

# EXHIBITOR IMPORTANT DATES

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September 1	Final booth payments and insurance liability certificate due to ATA
September 1	Signed shooting lane contracts due to ATA for exhibitors who have reserved shooting lanes
November 1	Deadline to reserve space in the Goodie Bags and Big Buck Tag Coupon Book
November 10	Deadline to reserve advertising space in the <i>Official ATA Trade Show Pocket Guide</i>
November 17	Ad materials due to <i>Zebra Publishing</i> for the <i>Official ATA Trade Show Pocket Guide</i>
November 21	Deadline to update your company information for the <i>Official Show Guide &amp; Membership Directory</i>
November 30	Deadline to submit special booth events registration form for inclusion in the <i>Official Show Guide &amp; Membership Directory</i>
December 1	Goodie Bag materials/inserts due to ATA
December 5	Deadline to reserve advertising space in <i>Official Show Guide &amp; Membership Directory</i>
December 11	Ad materials due to <i>Zebra Publishing</i> for the <i>Official Show Guide &amp; Membership Directory</i>
December 11	Deadline to order lead retrieval services from QMS at the Advanced Rate
December 14	First day show freight can arrive at advance warehouse without a surcharge
December 13	Deadline to preregister for Featured Products Showcase to guarantee space
December 15	Premium Sponsorship Material (banners, wraps, clings, etc) due to advance warehouse
December 21	Deadline to order decorating services from Shepard at the discounted Advance Order Rate
December 22	Deadline to order audio visual and computer equipment at Advanced Rate
December 26	Deadline to make hotel reservations through Visit Indy Housing Bureau
December 26	Deadline to submit electrical order to Indiana Convention Center to receive discounted Rate
December 26	Deadline to submit internet order to SmartCity to receive discounted Advance Order Rate
December 29	Deadline to sign-up for ATA to SHOT Show caravan service with Shepard Logistics Services
January 2	Last day show freight can arrive at advance warehouse without a surcharge
January 9	First day show freight can arrive at Indiana Convention Center
January 9	Exhibitor Setup, 8:00 am -8:00 pm
January 10	Exhibitor Setup, 8:00 am -8:00 pm
January 11	2018 ATA Show Open, 8:30 am – 6:00 pm
January 12	2018 ATA Show Open, 8:30 am – 6:00 pm
January 13	2018 ATA Show Open, 8:30 am – 4:00 pm
January 13	Exhibitor Move-Out, 4:00 pm – 11:00 pm
January 14	Exhibitor Move-Out, 8:00 am – 4:00 pm

# SCHEDULE OF EVENTS

## Tuesday, January 9, 2018

7:00 am – 7:00 pm	Registration	Crossroads Lobby and Hoosier Lobby
8:00 am – 8:00 pm	Exhibitor Setup	Exhibit Halls A-J
3:00 pm – 7:00 pm	A.R.R.O. Hot Show	Exhibit Hall K

## Wednesday, January 10, 2018

7:00 am – 8:00 pm	Registration	Crossroads Lobby and Hoosier Lobby
8:00 am – 8:00 pm	Exhibitor Setup	Exhibit Halls A-J
8:00 am – 8:00 pm	Featured Products Exhibitor Product Drop-off	Exhibit Hall F
8:00 am – 8:00 pm	Innovation Zone Exhibitor Setup	Exhibit Hall I and J
9:00 am – 2:00 pm	A.R.R.O. Hot Show	Exhibit Hall K
11:00 am – 5:30 pm	Hudalla Associates, Inc. PreShow	500 Ballroom
11:00 am – 3:00 pm	NABA Super Show	Wabash Ballroom
5:30 pm – 6:30 pm	International Welcome Reception	Rooms 107-110
6:30 pm	Outtech Innovations XX	Sagamore Ballroom

