



**Shepard Exposition Services**

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# SHOW INFORMATION



## Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

### 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): Blue  
Aisle carpet color: Tuxedo

### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Tuesday, January 9, 2018	8:00 AM - 8:00 PM
	Wednesday, January 10, 2018	8:00 AM - 8:00 PM
Exhibit Hours:	Thursday, January 11, 2018	8:30 AM - 6:00 PM
	Friday, January 12, 2018	8:30 AM - 6:00 PM
	Saturday, January 13, 2018	8:30 AM - 4:00 PM
Exhibitor Move-out:	Saturday, January 13, 2018	4:00 PM - 11:00 PM
	Sunday, January 14, 2018	8:00 AM - 4:00 PM
Freight Re-route Time:	Sunday, January 14, 2018	4:00 PM

### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Thursday, December 14, 2017

Discount price deadline for standard Shepard orders: Thursday, December 21, 2017

Discount price deadline for custom Shepard rentals: Tuesday, December 12, 2017

First day for warehouse deliveries without a surcharge: Thursday, December 14, 2017

Last day for warehouse deliveries without a surcharge: Tuesday, January 2, 2018

Last day for warehouse deliveries: Friday, January 5, 2018

**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 9, 2018 at 8:00 AM

### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

Archery Trade Association  
c/o Shepard Exposition Services  
6101 West 80th Street  
Indianapolis, IN 46278

#### 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

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.