be taken as you check in at the yard.

**All drivers MUST be checked in by 4:00:00 PM Sunday, January 12, 2020**

### **Marshaling Yard to Indiana Convention Center – 1.95 miles | 7 minutes**

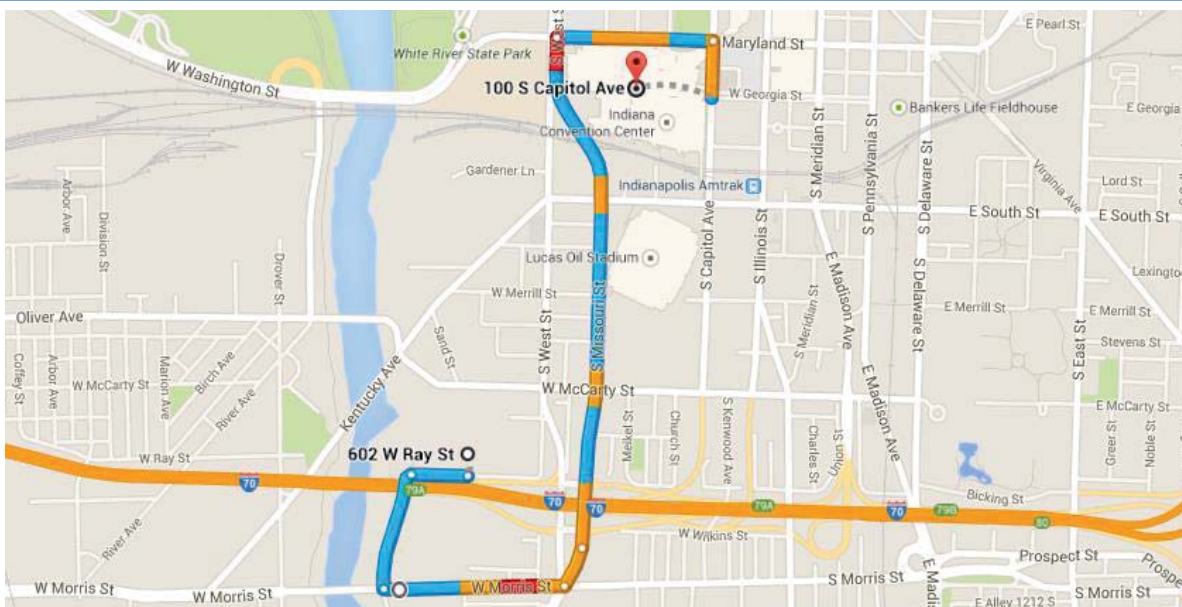
#### A. Start – Marshaling Yard

602 West Ray Street, Indianapolis, IN 46225

1. Head **west** on **W Ray St** toward White River Parkway E Dr 0.1 mi
2. **W Ray St** turns slightly **left** and becomes **White River Parkway E Dr** 0.2 mi
3. Take the first **left** onto **W Morris St** 0.3 mi
4. Turn **left** onto **S Missouri St** 1.0 mi
5. Turn **right** onto **W Maryland St** 0.3 mi
6. Take the second **right** onto **S Capitol Ave** – destination is on the right 0.05 mi

#### B. End - Indiana Convention Center

100 South Capitol Avenue, Indianapolis, IN 46225





## Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020



## Marshaling Yard Hours

Event Code: I198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

### Marshalling Yard Hours of Operation

#### **Sunday, January 5, 2020**

11:00 AM - 5:00 PM

#### **Monday, January 6, 2020**

6:00 AM - 5:00 PM

#### **Tuesday, January 7, 2020**

6:00 AM - 8:00 PM

#### **Wednesday, January 8, 2020**

6:00 AM - 8:00 PM

#### **Thursday, January 9, 2020**

6:00 AM - 9:00 AM

#### **Friday, January 10, 2020**

*Yard Closed*

#### **Saturday, January 11, 2020**

12:00 PM - 11:00 PM

#### **Sunday, January 12, 2020**

6:00 AM - 4:00 PM

### Marshaling Yard Use - \$30.00 per Shipment

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

### Marshaling Yard Overnight Parking - \$100.00 per truck

Please notify Shepard Exposition Services in advance or when you arrive at the marshaling yard if overnight parking is needed. Shepard Exposition Services is not liable for any damages to your vehicle while parked in the marshaling yard.

**All drivers MUST be checked in by 4:00 PM Sunday, January 12, 2020**

# FREE EXHIBITOR WIFI

January 9-11, 2020

Indiana Convention Center, Indianapolis, IN



## The ATA will provide FREE Exhibitor Wi-Fi throughout the ICC for the 2020 ATA Trade Show.

**Locations:** Exhibit Halls, Meeting Rooms and Lobby Areas

**Speed:** UP TO 1.5 Mb up and 1.5 Mb down

**Usage:** Check email, general web browsing, enter client data, transfer files, and streaming non HD videos (although some buffering may occur.)

**Reliability:** Wireless service is inherently vulnerable to interference from other wireless devices that transmit similar frequency. The use of cellular hotspots introduces interference into the area and can cause some users to experience slow service or frequent disconnections. We cannot guarantee a specific amount of bandwidth to any one person since it depends on how “clean” the airspace is at a given time.

*The ATA does not recommend relying on wireless service for event critical Internet requirements such as presentations or product demonstrations and other bandwidth intensive applications. Exhibitors with such needs will need to purchase a hardwire connection using the SmartCity order form.*





INDIANA CONVENTION CENTER



LUCAS OIL STADIUM





# WELCOME

**Thank you for choosing the Indiana Convention Center & Lucas Oil Stadium for your event. Our staff is experienced and ready to provide you with the highest quality service to make your event a success.**

## Indiana Convention Center

The ICC is located in a six-block area in the heart of downtown Indianapolis, bordered by the State Capitol, Pan American Plaza, Union Station, Capitol Commons, Circle Centre Shopping and Entertainment Complex, Victory Field (Triple A Baseball) and several major hotels. 4,721 hotel rooms connect to the Center with a total of 7,175 rooms within a six-block radius. There are 4,570 committable group rooms in the downtown area. Since opening in 1972, there have been four (4) major expansions of the Indiana Convention Center. The last expansion was completed in January 2011.

PRODUCT BREAKDOWN		
	NUMBER	SQ. FT.
Exhibit Halls	11	566,600 (Contiguous)
Meeting Rooms	71	113,302
Ballrooms	3	62,173
Docks	49	

Eleven (11) exhibit halls can be divided or combined. For added convenience, utilities are located in floor pockets on thirty-foot (30') centers and each hall is adaptable for theatrical lighting. Forty-nine (49) docks and seven (7) drive-in ramps are located at the rear of the exhibit halls with the entrance off West Street.

The Sagamore, a 33,335 square foot ballroom of column-free space, with an average ceiling height of 32', can seat 2,300 for a meal function and 3,400 for a general session. The ballroom also has utility floor pockets. It was designed with excellent acoustics, a sophisticated sound system plus an extensive theatrical lighting system, and it can be divided into seven (7)

sections. The 22' high 500 Ballroom has 13,536 square feet with a general session capacity of 1,500 or 1,040 for a banquet. The 500 Ballroom also has an adjoining reception room. The 10,202 square foot Wabash Ballroom features a twenty-four foot (24') ceiling and utility floor pockets. It has banquet seating for 600 and theatre style seating for 1,100 and may be divided into three separate sections.

## Lucas Oil Stadium

Lucas Oil Stadium (LOS) is a state-of-the-art, retractable roof, multi-purpose stadium featuring spectacular views of the Indianapolis skyline. The stadium has an infill playing surface, seven (7) locker rooms, exhibit space, meeting rooms, operable north window, dual two-level club lounges, 139 suites, retractable sideline seating, house reduction curtains, two (2) large video boards, ribbon boards, spacious concourses, interior and exterior plaza space, eleven (11) indoor docks, and two (2) vehicle ramps to the event level. LOS is connected to the newly expanded convention center and several hotels and entertainment options by an enclosed pedestrian connector.

Tradeshows and conventions can take advantage of an indoor 30,000 square foot loading dock with eleven (11) bays. The retractable seating and operable walls at event level allow convenient usage of up to 183,000 contiguous square feet of space.

A multitude of sporting events, musical events and much more can take place indoors or outdoors using the retractable roof and operable north window. The house reduction curtain system covers the entire Terrace Level seating, reducing capacity from 63,000 to approximately 41,000.

Basketball, conventions, concerts and other half-house events have the option of playing in the round for up to 70,000 fans or in a configuration as small as 15,000 with a house

reduction curtain system unlike any other stadium. The twelve (12) backstage meeting rooms plus the 26,000 square foot Exhibition Hall 1 and 18,000 square foot Exhibition Hall 2 may also be utilized for additional convention space. The 7,500 square foot Quarterback Club is available for meetings and social gatherings.

The Indiana Convention Center & Lucas Oil Stadium is managed by the Capital Improvement Board of Managers of Marion County (CIB) which was created in 1965 by the Indiana General Assembly and empowered to finance and manage capital improvements.

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## INDIANA CONVENTION CENTER



### INDIANA CONVENTION CENTER SWITCHBOARD

317 262-3400

### LUCAS OIL STADIUM SWITCHBOARD

317 262-8600

### 24 HOUR SECURITY

Convention Center 317 262-3350  
Lucas Oil Stadium 317 262-4000

### CSC SECURITY

Lucas Oil Stadium 317 262-3493

### ESG SECURITY

Convention Center 317 262-2161

### CENTERPLATE

317 262-3500

### TICKET OFFICE

317 262-3389

### WEBSITE

[www.icclos.com](http://www.icclos.com)

### INDIANA CONVENTION CENTER ADDRESS

100 South Capitol Avenue  
Indianapolis, IN 46225-1071

### LUCAS OIL STADIUM ADDRESS

500 South Capitol Avenue  
Indianapolis, IN 46225-1117



LUCAS OIL STADIUM

## 2.1

### NON-EXHIBIT HALL DISPLAYS

It is always preferred to have all Exhibits and Displays located inside Exhibit Halls or inside meeting rooms or ballrooms. The ICCLOS has the final authority on whether or not to allow Exhibits and Displays in any location. Lobby Exhibits and Displays are more limited in some areas than others.

NOTE: The ICCLOS is a public facility and therefore the lobby areas must remain available and unobstructed for public ingress/egress at all times. Specifically, no Exhibits/Displays are allowed in the 2nd Floor North Lobby (the window lobby in front of the Sagamore Ballroom). Space for Exhibits/Displays in other 2nd floor lobby areas is limited.

There are two types of Exhibits/Displays that are sometimes located in areas other than inside exhibit halls. These can be located in lobby areas, inside ballrooms and inside meeting rooms.

1. Exhibits are standard booths, usually 10'x10' or 8'x10' in size. They are set up by the Event's decorator in most cases, and include pipe & drape. Exhibits are billed per Net Square Foot (NSF). The rate for Exhibits located anywhere other than inside exhibit halls is the prevailing exhibit hall NSF rate + \$.25 per NSF. This charge is for the use of the space. This charge does not include any tables, chairs or any equipment or utilities.
2. Displays/Tabletop Displays are smaller displays that usually consist of a table and an easy-to-assemble, pop-up style, hand-carried display. Displays are billed at a flat rate per display. This charge is for the use of the space and does not include any tables, chairs or any equipment or utilities. ICCLOS may have display tables for your Event to rent, based on availability and inventory.

EXHIBITS and DISPLAYS MUST ADHERE TO THE FOLLOWING:

- Must be submitted on a floorplan and approved by your Event's ICCLOS Event Coordinator prior to selling
- Must be located in Event's contracted or adjacent space
- Must occur during Event's contracted dates
- Must be placed around ICCLOS lobby furniture, which cannot be moved to accommodate exhibits/displays
- Hard walled exhibits are prohibited on carpeted areas
- Forklifts are prohibited on carpeted areas
- Exhibits may be transported by pallet jacks, two-wheeled dollies or four-wheel rubber tired carts
- Vehicles must have "non-marking" tires to operate in carpeted areas
- Nailing, drilling, painting, sawing, hammering, etc. is prohibited in carpeted areas
- Fire Codes & Regulations must be followed
- Heavy electrical, gas, water, drain, compressed air are available only inside exhibit halls
- Race, show, &/or decorative cars are permitted with prior approval in certain areas. Restrictions apply.
- Must place protective covering beneath potentially damaging booth materials for carpet protection.



## 2.2

### DIRT EVENT REGULATIONS

1. Lucas Oil Stadium has a permanently installed infill football field system. It must be protected by visqueen or plastic tarp, AND two layers of ¾" plywood which is provided by LOS at a cost to the client. In order to minimize dust, the client supplied dirt must be kept moist during move-in, event, and move-out. This may be accomplished with an LOS water hook-up or any other outside source. This will be closely monitored by the LOS staff.
2. Care must be taken to insure the protection of the turf from equipment used to construct the track. Please consult with your Event Coordinator for details.
3. Every effort should be made to remove rocks from the dirt as it is being positioned on the floor. This is to prevent damage to the plywood by competition vehicles or as dirt is removed during move-out.

## 2.3

### FOOTBALL FIELD RULES AND REGULATIONS

1. Motorized vehicles are prohibited without the consent of the Facility Management.
2. Should motorized vehicles be permitted, they are required to have a "diaper" to prevent any leakage of engine liquids. This includes new vehicles or show vehicles. In addition, vehicles should be instructed to be driven on the green perimeter part of the turf only.
3. Absolutely no food or beverages are permitted on the turf with the exception of those normally associated with a football game (i.e., isotonic drinks or water).
4. Plywood should be placed under all

stages and temporary seating sections.

5. Placement of "heavy" equipment must have prior approval of the Facility Management.
6. All field painting will be done with water-soluble paint and by the LOS paint crew. All costs will be billed to Show Management.

## 2.4

### MOTORIZED EQUIPMENT OPERATION

1. ICCLOS equipment may only be operated by authorized facility personnel. Exceptions must be approved by Facility Management.
2. Motorized vehicles cannot be brought into the facility unless prior written approval has been given by Facility Management. Any vehicle that drips oil or a staining solution may not be operated or used without a drip cloth or catch pan. Consult your Event Coordinator for additional guidelines.
3. Motorized equipment, including golf carts (electric only), must have clean resilient tread wheels (non-marking tires), wall saver rubber bumpers, and corner guards. Steel-wheeled vehicles are prohibited.
4. Any equipment brought into the facility which utilizes ICCLOS utilities must have prior written approval from Facility Management and must meet the State of Indiana Fire Marshal and City of Indianapolis Fire Department regulations prior to any connection.
5. Any exhibit that produces fumes must have prior written approval from Facility Management.
6. All drivers of motorized vehicles, including golf carts, must be a minimum of 18 years of age and have a current valid driver's license.

7. The client is responsible for any damage to ICCLOS's property or equipment (including carpet, doors, and door frames) by their service contractor, employees, exhibitors or attendees during their event, including move-in and move-out periods. Any charges necessary to repair or replace damage to the facility or facility's property will be assessed at the prevailing rates.
8. Prior to move-in and following move-out, an inspection of licensed areas and equipment should be arranged. Consult your Event Coordinator for further information.

The ICCLOS assumes no responsibility for losses suffered by the client or their agents occasioned by theft or disappearance of any equipment, articles or property.

## **2.5**

### **MOTOR VEHICLE, BOAT, MOTORCYCLE, AND AIRCRAFT DISPLAY**

1. The maximum amount of fuel (gasoline, diesel, liquefied petroleum gas, and liquefied natural gas) permitted to remain in the tank is less than one-fourth (1/4) of a tank.
2. Fuel tank covers must be locked, taped or sealed and approved by the State of Indiana Fire Marshal and City of Indianapolis Fire Department. See also Section 4.1 FIRE SAFETY.
3. The vehicle electronic system shall be de-energized by removing the battery or by disconnecting the battery cables and covering them with electrical tape, to avoid any chance of sparks upon termination of the move-in until commencement of the move-out.
4. Fueling and de-fueling of vehicles must occur outside of the ICCLOS. Fuel should be removed with the appropriate safety equipment and may never be "dumped" on ICCLOS property.
5. If necessary, precautions may be required to prevent vehicles from rolling. In addition, drip pans may be required under vehicles if any type of product leak is obvious or anticipated.
6. All Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP. Unless used in an event-specific capacity and approved by facility management and the Indiana State Fire Marshall and City of Indianapolis Fire Department, NO LP tanks, empty or full, are allowed in the building. See Section 6.1 DOCK RULES & INFORMATION, for details.
7. Compressed natural gas vehicles must have a maximum amount of fuel of no more than one fourth (1/4) of a tank. Individual tank isolation valves must be closed once the vehicle has been positioned. Batteries must be secured in the same manner as with gasoline or diesel powered vehicles. CNG fuel operated vehicles must have appropriate CNG identification decals as required by state fire code.
8. Electrical/battery powered vehicles must recharge batteries outside the building.
9. High performance powered vehicles equipped with nitrous oxide as a fuel additive must have the nitrous oxide cylinder removed and/or secured to prevent tampering.
10. Gasoline tanks on motorcycles or motor bikes are to be drained completely. Battery cables must be disconnected and taped.
11. Garden tractors, lawn mowers, generators, chain saws, power plants, and other types of petroleum fuel operated power tools, appliances, vehicles and equipment shall be secured and safe guarded in a similar

manner as noted above.

12. Any act involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system to demonstrate parts of the vehicle during a show is prohibited without prior written approval of the State of Indiana Fire Marshal and City of Indianapolis Fire Department, and ICCLOS Facility Management.

Please contact your Event Coordinator with further questions or concerns.