## Thursday, January 11, 2018

6:30 am – 8:30 am	Exhibitor Setup	Exhibit Halls A-J
7:00 am – 5:00 pm	Registration	Crossroads Lobby and Hoosier Lobby
7:15 am – 8:15 am	ATA Academy Seminars	Rooms 130 - 139
7:30 am – 6:00 pm	Member Services Area Open	Exhibit Hall F
7:30 am – 6:00 pm	Press Room Open	Rooms 141-142
8:30 am – 6:00 pm	Show Open	Exhibit Halls A-J
8:30 am – 6:00 pm	Innovation Zone Open	Exhibit Hall I and J
8:30 am – 6:00 pm	Featured Products Open	Exhibit Hall F
6:00 pm – 6:15 pm	Outtech Drawing Giveaways	Wabash Ballroom Lobby Stage
6:15 pm – 9:00 pm	Hudalla Associates, Inc. Customer Appreciation Night	Sagamore Ballroom

## Friday, January 12, 2018

6:30 am – 8:30 am	Exhibitor Setup	Exhibit Halls A-J
6:30 am – 8:30 am	Target the Heart Breakfast	Wabash Ballroom 1-3
7:00 am – 5:00 pm	Registration	Crossroads Lobby and Hoosier Lobby
7:15 am – 8:15 am	ATA Academy Seminars	Rooms 130 - 139
7:30 am – 6:00 pm	Member Services Area Open	Exhibit Hall F
7:30 am – 6:00 pm	Press Room Open	Rooms 141-142
8:30 am – 6:00 pm	Show Open	Exhibit Halls A-J
8:30 am – 6:00 pm	Innovation Zone Open	Exhibit Hall I and J
8:30 am – 6:00 pm	Featured Products Open	Exhibit Hall F
6:00 pm – 6:15 pm	Outtech Drawing Giveaways	Wabash Ballroom Lobby Stage

## Saturday, January 13, 2018

6:30 am – 8:30 am	Exhibitor Setup	Exhibit Halls A-J
7:00 am – 1:00 pm	Registration	Crossroads Lobby and Hoosier Lobby
7:15 am – 8:15 am	ATA Academy Seminars	Rooms 130 - 139
7:30 am – 4:00 pm	Member Services Area Open	Exhibit Hall F
7:30 am – 4:00 pm	Press Room Open	Rooms 141-142
8:30 am – 4:00 pm	Show Open	Exhibit Halls A-J
8:30 am – 4:00 pm	Innovation Zone Open	Exhibit Hall I and J
8:30 am – 4:00 pm	Featured Products Open	Exhibit Hall F
3:00 pm – 5:00 pm	Featured Products Exhibitor Product Pick-Up	Exhibit Hall F
4:00 pm – 11:00 pm	Exhibitor Move-Out	Exhibit Halls A-J

## Sunday, January 14, 2018

8:00 am – 4:00 pm	Exhibitor Move-Out	Exhibit Halls A-J
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# EXHIBITOR BADGE INFORMATION



Order Show Badges online at:  
[www.archerytrade.org/trade-show/registration](http://www.archerytrade.org/trade-show/registration)

Follow log in instructions to order badges for you and/or your employees.

**Badge registration opened June 14, 2017.**

## RECEIVING YOUR BADGE AT THE SHOW

After registering for Show badges, you will receive a confirmation email that includes a printable barcode. Print your barcode confirmation and bring it with you to the Show.

Upon arrival, use your printed barcode confirmation at the express badge kiosks to scan and receive your badge. THAT'S IT! No waiting, no standing in line.

If you forget to print and bring your barcode confirmation, you can still receive your badge at the express badge kiosk by entering required company information or scanning the barcode from your smartphone.

## 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.

False certification 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 a \$200 penalty per badge and/or ejection from the Trade Show as a violator.

## REPRINTING OF BADGES

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

Anyone caught wearing a counterfeit badge or a badge belonging to another member attendee will be removed from the show and the member attendee will lose their badge as well.

# 2018 ATA REGISTRATION FORM

JANUARY 11-12, 2018 – 8:30 AM - 6PM

JANUARY 13, 2018 – 8:30 AM - 4PM

Indiana Convention Center - Indianapolis, IN



Company \_\_\_\_\_ Contact \_\_\_\_\_ Title \_\_\_\_\_

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

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

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

## Attendees

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

\* **Job Title Codes:** 1) Customer Service, 2) Manager, 3) Manufacturing, 4) Marketing, 5) Media, 6) Non-Employee Booth Staff, 7) Owner, 8) Personnel, 9) President / CEO, 10) Product Development / Engineer, 11) Pro-Staff, 12) Purchasing, 13) Sales, 14) Support Staff

\*\* **Cost:** Please refer to Badge Categories & Pricing on page 2 of this form.

