



Shepard Exposition Services  
1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

# BANNER SPONSORSHIP PROGRAM



Archery Trade Association  
January 11 - 13, 2018  
Indiana Convention Center, Indianapolis, IN

## BANNER PROGRAM RATES

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.

Production Rates					
Code	Qty	Item	Discount	Regular	Amount
70033		Banner per sq ft	\$13.45	\$17.50	
70034		Cling per sq ft	\$14.45	\$18.25	
70035		Wing Unit	\$500.00	\$595.00	

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:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SHEPARD'S ARTWORK SUBMISSION REQUIREMENTS

**All graphics requests must be submitted to Shepard by November 17, 2017**

### Best File Types for Submission:

Please send full sized, print ready PDF files.

VECTOR: (Logos, Clipart) This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality.

### Artwork & Page Dimensions:

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (25% increments) if you do not supply documents at exact, final sizes, it will result in additional delays.

**For more information regarding submitting artwork or banner production please contact Mike Webb at [mwebb@shepardes.com](mailto:mwebb@shepardes.com) or at 678-414-4637.**

## **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 8, 2017.**

**Shepard Exposition Services  
6101 West 80th Street, Indianapolis, IN 46278**

Please send only sponsorship material that has been coordinated with Becky Lux, ATA Senior Manager of Trade Show.

**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.**

## EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_