## 2.6

### MOTOR VEHICLE DEMONSTRATIONS

1. When movement of a vehicle is necessary as part of a demonstration, explicit details must be submitted to the Indianapolis Fire Department Fire Prevention Bureau, in writing, at least forty-five (45) days prior to the move-in date. Demonstrations may not be held without approval by the State of Indiana Fire Marshal and City of Indianapolis Fire Department.
2. Equipment must be operated and installed by, or under the supervision of, a competent operator to insure the personal protection of viewers and demonstrators, as well as the protection of materials and the building itself.
3. Demonstrations may not interfere with the egress of people during an emergency.

## 3.1

### INSURANCE

Events held in Exhibit Halls, the Lucas Oil Stadium and all public-ticketed events require insurance. Customers must provide the ICCLOS with a Certificate of Insurance at least forty-five (45) days prior to the date of initial occupancy. Food and beverage functions are exempt from insurance requirements, except when holding a banquet in an exhibit hall and move-in and/or move-out days are needed.

The Certificate of Insurance shall be endorsed to provide that the Capital Improvement Board of Managers of Marion County, Indiana, and its officers, Board, agents and employees is an Additional Insured as to all Commercial General Liability, Commercial Automobile Liability, and Umbrella Liability insurance coverage provided under such policy or policies, and further agrees that such insurance as is designated hereunder shall be written for not less than the following limits of liability:

#### COMMERCIAL GENERAL LIABILITY:

\$2,000,000	General Aggregate.
\$2,000,000	Products Completed Operations Aggregate.
\$1,000,000	Personal and Advertising Liability.
\$1,000,000	Each Occurrence Limit.
\$100,000	Damage to Rented Premises.
\$5,000	Medical Payments.

#### COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit Bodily Injury & Property Damage or equivalent, including hired and non-owned Auto Liability.
-------------	--

UMBRELLA EXCESS LIABILITY	
FOR EXHIBIT HALL EVENTS:	
\$1,000,000	Combined Single Limit Bodily Injury & Property Damage is required.
FOR STADIUM EVENTS:	
\$5,000,000	Combined Single Limit Bodily Injury & Property Damage is required.

## Indiana Convention Center & Lucas Oil Stadium Workers' Compensation

ICCLOS users further agree to have and maintain in full force and effect during its occupancy a policy or policies of worker's compensation and employers' liability insurance which provide it with complete coverage and protection from and against claims, actions or lawsuits brought under or pursuant to worker's compensation, employer's liability or other employee benefit acts, including actions brought by volunteers of the Licensee. Such insurance shall be in the amounts required by statutory worker's compensation requirements and employer's liability limits of \$500,000 each accident, \$500,000 disease limit and \$500,000 disease limit for each employee or volunteer. If the client uses volunteers in conjunction with its use of the ICCLOS, such policy or policies of insurance shall specifically cover and include volunteers of the client.

Events considered as "hazardous activity," such as motorcycle races, monster truck events, or events using pyrotechnics are required to submit a Safety Plan for review by the facility. For further information or a sample Certificate of Insurance, consult the Sales or Event Management Department.

## 3.2 PERMITS AND TAXES

1. All Licensees are responsible for Indiana state sales tax, currently seven percent

(7%) on the gross rental costs for ICCLOS facilities. An Indiana tax exempt certificate must be on file thirty (30) days prior to the event date to absolve the Licensee from state sales tax.

2. In addition to the seven percent (7%) Indiana sales tax, there is a two percent (2%) Marion County Food and Beverage tax on all food and beverage purchases.
3. A ten percent (10%) Marion County Admissions tax will be imposed on all tickets sold through our ticket office for concerts, sporting events, and other public ticketed entertainment events. This tax does not apply to educational institutions, religious organizations, and events sponsored by an organization that is considered a charitable organization by the Internal Revenue Service for federal tax purposes. This tax is included in the admission price. If you have any questions pertaining to the county admissions tax, contact your Sales Manager. See Section 9, item number 2.
4. The Indiana State Fire Marshal requires all clients utilizing ICCLOS facilities for entertainment or public assembly to apply for an Application for Amusement Entertainment Permit. The form should be completed online at <http://in.gov/dhs/2795.htm>. Please mark "Special Event Endorsement" for the type of permit requested. Return the signed form, together with payment, no later than 30 days prior to your event, to the:

Department of Homeland Security  
Division of Fire Safety-Permit Division  
302 West Washington Street, Room E241  
Indianapolis, IN 46204

Currently, the Special Event Endorsement requires a \$99.00 fee. Questions should be directed to the Indiana State Fire Marshal at 317 232-2222.

5. Exhibitors selling goods (new or used) must register their business with the Indiana Department of Revenue ("IDOR") and submit a Business Tax Application (BT-1) for sales tax. All exhibitors selling products or tangible items are required to have a BT-1 and to collect the Indiana state sales tax (currently 7%) and declare to the IDOR. Presently, a \$25.00 fee applies. Please visit <http://www.in.gov/dor/4323.htm> to register and for additional information.
6. All exhibitors sampling or cooking must register with the Marion County Health Department ("MCHD") and operate in accordance with 410 IAC 7-24 of the MCHD. Certain rules and regulations apply and can be found, together with the registration form, at [www.icclos.com/exhibitors/facility-services-order-utilities.aspx](http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx).

## 4.1

### FIRE SAFETY

1. For safety, all exhibitors, groups, shows, events, etc. shall comply with all laws of the United States and the State of Indiana, all ordinances of the City of Indianapolis, and all rules and requirements of the police and fire departments or other municipal authorities of the City of Indianapolis, and all rules and regulations from time to time adopted or prescribed by ICCLOS for the government and management of ICCLOS.
2. When the seating arrangement is auditorium-style, the Indiana Fire Code requires that an announcement shall be made not later than ten (10) minutes prior to the event indicating the location of exits to be used in the event of a fire or other emergency.
3. Nothing is permitted to block fire-fighting or other emergency equipment. This includes fire hose and extinguisher cabinets and fire pull boxes. Aisles and fire doors must be kept free for use.
4. Helium tanks and helium balloons are not permitted in the facility.
5. Electrical equipment must be Underwriters' Laboratory (UL) approved and gas-operated equipment must be AGA (American Gas Association) approved. See Section 2.5.
6. Flammable gas storage tanks are not permitted in the ICCLOS. If vehicles or equipment have such tanks (full or empty), they must be removed and placed outside the facility. See Section 2.5.
7. In accordance with National Fire Protection codes, open gas cans, gas, oil, propane, butane, helium or other gases may not be brought into the exhibit area. Open flames are not allowed. With advance approval by the Director of Security, small propane cylinders, interchangeable on all propane appliances with a maximum net weight of 14.1 oz., used for soldering purposes, are allowed. The ICCLOS Security Manager must be notified in advance.
8. Any exhibit that produces fumes must receive prior written approval from Facility Management.
9. Any event requiring the use of either flammable or non-flammable materials in storage tanks is required to have the tanks secured so they cannot be tipped over. The ICCLOS requires ABC fire extinguishers be present in the area where storage tanks containing flammable materials are located.
10. Any vehicle using flammable liquid petroleum products as a propellant cannot have more than 1/4 tank of such propellant in its storage tank. Fuel tank covers must be locked, taped or sealed and the source of electrical supply must be rendered inoperable when in the facil-



ity (battery cables disconnected and ends taped). See Section 2.5.

Exceptions may only be made with the written approval of the State of Indiana Fire Marshal and City of Indianapolis Fire Department.

11. Gasoline engines or motors may not run in any exhibit space after move-in. Any exceptions (for exhibits) must have the approval of the State of Indiana Fire Marshal and City of Indianapolis Fire Department, and Facility Management. See Section 2.5.
12. All buntings, curtains, and drapings of any kind must be made of non-combustible materials.
13. Hay, straw, wood chips, and any other flammable material may be used for display purposes only if they are treated (fireproofed). Plastic must be placed on the floor before the material is used, and the material must be contained from spreading beyond the plastic area.
14. Cooking is not permitted on any carpeted area.
15. For cooking in Exhibit Halls, please see Section 6.2 FOOD & BEVERAGE.
16. The following general guidelines will apply for exhibitors wanting to construct two-tiered exhibits for shows:
  - Detailed plans for any two-tiered exhibit must be submitted to Facility Management sixty (60) days prior to event, and written approval must be obtained prior to move-in.
  - One (1) ABC type fire extinguisher must be available on the first floor of the structure.
  - A smoke detector is to be installed on the first level of the structure (it can be hard-wired or battery-operated).

- If the structure is completely enclosed (meaning a roof over the second floor), a sprinkler system must be installed. If the space above the second level is open (meaning no roof), no sprinkler system is needed.

## 4.2

### PYROTECHNICS POLICY

All pyrotechnic displays (each a "Display") and Flash Pots (as defined below) must follow guidelines set forth by NFPA 1126, as amended, and Indiana Fire Code Title 675, as amended. In addition, the Indiana Convention Center & Lucas Oil Stadium, Indianapolis, Indiana (the "ICCLOS") requires that:

#### Lucas Oil Stadium ("LOS:)

1. No pyrotechnic effect shall hit any portion of the roof, speakers or any other elevated surface, and no pyrotechnic effect may be shot more than 100 vertical feet from the LOS field level.
2. No pyrotechnic effect shall be allowed in any LOS meeting room or concourse.
3. Airbursts shall not be permitted to be fired above an assembled audience.
4. All pyrotechnic effects are subject to a test shoot within twenty-four (24) hours of the actual Display. The pyrotechnic effects used in the actual Display shall be of the same strength and intensity as those pyrotechnic effects used in the test shoot.
5. A valid federal license from the U.S. Department of the Treasury—Bureau of Alcohol, Tobacco and Firearms—for the use of "low explosives" shall be presented to the ICCLOS by the pyrotechnic company and the person intending to present the Display. For purposes hereof, "low explosives" shall mean any explosive which, when used in its normal manner, deflagrates or burns rather than detonates. The pyrotechnic company and the person intending to present the Display shall use

its best efforts to present their respective license to the ICCLOS at least seven (7) days prior to the Display.

6. The pyrotechnic company or the person intending to present the Display shall use its best efforts to provide thirty (30) days' advance notice to the ICCLOS for any special requirements relating to LOS's HVAC and/or fire alarm systems.
7. At least twenty-four (24) hours before the event, written notice must be given to the Office of Fire Prevention (Fire Marshall) of the Indianapolis Fire Department. The written notice must include a certification by the person intending to present the Display that the Display is in accordance with rules under IC 22-11-14.5-3 and any ordinance or resolution adopted under IC 22-11-14.5.
8. Three (3) copies of a detailed description of the Display must be provided to the ICCLOS at least twenty-four (24) hours before start of the Display, including:
  - a) A grid showing the exact location, number and type of devices to be used, and the spread and height of the pyrotechnic effects.
  - b) A narrative of the Display, including a schedule of events and the number and location of the certified pyrotechnics involved.
  - c) The number and location of fire extinguishers available for the Display.
  - d) The plans for pre-function pyrotechnic testing.
  - e) Documentation that all drapes, floor coverings and other similar materials used for the Display are of an appropriate fire-resistance rating.
9. Copies of all insurance certificates must be presented by the pyrotechnic company to the Indianapolis Fire Department and the ICCLOS at least thirty (30) days prior to any

Display. Such certificate shall provide for primary insurance in the amount of \$1M, umbrella coverage of at least \$2M, worker's compensation per statutory limit and shall indicate that the Capital Improvement Board of Managers of Marion County, Indiana ("CIB") shall be named as an additional insured. CIB shall be provided at least thirty (30) days' prior notice of any cancellation or material change to such insurance.

10. No propane devices are permitted unless prior written approval is received by the pyrotechnic company from the authority having jurisdiction. The pyrotechnic company shall use its best efforts to provide notice of approved propane devices to the ICCLOS twenty-four (24) hours in advance of the Display.
11. Appropriate storage containers shall be used in accordance with NFPA 1124, as amended, and Material Safety Data Sheets must be available on-site for each storage container.

#### **Indiana Convention Center ("ICC")**

1. No pyrotechnic effects except for Flash Pots are permitted in the ICC. For purposes hereof, a "Flash Pot" shall mean a device used with flashpowder that produces a flash of light and is capable of directing the flash in an upward direction.
2. Flash Pots may only be used exhibit halls and ballrooms and are not permitted in any other area.
3. If there is a test shoot prior to the use of the Flash Pot, then the Flash Pot used in the actual shoot shall be of the same strength and intensity as the Flash Pot used in the test shoot.
4. The person intending to use the Flash Pots shall use his best efforts to provide the ICCLOS thirty (30) days' advance notice for any special requirements relating to ICC's HVAC and/or fire alarm systems.

5. At least twenty-four (24) hours before the use of any Flash Pots in the ICC, written notice must be given to Office of Fire Prevention (Fire Marshall) of the Indianapolis Fire Department. The written notice must include a certification by the person intending to use the Flash Pots that the Flash Pots are in accordance with rules under IC 22-11-14.5-3 and any ordinance or resolution adopted under IC 22-11-14.5.
6. Three (3) copies of a detailed description of the Flash Pots to be used must be provided to the ICCLOS at least twenty-four (24) hours before their use, including:
  - a) A grid showing the exact location and number of Flash Pots to be used.
  - b) The number and location of fire extinguishers available.
  - c) The plans for pre-function testing of Flash Pots, if any.
  - d) Documentation that all drapes, floor coverings and other similar materials used for the Flash Pots, if any, are of an appropriate fire-resistance rating.
7. Copies of all insurance certificates must be presented by the person intending to use the Flash Pots to the Indianapolis Fire Department and the ICCLOS at least thirty (30) days prior to any use of Flash Pots. Such certificate shall provide for primary insurance in the amount of \$1M, umbrella coverage of at least \$2M, worker's compensation per statutory limit and shall indicate that the Capital Improvement Board of Managers of Marion County, Indiana ("CIB") shall be named as an additional insured. CIB shall be provided at least thirty (30) days' prior notice of any cancellation or material change to such insurance.
8. Appropriate storage containers, if any, shall be used in accordance with NFPA 1124, as amended, and Material Safety Data Sheets

(if necessary) must be available on-site for each storage container.

## 5.1 ARMED SECURITY

For liability and contractual reasons, the ICCLOS retains the exclusive right to schedule armed security personnel through Protection Plus, Inc. (4-hour minimum requirement applies). If your show has armed security needs, please schedule directly through your Event Coordinator.

The ICCLOS reserves the right to change or modify this policy as necessary in the interest of safety, security and the orderly operation of our facilities. See section 7.2 CONTRACTED SERVICES: Security (Armed) - Protection Plus.

## 5.2 GENERAL SECURITY

ESG Security, Inc. is the exclusive provider of security services for elevator operators and tarmac/traffic control personnel in the Convention Center. Please schedule directly through your Event Coordinator/Security Manager.

For further information on ESG, please contact the ESG Administrative Office at 317 262-2161.

CSC is the exclusive provider of security services for Lucas Oil Stadium. CSC may be contacted at 317 262-3493.

Additionally, a pre-qualified list of additional convention security firms has been established that shall be utilized when selecting security personnel for events which primarily utilize ICC. All our security providers are able to provide a wide range of services to our clients. Some of these services include badge checkers, overnight security, roaming security, V.I.P. escort services, ushers, and dock guards.

The ICCLOS requires that a pre-qualified

convention security firm be contracted to provide all event security. Should a client wish to use a security firm that is NOT on the list of pre-qualified convention security firms, a representative of the security firm, fully empowered to execute agreements, must contact the ICC at 317 262-3400, at least ninety (90) days prior to the event's first scheduled move-in date to complete all the prerequisites of pre-qualification. Additionally, a representative of the security firm shall contact the client's assigned Event Coordinator at least sixty (60) days prior to the event's first scheduled move-in date. Please note, a security firm must meet all requirements thirty (30) days prior to the event's first scheduled move-in date or they will not be permitted to provide any services.

### 5.3

#### REQUIRED SECURITY PERSONNEL

##### **Dock Guards:**

Dock guards are required during move-in and move-out hours in the Indiana Convention Center and Lucas Oil Stadium. This applies to both decorator and exhibitor move-in and move-out. Clients must select from the pre-qualified security list and should include the costs in their budget. (4-hour minimum applies.) ICCLOS has the right to determine the necessary number and placement of all required security personnel.

##### **Convention Center Events:**

All events held within the ICC shall be required to have ESG personnel for the following positions:

**Elevator Operators:** Some events may require the use of a freight elevator to move equipment or exhibits to the second floor of the building. An ESG elevator operator is required for any move-in/move-out that requires the use of a freight elevator (4-hour minimum requirement applies).

**Tarmac/Traffic Supervisor:** For exhibit hall events, a tarmac/traffic supervisor is required for ALL move-in and move-out days (4-hour minimum

requirement applies). The tarmac is the concrete apron located behind the exhibit hall docks. The tarmac/traffic supervisor is responsible for handling all traffic in this area in order to alleviate congestion for the moving-in or out of a tradeshow or similar event.

The tarmac/traffic supervisor shall primarily be responsible for overseeing the orderly flow of traffic on the tarmac and keeping the tarmac clear of parked vehicles and/or unauthorized vehicles. In addition, the tarmac/traffic supervisor shall be responsible for preventing vehicles from blocking access to loading dock ramps and for supervising the dock door operators. When appropriate, the tarmac/traffic supervisor shall coordinate with the client's Marshalling Yard exit guard regarding loading dock availability and space on the tarmac.

Show management should schedule and budget for all the expenses associated with a tarmac/traffic supervisor for all move-in and move-out hours. If, however, there is more than one event moving in or out of the ICC within the same time period, the ICC shall make every effort to split the billing for the tarmac/traffic supervisor. See your Event Coordinator for more details.