## Demographic Questions – Required for Archery Pro Shop Retailers, Basic Retailers, and Multiple Channel Retailers ONLY

- Does your shop have a Point of Sale system (POS)? ☐ Yes ☐ No
- Are you considering an update to your existing website? ☐ I don't have a website ☐ Yes ☐ No ☐ Maybe
- What portion of your archery business is bowhunting vs. target archery? ☐ 90-100% bowhunting ☐ 75-89% bowhunting  
☐ About 50% bowhunting/target archery ☐ 75-89% target archery ☐ 90-100% target archery
- Do you offer 'fun shoots' (pumpkin shoots, cosmic archery, etc.)? ☐ Yes ☐ No ☐ Don't know
- Which of the following would you do to help grow your business? (select all that apply) ☐ Read articles in archery trade magazines  
☐ Read ATA website articles ☐ Attend seminars at ATA Show ☐ Participate in online seminar ☐ Watch 3-5 minute videos  
☐ Listen to a podcast ☐ Attend regional trainings ☐ No time for any of these

### 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.*



# 2018 ATA REGISTRATION FORM

JANUARY 11-12, 2018 – 8:30 AM - 6PM

JANUARY 13, 2018 – 8:30 AM - 4PM

Indiana Convention Center - Indianapolis, IN

## BADGE CATEGORIES & PRICING

### RETAILER / BUYER BADGE

Archery ProShop Retailer 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

### 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

### 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 per badge for the first (4), then  
\$200 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

**\* 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

### DISTRIBUTOR BADGE

Regular Distributor members who have not purchased booth space – (6) free badges with current membership

International Distributor members who have not purchased booth space – (2) free badges with current membership

### COST PER BADGE

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

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

### MANUFACTURER BADGE

Regular Manufacturer members who have not purchased booth space

### COST PER BADGE

\$75 per badge, limit of (4)

### OUTFITTER/GUIDE BADGE

Outfitter/Guide members who have not purchased booth space

### COST PER BADGE

\$100 per badge, limit of (8)

### SALES AND SERVICES BADGE

Media and Supporting members who have not purchased booth space

### COST PER BADGE

\$100 per badge, limit of (8)

### SALES REP BADGE

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

### COST PER BADGE

\$165 for each additional badge, no limit

### SUPPLIER BADGE

Manufacturer's Supplier members

### COST PER BADGE

\$275 per badge for the first 2 badges then  
\$110 for each additional badge, limit (5)

# 2018 ATA SHOW EXHIBITOR TERMS AND CONDITIONS

JANUARY 11-12, 2018 – 8:30 AM - 6:00 PM

JANUARY 13, 2018 – 8:30 AM - 4:00 PM

Indiana Convention Center - Indianapolis, IN



## KEY DATES

**Prior to August 31, 2017:** 20% deposit due at the time booth selection is made.

**September 1, 2017:** Payment for space is due in full. Insurance liability certificate due to ATA office.

**After November 1, 2017:** 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 2019 ATA Show. Credits will expire if not used for the 2019 ATA Show.

DATE (when written notice is received)	CANCELLATION	DOWNSIZE
PRIOR TO: Sept. 1, 2017	Refund of 50% of payments made No credit	Exhibitor is liable for 50% of downsize cost payable on or before Sept. 1, 2017
Sept. 1, 2017 - Sept. 30, 2017 Booth Space Paid in Full	Credit of 75% of payments made No refund	Credit of 75% of cost of downsize No refund
Oct. 1, 2017 - Oct. 31, 2017	Credit of 25% of payments made No refund	Credit of 25% of cost of downsize No refund
ON or AFTER Nov. 1, 2017	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, 2017. 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 Becky Lux by emailing [beckylux@archerytrade.org](mailto:beckylux@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. 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 following 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 Maria Lewis, ATA Director of Trade Show Operations.



#### 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 ATA Director of Trade Show Operations, Maria Lewis. 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 Maria Lewis, Senior Director of Trade Show and Membership via email [marialewis@archerytrade.org](mailto:marialewis@archerytrade.org), mailed to Archery Trade Association, PO Box 70, New Ulm, MN 56073 or shipped to Archery Trade Association, 16 S. 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.org](http://www.icclos.org). 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 noncompliant.