##### **Lucas Oil Stadium Events:**

All clients using the LOS are required to use CSC for all docks and freight elevators. The number of guards, ushers, and ticket takers required for a LOS event will vary based on your group size and event type. Your Event Coordinator and the ICCLOS Security Manager will discuss this with you.

Show management should schedule and budget for all the expenses associated with a dock/traffic supervisor for all move-in and move-out hours.

## 6.1

### DOCK RULES & INFORMATION

1. Empty crates are not permitted on or outside docks, and all empty crates must be placed back on trucks.
2. Forklifts left after a show must be removed by 8 a.m. the following morning or a storage fee will be charged.
3. During an event, forklifts may be left inside the dock when not in use if they do not block aisles or exits. Propane forklifts may be left in the facility if the tank is removed and stored outdoors in customer provided cage.
4. No decorator equipment "boneyards" are permitted on docks or swing space unless show has rented the space. If show has rented space for boneyards, a twenty foot (20') aisle must be kept clear at all times.
5. Gasoline or propane may not be stored inside the building or in trucks parked adjacent to the facility. Any gasoline not stored in a UL approved fire rated cabinet must be stored a minimum of twenty feet (20') from the building at all times.
6. Full or empty spare propane tanks may not be stored inside the facility. All propane must be stored OUTSIDE in security cages. Locations are: outside Hall G at the ICC, or outside the northwest corner of the LOS facility. See also section 2.5 Motor Vehicle, Boat, Motorcycle, and Aircraft Display, #6.
7. ICC: On the A and B ramps, unloading is permitted in one (1) lane only. For ALL DOCK RAMPS, a minimum ten foot (10') wide fire lane is required.
8. Trailers must stay within assigned dock areas AT ALL TIMES.
9. Only marked, company-owned decorator vans/trucks/trailers are allowed on the docks. Personal vehicles are not permitted on docks at any time. Only vehicles with approved ICCLOS temporary parking passes displayed in the windows will be allowed to park at the appropriate dock or designated areas. At all times, the Tarmac/Traffic Supervisor or ICCLOS Security Manager has final and absolute authority to decide who is permitted to park and where they may do so.
10. LOS's eleven (11) underground loading bays, 30,000 square foot dock area, may be accessed off northbound Missouri Street. This area includes TV hook-ups and appropriate TV truck power plus a vehicle ramp to the field and Exhibit Halls 1 and 2.
11. Truck access to LOS's field and Exhibit Halls 1 & 2 may require "spotters" to assist the drivers as this is a narrow access route and care must be taken to ensure walls and columns are not damaged. All damages are the responsibility of Show Management.
12. An additional truck access to LOS's field only is available through the Southwest Vehicle Ramp. The Event Coordinator will determine the best truck access route to the field.
13. Loading docks for ICC, located at 5 South Missouri Street, must be accessed off northbound Missouri Street, and are assigned as follows:

HALL	DOCK	HALL	DOCK
A	1-3	BLDG/SWING	30-35
B	4-6	G	25-28
C	7-9	H	40-46
D	10-12	I	47-52
E	13-15	J	53-55
F	22-24	K	56-58

**Please Note:** Dock 16 is an unassigned "floating" dock. This dock will be assigned on an event-by-event basis by the Event Coordinators. Please contact the appropriate Event Coordinator for availability. Docks 20-21 are designated for Centerplate.



14. Dock Guards: Dock guards are required during move-in and move-out hours and applies to both decorator and exhibitor move-in and move-out. Clients must select from the pre-qualified security list and should include the costs in their budget. (4-hour minimum applies.) ICCLOS has the right to determine the necessary number and placement of all required security personnel.

## 6.2

### FOOD & BEVERAGE

Centerplate has exclusive food and beverage distribution rights within the ICCLOS. See also Section 7.2 CONTRACTED SERVICES: Food & Beverage - Centerplate.

The term "Hosted Food and Beverage" refers to Food and Beverage product that is guaranteed and paid for by the Licensee. It does not include sales tax, house charge, booth catering, catering for events held in conjunction with client's event, or labor charges.

CASH BARS AND/OR CONCESSIONS sales do not apply toward food and beverage minimums.

#### General Conditions Regarding Sampling

The ICCLOS has established the following provisions to allow for the distribution of sampled food and beverage items:

1. The Catering Department of ICCLOS retains the exclusive right for booth catering. The combination and/or preparation of companies'/sponsors' products designed for the purpose of nourishment or entertainment, as in a reception, is deemed "catering."
2. The ICCLOS understands that certain conventions have, as their primary purpose, the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the

confines of their booth.

3. Exhibitors may sample foods under the following guidelines. Permit applications are required and may be obtained through the Marion County Health Department. Centerplate may have additional guidelines and/or charges.
  - a) ICCLOS maintains the exclusive rights to all food and beverage sampled within the building and will determine the types of food and the maximum number of booths available for sampling within space held at the ICCLOS.
  - b) A sampling charge may be imposed to offset lost food and beverage sales.
    - i. An "Authorization Request for Sample Food & Beverage Distribution" form can be obtained from your Centerplate Catering Manager or online at [icclos.com](http://icclos.com), by selecting Planners; Facility Services; Food & Beverage. Click on the [ezplanit.com](http://ezplanit.com) link and select the food sampling form. The form must be submitted a minimum of thirty (30) days prior to the event.
    - ii. A signed copy of the authorization form must be present in the show management office and the exhibitor's booth at all times.
    - iii. Items dispensed are limited to products manufactured, processed or marketed by the exhibiting firm and are related to the theme of the show.
    - iv. All items are limited to SAMPLE SIZE.
      - Beverages are limited to a 2 oz. container.
      - Food items are limited to a "bite size", two oz. or less.
    - v. The applicant acknowledges they have the sole responsibility for use,

serving or other disposition of such items in compliance with all applicable laws. Indiana state law prohibits the sampling and distribution of any alcoholic beverage.

- vi. Applicant agrees to indemnify and forever hold harmless Centerplate, ICCLOS, and the CIB.
- vii. Show Management and applicant are responsible for securing all applicable City and State permits for the distribution of sampling items including applicable Marion County Health Permits.
- viii. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- ix. Food and beverage items used as traffic promoters (i.e. coffee, popcorn, sodas, bar service, ice, etc.) MUST be purchased from Centerplate.

In addition to the seven percent (7%) Indiana sales tax, there is a two percent (2%) Marion County Food and Beverage tax on all food and beverage purchases. Please call 317-262-3500 to speak with a catering manager.

## Guidelines for Cooking in Facility

1. Cooking is not permitted on any carpeted area.
2. Cooking in Exhibit Halls (for Specialty Groups)
  - All cooking requires prior approval from Facility Management and must be in accordance and with written approval of the State of Indiana Fire Marshal and City of Indianapolis Fire Department, and the Marion County Health Department.
  - All food must come from a US Government approved source. No home-prepared foods are permitted.
  - Only limited food preparation shall

be allowed. Only hot holding, cold holding, assembly and serving may be conducted at the event.

- The Marion County Health Department requires a temporary license to cook, hold and serve food. All events sampling or cooking must register with the Marion County Health Department and operate in accordance with 410 IAC 7-24 of the Marion County Health Department. The form can be obtained online at [icclos.com](http://icclos.com). Select Planners; Facility Services; Food & Beverage, then click on the [ezplanit.com](http://ezplanit.com) link and select the food sampling form. (If required to obtain a license, a certified food handler must be present at the event.)
- Temporary hand washing stations and 3-bay pot and pan washing sinks are required by the Marion County Health Department. ICCLOS will charge accordingly.
- The organizer is responsible for providing one location for vendors to obtain water on-site for hand washing, utensil washing, and sanitizing.

## 6.3

### FREIGHT

**The ICCLOS staff will not accept freight shipments; however, our in-house Ricoh Business Center will receive packages as stipulated in number one below.**

1. Packages must be addressed to:  
 Ricoh Business Center  
 Attn: Eric Normington  
 Next to Room 111  
 100 S. Capitol Avenue  
 Indianapolis, IN 46225

NO skids/pallets of any sort will be accepted. Package maximum width cannot exceed 34" and maximum height cannot exceed 82". Maximum package weight cannot exceed 120 lbs. A ten dollar (\$10.00) fee per box, regardless of size or weight, will be charged. For more information or

scheduling, contact  
eric.normington@ricoh-usa.com

2. For exhibit and meeting room shipments to the ICCLOS:
  - Representatives **MUST** be present to receive all shipments. The ICCLOS is not responsible for lost or misplaced freight or for any materials left unattended.
  - Exhibit Shipments: All shipments made directly to the ICCLOS on a move-in day for an exhibit hall must be routed to the attention of the decorator and directed to the proper dock location. The ICC dock is located on the west side of the facility. For LOS, use the Missouri Street dock on the west side of the facility.
  - Meeting Room Shipments: Materials to be used in meeting rooms should be sent to a representative of either the event sponsor or the decorator at 100 South Capitol Avenue, Hall G Ramp for ICC, and at 500 South Capitol Avenue for LOS. (Both addresses are in Indianapolis, IN 46225.) All packages, cartons, crates, and containers brought into and out of the facility are subject to inspection by building security.
3. Maximum sizes for crates delivered into the facilities:

ICC	WIDTH	HEIGHT
Meeting rooms	61"	81"
Sagamore Ballroom (Sections 2 and 6)	7.5'	6.9'
Sagamore Ballroom (Service Hallway)	5.1'	6.9'
500 Ballroom (Speedway Entrance)	7'	8' 11"
500 Ballroom (Service Corridor)	93"	7'
Wabash Ballroom	5.1'	6.5'

LOS	WIDTH	HEIGHT
East Club Lounge	5.1'	7.5'
West Club Lounge	5.1'	7.5'

4. All crates and skidded items must be transported on 4-wheel flatbed trucks, forklifts with rubber bumpers or wall savers and non-marking rubber tired wheels. Crates and skids are not permitted on carpet unless they are transported by non-marking rubber tired, dollies or pallet jacks. See Section 2.1, item #4.
5. Second floor freight in ICC must be delivered to the second floor via a freight elevator or service elevator. Forklifts are prohibited on the second floor of the convention center. Check with your Event Coordinator to make the necessary arrangements. See also Section 2.1.

## 6.4 GENERAL RULES

1. All non-building equipment, freight, decorations, and miscellaneous items must be removed from the Premises at the expiration of the Licensee's contract. Items left beyond this time will be treated as abandoned equipment and disposed of as the Facility sees fit. If quantity is excessive, charges may apply.
2. NO advertising, booth space sales, reservations, nor ticket sales shall occur until signed contract and deposit are received.
3. In an effort to create a healthy environment for all guests at the Indiana Convention Center & Lucas Oil Stadium, the use of tobacco is strictly prohibited inside the convention center and stadium and within 8' of the entry doors. This includes, but is not limited to, cigarettes, e-cigarettes, all forms of vapor cigarettes, cigars, pipes

and oral tobacco. Those who wish to use tobacco may do so a minimum of 8' away from the outside entry doors.

4. During move-in and move-out periods, all show personnel (exhibitors, decorators, etc.) must enter and exit the facilities through approved entrances. Your event coordinator will advise you of your designated dock entrance. This is determined by the location of your event. For ICC, enter and exit the exhibit halls through the west dock entrances. For LOS, enter and exit through the Missouri Street dock or Employee Entrance, located on street level on the west side of the stadium.
5. No one is permitted to enter unassigned or restricted areas without written approval of Facility Management, the Event Coordinator, or Security Coordinator.
6. Animals are not allowed in the facility unless they are Service Animals (recognized as such under titles II and III of the ADA) or part of a scheduled event (i.e., dog show or circus).
7. Children must be attended by an adult at all times and are strictly prohibited from playing in areas not designated for such purposes. Forbidden areas include, but are not limited to escalators, hallways, and restrooms. Children associated with a show are the responsibility of their respective group. Children attending a function are the responsibility of their parents and/or guardian, whether temporary or legal.
8. The recently enacted SEA 292 and its addition of I.C. § 35-47-11.1 to the Indiana Code, effective July 1, 2011 ("Statute"), prohibits, with certain exceptions, a political subdivision from regulating any matter pertaining to firearms, ammunition, and firearm accessories ("Firearms"). The implications of the Statute are as follows:

The Statute applies to the CIB, as it is a

political subdivision (as defined in the Statute);

- As of July 1, 2011, the CIB may not regulate Firearms in its facilities;
- The Statute does provide for you, as a promoter and/or organizer of events ("Events") in the CIB facility that you have licensed ("Licensed Premises"), to, in your discretion, establish rules of conduct or admission to your Events that include restrictions on Firearms;
- In the event you establish rules of conduct or admission for your Events that include restrictions on Firearms, the CIB may enforce those rules of conduct or admission.

As Licensee, you must provide the CIB with written notice of whether you will establish rules of conduct or admission for your Events that include restrictions on Firearms and to advise us, in your discretion, whether you will be directing us to implement and enforce such rules of conduct or admission.

9. Noise and other disturbances should be at reasonable levels that do not affect another group's quiet enjoyment of the Center, or in any way obstruct or interfere with the rights of other clients in the Center. Special effects, sound levels and bass levels are not to exceed appropriate levels for surrounding events. If management deems noise to be excessive, you will be notified to reduce the level of sound. If management's request is not complied with, management has the right to adjust the sound level to a point which will not increase throughout the remainder of the event. Should the sound level increase after you have been notified, management has the right to turn sound off or close the show.

Should you have any questions or concerns, please contact your Sales Manager or Event Coordinator.

## 6.5 PARKING

Denison Parking operates all CIB owned parking lots including 1,500 LOS on-site surface spaces. There are over 9,400 public and private parking spaces immediately surrounding ICCLOS, and an additional 40,000 parking spaces are within a ten-block area.

1. Accessible parking is available in any of the ICCLOS surface lots or nearby parking garages. Consult your Event Coordinator with any parking needs or questions.
2. Security and traffic control guards are authorized to control all traffic patterns and movement of events. All decorators, exhibitors, and show personnel are to follow the directions of traffic and security personnel.
3. Vehicles may not be left unattended for an extended length of time during move-in and move-out, nor may vehicles be left on the dock ramp(s). The emergency vehicle lanes must be available at all times.
4. Vehicles are not allowed to block ingress or egress at any time.
5. Vehicles may not be parked on grassy areas.
6. At the show manager's and Event Coordinator's discretion, exhibitor vehicles are permitted to enter the facility for loading and unloading purposes. Vehicles inside the facility must be shut off and the transmission must be in the "park" position & parking brake engaged. Once an exhibitor has unloaded, the vehicle is to be removed from the facility.
7. Parking in the Maryland Street Motor area is prohibited.
8. Three (3) complimentary tarmac/dock parking permits per exhibit hall are available for show management. Consult

your Event Coordinator.

9. Any vehicle parked in an unauthorized area will be towed by Delaware and South Towing at owners' expense. Delaware and South's lot is located at 310 South Delaware Street, Indianapolis, IN 46204, 317 638-1458.
10. TV truck parking is available in the Missouri Street Dock for LOS. TV broadcast connections and TV truck power is available. TV truck parking for ICC depends on the location of the event. Check with your Event Coordinator for details.
11. Satellite truck and "Local Live" truck parking is available for LOS at the corner of Missouri and South Streets, on the northwest side of LOS. Pre-run cables to the Missouri Street loading dock local TV room are available at this location.

## 6.6

### SWING SPACE TRACTOR/TRAILER CLEARANCE

Senate Avenue Entrance – For groups in Halls H, I, J, K, POV's or vehicles lower than 10'11" H may consider entering through the Senate Avenue Entrance. Contact your Event Coordinator for details.

Isolated combinations of Halls C, D and E will be affected by the following restrictions:

1. Maximum permissible tractor/trailer combination is a single-axle tractor and fifty-three foot (53') standard trailer with adjustable wheel base.
2. Extended cabs and fifty-three foot (53') tankers are not permitted.
3. During move-in and/or move-out, "spotters" may be required to assist the drivers. Arrangements should be made through



your Event Coordinator.

4. Any damage to the facility is the responsibility of the show management.

## 7.1

### ACCESSIBILITY SERVICES

The ICCLOS are Americans With Disabilities Act (ADA) compliant facilities and are responsible for the permanent building access such as, but not limited to, wheelchair ramps, elevator standards, door width standards, and restroom accessibility.

- **Hearing Enhancement:** Hearing enhancement equipment is available through your Event Coordinator at ICC, and at Guest Services in LOS. Contact your Event Coordinator for further information.
- **Wheelchair Availability:** Wheelchairs are available on a first-come, first-served basis at the First Aid facilities or security office. For LOS events, please contact Guest Services for wheelchair availability. A driver's license or Government issued picture identification is required as a deposit. Wheelchairs may not be removed from the facility.
- Licensee is responsible for non-permanent accessibility requirements such as, but not limited to, seating accessibility, auxiliary aids for the visually impaired, hearing impaired, and mobility impaired.
- Licensee is responsible to ensure compliance of temporary architectural event features such as registration, information booths, and any other services/programs available to exhibitors, attendees or the general public.

## 7.2

### CONTRACTED SERVICES

#### First Aid Services - IU Health Services

The ICCLOS first-aid facilities are serviced by IU Health Services. Medical personnel are required if 2,000 or more attendees are anticipated for an event. For staffing charges, contact your Event Coordinator. In case of an emergency during your event, contact Facility Security or your Event Coordinator.

#### Food & Beverage - Centerplate

Centerplate has exclusive food and beverage distribution rights within the ICCLOS. No food, beverage or novelties may be brought into the facility or sold without the express written consent of ICCLOS Management (enticement candy excluded).

The Catering Department of ICCLOS reserves the right to provide all cash and contracted service for on-site consumption.