If you have questions regarding these regulations please contact Chad Wilke, Event Coordinator, Indiana Convention Center, at 317-262-3358 or [chad.wilke@icclos.com](mailto:chad.wilke@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

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.

Exhibitors may use sound amplification equipment in their booth but may be required to obtain certain equipment through the ATA's Official AV Service Provider.

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, ATA 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 Maria Lewis, ATA Senior Director of Trade Show and Membership.

## 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 Maria Lewis, ATA Senior Director of Trade Show and Membership, or Kelly Kelly, Meeting and Events Manager before the room will be released.**

## 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 Maria Lewis, ATA Senior Director of Trade Show and Membership, 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.

#### 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.

#### SMOKING

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

#### 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 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 Maria Lewis, ATA Senior Director of Trade Show and Membership, 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.org](http://www.icclos.org).

# 201: ATA SHOW EXHIBITOR DISPLAY REGULATIONS

JANUARY 11-12, 2017 – 8:30 AM - 6:00 PM

JANUARY 13, 2017 – 8:30 AM - 4:00 PM

Indiana Convention Center - Indianapolis, IN



These regulations will govern exhibitor use of the booth space purchased for the 2018 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:

**Maria Lewis, GYb]cf 'Director of Trade Show UbX'A Ya Wfghjd**  
**866-266-2776 ext. %\$**  
**[marialewis@archerytrade.org](mailto:marialewis@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.

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'

## BOOTH PACKAGES

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

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

Island booth rentals include carpeted aisles.

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

## MULTI-STORY EXHIBITS

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 Maria Lewis, Senior Director of Trade Show and Membership, via email to [marialewis@archerytrade.org](mailto:marialewis@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.org](http://www.icclos.org). 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 noncompliant. A complete listing of these requirements can be found at [www.icclos.org](http://www.icclos.org). If you have questions regarding these regulations please contact Chad Wilke, Senior Event Manager, at 317-262-3358 or [chad.wilke@icclos.com](mailto:chad.wilke@icclos.com).

## 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, 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 Director of Trade Show and Membership Maria Lewis. Any damage or defacement caused by infractions of this rule will be remedied at the expense of the rule breaking Exhibitor.

### SOUND / MUSIC

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.

Exhibitors may use sound amplification equipment in their booth but may be required to obtain certain equipment through the ATA's Official AV Service Provider.

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, ATA 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:

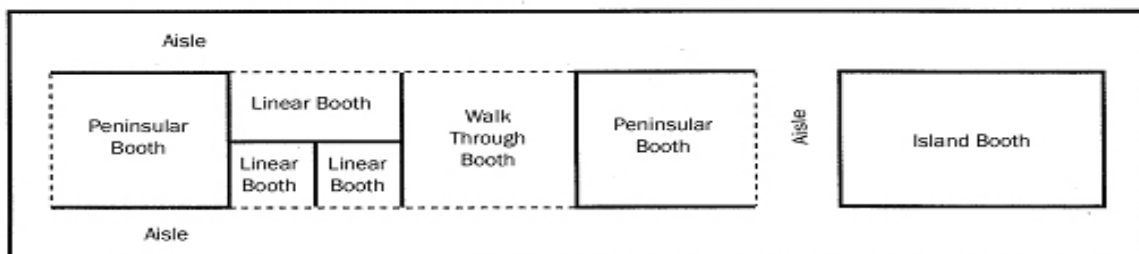
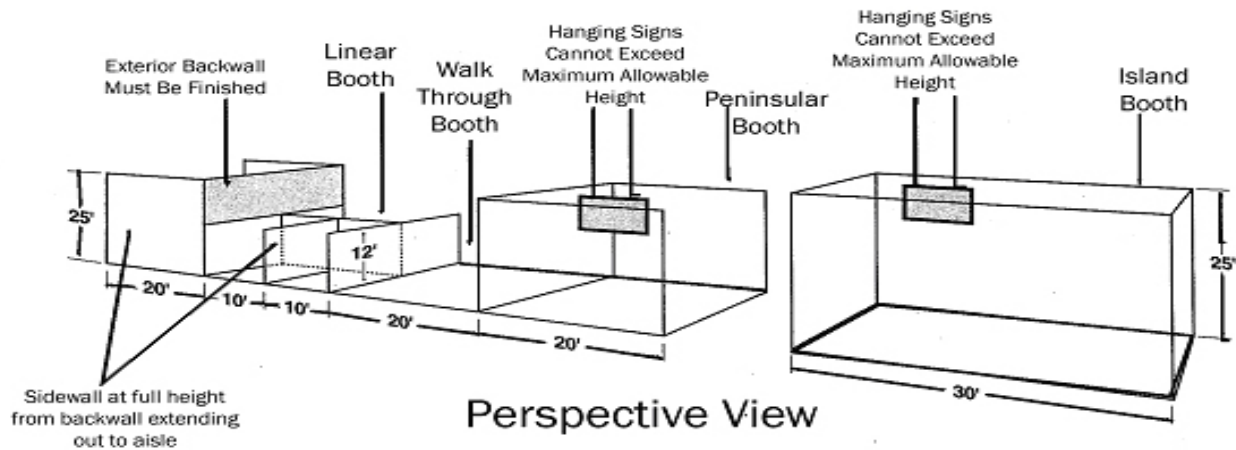
**Becky Lux, Senior Manager of Trade Show**  
**866-266-2776 ext. 102**  
**beckylux@archerytrade.org**