Centerplate provides first-class service and the highest quality food. They are experienced in customizing specialty menus and meeting most dietary restrictions.

Services available to Centerplate clients include:

- Plated Meals, Buffets and Receptions
- Themed Events
- Cash Sales Venues
- Stadium Concessions
- Portable Concessions
- Cafeterias
- Food Courts
- Bars
- Coat/Luggage Check Service
- Ice Carvings

- Floral Centerpieces
- Exhibit Booth Catering
- Luxury Suite Catering
- Boxed lunches
- Merchandise & Novelty Sales

#### **Internet And Data Services - Smart City**

Smart City is the exclusive internet and data service provider for the ICCLOS. For more information, please consult Section 10.5 INTERNET & DATA SERVICES.

#### **Parking Services - Denison Parking**

Denison Parking operates all CIB owned parking lots. For special parking needs, please work directly through your Event Coordinator. Denison Parking is available at 317 916-1760. See also Section 6.5 PARKING.

#### **Security - Contemporary Services Corporation and ESG Security, Inc.**

For more information, please consult Section 5.2 SECURITY POLICIES: General Security, or contact your Event Coordinator.

#### **Security (Armed) - Protection Plus**

For more information, please consult Section 5.1 ARMED SECURITY. Please contact your Event Coordinator for assistance in hiring armed security.

### **7.3**

#### **DIGITAL SIGNAGE**

Located at key points around the facility, our digital signage displays event-specific time schedules and locations, local weather and upcoming events. The outdoor signs are used to list events taking place within the Facility. Your Event Coordinator will work with you to determine the correct information to display for your event.

### **7.4**

#### **EQUIPMENT**

The following equipment is available on a first-come, first-served basis as part of the License Agreement. The complimentary equipment does not apply to equipment inside a tradeshow booth. Tradeshow booths are furnished by Event's hired service contractor/ decorator. If it is necessary for the ICCLOS to supplement its own equipment inventory, rental charges will be passed on to the client. Refer to the Supplemental Labor and Equipment Rental Information for additional equipment.

1. Chairs.
2. 5 ½' round tables (for banquets).
3. 8' x 30" or 6' x 18" tables (for classroom seating).
4. 8' x 30" clothed tables for registration.
5. Podiums and lecterns.
6. Three (3) microphones (with the exception of wireless microphones). Labor to install microphones and other audio visual equipment will involve a charge. Consult your Event Coordinator for specific information.
7. Water service at the podium and head-tables.

The initial room setup is included with room rental as long as event specifications are received by the Event Coordinator at least (30) days prior to event's first move-in day. Specifications received inside the 30-day timeline may incur charges. Changes to the initial room setup or room turnovers will involve an additional labor charge. Consult your Event Coordinator or the current Supplemental Labor and Equipment Rental Information for prevailing rates.

The ICCLOS has a limited inventory of audio-

visual rental equipment.

Bleacher/riser units, averaging 150 seats each, are available at an additional charge.

Refer to the Supplemental Labor and Equipment Rental Information for prevailing rates. Facility equipment may not be removed from the facility.

## 7.5 GUEST SERVICES

### Business Center - Ricoh

The ICCLOS Business Center, in partnership with Ricoh, is located on the 1st Floor of the Indiana Convention Center in the Capitol Avenue Lobby, directly across from Room 116. Place your print orders in advance and have them conveniently waiting for you upon your arrival.

Limited services include:

1. Black and White Copy Services.
2. Color Copy Services.
3. Large Format – Color and Black and White.
4. Document Finishing/Binding.
5. Fax Services.
6. Copier Rental.
7. Facsimile Rental.
8. Basic Office Supplies.
9. UPS Shipping service center for Domestic shipping only. Pre-arranged shipment receiving.
10. Laminating Services.

### Guest Services

The ICCLOS Guest Services is located on the first floor of the Convention Center between the 500 Ballroom Reception Room and Meeting Room 116. Limited services include:

- U.S. Mail drop box.
- Vending machines.

- Automatic Teller Machine (ATM). Additional ATMs are located in the Maryland Street Lobby Food Court, behind room 140 and throughout the public areas of the stadium.)

### Nearby Amenities

The convention complex is directly linked to five of Indianapolis' luxury downtown hotels via skywalks and connected to seven other choice hotels through the Circle Centre shopping and entertainment complex. More than 200 downtown restaurants offer delicious dining options. The nearby canal, attractions, museums, performing arts venues, comedy clubs, nightclubs and sports facilities offer a wide variety of entertainment to facility guests. Pedestrian skywalks connect 4,717 of downtown's 7,200 total hotel rooms to the Indiana Convention Center & Lucas Oil Stadium.

### Paging/Public Telephones

Paging will be restricted to emergencies only. Clients may install a paging microphone for areas within their show. For outside communications, telephones are available for a fee. Consult your Event Coordinator.

A public telephone is located by Room 107 in the convention center. A TTY Announcer telephone, equipped with hearing enhancement capabilities, is also available in the LOS ticket office. The TTY phone number is 317 262-3578. Consult your Event Coordinator for details.

Red telephones (for in-house emergency use only) are located throughout the facilities. Our security office may be reached 24-hours a day by dialing 3350 from any red telephone in the convention center, or by dialing 4000 in LOS. Security personnel will assist in any way possible.

### Social Media

To discuss Social Media opportunities, please contact us at (317) 262-3400.

## 7.6

### SIGNAGE/DECORATIONS/ CLIENT MATERIALS

1. Clients may not nail, staple, tape, spray, hang, or attach anything to walls, ceilings, fixtures and floors.
2. Holes may not be drilled, cored, or punched, and fasteners may not be attached to the floor or walls without prior written approval of Facility Management. All work must be done by ICCLOS personnel or under their direction.
3. Stickers, glitter, and confetti are not permitted in the facilities. Adhesive backed decals and stickers may not be given out inside the ICCLOS by any client, exhibitor, or individual. Any costs incurred by the ICCLOS to remove any decals/stickers affixed to floors, walls, windows, doors, escalators, handrails, ICCLOS equipment, etc. inside or outside the facility will be billed to the client associated with the sticker/decals.
4. Helium tanks and helium balloons are not permitted in the facilities.
5. Spray painting, touch-up painting, or use of cleaning materials (i.e. Armor All) on equipment may be done only after the exhibitor has provided adequate protection for surrounding surfaces. Exhibitors who fail to provide the protection are billed at a rate to be determined at the time of clean-up. A one-hour minimum is charged. Absolutely no painting will be permitted in any carpeted area.
6. Window clings:
  - Clients who utilize the entire facility may use window and door clings. Preliminary design and specifications must be submitted to ICCLOS for approval 45 days prior to installation. Final artwork

and specifications must be provided to ICCLOS 30 days in advance of installation date.

- Advertising/Sponsorship opportunities are offered during the contracted time-frame (term) of the event and must be within the leased area of the facility.
- Must be approved by show and facility management. The ICCLOS reserves the right to refuse to hang any window clings.
- Should be light colored window clings that reflect light.
- Must cover the entire pane.
- Is best applied to exterior side of window.
- Installation/removal must be completed by ICCLOS personnel or under their direction.
- Client is responsible for any damage incurred during installation through removal of window clings.

#### 7. Signage Regulations:

- All signs and banners are hung by ICCLOS personnel. A Sign & Banner Hanging order form should be completed and returned to the ICCLOS. Charges will be billed following the conclusion of the event.
- All banner/signs must be constructed of fire retardant, water permeable material.
- All signs should be assembled and ready for hanging with properly constructed frames and grommets or eye-bolts.
- Banners must have a top and bottom pocket to receive pipe.
- All banners must comply with state and local building codes.
- Delivery of signage to be coordinated with show move-in. The installation and removal will be based on the show move-in/move-out schedule.

- All sign requests must be approved by show management and the ICCLOS. The ICCLOS reserves the right to refuse to hang any signs and banners deemed unsafe or inappropriate.
- All booth signs will be hung at a specified distance as prescribed by show management. If show management does not have such specifications, then all booth signs will be hung at a uniform distance from floor to bottom of sign.
- Lucas Oil Stadium has a maximum ceiling height of nearly 300 feet. ICCLOS will try to accommodate sign hanging requests. All associated costs are the responsibility of Show Management or the exhibitor.
- An order form should be completed by the exhibitor to assist in scheduling labor for hanging exhibitor banners. Contact your Event Coordinator for further information.

Water stations, including refills, within the lobbies and water stations requested inside meeting rooms, will incur a charge. Consult your Event Coordinator for further information.

### 7.7

#### TOURS OF LUCAS OIL STADIUM

For information on public or private tours of Lucas Oil Stadium, contact LOS Guest Services at 317 262-8653.

### 7.8

#### WATER SERVICE

Water service is provided throughout ICC. Water fountains or coolers are located in the following corridors: Wabash East and West, Crossroads 1-2, Speedway 1-2, Hoosier 1-2. Water coolers at LOS are located in the Meeting Room Lobby.

Water service, including refills, at the podium and head tables, is complimentary. See Section 7.4, item #7.



## 8.1 SKILLED AND UNSKILLED LABOR

The ICCLOS uses union labor exclusively. Skilled craft labor (stagehands, electricians, pipefitters, etc.) and semi-skilled teamster labor must be hired through ICCLOS. There are certain rules and regulations by which all parties must abide. The purpose of the information below is to explain some everyday practices in order to help our clients better understand facility procedures.

Current ICCLOS labor rates are available upon request.

## 8.2 INSTALLATION AND DISMANTLING (Teamsters Union, Local #135)

Installation and Dismantling (I&D) is a labor pool of teamsters who are employed by the ICCLOS and are contracted to local and national pre-qualified decorators and pre-qualified exhibitor-appointed contractors. Their role is to assist in the set up and tear down of shows and exhibits. These workers perform tasks such as mark floors, lay carpet, skirt and drape tables, set tables and chairs, assemble display booths, unload and deliver freight and anything else to prepare the show for opening. At the conclusion of a show, they tear everything down, prepare merchandise and load trucks for shipment. Labor calls should be ordered in writing through the I&D Staffing Department. Please see your Event Coordinator for more information.

## 8.3

## ELECTRICIANS/ TELECOMMUNICATIONS (IBEW, Local #481)

Facility electricians/telecom will coordinate with the show's exhibitors to establish electrical and/or telephone requirements. A utility desk is conveniently located within exhibit areas for exhibitors' last-minute requirements or questions. Consult your Event Coordinator for regulations and current rates. Electrician/telecom responsibilities include:

1. Installation and activation of power per utility order forms and monitor for confirmation of all applicable codes.
2. Calculate electrical loads so correct amperage is provided to client.
3. Install telephone lines.
4. Provide telephone handset(s), if required.
5. Provide and connect any power cords and/or quad boxes, in addition to original orders.
6. Connect registration desks, decorator labor desks, temporary offices, computer stations, lighted signs, and other miscellaneous electrical equipment for clients and decorators.
7. Deliver, set, energize, and aim stanchion lights.
8. Install any fiber optic orders used for computer interconnects, internet access, and video conferencing.
9. Locate and tape down power cords to make safe by using "tunnel tape" and/or thresholds.
10. Provide and install any Internet/data cabling as required/ordered.

## 8.4

### HOUSEKEEPING

(Teamsters Union, Local #135)

Housekeeping is provided throughout the event and includes clean up between sessions as schedule permits and complete clean up each night.

For trade shows utilizing booths, housekeeping is provided in non-carpeted aisles, open spaces, and restrooms during show hours with one thorough cleaning daily during non-show hours. Booth space is not included. Booth trash cans will be emptied if placed in the aisles.

The ICCLOS encourages recycling for all events. Show management should make arrangements with their Event Coordinator for any special recycling requests, including white office paper and aluminum cans.

Show management is responsible for excessive trash removal (crates, lumber and packing materials) necessitated by move-in and move-out activities of the show. This applies to all areas utilized by the group. Excessive trash is defined as all trash, boxes, packing materials and other items not easily removed by a standard push broom or vacuum. Any costs incurred by the ICCLOS for trash not removed will be the responsibility of show management at the prevailing rate.

The Facility provides one dumpster per hall for each show. Additional dumpsters or additional trash hauls will be billed at the prevailing rate.

It is show management's responsibility to properly dispose of any hazardous or bio-related materials.

## 8.5

### PIPEFITTERS

(Plumbers & Steamfitters, Local #440)

Pipefitters will assist in connecting any compressed air, water supply, natural gas, and/or drainage per exhibitors' utility order forms. Requests for additional needs may be made at the labor desk. Consult your Event Coordinator for regulations and current rates.

1. Air supply and hook-up 100 psi.
2. Water supply and hook-up.
3. Drain line and hook-up 3" line.

## 8.6

### SETUP DEPARTMENT

(Teamsters Union, Local #135)

Labor is provided by the Teamster Union for this department. The set-up department is responsible for providing the physical room set with the requested furniture and other non-technical equipment per the client's requests. The client may not move any furniture in the room. This is performed by union labor only. In order to avoid additional charges, it is important that the correct information is communicated to your Event Coordinator in advance. See also Section 7.4 EQUIPMENT.

Teamster labor is scheduled to set the rented space in a timely fashion which is normally one to three (1-3) days prior to the first contracted date for that particular space depending on prior occupancy. Any changes that occur after these rooms are set will result in additional labor charges. Any major changes that occur three to twelve (3-12) days prior to the first contracted date may also result in additional charges.

Since space is pre-set prior to each event, major or substantial changes requested on the day of

the event may not take place. We realize that changes are sometimes unforeseeable. Therefore, we like to give the client the opportunity to hire "contracted labor". This labor is allocated to the client and event only and the client deals directly with the labor hired on last minute changes and/or additions and other needs within the teamster jurisdiction. Consult your Event Coordinator for regulations and current rates.

The initial room set is included in the room rental charge. The client is responsible for the labor to make any room set changes after the initial setup. There is a 4-hour minimum charge for this labor. Rooms are refreshed once daily.

## 8.7 SOUND AND LIGHTING DEPARTMENT (IATSE, Local #30)

The following work must be performed by, or hired through the Sound & Lighting (S&L) Department:

1. Installation, rigging, operation, and/or dismantling of any of the following:
  - Temporary or permanent sound equipment
  - Temporary or permanent theatrical or special lighting equipment
  - Projection screens or equipment
  - Video tape equipment
  - Video cameras and all related equipment
  - Audio-Visual equipment
  - Theatrical properties, including, but not limited to, scenery and drops
  - Scaffolding
  - Traveling stages and barricades
2. Loading and/or unloading of trucks

carrying all equipment.

3. Operation of fork lift(s) and/or aerial lifts (this pertains to item 1).
4. Audio-Visual (Projection) Services. To obtain these services, or for any rules that may apply if you have a provider which you use on a regular basis, please contact your Event Coordinator.
5. Televised Events. For live or taped televised sporting/entertainment events, TV employees are permitted to perform most work, with the exception of lighting and/or rigging.

Please be advised that under certain circumstances, a special exception to one or more of the above may apply to your event.

## 9.1 TICKET OFFICE

The main Ticket Office is located on the Southeast corner of LOS along Capitol Avenue. It includes twenty-eight (28) exterior windows, three (3) interior windows, and an electronic message board above the ticket windows. An auxiliary ticket office, open on certain event days only, is located adjacent to the team store on the Northeast side of LOS. Three (3) satellite ticket offices are located in the Indiana Convention Center for events requiring a ticket office. Check with your event coordinator for details. ICCLOS has a contractual agreement with TicketMaster to sell and distribute all tickets for events in ICCLOS. General ticket office hours are 9 a.m. - 5 p.m. Monday-Friday and as required for events. For more information, please call the Ticket Office at 317 262-3389.

## 9.2 EVENT TICKETS

The following provisions shall be applicable to any event involving the sale of tickets to the general public::

1. All tickets sold to the public will be printed, ordered, disbursed, sold, refunded, and controlled by the ICCLOS or its designated ticket agency (TicketMaster).
2. A ten percent (10%) Marion County Admissions tax will be imposed on all tickets sold through our Ticket Office for concerts, sporting events, and other public ticketed entertainment events. This tax does not apply to educational institutions, religious organizations, and events sponsored by an organization that is considered a charitable organization by the Internal Revenue Service for federal tax purposes. This tax is included in the

admission price. If you have any questions pertaining to the county admissions tax, contact your sales manager. See Section 3.2, item #3.

3. Personal checks will be accepted by mail order only until three (3) weeks prior to an event. If they so desire, show promoters have the option not to accept checks. However, if checks are accepted, promoters must reimburse the Ticket Office for any returned checks.
4. The Ticket Office accepts the following charge cards: MasterCard, Visa, American Express, and Discover. When purchasing tickets with a credit card, picture identification is required; name appearing on the card must match the identification; person's name appearing on card must be the person purchasing tickets. If the information does not match, the Ticket Office will not accept the credit card as a method of payment.

Day of show payments vary per event. Please check with the Ticket Office to determine what type of payment will be accepted.

5. NO advertising and no ticket sales shall occur until signed contract and deposit are received and tickets are ready for sale.

## 9.3 ADVANCE TICKET SALES

Advance ticket sales may begin at an agreed upon date prior to the show day for events held in the ICCLOS. An additional charge may be imposed for extended sales periods.

## 9.4 COUPONS

Sample coupons must be furnished to ICCLOS Ticket Office:

- Prior to tickets going on sale.
- To inform Ticket Office personnel.

All coupons must be approved by the Ticket Office before the coupons go to print.

Coupons are retained by ICCLOS Ticket Office to comply with Indiana State Board of Accounts rules and regulations.

## 9.5 MAIL ORDERS

When tickets are sold by the Ticket Office for events in the ICCLOS, mail orders will be accepted. These procedures should be followed when ordering by mail:

1. Name and date of event.
2. Number of tickets to be ordered.
3. Price of ticket.
4. Time of Event (in case of multiple shows).
5. Special needs required for patrons (disabled seating, aisle seating, etc.).
6. Daytime telephone number.
7. All pertinent information from the charge card, numbers, expiration date, signature of cardholder and the 3-digit number on the back of the charge card.
8. Self-addressed stamped envelope should be included.
9. A handling charge of five dollars (\$5.00) is incurred for mail order processing.

All mail order brochures must be approved by the

Ticket Office before the brochure goes to print. Mail orders received one week prior to an event will be held at the Will Call window. Government issued picture identification will be required for ticket pick-up.

## 9.6 OPEN HOURS FOR DAY OF SHOW SALES

The ICCLOS Ticket Office will be open per mutual agreement between Show Management and the Event Coordinator prior to show time until closing, which is after half-time/intermission unless otherwise advised.

## 9.7 TICKETS/WRIST BANDS

1. Tickets/Wrist Bands must be ordered by ICCLOS Ticket Office management.
2. Event information needed thirty (30) days in advance of sale includes:
  - Name of show.
  - Date of show.
  - Time of show.
  - Price of tickets.
3. To comply with Indiana State Board of Accounts, unused tickets/wristbands are retained by the ICCLOS Ticket Office.

## 9.8 TICKET OFFICE ADVANCES

1. ICCLOS Management will not make advances from event ticket sales.
2. All funds are held for settlement after the conclusion of the event. Multiple-day event funds are held until after the final performance.



### 9.9

#### TICKET OFFICE SECURITY

Armed security officers must be present in the Ticket Office at all times when tickets are sold in the Convention Center Ticket Office.

Armed security officers are not required in the Lucas Oil Stadium ticket office during regular ticket office hours, Monday through Friday, 9 a.m. - 5 p.m. Event Coordinator dictates whether Armed Security is needed during selected events.

### 9.10

#### TICKET OFFICE SETTLEMENT

1. The date and time of the settlement is to be agreed upon by all parties concerned at the time the License Agreement is signed or no later than two (2) weeks prior to the event.
2. The final settlement is to be held no later than seven (7) days after the event.

### 9.11

#### TICKET SELLERS AND TREASURERS

1. Ticket sellers
  - One (1) seller required.
  - Minimum work call of four (4) hours.
2. Treasurers
  - One (1) treasurer required.
  - Minimum work call of four (4) hours.

**UTILITY SERVICES**

To order utility services, the appropriate service order form must be completed and returned to the address noted on the form along with payment, or ordered online using a valid credit card at [www.icclos.com](http://www.icclos.com). Utility forms are supplied to exhibitors through the pre-qualified decorator and are also available on our website. Acceptable forms of payment for advance orders include check, Discover, VISA, American Express, and MasterCard. Show floor forms of payment include Discover, VISA, American Express, and MasterCard.

Utilities are limited in a few areas of the facility. For further information, please consult your Event Coordinator.

Standard room lighting and ventilation are included in the building rental. Special and/or additional needs will be charged at the prevailing rates.

Upon request, show management will be provided one (1) complimentary 5-amp electrical outlet and/or one (1) telephone outlet at their registration or service desk. Pre-qualified decorators will be provided electrical service at their service desk. Show Management, their contracted audio-visual and/or sound companies, are responsible to ensure protection of event features such as exposed electrical or sound cable, by providing proper covering such as thresholds or "jackets", signage, or by positioning a staff member at the cable location to direct forklift and/or other motorized operators around cable location.

All connections to facility systems, including sound, video, television, and utilities (electrical, gas, water, drainage, compressed air, and telephone) must be made by ICCLOS personnel.

**10.1****BROADCAST VIDEO**

Broadcast video is available in most areas of ICCLOS. To order service, the appropriate service order form must be completed and returned to the address noted on the form, together with payment. Orders may also be placed online using a valid credit card at [www.icclos.com](http://www.icclos.com).

**10.2****CABLE TELEVISION**

Cable television is available in most areas of ICCLOS. To order service, the appropriate service order form must be completed and returned to the address noted on the form, together with payment. Orders may also be placed online using a valid credit card at [www.icclos.com](http://www.icclos.com).

**10.3****ELECTRICAL SERVICE**

Electrical Service is available in most areas of ICCLOS. To order service, the appropriate service order form must be completed and returned to the address noted on the form, together with payment. Orders may also be placed online using a valid credit card at [www.icclos.com](http://www.icclos.com).

- All Exhibit Hall floor pockets contain three phase electrical, 100 amp 208v, or six (6) each 20 amp 120 v. Every other floor pocket contains three phase 100 amp 480v.
- There is an average of three (3) 20 amp 120v, single-phase electrical service lines in each meeting room (2400 watts per line).

- Extension cords provided by the user must be approved by an ICCLOS electrician. Heavy-duty extension cords may be rented through the ICCLOS. Light-duty utility cords may NOT be used.
- Additional electrical hookups are available. Higher voltage can be ordered on a special hookup basis and at an additional cost. (See Electrical Service Form).

## 10.4

### **GAS, WATER, DRAINAGE, AND COMPRESSED AIR SERVICE**

Gas, Water, Drainage, and Compressed Air service is available in most areas of the halls and certain areas of the stadium. To order service, the appropriate service order form must be completed and returned to the address noted on the form, together with payment. Orders may also be placed online using a valid credit card at [www.icclos.com](http://www.icclos.com).

- Water fountains, pools, ponds, etc. must be water tight (installed over visqueen or plastic) and are subject to inspection by ICCLOS personnel.
- Water, natural gas, and compressed air are not available in the meeting rooms.

## 10.5

### **INTERNET & DATA SERVICES**

Comprehensive Internet, data networking and equipment rental services are available to clients and exhibitors through Smart City, the exclusive Internet and data services provider to the ICCLOS. To order service, the Internet Order

Form must be completed and returned to the address noted on the form, together with payment.

Orders may also be placed online using a valid credit card at [www.smartcity.com](http://www.smartcity.com), or by contacting a Smart City corporate representative at 888 446-6911, or in Indianapolis at 317 262-4600.

Licensee, its agents, employees, and subcontractors may not install, operate, broadcast, or permit any rogue wireless systems within the Premises. Equipment broadcasting in the 2.4 GHz and 5 GHz frequency ranges is strictly prohibited.

Below is a list of some (but certainly not all) of the devices that operate in the 2.4 GHz & 5 GHz frequency ranges that are prohibited:

- Wireless access points
- Cellular Mi-Fi devices
- Wireless printers
- Wireless A/V senders
- Wireless speaker systems
- Two-way communication systems.

#### **Internet Services**

- Shared High Speed Internet Service. (LAN card required).
- Basic Internet Services – These are limited quantity services for up to one (1) device at 512Kbps download / 256Kbps upload speeds and 1.5Mbps download / 512Kbps upload speeds.
- Dedicated Ethernet Service (128Kbps to 100Mbps or greater) -- exclusive high-speed Internet needs can be arranged through Smart City to have a dedicated T1, DS3, etc., installed for the event.

(LAN card required) Required for use with VoIP and Webcast services.

- Wireless Service – Enjoy Internet/LAN portability while at the Indiana Convention Center & Lucas Oil Stadium with customized wireless solutions or a daily wireless option.
- Additional Public IP Addresses. Also available in blocks of twenty-nine (29) addresses for dedicated 3Mbps service.

### Miscellaneous Services

Smart City offers a host of other services at the Indiana Convention Center & Lucas Oil Stadium:

- Complete networking services available at 10/100/1000 Mb. Whether it is booth to booth, room to room, VLAN configuration, or setting up a “cyber cafe”, Smart City will provide the requested design.
- Equipment Rental: 10/100/1000 switches and Cat 5 patch cables.
- Webcast/Web Conferencing available in live and on-demand with secured media delivery built on patent-pending technologies.
- WiFi sponsorships with revenue generated by advertising messaging on the WiFi sign-in page and redirect page.
- Consulting and Technical Services, on an hourly basis, to help with technical needs.

### Wi-Fi Common Sense Rules

The Convention Center contracts exclusively with Smart City to provide wired and wireless (Wi-Fi) services in the Convention Center. Wi-Fi services are vulnerable to interference from wireless devices such as wireless routers, wireless cameras, cellular phones, and personal hotspots. These issues can be particularly acute in convention centers due to the user activity in

congested areas, limited wireless spectrum, and the closed space of the exhibit halls. Excessive wireless interference in the exhibit halls, meeting rooms and auditoriums may degrade the ability of exhibitors to demonstrate their products, prevent sales representatives from placing orders, block keynote addresses being live streamed, and impede other activities. In order to maintain a stable and robust wireless environment that minimizes interference through cooperation, coordination and good wireless policies, the Convention Center has adopted the Common Sense Rules delineated below.

#### **1. Be considerate of others.**

The wireless network has finite resources, so more users will degrade the wireless experience for everyone. Many visitors do not realize that their personal devices are turned on in a manner that degrades the wireless network. We ask that all visitors be considerate of the needs of the exhibitors, speakers and their fellow attendees. Upon entering the Convention Center, everyone is requested to voluntarily turn-off the Wi-Fi and Bluetooth broadcasting features (“personal hotspot”) of their wireless cameras, cellular phones, gaming devices and other portable wireless devices. By voluntarily disabling these features, each visitor will enhance the wireless experience for the entire community in the Convention Center.

#### **2. Don’t overpower your neighbors.**

Exhibit halls, meeting rooms, and auditoriums in the Convention Center are closed spaces where high-power wireless devices may interfere with many other wireless users. This is unfair to your neighbors and may disrupt the event. For the convenience of your fellow attendees, a wireless device that requires a continuous connection to an electric outlet (or a battery independent of the wireless device) for its operation may neither be utilized nor plugged into an electrical outlet. At the discretion of the Convention Center or Smart City, the operator of such device will be required to unplug and remove the device from the Convention Center. Failure to unplug the device within 30 minutes of notification may jeopardize the wireless network for fellow attendees

and is a license violation by the operator. In the event of such violation the Convention Center has authorized Smart City, at its discretion, to require the operator of the offending device to discontinue its use for the remainder of the event and/or to undertake a wireless engineering & coordination plan for the neighboring wireless devices and bill the operator of the offending device the appropriate charges. If neither option is adhered to, the Convention Center may require the operator to leave the Convention Center.

**3. One user. One channel. Please.**

For many years, Wi-Fi technology only allowed for access to one channel at a time. The latest Wi-Fi protocols (such as 802.11ac) allow users to combine or bond multiple channels. Doing so, however, may significantly degrade your neighbors' ability to use the common wireless network. For the benefit of the entire wireless community in the Convention Center, please do not hog the spectrum through channel bonding or other techniques.

**4. Acceptable use makes it fair for all.**

Please be considerate and share the wireless spectrum and bandwidth with your fellow attendees and exhibitors. Please do not use peer-to-peer traffic applications (such as Bit Torrent) nor actively scan the wireless network because these practices consume a disproportionate large amount of bandwidth and wireless network resources.

## 10.6

### TELEPHONE SERVICE

Voice and telephone services can be provided throughout most areas of the convention center and stadium with the facility's state-of-the-art VOIP system. Services range from general single line telephones to enhanced business set telephones with or without long distance. Analog services are also available for fax, credit card machines, and modems. Services, including dial-tone and telephones, may be ordered online at [www.icclos.com](http://www.icclos.com), or by using the telephone utility order form. Contact the Utility Department at 317 262-3467 for more information. Nine (9) must be dialed for outside service.



# ICC INFORMATION 11

## 11.1

### ICC CAPACITIES/DIMENSIONS

	THEATER SEATING	BANQUET SEATING	10X10 BOOTHS	AREA SQ. FT.	CEILING HEIGHT
HALLS					
HALL A	4,300	2,370	211	44,400	35'
HALL B	4,650	2,560	231	48,200	35'
HALL C	4,200	2,300	207	43,200	35'
HALL D (No direct dock access)	4,500	2,490	205	46,800	35'
HALL E	4,000	2,200	154	40,400	35'
HALL F	3,600	2,670	248	52,000	35'
HALL G (Must be used with F or H)			231	44,000	35'
HALL H	6,992	4,600	373	75,200	35'
HALL I	8,608	5,800	493	88,900	35'
HALL J (No direct dock access)	3,136	2,240	174	36,300	35'
HALL K	3,352	2,400	189	38,600	35'
SWING SPACE			38	8,600	20'
	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
BALLROOMS					
SAGAMORE BALLROOM					
SECTIONS 1-7	3,400	2,300	1,900	33,335	32'
SECTIONS 1, 2, 6, OR 7	320	200	144	3,304	32'
SECTIONS 3, 4, OR 5	680	450	408	6,667	32'
SECTIONS 1-2, 6-7	640	450	360	6,667	32'
500 BALLROOM	1,500	1,040	900	13,536	22'
RECEPTION ROOM				5,100	10'
WABASH BALLROOM					
SECTIONS 1-3	1,099	600	576	10,202	24'
SECTIONS 1, OR 3	366	200	180	3,391	24'
SECTION 2	366	200	180	3,420	24'
MEETING ROOMS					
101	180	100	88	1,680	12'
102	180	100	88	1,680	12'
103	200	100	108	1,710	12'
104	200	100	108	1,710	12'
105	180	100	88	1,680	12'

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
MEETING ROOMS (CONT'D)					
106	180	100	88	1,680	12'
101-106	1,120	620	600	10,260	12'
107	180	100	88	1,680	12'
108	180	100	88	1,680	12'
109	180	100	88	1,680	12'
110	180	100	88	1,596	12'
107-110	720	400	360	6,840	12'
111	60	50	36	899	12'
112	60	50	36	812	12'
111-112	140	100	72	1,711	12'
113	55	50	32	755	12'
114	55	50	32	787	12'
115	55	50	32	801	12'
116	200	120	90	1,860	12'
117	200	120	90	1,800	12'
116-117	400	240	180	3,600	12'
120	180	140	110	1,730	20'
121	180	140	110	1,730	20'
122	180	140	110	1,730	20'
123	180	140	110	1,730	20'
124	180	140	110	1,700	20'
120-124	970	720	600	8,687	20'
125	224	110	108	1,750	20'
126	224	110	108	1,750	20'
127	224	110	108	1,750	20'
128	224	110	108	1,730	20'
125-128	868	440	459	7,120	20'
130	210	120	120	1,785	15'
131	210	120	120	1,785	15'
132	210	120	120	1,785	15'
133	210	120	120	1,785	15'
134	210	120	120	1,785	15'

# ICC INFORMATION 11

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
MEETING ROOMS (CONT'D)					
135	210	120	120	1,785	15'
136	210	120	120	1,785	15'
137	210	120	120	1,785	15'
138	210	120	120	1,785	15'
139	210	120	120	1,785	15'
140	210	120	120	1,730	15'
141	210	120	120	1,780	15'
142	210	120	120	1,730	15'
140-142	644	350	351	5,240	15'
143	210	120	120	1,730	15'
144	210	120	120	1,780	15'
145	210	120	120	1,730	15'
143-145	644	350	351	5,240	15'
201	130	90	60	1,080	13'
202	130	90	60	1,080	13'
203	130	90	60	1,008	13'
204	210	140	88	1,584	13'
201-204	600	410	268	4,752	13'
205	200	120	64	1,458	14'
206	220	120	68	1,620	14'
207	210	120	64	1,566	14'
205-207	600	360	198	4,644	14'
208	200	120	64	1,485	11'
209	200	120	64	1,540	11'
208-209	400	240	130	3,025	11'
210	150	100	64	1,232	14'
211	150	100	64	1,276	14'
212	150	100	64	1,247	14'
231	210	120	120	1,785	15'
232	210	120	120	1,785	15'
233	210	120	120	1,785	15'

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
MEETING ROOMS (CONT'D)					
234	210	120	120	1,785	15'
235	210	120	120	1,785	15'
236	210	120	120	1,785	15'
237	210	120	120	1,785	15'
238	210	120	120	1,785	15'
239	210	120	120	1,785	15'
240	210	120	120	1,730	15'
241	210	120	120	1,780	15'
242	210	120	120	1,730	15'
240-242	644	350	351	5,240	15'
243	210	120	120	1,730	15'
244	210	120	120	1,780	15'
245	210	120	120	1,730	15'
243 - 245	644	350	351	5,240	15'
CONFERENCE ROOMS-PERMANENT CONFERENCE STYLE-SET FOR 20					
CONFERENCE ROOM-EAST				845	7'11"
CONFERENCE ROOM-WEST				845	7'11"
SHOW OFFICES					
ASO-SHOW OFFICE HALL A				225	9'
BSO-SHOW OFFICE HALL B				225	9'
CSO-SHOW OFFICE HALL C				195	9'
CSO5-SHOW OFFICE HALL E				503	11'
CSO4-SHOW OFFICE HALL D				387	11'
CSO3-SHOW OFFICE HALL D				380	11'
CSO2-SHOW OFFICE HALL D				334	11'
DSO-SHOW OFFICE HALL D				320	8'
FSO- SHOW OFFICE HALL F				285	9.5'
HSO-SHOW OFFICE HALL H				500	9.5'
ISO-SHOW OFFICE HALL I				500	9.5'
JSO-SHOW OFFICE HALL J				370	9.5'
CSO1-SAGAMORE BALLROOM				320	8'

## 11.2

### ICC EXHIBIT HALLS DETAIL

The ICC currently houses eleven (11) exhibit halls totaling over 566,600 contiguous square feet. The halls may be divided or combined. All halls have thirty-five foot (35') ceilings.