### 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.org](http://www.icclos.org).



# ATA TRADE SHOW SPONSORSHIP OPPORTUNITIES

THE ATA TRADE SHOW. OUR TARGET, YOUR SUCCESS.



- \* Reinforce Your Brand
- \* Support Product Launch
- \* Stand Out From Your Competitors

**EARN PREFERENCE POINTS WHILE DEFINING  
YOUR BRAND AT THE ATA TRADE SHOW.**



## OFFICIAL ATA SHOW GUIDE & MEMBERSHIP DIRECTORY

Advertise in the Official ATA Show Guide & Membership Directory to maximize your marketing dollars both during the Show and as a reference used all year long. The Show Guide section is the official road map for the 2018 ATA Trade Show in Indianapolis, IN and the Membership Directory section is the **ONLY** ATA-authorized resource listing of ATA Members. In addition, this comprehensive professional publication has bonus distribution to Federal, State and Local government agencies who make decisions affecting our industry. It has been rated the *most valuable marketing tool of the ATA Trade Show*, with a longer shelf life than any other ATA sponsorship opportunity.

[CLICK TO DOWNLOAD MEDIA KIT](#)

For more information, please email  
[advertising@zebrapub.com](mailto:advertising@zebrapub.com) or  
call 877-499-9988 x113

## CONVENTION CENTER BANNERS

Follow the leaders in our industry who have recognized the branding and product placement value of a strategically displayed message at the ATA Trade Show.

[CLICK HERE FOR BANNER PRICING AND TO PURCHASE](#)

**PRICE: STARTING AT \$3,500**

**CALL BECKY: 866-266-2776 x102 for pricing and  
information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



To reserve, call 866-266-2776 x102 or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)  
Sponsor must provide finished product (banner, etc.) or artwork per ATA specifications upon sponsorship confirmation.



### REGISTRATION

**Exclusive!** Your brand will be showcased in the highest traffic location at the Show. Every Dealer, Retailer and Pro Shop Owner will need to visit main registration or an Express Pass kiosk. Your logo will be prominently placed, and your sponsorship will be acknowledged.

**PRICE: \$7,500**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



### WING BANNERS

Your supplied wing banners can be placed exactly where they will have the most impact. This is a low-cost, high-value sponsorship.

**PRICE: \$1,000 PER WING BANNER**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



### ATA FOOD COURT FOR RETAILERS & EXHIBITORS

Sponsor one or both of the on-floor Food Courts in Indianapolis. Open to Retailers, Exhibitors and their guests during show hours; including lunch.

**PRICE: \$5,000 PER FOOD COURT  
\$9,000 FOR BOTH FOOD COURTS**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



### BIG BUCK TAGS

- + Attract Retailers and brand your company
- + Coupon book given to every shop and independent Retailers attending the Show
- + Low cost, high visibility
- + Specifically targeted at Retailers

**CLICK TO DESIGN AND PURCHASE YOUR BIG BUCK TAG COUPON**

**Inside front & back cover ads are for sale.**

**Inside front cover: \$1,500.00, Inside back cover: \$1,000.00**

**PRICE: \$75 PER COUPON**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



### CREATE YOUR OWN SPONSORSHIP

It's your product and your brand! Help us to maximize your exposure at the Show. Your creativity is our best asset.

**CALL US WITH YOUR IDEA.**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**

To reserve, call 866-266-2776 x102 or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)  
Sponsor must provide finished product (banner, etc.) or artwork per ATA specifications upon sponsorship confirmation.



### CONVENTION CENTER TRASH CAN WRAPS

Wrap the cans and pick the best locations. You supply the graphic materials and you wrap the cans. This is a high-visibility sponsorship.

**PRICE: \$200 PER TRASH CAN**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



### ARCHERY TRADE ACADEMY – ATA SEMINAR SERIES

Get in front of the serious Retailers who attend the Archery Trade Academy every day before the show floor opens. Sponsors receive a small display advertisement each day in the ATA Show Daily. They are also recognized on banners in each seminar room, on the tables that provide refreshments and on all pre-show and on-site advertising to promote the seminars.

**PRICE: \$3,500 PER SPONSORSHIP (Multiple sponsorships available)**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



### BATHROOM SPONSORSHIP (Includes urinals, walls and stalls)

**Exclusive!** 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.

**PRICE: \$5,500**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



### GOODIE BAG STUFFERS

These bags are handed out to every retail member who attends the ATA Trade Show and can be seen over the shoulder of retailers throughout the show. Cost-effective and limited only by your creativity. Printed materials, sample products, promotional items, etc. are all possible candidates to add to the Goodie Bag. Insert an attractive offer to generate interest and traffic at your booth. *Sponsor must provide a quantity of 3,400 items (one per bag).*

**CLICK HERE FOR GOODIE BAG PRICING AND TO PURCHASE**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**



### MOBILE APP

Purchase a rotating banner position on the Mobile APP and get your message in front of an increasing number of attendees who use the Mobile APP to navigate the show.

**PRICE: \$1,000**

**CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)**

To reserve, call 866-266-2776 x102 or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)  
Sponsor must provide finished product (banner, etc.) or artwork per ATA specifications upon sponsorship confirmation.



#### DIRECTIONAL SIGNAGE

Present your messaging throughout the Indiana Convention Center on all of the ATA directional signage. This sponsorship has high visibility and repeats your message throughout the common areas at the show.

PRICE: \$10,000

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



#### VEHICLE/STRUCTURE DISPLAY

Your custom vehicle, placed in a high-traffic area, can help drive traffic to your booth. Great for wrapped or novelty vehicles.

PRICE: \$3,500 PER VEHICLE

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



#### INTERNATIONAL RECEPTION

Help the ATA welcome our international trade show guests. This is a well-promoted and well-attended event, and if reaching internationals with your message is important, this sponsorship is for you.

PRICE: \$2,000 PER SPONSORSHIP  
(Multiple sponsorships available)

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



#### FLOOR DIRECTIONALS TO YOUR BOOTH

*(Only two sponsorships are available)*

You create floor directions to make finding your booth effortless. Directions will be placed in the hallways, main entrances and to your booth.

PRICE: \$6,000  
(You supply adhesive directionals)

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)

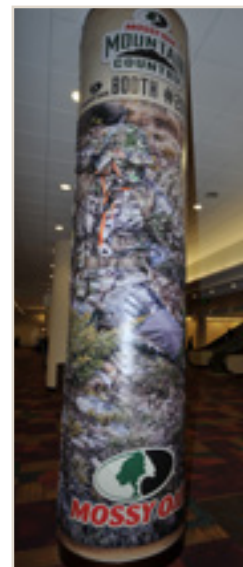


#### WIFI SPONSORSHIP

The ATA provides free WIFI for everyone attending the show. Buy one of six logo placements, which includes a hyperlink. 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.

PRICE: \$3,000

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



#### CONVENTION CENTER COLUMN WRAPS

Stand out with a strategically placed column wrap in Indianapolis.

Many prominent locations are available. Your column wrap will fill the entire space with your message.

The column wrap may be up to 15 feet tall.