\*Halls A-B-C may accommodate up to 673 10' x 10' exhibit booths or seating for 13,150 theater-style. Floor loads in Halls A, B, and C are designed for 500 pounds per square foot.

\*Halls D-E accommodate up to 434 10' x 10' exhibit booths or seating for 8,500 theater-style. Floor loads in Halls D and E are designed for 350 pounds per square foot.

\*Halls F-G accommodate up to 479 10' x 10' exhibit booths or seating for 7,600 theater-style. Floor loads in Halls F and G are designed for 500 pounds per square foot.

\*Hall H will accommodate up to 401 10' x 10' exhibit booths or seating for 6,992 theater style. Floor load in Hall H is 500 pounds per square foot.

\*Hall I will accommodate up to 493 10' x 10' exhibit booths or theater seating for 8,608. Floor load in Hall I is 500 pounds per square foot.

\*Halls J-K will accommodate up to 382 10' x 10' exhibit booths or theater seating for 6,488. Floor load in Halls J-K is 500 pounds per square foot.

\*Capacities do not take into consideration obstructions that can affect the number of people a room can accommodate such as columns, exits, staging, audio-visual, and fire marshal regulations. Room capacities must be approved by the City of Indianapolis Fire Department.

Utility grids in halls are located on thirty foot (30') centers and include electrical (110v, 208v), compressed air, water, drains, telephone, internet and data. Natural gas hook ups are available

in Halls DEF on thirty foot (30') centers and in designated locations of Halls ABC & GHIJK. Please contact the Utility Department or your Event Coordinator for specific locations. 480v electrical service and microphone hook ups are available on sixty foot (60') centers for A-G halls, and ninety foot (90') centers for H-K halls. To receive this service, Exhibitors must complete Utility Order Forms, available from the pre-qualified decorators, or online at [www.icclos.com](http://www.icclos.com)

Metal Halide lighting, with 360 watt lamps illuminates the ICC exhibit halls A-G, and 320 watt lamps in halls H-K. Two (2) 250 watt dimmable quarts theatrical lights per module are also available in halls A-G, and one (1) 42 watt dimmable in halls H-K.

A total of forty-nine (49) loading bays and seven (7) drive-in ramps are located at the rear of the exhibit halls.

Thirteen (13) show offices, with ceiling heights starting at eight foot (8'), are available with the exhibit halls.

#### Swing Space – ICC

When using halls A through G for exhibits, the 8,600 square foot “swing space”, located between exhibit halls C, E and F, may be utilized for additional exhibit space. Due to the placement of this area, set up of the swing space should follow a “last in, first out” pattern.

## 11.3

### ICC FLOOR LOADS

1. Halls ABC: 500 PSF
2. Halls DE: 350 PSF
3. Halls F-K: 500 PSF
4. Swing Space: 500 PSF
5. Sagamore Ballroom 1-7: 100 PSF



6. First and Second Floor Meeting Rooms and public areas: 100 PSF
7. Figuring wheel loads based on a 100 pounds per square foot (100PSF) load limit:

Wheel loads vary according to the distance between wheels on a given axle. The maximum wheel loads are as follows:

5' spacing between wheels is 2,300 lbs. per wheel.

3' spacing between wheels is 1,500 lbs. per wheel.

2' spacing between wheels is 1,000 lbs. per wheel.

Example 1: If a vehicle's weight is 6,000 lbs. equally distributed on four wheels spaced five feet (5') apart, the load is 1,500 lbs. per wheel.

Example 2: If a vehicle's weight is 9,200 lbs. equally distributed on four wheels spaced five feet (5') apart, the load is 2,300 lbs. per wheel.

Example 3: If a vehicle's weight is 6,000 lbs. equally distributed on four wheels spaced three feet (3') apart, the load is 1,500 lbs. per wheel.

It is rare that loads are equally distributed on all four wheels. A good example would be a forklift truck with considerable load on the forks. The greater load is distributed on the two front wheels.

## 11.4

### ICC FREIGHT ELEVATOR DIMENSIONS

	WIDTH X DEPTH X HEIGHT	WEIGHT LIMIT (LBS.)
F1 (Wabash East Lobby)	9'x 18'x 8'	20,000
F2 (Near Exhibit Hall E)	10'x 13'x 8'	20,000
F3 (Exhibit Halls C)	9'x 18'x 10'	20,000
F4 (B-Dock)	9'5"x 11'x 10'	10,000
F5 (B-Dock)	9'5"x 21'10"x 10'	20,000
F6 (East End of Swing Space)	7'7"x 11'2"x 10'	10,000
F7 (East End of Swing Space)	7'7"x 9'8"x 10'	10,000
F8 (G-Hall)	8'8"x 13'1"x 10'	15,000

## 11.5

### ICC FUNCTION ROOMS DETAIL

For smaller gatherings, ICCLOS has multi-function rooms throughout the complex offering the versatility to accommodate from ten (10) to over 4,000 people.

1. The Sagamore Ballroom has roughly 33,000 square feet of column-free space. Accommodating up to 3,400 guests theater-style or 2,300 banquet style, it is designed with excellent acoustics and a sophisticated sound and lighting system. The ceiling height is nominally thirty-two feet (32'). For smaller functions, the Sagamore Ballroom may be divided into seven (7) sections. Three HD display screens, measuring 24'W x 15'H, are centered on the south walls of sections 3, 4, and 5.  
  
Two (2) green rooms are located on the second floor near the Sagamore Ballroom. Each features lighted mirrors, bathroom/shower facilities and sofa.
2. The 500 Ballroom, measuring approximately 13,500 square feet, can accommodate up

to 1,500 theater style or 1,040 banquet style. Ceiling height for the 500 Ballroom is nominally twenty-two feet (22'). On the east wall, there are two HD display screens, each measuring 16'W x 9'H, and one SD display screen, measuring 20'W x 15'H. The adjacent Reception Room ceiling height measures thirteen feet (13') and measures approximately 5,100 square feet.

3. The Wabash Ballroom, conveniently located on the north side of the facility in the Wabash West corridor, measures 10,202 square feet and features a twenty-four foot (24') ceiling. The Wabash Ballroom can hold 1,099 attendees when seated theater style, or 600 banquet style. For smaller functions, the Wabash Ballroom can be divided into three (3) sections.

120v electrical services are available in the ballrooms. Additional electrical hook-ups are available. Higher voltage can be ordered on a special hook-up basis and at a higher rate. Refer to the Electrical Service Order Form for additional information and prevailing rates.

Standard room lighting and ventilation is available at no extra cost in the ballrooms; however special and/or additional needs will involve a charge. Natural gas and compressed air, water hook-ups and drainage are not available in the 500 Ballroom or Wabash Ballroom. The Sagamore Ballroom has LIMITED water hook-ups and drainage available, but no natural gas or compressed air.

We offer seventy-one (71) meeting rooms throughout the complex. More than 113,302 square feet of flexible meeting space offers you the versatility to accommodate from ten (10) to 1,680 people. Minimum ceiling height in the meeting rooms is twelve feet (12'). Refer to Section 11.1 for detailed heights.

Most meeting rooms have an average of three (3) 20 amp, 120v electrical services (2400 watts per line). Additional electrical hook-ups are available. Higher voltage can be ordered on a

special hook-up basis and at a higher rate.

Refer to the Electrical Service Order Form for additional information and prevailing rates.

## 11.6 ICC OVERHEAD DOOR DIMENSIONS

	WIDTH X HEIGHT
Hall A – Outer doors	19' 2" x 19' 9"
Hall A – Inner doors	19' 11-½" x 21' 10"
Hall B – Outer doors	19' 2-½" x 19' 9-½"
Hall B – Inner doors	19' 11-½" x 21' 10-½"
Hall F – Outer door	23' 9" x 22' 6-½"
Hall F – Inner door	22' 2" x 22' 4"
Hall G – Outer door	23' 3" x 22' 6"
Hall G – Inner door	19' 10" x 22' 3"
Hall H – Outer door	27' 4" x 19' 10"
Hall H – Inner door	20' x 19' 6"
Hall I – Outer door	27' 4" x 19' 10"
Hall I – Inner door	20' x 19' 6"
Hall K – Outer door	27' 4" x 19' 10"
Hall K – Inner door	20' x 19' 6"
Maryland Street Loading Area	7' x 7' 10"
Capitol Avenue Loading Area	8' 1" x 8' 7"
500 Ballroom Service Corridor	7' 3/4" x 7'
Southeast Overhead Door	8' 2" x 10'

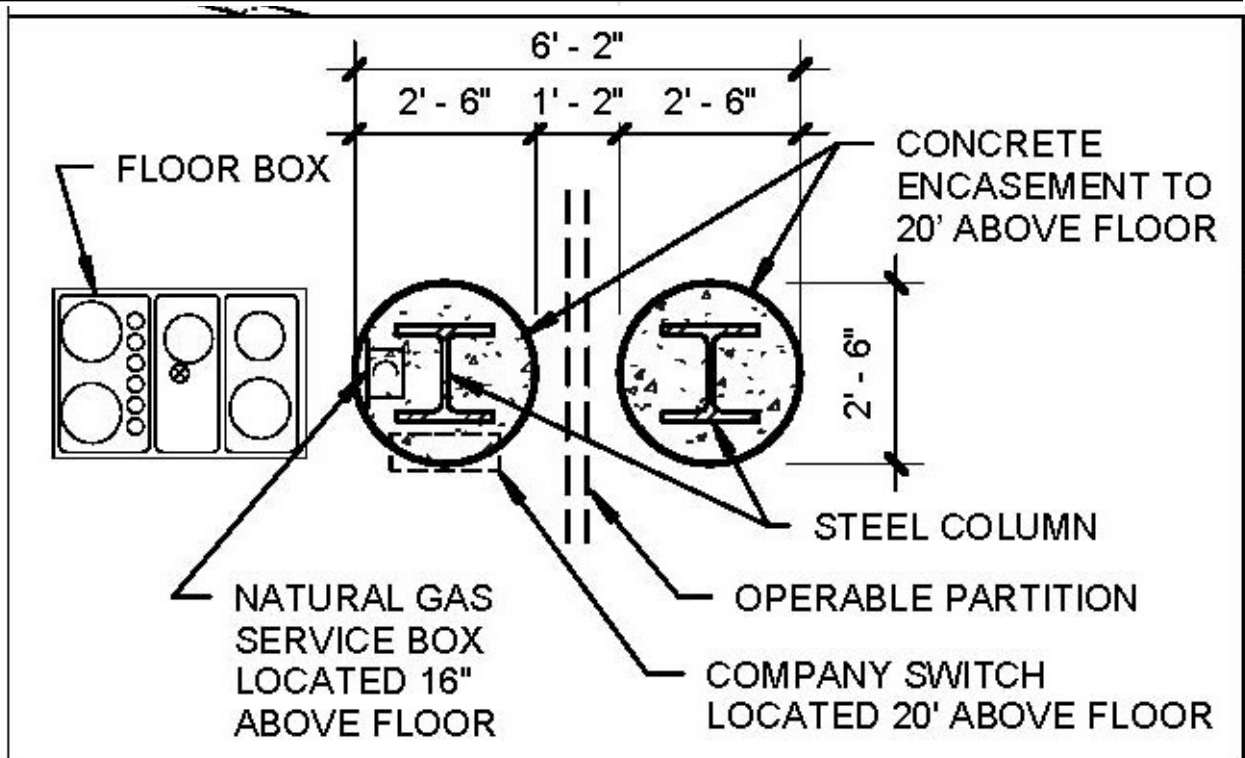
**11.7****ICC EXHIBIT HALL COLUMN  
DESCRIPTION AND REQUIREMENTS  
HALLS AFFECTED ARE G, H, I, J, K**

A total of eight (8) pairs of columns are divided between halls G, H, I, J, K. Each pair consists of two 2'-6" diameter circular concrete columns with a 14" gap between them. The operable partition (air wall) deploys between the columns in the 14" space so when the air walls are closed, there is a column on each side of the air wall. The footprint of each pair is 6'-2" x 2'-6". The Company Switch, which is twenty feet (20') off the floor, and the natural gas service box, which is 16" off the floor, is always located on the column closest to the floor box. This gas box area needs to remain clear for access.

The columns span thirty-five feet (35') from floor to ceiling. The bottom twenty feet (20') is concrete with plaster covering the steel beams the additional fifteen feet (15').

Materials may not be attached to the columns.

If a column projects in the exhibitor's assigned space, the concrete barrier around the column may be covered by free-standing material but cannot be higher than the booth height restrictions.

**COLUMN PLAN DETAIL**

Note: Natural gas service box and Company Switch are always located on column closest to floor box.

## 11.8

### LOS ELEVATOR DIMENSIONS

ELEVATOR #	CLEAR INSIDE
SW Elevator 1	7'-8" x 5'-5"
SW Elevator 2	8'-8" x 6'-1"
NW Service Elevator	7'-8" x 19'-9"
NW Elevator 1	7'-8" x 5'-5"
NW Elevator 2	7'-8" x 5'-5"
NE Elevator 1	7'-8" x 5'-5"
NE Elevator 2	7'-8" x 5'-5"
NE Service Elevator	8'-8" x 10'-0"
SE Service Elevator	8'-8" x 10'-0"
SE Elevator 1	7'-8" x 5'-5"
SE Elevator 2	6'-8" x 5'-5"
West Club Lounge Elevator	6'-8" x 5'-5"
Field Suites Elevator	7'-8" x 5'-5"
Meeting Room Elevator	7'-8" x 5'-5"

## 11.9

### LOS EXHIBIT SPACE

The Lucas Oil Stadium includes two exhibit halls totaling 44,000 square feet. The halls may be divided or combined and have twenty-six foot (26') ceilings.

- Hall 1 measures 25,800 square feet
- Hall 2 measures 18,200 square feet
- Lucas Oil Stadium floor measures 93,900 square feet
- Swing Space measures 4,000 square feet
- Lucas Oil Plaza measures 26,000 square feet
- North Endzone Removable Seating measures 9,835 square feet
- East Retractable Seating measures 15,400 square feet and West Retractable Seating measures 15,000 square feet.

- Stadium Floor can accommodate 510 10'X10' exhibit booths
- Stadium Floor including the East and West Retractable Seating Areas and North Removable seating area can accommodate up to 724 10'X10' exhibit booths
- Exhibit Halls 1 and 2 accommodate up to 213 10' x 10' exhibit booths.
- Total exhibit space measures 183,000 square feet.

\*Capacities do not take into consideration obstructions that can affect the number of people a room can accommodate such as columns, exits, staging, audio-visual, and fire marshal regulations. Room capacities must be approved by the State of Indiana Fire Marshal and City of Indianapolis Fire Department.

Metal Halide lighting, with 400 watt lamps, illuminates the LOS Exhibit Halls.

Four (4) show offices, with ceiling heights starting at eight foot (8'), are adjacent to the exhibit halls.

## 11.10

### LOS FEATURES

#### Divider Drapes

A series of seventy foot (70') high drapes are available to install in several locations on the field and in the seating areas in order to reduce capacities for a variety of different "half-house" configurations. Costs associated with installing and removing the divider drapes will be the responsibility of Show Management. Please see your Event Coordinator for details.

#### House Reduction Curtains

Curtains are available to block out the Terrace level (500 and 600 level seating) around the stadium. They are remotely operated and may be installed or removed in a matter of minutes.

Use of the curtain on the west side may block the view from the Press Box to the field. This feature is available for minimal labor charges.

### Lighting

The Lucas Oil Stadium has a variety of lighting levels available, including:

- 700 fixtures for football using GE Ultrasport 2000 W fixtures.
- Footcandles 300 horizontal and 225 vertical for football.
- Supplemental basketball lighting available depending on court location.
- Blackout capabilities: although Lucas Oil Stadium cannot be completely blacked out, exterior lighting can be greatly reduced. Contact your Event Coordinator for details and pricing.

### Retractable and Removable Seating:

Seating on the football sidelines (5400 seats) is retractable. It may be completely extended for football, partially extended to Row 7 for FIFA Soccer, or completely retracted to Row 14 for tradeshows and other events requiring maximum floor space. Additionally, the North Endzone seats (1500 seats) are retractable and removable to provide additional exhibit space.

### Utility Grids

Water, electric, gas, and compressed air are available to booths in most areas encompassing the stadium floor. These utilities are piped to the booth but must be bridged on the exhibit floor.

## 11.11

### LOS FLOOR LOADS

1. Stadium Floor: 800PSF
2. Exhibit Halls 1 & 2: 800 PSF
3. Swing space: 800 PSF

4. East & West Retractable Seating Area: 800 PSF
5. North Removable Seating Area: 800 PSF
6. Street Level Concourse: 100 PSF

It is rare that loads are equally distributed on all four wheels. See Section 11.3 ICC FLOOR LOADS, item 7, for information on figuring wheel loads.

## 11.12

### LOS FUNCTION ROOMS DETAIL

For smaller gatherings, the LOS has multi-function rooms throughout the complex offering the versatility to accommodate from ten (10) to over 4,000 people.

1. Lucas Oil Plaza: is approximately 26,000 square feet at the north side of the street level concourse.
2. East Club & West Club Lounges: are located at street level on each side of the stadium. The two-level club lounges each feature approximately 30,000 square feet, escalators and elevators connecting the two levels, numerous HD flat-screen TV's and video walls, sound system, bars, upscale concessions, table and lounge seating, and dedicated restrooms.
3. Quarterback Club: is located on the upper suite level above the south endzone. The club features beautiful stadium & skyline views, event seating for 200 plus private food and beverage options.
4. Meeting Rooms: are located on the Event Level in the northeast quadrant adjacent to the exhibit halls and pedestrian connector. A total of twelve (12) meeting rooms ranging in size from 780 to 1400 square feet, the rooms are combinable in sets of two (2) or three (3) and feature twelve foot (12') ceilings, sound system, and dimmable lighting. Additional meeting space is available in Locker Room Interview



Rooms, Meeting Room A and Meeting Room B in the locker room corridor. More than 13,000 square feet of flexible meeting space offers you the versatility to accommodate from ten to 400 people.