PRICE: \$3,500 PER COLUMN

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



## OFFICIAL ATA POCKET GUIDE

The official ATA Pocket Guide, a handy reference map of the entire Show floor; heavily used by Retailers and buyers looking for your booth. The ATA Pocket Guide is inserted into every ATA Show Guide & Membership Directory, handed out at registration, at the ATA Booth and at other locations around the Show floor as well as inserted into the *Inside Archery* 2018 January Show issue.

[CLICK TO DOWNLOAD MEDIA KIT](#)

For more information, please email [advertising@zebrapub.com](mailto:advertising@zebrapub.com) or call 877-499-9988 x113



## LANYARDS

**Exclusive!** Enlist an army of attendees to promote your company name or product message by sponsoring the show lanyard, which is given to every attendee and exhibitor when they receive their badge holder. *Sponsor must provide 10,000 lanyards upon sponsorship confirmation.*

**PRICE: \$6,500**

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



## HOTEL KEY CARD

**Exclusive!** 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 needs to provide key cards. ATA can suggest vendors.*

**EXCLUSIVE PRICE: \$10,000**

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



## HOTEL ROOM DROPS / FRONT DESK DISTRIBUTION

Be the first to get your message out to Retailers attending the Show.

**PRICE: \$2 PER HOTEL ROOM**  
(Final price determined by hotel room count)

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



## ESCALATOR FLOOR MATS

Put your brand where everyone is sure to step, at the bottom and top of the escalators. Price is per mat.

**PRICE: \$2,000 EA.**

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



## PRESS ROOM

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

**PRICE: \$1,000**

CALL BECKY: 866-266-2776 x102 for more information or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org)



## FEATURED PRODUCTS

Retailers and Multi-Channel Retail Buyers use Featured Products to pre-select who they want to see and what products will fit into their product mix.

The cost for space in Featured Products is:

### TABLE TOP

2' X 2' \$35.00 • 4' X 2' \$65.00 • 6' X 2' \$100.00

FLOOR SPACE (FOR LARGER ITEMS) \$135.00

## SHOW ENTRANCE STRUCTURES

Leave a lasting impression! Be the first and last product attendees see when they enter and exit the Show floor. Brand positioning & product placement in high traffic locations.

\$1,500.00 PER STRUCTURE

(10 ARE AVAILABLE AT THE 2018 SHOW)



Promotions are available to show exhibitors only. Additional information can be found at [www.atasponsor.com](http://www.atasponsor.com).

**ALL SPONSORS HAVE THE RIGHT OF FIRST REFUSAL ON THEIR PURCHASED SPONSORSHIP FOR THE FOLLOWING YEAR AS LONG AS THEY RENEW BY MARCH 31ST.**

Call or email [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org) for more information.

# BOOTH EVENTS REGISTRATION

JANUARY 11-12, 2018 – 8:30 AM - 6PM

JANUARY 13, 2018 – 8:30 AM - 4PM

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 2018 ATA Trade Show. Register now and guarantee your event is included in the 2018 Official Show Guide & Membership Directory. 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 in the Show Guide and on the mobile app. Submissions received on or before Thursday, November 30, 2017 will be published in both locations. Those received after November 30 will be included on the mobile app only.
- 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 2018 ATA Trade Show, please contact Becky Lux, Senior Trade Show Manager, at (866)266-2776 ext 102 or e-mail [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org).

To submit a Booth Event, click on the link below to log in to the Exhibitor Service Center using your exhibitor password and go to Submit a Booth Event.

**SUBMIT A BOOTH EVENT**



Dear Advertising Decision Makers,

The official **2018 ATA Show Guide & Membership Directory** is a very special annual advertising opportunity. Ensure that your brand and new products are seen by the best and most active equipment buyers in the archery industry by placing an ad in the official ATA Show Guide & Membership Directory.

This prestigious title is comprised of two sections: the **Show Guide** section, which is used extensively throughout the ATA Trade Show; and the convenient **Membership Directory** section, which is a comprehensive archery industry resource that is referenced throughout the year. This dual-purpose publication is not only twice as effective, but relevant to retailers and buyers **all year long!**



There will be a total distribution of 7,000 copies of the official 2018 ATA Show Guide & Membership Directory.