5. Bud Light Terrace: is approximately 12,500 square feet and is located on the north side of the Terrace level. The Bud Light Terrace offers spectacular views of the stadium and skyline.

Standard room lighting and ventilation is available at no extra cost in the function rooms; however special and/or additional needs will involve a charge. Natural gas and compressed air, water hook-ups and drainage are not available in the East and West Club Lounges, Quarterback Club, Lucas Oil Plaza, Bud Light Terrace or meeting rooms. Most meeting rooms have an average of three (3) 20 amp, 120v electrical services (2400 watts per line).

### 11.13 LOS OVERHEAD DOOR DIMENSIONS

	HEIGHT	WIDTH
Missouri Street Dock Internal Ramp	16'	15'
Missouri Street Dock	16'	22'
Northeast Corner	14'	12'
Northwest Pedestrian Ramp	10'	12'
Southeast Pedestrian Ramp	8'	14'
Southwest Vehicle Ramp	14'8"	12'
Swing Space East	16'	18'
Swing Space West	16'	14'
West Corridor - Center	14'	10'
West Corridor - North	14'	10'
West Corridor - South	14'	10'

### 11.14 LOS PRESS BOX

Located on the west side of LOS, the Press Box is accessible via four (4) elevators and includes:

- Seated work spaces for 200 media persons
- Coaches booths
- Radio booths
- Camera platform
- Instant replay booth
- Six (6) operations booths
- Video board production room
- Stadium control booth
- PA announcer
- Independent PA System
- PA Control
- Scoreboard Control
- Men's and women's restrooms
- Buffet and dining areas
- Wireless and wired internet access
- Multiple TV's

### 11.15 LOS QUICK FACTS

#### Brief Description & Overview

A seven-level multi-purpose stadium with a retractable roof and seating for 67,000 for football. Seating can be expanded to over 70,000 for events in the round.

#### Naming Rights

Lucas Oil Products, Inc. secured naming rights from the Indianapolis Colts for the stadium at a cost of \$122 million over 20 years.

- Four (4) Auxiliary Locker Rooms each with main area of thirty-five (35) lockers, coach's locker room, training room and equipment room.

Auxiliary Locker Rooms may be combined from four (4) locker rooms to two (2) with seventy (70) lockers each to accommodate football teams.

- Officials Locker Room includes main lounge area with two (2) separate dressing areas.

#### **Basketball**

- House reduction and divider curtains give flexibility to set a variety of configurations from 25,000-70,000 seats
- Due to retractable seating, which is replaced by seating with a different pitch, overall basketball sight lines are better than any other stadium.

#### **Soccer**

- Due to retractable seating, LOS has the capability of hosting any soccer match including FIFA and NCAA.

## **11.16**

### **LOS SUITES**

Lucas Oil Stadium features 139 suites on the Field Level, upper, and lower levels, ranging in size from Mini (8 seats) to Super Suites (36 seats). All suites are leased through the Indianapolis Colts. A limited number of complimentary suites may be available to clients who lease Lucas Oil Stadium. Please ask your Event Coordinator for details.

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## FACILITY GUIDE



**INDIANA CONVENTION CENTER** | 100 SOUTH CAPITOL AVENUE | INDIANAPOLIS, IN 46225-1071

**LUCAS OIL STADIUM** | 500 SOUTH CAPITOL AVENUE | INDIANAPOLIS, IN 46225-1117

**[WWW.ICCLOS.COM](http://WWW.ICCLOS.COM)**

(REVISED 04/2018)



Featuring qConnection



#### REAL-TIME REPORTING

No waiting necessary! qConnection will automatically update as long as the device is connected to Wi-Fi. You will have the ability to download your leads from the qConnection webpage instantaneously and follow-up with them even if you are still on-site.



#### EASY TO USE

qConnection is a user-friendly, innovative lead retrieval solution molded by over thirty-five years of industry experience. The app may operate on your personal smartphone or may be downloaded on a tablet placing authority over your leads at your fingertips.



#### CUSTOMIZABLE

The qConnection app is completely customizable. You have the ability to develop custom qualifiers, add specific notes for each lead and/or tailor survey questions within the app to better suit your needs.

**We look forward to seeing you at the 2020 ATA Trade Show!**



#### Apple® device rental:

\$295/Unit on or before 12/9/19

\$345/Unit after 12/9/19

**Package Includes:** Apple® rental with qConnection lead retrieval app pre-loaded on the device, event set-up through unique access code, and qConnection show management website access.

#### qConnection app:

\$270/License on or before 12/9/19

\$320/License after 12/9/19

**Package Includes:** qConnection lead retrieval app downloaded from Apple app store or Google Play, event set-up through unique access code, and qConnection show management website access. \*must purchase one license per device.

6840 Meadowridge Court Alpharetta, GA 30005  
P: (678) 341-3000 F: (678) 341-3099

Order online at [www.prereg.net/qconnect](http://www.prereg.net/qconnect)



**LEAD RETRIEVAL SERVICES – Featuring qConnection**

2020 ATA Trade Show  
Indiana Convention Center  
Indianapolis, IN  
January 9-11, 2020

Submit order to: **FAX:** 678-341-3099 **EMAIL:** [gms@prereg.net](mailto:gms@prereg.net) **PHONE:** 678-341-3000

Or ORDER ONLINE: [www.prereg.net/qconnect](http://www.prereg.net/qconnect)

Company			Booth Number		Contact		
Address		City		State		Zip	
Phone		Fax		Email			

QTY	Item Description	On or before 12/9/2019	After 12/9/2019	Subtotal
	<b>qConnection App:</b> Exhibitors use own iPhone®, iPod touch®, iPad® (ios 7.1, 7.1.1) or Android™ phone or tablet (version 4.4).  <b>Package includes:</b> qConnection lead retrieval app downloaded from apple app store or google play, event set-up through unique access code, and qConnection show management website access. *must purchase one license per device.	\$270	\$320	
	<b>Apple® device Rental:</b>  <b>Package Includes:</b> Apple® device rental with qConnection lead retrieval app pre-loaded on the device, event set-up through unique access code, and qConnection show management website access.	\$295	\$345	
Grand Total				

**qConnection Show Management Website:**

- |  |                               |
|--|-------------------------------|
| ⇒ Edit qualifiers prior to scanning    | ⇒ View Leads                  |
| ⇒ Email leads to anyone                | ⇒ Sort, edit and search leads |
| ⇒ Download all leads, from all devices | ⇒ Mobile friendly             |

**Payment Options:** Check \_\_\_\_\_ Credit Card \_\_\_\_\_

**We accept:** Visa, Mastercard and AMEX

**Make Check payable to:** QMS Services, Inc.

**6840 Meadowridge Ct | Alpharetta, GA | 30005**

**Advance orders must be accompanied by full payment.**

**Please complete cardholder information if paying with credit card:**

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

All orders must be placed at least 10 days prior to event to ensure availability. Any order received less than 10 days prior to event MAY be refused and you will have to purchase onsite. If orders are not placed in advance, there is no guarantee one will be available. All **Cancellations** must be received in writing no later than five (5) days prior to event to receive a full refund. Any request after will not be refunded. Rentals must be picked up at the lead retrieval desk prior to the start of the event from a QMS manager, in order to receive proper operating instructions. All equipment must be returned to the lead retrieval desk within 45 minutes after the close of the event or a \$100 late fee will be applied. A **Non-Refundable** charge of \$1,200 will be applied for devices not returned to QMS at close of show. Data connection is required for qConnection attendance updates. QMS will not be held responsible for poor/inadequate data coverage in convention hall. It is the exhibitors responsibility to provide themselves with a data connection, whether it be inside or outside the convention building. A QMS manager will upload leads to the qConnection website when units are returned or this can be done daily at the lead retrieval desk. Exhibitor understands that they are purchasing a license to rent the equipment only and no equity or ownership is imparted by this rental agreement.

**AGREE TO TERMS:** X \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Indiana Convention Center

## Booth Catering Menu





# GENERAL INFORMATION

## POLICY AND SERVICES



Please read carefully to ensure your success while hosting attendees in your booth.

\*Centerplate is pleased to be the exclusive caterer in the Indiana Convention Center and Lucas Oil Stadium to provide all of your food, beverage, and service staffing needs. **NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO THE CONVENTION CENTER OR LUCAS OIL STADIUM.**

\*If your company manufactures, produces, or distributes food or non-alcoholic beverages and your products are related to the nature of the show, you may provide samples for your guest's enjoyment in your booth on the trade show floor upon Centerplate's approval. Please request a sampling packet for guidelines and required forms for approval. **COMPLETED SAMPLING FORMS AND CERTIFICATE OF LIABILITY MUST BE RECEIVED BY THIS OFFICE THREE BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT DATE.**

\*To ensure the availability of menu items, we encourage you to place your order 14 days prior to your scheduled event. Orders received within 7 business days out from your event, may incur a 20% late fee for expediated services or charges that may arise to ensure availability for your event.

\*Cancellations made prior to five business days in advance of the scheduled event date will receive a full refund. Cancellation of services within three business days of your event will be subject to payment in full.

\*Each booth service order is subject to a \$60 delivery fee.

\*A 22% "house" charge or "administrative" charge will apply to all food and beverage charges. This charge of 22% is used to defray the cost of set up, break down, service, and other house expenses. No portion of this charge is distributed to the employee providing the services. You are free, but not obligated to add, or give a gratuity directly to your servers. Current state and local sales taxes apply to all food and beverage charges and orders are subject to applicable tax laws and regulations.

\*Our catering services are provided on high quality disposable ware and are drop-off services (unless otherwise noted). We will be glad to coordinate specialty equipment\*, linens\*, flowers,\* and amenities to optimize services in your booth (\*charges will be assessed for any damaged or lost item(s) and are the sole responsibility of the exhibitor).

\*Client is responsible for supplying adequate space within their exhibition space, including bar and work/counter space needed to provided contracted services.

\*All services must be paid in full prior to the show's start. We accept company checks, wire transfers, Visa, Mastercard, Discover, and American Express for pre-payment of your services. We will require a credit card on file for any additional services ordered during the show or incidentals.

\*It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with show regulations.

\*Orders can be placed by calling the Centerplate catering offices at 317-262-3500 or <https://icclos.ezplanit.com>

# NON-ALCOHOLIC BEVERAGES

All services include appropriate condiments, cups, and napkins.



## **Freshly Brewed Coffee (gallon) \$48.00**

Minimum three gallons per selection

## **Freshly Brewed Decaffeinated Coffee (gallon) \$48.00**

Minimum three gallons per selection

## **Hot Water for Herbal Tea (gallon) \$48.00**

Minimum three gallons per selection

## **Freshly Brewed Premium Hubbard's & Cravens Coffee (gallon) \$54.00**

Minimum three gallon per selection

## **Freshly Brewed Premium Hubbard's & Cravens Decaffeinated Coffee (gallon) \$54.00**

Minimum three gallons per selection

## **Morning Coffee Package \$285.00**

Includes three gallons of regular coffee, two gallons of decaffeinated coffee, and one gallon of hot water for herbal tea.

## **Gourmet Coffee Bar \$360.00**

Five Gallons of freshly brewed regular coffee and three gallons of freshly brewed decaffeinated coffee with flavored syrups, chocolate shavings, nutmeg, cinnamon, and whipped cream.

## **Keurig K-Cup® Service \$65.00**

(Includes machine rental)

Included 24 K-Cups® of assorted varieties

## **Additional K-Cups® \$1.75**

Minimum of 12 with additional order

## **Sparkling Mineral Water (each) \$3.75**

Minimum of six per order

## **Bottled Vitamin Water (each) \$5.75**

Minimum of six per order

## **Bottled Water (each) \$3.25**

## **Lemonade (gallon) \$34.00**

## **Iced Tea (gallon) \$34.00**

Served with lemon wedges

## **Assorted Canned Sodas (each) \$3.00**

## **Assorted Bottled Fruit Juice (each) \$3.50**

Orange, Apple, Cranberry, Grapefruit

## **Individual Assorted Carton of Milk (each) \$2.95**

## **Infused Water (gallon) \$38.00**

## **Electric Water Dispenser \$55.00**

Daily Charge

## **Five-Gallon Jug of Water \$55.00**

# A LA CARTE: FROM THE BAKERY

All services include appropriate condiments, disposable plates, cutlery, and napkins.



**Assorted Freshly Baked Muffins** **\$35.00**  
1 Dozen

**Assorted Bagels** **\$35.00**  
1 Dozen

**Assorted Fruit & Cheese Filled Danish** **\$35.00**  
1 Dozen

**Assorted Sliced Breakfast Breads** **\$34.00**  
Per Loaf, 12 Pieces per Loaf

**Assorted Scones** **\$34.00**  
1 Dozen

**Freshly Baked Croissants** **\$34.00**  
1 Dozen

**Assorted Dessert Squares** **\$33.00**  
1 Dozen

**Assorted Home-Style Cookies** **\$32.00**  
1 Dozen

**Lemon Bars** **\$43.00**  
1 Dozen

**Assorted Cupcakes** **\$34.00**  
1 Dozen

**Brownies** **\$32.00**  
1 Dozen

**Butterscotch Blondies** **\$34.00**  
1 Dozen

**Seven Layer Bars** **\$43.00**  
1 Dozen

**Assorted Dessert Shooters** **\$34.00**  
1 Dozen

**Half Sheet Cake (40 Slices)** **\$150.00**  
Chocolate or Vanilla

**Full Sheet Cake (80 Slices)** **\$250.00**  
Chocolate or Vanilla

**Extra Large Sheet Cake (96 Slices)** **\$300.00**  
Chocolate or Vanilla

Custom artwork available upon request on all cakes. Please speak to your Catering Sales Manager.





# A LA CARTE: SNACKS FROM THE PANTRY

All services include appropriate condiments, disposable plates, cutlery, and napkins.



**Whole Fresh Fruit** **\$2.50**  
(Each)

**Assorted Yogurt** **\$3.00**  
(Each)

**Assorted Individual Cereals with Milk** **\$5.00**  
(Each)

**Assorted Bagged Chips** **\$2.45**  
(Each) Chef's Assortment

**Tortilla Chips with Salsa** **\$3.75**  
(Per Guest)

**House-Made Potato Chips with Dip** **\$3.85**  
(Per Guest)

**Crunchy Pretzel Twists** **\$17.25**  
(Per Pound)

**Roasted Gourmet Cocktail Nuts** **\$24.00**  
(Per Pound)

**Traditional or Spicy Snack Mix** **\$17.25**  
(Per Pound)

**Warm Pretzel Nuggets & Mustard** **\$2.85**  
(Per Guest)

**Chewy Granola Bars** **\$3.00**  
(Each)

**Gourmet Granola Bars** **\$5.50**  
(Each)

**Full Size Assorted Candy Bars** **\$3.75**  
(Each)

**Assorted Gluten Free Snacks** **\$3.50**  
(Each) Chef's Assortment

**Individual Bags of Trail Mix** **\$3.50**  
(Each)

**Honey Roasted Peanuts** **\$28.00**  
(Per Pound)

**Pita Chips with Hummus** **\$3.25**  
(Per Guest)

**Individual Bags of White Cheddar Popcorn** **\$3.50**  
(Per Guest)

**Freshly Popped Popcorn\*** **\$340.00**

Based on 4 hours of service and includes: One case of 36 convenient packets of pre-measured popcorn, seasoning salt and coconut oil.

\*Attendant is required and included for up to 4 hours. Additional cases of popcorn are \$100.00++ per case. Electrical requirements are not included



# RISE AND SHINE

All services include appropriate condiments, disposable plates, cutlery, and napkins.

## **Lockerbie Continental Breakfast**

**\$15.00**

Freshly baked pastries, muffins butter, and preserves  
Served with coffee, decaf, hot water, and assorted juices  
(Per Guest)

## **Fountain Square Continental Breakfast**

**\$17.50**

Seasonal fruit and berry display, freshly baked pastries,  
muffins, bagels, butter, preserves, and cream cheese  
(Per Guest)

## **Individual Brioche & Smoked Bacon Strata**

**\$4.50**

Freshly baked egg soufflé with Gruyere cheese  
(Each)

## **Individual Brioche & Spinach Strata**

**\$4.00**

Freshly baked egg soufflé with Asiago cheese  
(Each)

## **Biscuit Breakfast Sandwich**

**\$5.25**

Buttermilk biscuit topped with egg, cheese, and smoked ham  
(Each)

## **English Muffin Breakfast Sandwich**

**\$5.25**

Egg, Canadian bacon and cheese  
(Each)

## **Monumental Patty Melt**

**\$6.25**

French toast, Indiana pork sausage, egg, and Havarti cheese  
(Each)

## **Breakfast Burrito**

**\$5.25**

Scrambled eggs, chorizo, potatoes, cheese, peppers, onions, and cilantro  
Served with fresh salsa Fresca on the side  
(Each)



## **Assorted Doughnuts**

**\$35.00**

1 Dozen

## **Yogurt Parfait**

**\$5.50**

Granola layered with low fat vanilla yogurt and fresh fruit  
(Each)

## **Gourmet Yogurt Bar**

**\$6.00**

Vanilla yogurt, toasted granola, golden raisins, and  
seasonal fruit compote  
(Per Guest)

## **Individual Breakfast Quiche**

**\$9.00**

A selection of egg tarts filled with:  
Goat Cheese and Roasted Red Pepper  
Ham and Swiss  
Sausage and Cheddar  
(Per Guest)



# BREAK SERVICE

All services include appropriate condiments, disposable plates, cutlery, and napkins.



## Snack Attack Break

**\$7.00**

House-made potato chips, crunchy pretzel twists, Goldfish, snack mix, snack size candy bars, and assorted home-style cookies and brownies  
(Per Guest)

## Ball Park Break

**\$9.75**

Pretzel nuggets with classic yellow mustard, mini hot dogs, honey roasted peanuts, and individual bags of white cheddar popcorn  
(Per Guest)

## Sweet Tooth

**\$8.75**

Mini cupcakes, blondies, stuffed Rice Krispies treats, caramel coated brownies, and assorted cookies  
(Per Guest)

## Health Break

**\$8.75**

Individual low-fat yogurts, fresh whole bananas and apples, gluten-free trail mix, and granola bars  
(Per Guest)

## Chocolate Lover's Break

**\$13.25**

Chocolate covered Oreo cookies, chocolate dipped pretzel sticks, chocolate covered strawberries, double fudge brownies, and chocolate chip cookies  
(Per Guest)

## Milk and Cookies Break

**\$6.50**

Whole fresh fruit basket, assorted home-style cookies, individual half pints of 2% milk and non-fat milk  
(Per Guest)

## Energy Break

**\$6.75**

Whole fresh fruit basket, roasted gourmet cocktail nuts, full sized candy bars, and Cracker Jack  
(Per Guest)

## Parking for Pretzels

**\$550.00**

Includes 75 mini salted Bavarian pretzels, spinning pretzel machine rental, classic yellow mustard, and home-made beer cheese sauce

## Fresh from the Oven

**\$250.00**

Includes (4) Four Dozen chef assortment cookies served warm under a heat lamp. Assortment may include: chocolate chip, oatmeal raisin, white chocolate macadamia, peanut butter, or an assortment of stuffed cookies

## Chill Out

**\$4.75**

Assortment of Ice Cream novelties served in a reach in freezer  
(Per Piece) (Minimum order of 100 pieces)

## Broadripple Popcorn Bar

**\$350.00**

Selection of 3 Different Gourmet Popcorns all made locally. Service comes with banquet attendant to serve popcorn to guests, popcorn bags, and display jars (Break serves approximately 200 1oz servings)



# LUNCH SERVICE

All boxed lunches include an individual bag of chips, while fruit, gourmet cookie, condiments, and a bottled water.

## **Classic Circle City Boxed Lunch \$18.25**

Choose one sandwich from the list below:

- Roast beef and Cheddar, sweet Vidalia onion spread
- Turkey and Havarti
- Ham and Swiss
- Grilled vegetables, sundried tomato, and hummus spread

## **Delicatessen Boxed Lunch \$21.00**

Choose one sandwich from the list below:

- Chicken waldorf salad sandwich with fresh apples, toasted walnuts, and cranberry spread
- Smoked turkey, fresh tomatoes, baby gem lettuce, and Boursin spread
- Italian Hero with regionally cured Italian meats, Provolone, oregano, lettuce, tomato, oil and red wine vinaigrette
- Grilled vegetables and Capriole goat cheese on gluten-free bread

## **Gourmet Wrap Boxed Lunch \$22.00**

Choose one sandwich from the list below:

- Club salad wrap with greens, turkey, Indiana ham, bacon, lettuce, tomato, and ranch dressing
- Thai chicken salad wrap with creamy sweet and spicy chicken, iceberg lettuce, shredded cabbage, daikon, and crisp carrot
- Indy wrap with crunchy chicken tenders, shredded cheese, lettuce, and salsa
- Caprese wrap with baby arugula, fresh mozzarella, tomatoes, and basil. Drizzled with olive oil and balsamic syrup
- Grilled vegetables, sundried tomato, and hummus spread

## **Premium Boxed Lunch \$25.00**

Choose one sandwich from the list below:

- Smokehouse - Smoked turkey, smoked Fair Oaks Cheddar, lettuce, tomato, and bacon aioli
- Muffaletta - Fontantini ham, salami, capicola, Provolone, Swiss, red onion, tomato, and giardiniera
- Chilled Philly - Sliced beef, roasted peppers, and onions with house made white Cheddar spread

## **Gourmet Salad Boxed Lunch \$23.00**

Choose one from the list below:

- Cobb Salad, crisp romaine lettuce, chicken, applewood smoked bacon, tomatoes, scallions, hard boiled eggs, and Buttermilk ranch dressing
- Classic Caesar Salad, crisp romaine lettuce, Parmesan cheese, garlic croutons, and classic Caesar dressing





# BOOTH RECEPTIONS

Prices listed are per piece. Minimum of 100 pieces per selection

## COLD HORS D'OEUVRE

### Shrimp Ceviche

With margarita salt

**\$4.25**

### Crisp Pork Belly Wonton

With popcorn shoots and fresh cucumber

**\$3.50**

### Stuffed Fresh Date Skewer

With creamy blue cheese

**\$3.00**

### Burrata Cone

Creamy mozzarella with tomatoes and basil pesto

**\$2.80**

### Jicama Shrimp Taco

Fresh corn slaw and cilantro cream

**\$3.50**

### BLT Cone

Lettuce, tomato, and smoked bacon

**\$3.25**

### Gyro Taco

Lamb, fresh cucumber tzatziki sauce, and micro greens

**\$3.00**

### Deviled Egg Trio

Traditional, Ancho chili, and roasted red pepper

**\$3.50**



### Tuna Tartar Cone

With wasabi cream

**\$4.00**

### Fig and Blue Cheese Flatbread

Shaved fennel and smooth figs

**\$2.95**

### Shrimp Louie Cone

With micro greens

**\$3.85**

### Mini New England Lobster Roll

In soft Brioche

**\$5.25**

### Antipasto Skewer

Sun-dried tomato, artichoke, mozzarella, and basil

**\$3.75**

### Chilled Jumbo Shrimp

With spicy cocktail sauce

**\$4.00**

### Delicatessen Pinwheel Wraps

\*Roast chicken, Provolone, and baby arugula rolled with garlic mayonnaise in a sun-dried tomato tortilla

**\$5.50**

\*Salami, ham, capicola, sun-dried tomatoes, and arugula rolled with pesto dressing in a spinach tortilla

### Avocado and Cherry Salad

Imported cherries, pear tomatoes, and Hass avocados, scented with orange zest and served in crispy plantain cups

**\$6.50**



# BOOTH RECEPTIONS

Prices listed are per piece. Minimum of 100 pieces per selection

## HOT HORS D'OEUVRE

**Mini Bread Bowl** **\$2.75**

Filled with corn chili

**Smoked Chicken Quesadilla** **\$3.50**

With salsa cream

**Southwestern Spring Roll** **\$3.00**

Avocado cream for dipping

**Chicken Skewer** **\$3.95**

Tikka Masala

**Artichoke Beignet** **\$4.00**

Sun-Dried tomato jam

**Chicken Satay** **\$3.95**

Peanut sauce

**Beef Satay** **\$4.75**

Chimichurri sauce

**Mini Cheeseburger Bites** **\$4.25**

**Spider Shrimp** **\$4.25**

Sweet chili sauce

**Mac n' Cheese Bites** **\$2.75**

Tomato fondue

**Steak and Aged Blue Cheese Arancini** **\$4.50**

Italian rice ball served with shallot jam



**Philly Cheese Steak Spring Roll** **\$4.00**

Melted Provolone sauce

**Fig and Blue Cheese** **\$2.95**

In phyllo with fig sauce

**Assorted Dim Sum** **\$3.25**

Sweet soy chili dipping sauce

**Lump Crab Cake** **\$5.25**

Maryland style remoulade

**Fire Cracker Shrimp Hand Taco** **\$4.00**

Bacon and corn slaw

**Lobster Corn Dog** **\$5.25**

Grain mustard aioli

**Crispy Chicken Filet** **\$2.50**

Honey mustard sauce

**Brie en Croute** **\$3.75**

Baked with pears



# BOOTH RECEPTIONS

Prices listed are per guest. Minimum of 30 guests.

## Reception Stations

**Sliced Seasonal Fruits & Berries Display** **\$5.00**

**Farmer's Market Vegetable Crudités** **\$5.00**

With smoked tomato ranch dip

**Gourmet Cheese Display** **\$6.50**

Selection of sliced domestic, imported, and local farmstead cheeses, warm baked Capriole cheese, artisan crackers and flatbreads, seasonal fruit spreads and honey.

**Nacho Bar** **\$10.75**

Tortilla chips, warm queso sauce, chili con carne, sliced jalapenos, black olives, sour cream, guacamole, and pico de gallo.

**Half Time** **\$9.00**

Mini hamburgers and "two bite" franks with red bean chili, diced onions, cheddar cheese, and condiments.

**Chili Bar** **\$12.00**

Indiana corn and bacon chili, white vegetarian chili, Midwestern beef and bean chili, corn chips, onions, and cheese.



### Pasta Casserole

Our selection of robust pasta dishes.

Choose Two **\$11.00**

Choose Three **\$12.50**

Mushroom Ravioli

Traditional Home-Style Lasagna

Stuffed Rigatoni with Vegetables

Eggplant Parmesan

Baked Ziti with Italian Sausage

Truffled Macaroni and Local Cheeses

Spinach and Cheese Manicotti

**Chilled Jumbo Shrimp Display** **\$250.00**

(50 Pieces)

Wild white shrimp served with spicy cocktail sauce and lemon wedges.

**Hoosier Slider Station** **\$14.50**

Pot Roast with Caramelized Sweet Onions

Buffalo Chicken with Creamy Blue Cheese

Indiana BBQ Pulled Pork with Dill Pickle Chips

Freshly Baked Buns

**Meatball Madness** **\$6.50**

Trio of house-made meatballs, beef meatballs with Shagbark BBQ Sauce, roasted turkey meatballs with tomato basil sauce, and farm raised chicken meatballs with an orange infused golden BBQ sauce

# BEVERAGES

## SPIRITS, WINE AND BEER OPTIONS

### HOSTED BEVERAGES

All beverages are paid by the host and charges are based on consumption.

One bartender per 100 guests is recommended.

#### Premium Spirits: By the Cocktail **\$8.00**

Ketel One Vodka  
Tanqueray Gin  
Captain Morgan Original Spice Rum  
Camarena Silver Tequila  
Dewar's 12 Scotch  
Bulleit Bourbon  
Seagram's VO Whisky  
Hennessy V.S.O.P. Cognac  
Southern Comfort  
Tuaca  
Bailey's Irish Cream

#### Ultra Premium Spirits: By the Cocktail **\$9.50**

Grey Goose Vodka  
Bombay Sapphire Gin  
Bacardi 8 Rum  
Herradura Silver Tequila  
Johnnie Walker Black Scotch  
Woodford Reserve Bourbon  
Crown Royal Whiskey  
D'Usse VSOP Cognac  
Grand Marnier  
St. Germain  
Chambord

#### Deluxe Spirits By the Cocktail **\$7.75**

New Amsterdam Vodka  
Bombay Original Gin  
Bacardi Superior Rum  
Jose Cuervo Especial Tequila  
Dewars White Label Scotch  
Jack Daniel's Whiskey  
Seagram's 7 Whisky  
Hennessy V.S. Cognac  
Martini & Rossi Vermouth  
Bols Triple Sec  
Bols Peach Schnapps

#### Deluxe Wine By the Glass **\$7.50**

Canyon Road, Chardonnay  
Beringer Main & Vine, Cabernet Sauvignon  
Walnut Crest, Merlot  
Placido, Pinot Grigio  
Fetzer, Pinot Noir  
Fetzer, Sauvignon Blanc

\*Professional bartenders are required.

A bartender fee of \$160+ per bartender be will applied. Bartender fees are waived if bar sales exceed \$375.

#### Imported and Microbrew Beer: **\$6.50**

By the bottle/can

Stella Artois  
Sierra Nevada Pale Ale  
Sam Adams Boston Lager  
Sun King  
Corona  
White Claw Hard Seltzer  
Blue Moon  
Angry Orchard Hard Cider

#### American Premium Beer **\$6.25**

By the bottle

Budweiser  
Bud Light  
Miller Lite  
Coors Light  
O'Doul's Amber (non-alcoholic)

#### Draft Beer - Keg

By the keg

American Premium **\$450.00**

Imported **\$575.00**

Premium Craft **\$700.00**



# BEVERAGES

## SPIRITS, WINE AND BEER OPTIONS

### CASH BAR SERVICE

All beverages are paid in cash by the individual guests.

#### Premium Spirits: By the Cocktail **\$9.00**

Ketel One Vodka  
Tanqueray Gin  
Captain Morgan Original Spice Rum  
Camarena Silver Tequila  
Dewar's 12 Scotch  
Bulleit Bourbon  
Seagram's VO Whisky  
Hennessy V.S.O.P. Cognac  
Southern Comfort  
Tuaca  
Bailey's Irish Cream

#### Ultra Premium Spirits: By the Cocktail **\$10.00**

Grey Goose Vodka  
Bombay Sapphire Gin  
Bacardi 8 Rum  
Herradura Silver Tequila  
Johnnie Walker Black Scotch  
Woodford Reserve Bourbon  
Crown Royal Whiskey  
D'Usse VSOP Cognac  
Grand Marnier  
St. Germain  
Chambord

#### Deluxe Spirits By the Cocktail **\$8.25**

New Amsterdam Vodka  
Bombay Original Gin  
Bacardi Superior Rum  
Jose Cuervo Especial Tequila  
Dewars White Label Scotch  
Jack Daniel's Whiskey  
Seagram's 7 Whisky  
Hennessy V.S. Cognac  
Martini & Rossi Vermouth  
Bols Triple Sec  
Bols Peach Schnapps

#### Deluxe Wine By the Glass **\$7.50**

Canyon Road, Chardonnay  
Beringer Main & Vine, Cabernet Sauvignon  
Walnut Crest, Merlot  
Placido, Pinot Grigio  
Fetzer, Pinot Noir  
Fetzer, Sauvignon Blanc



#### Imported and Microbrew Beer: **\$7.00**

By the bottle/can

Stella Artois  
Sierra Nevada Pale Ale  
Sam Adams Boston Lager  
Sun King  
Corona  
White Claw Hard Seltzer  
Blue Moon  
Angry Orchard Hard Cider

#### American Premium Beer **\$6.75**

By the bottle

Budweiser  
Bud Light  
Miller Lite  
Coors Light  
O'Doul's Amber (non-alcoholic)

\*Professional bartenders are required.

A bartender fee of \$160+ per bartender be will applied. Bartender fees are waived if bar sales exceed \$375.



# Centerplate Booth Catering Order Form

Company:	<input type="text"/>	Show Name:	<input type="text"/>
Billing Address:	<input type="text"/>	Booth Name:	<input type="text"/>
	<input type="text"/>	Booth #:	<input type="text"/>
	<input type="text"/>	On-Site Contact:	<input type="text"/>
Phone:	<input type="text"/>	Contact's Cell Phone:	<input type="text"/>
Fax:	<input type="text"/>	Do You Require a Table for Catering at your Booth Yes or No	
E-Mail:	<input type="text"/>		

Selection	Quantity	Item Price	Day/Date	Start Time	End Time

**Important Information**

Centerplate is the exclusive caterer to the Indiana Convention Center and Lucas Oil Stadium. All food, beverage and alcohol are to be served by Centerplate. NO outside food or beverage is permitted. Prices are subject to change without notification. 100% payment is required at the time your order is placed. Each order is subject to a \$60.00 delivery fee per service, along with IN sales tax, and a 22% house charge. Orders received within 7 days of the show will incur a late order fee of 20%. Disposable service-ware is used for and /or provided for all booth catering orders and is a drop-off service only. Client is responsible for all electrical requirements. For inquiries or to discuss additional options, please call (317) 262-3500.

PLEASE EMAIL ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO : **INSERT CSM EMAIL HERE**



# Centerplate Booth Catering Order Form– page 2

Booth Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Selection	Quantity	Item Price	Day/Date	Start Time	End Time

**Important Information**

Centerplate is the exclusive caterer to the Indiana Convention Center and Lucas Oil Stadium. All food, beverage and alcohol are to be served by Centerplate. NO outside food or beverage is permitted. Prices are subject to change without notification. 100% payment is required at the time your order is placed. Each order is subject to a \$60.00 delivery fee per service, along with IN sales tax, and a 22% house charge. Orders received within 7 days of the show will incur a late order fee of 20%. Disposable service-ware is used for and /or provided for all booth catering orders and is a drop-off service only. Client is responsible for all electrical requirements. For inquiries or to discuss additional options, please call (317) 262-3500.

PLEASE EMAIL ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO : **INSERT CSM EMAIL HERE**

# CREDIT CARD CHARGE AUTHORIZATION

For your convenience in ordering additional services, please complete the information requested below and return the form with your order. Any balance owed to Centerplate will be charged to card upon completion of services.

Company Name:			
On Site Contact:			
Company Address– City, State & Zip			
Phone Number/Fax Number:			
Event/Booth Name:			
Dates:			
Method of Payment	AMEX	VISA	MASTERCARD DISCOVER
Credit Card Number:	Expiration:	CVV#:	

Authorized for additional on-sight services to be charged to card: YES\_\_\_\_\_ NO\_\_\_\_\_

Any on-site additions or replenishments during the show must be guaranteed by a major credit card; the balance of the charges will be billed to the credit card, unless payment is received at the end of the show.

The Undersigned hereby authorizes all charges indicated above and as indicated on the executed contract and/or EVENT ORDER(S), for the referenced Function/Group to be guaranteed for payment to their Credit Card.

Cardholder's Name (please print name):\_\_\_\_\_

Cardholder's Signature (required for purchase):\_\_\_\_\_