• **DURING THE SHOW:**

**New this year**, in addition to being handed out to the attendees at the Show, the ATA Show Guide & Membership Directory will be **distributed at hotels** to Show attendees when they check in. All the essential ATA Trade Show information is contained in the ATA Show Guide & Membership Directory.

• **AFTER THE SHOW:**

**Also new this year**, the ATA Show Guide & Membership Directory will be **mailed to all ATA Members**. As in previous years, we will continue to mail a copy to any ATA retailer member who was unable to attend the Show, so your advertisement will have complete coverage to the ATA retailer membership list. Finally, it's mailed to federal, state and local government agencies, and throughout the outdoor business and nonprofit community, thus widening your ad's exposure even further.

**BUY ONE AD** in the Show Guide section, **GET A 50% DISCOUNT ON A SECOND AD** in the Membership Directory section! We've designed a special advertising program that allows you to take advantage of both highly effective sections without breaking the bank. Buy one ad at regular price in the Show Guide section, and you can get a second ad in the Membership Directory section at half price. At half price, why choose only one section? Maximize the impact of your advertisement by advertising in both!

Value and impact from your exhibition booth at the 2018 ATA Trade Show starts by advertising in the official 2018 ATA Show Guide & Membership Directory. No other marketing venue at the Show offers you as much value, both at the Show and throughout the year.

**Get your message into the hands of those that matter, when it matters.** Place an ad with the official 2018 ATA Show Guide & Membership Directory.

**Ad Space Deadline: 12/05/17 • Ad Materials Due: 12/11/17**

Warmest personal regards,

**Sherry Krenz** • Publisher • 877-499-9988, ext 112 • [sherry@zebrapub.com](mailto:sherry@zebrapub.com)

For more information, contact advertising support at 877-499-9988, ext 113, or email [advertising@zebrapub.com](mailto:advertising@zebrapub.com).





Now that You've Invested in Your Booth...  
Boost Your Impact at the Show by Advertising in the  
**2018 ATA Show Guide & Membership Directory!**

## 2018 ATA Show Guide & Membership Directory Insertion Order

### SHOW GUIDE SECTION

#### 1 • Choose your ad size:

Must be a 2018 ATA Exhibitor or Manufacturer's Supplier to advertise.

SIZES	4-COLOR	B&W
Spread	<input type="checkbox"/> \$6,995	<input type="checkbox"/> \$4,695
Full Page	<input type="checkbox"/> \$3,995	<input type="checkbox"/> \$2,695
2/3 Page	<input type="checkbox"/> \$3,195	<input type="checkbox"/> \$2,195
1/2 Page	<input type="checkbox"/> \$2,495	<input type="checkbox"/> \$1,695
1/3 Page	<input type="checkbox"/> \$1,895	<input type="checkbox"/> \$1,295
1/4 Page	<input type="checkbox"/> \$1,395	<input type="checkbox"/> \$995
1/6 Page	<input type="checkbox"/> \$995	<input type="checkbox"/> \$755
1/8 Page	<input type="checkbox"/> \$795	<input type="checkbox"/> \$575
1/12 Page	<input type="checkbox"/> \$595	<input type="checkbox"/> \$455

Color Logo ☐ \$395

Two color logos located above your listing in both Show Guide and Membership Directory sections.

**FREE** WITH DISPLAY AD PURCHASE.

Manufacturer's Supplier Color Logo ☐ \$295

One color logo located above your listing in Membership Directory section only.

**FREE** WITH DISPLAY AD PURCHASE.

PREMIUM POSITION	4-COLOR
Tabbed Insert	<input type="checkbox"/> \$4,775
Cover 2	<input type="checkbox"/> \$4,525
Cover 3	<input type="checkbox"/> \$4,295
Cover 4	<input type="checkbox"/> \$4,875

### MEMBERSHIP DIRECTORY SECTION

*Special Offer!*

**HALF PRICE!**

#### 2 • Choose a 2nd bonus ad at a 50% DISCOUNT!

- Must be a 2018 ATA Exhibitor or Manufacturer's Supplier to advertise.
- Must purchase 1st ad at the regular rate in Show Guide Section.
- 2nd ad size must be equal to or smaller than 1st ad size.

SIZES	4-COLOR	B&W
Spread	<input type="checkbox"/> \$3,495	<input type="checkbox"/> \$2,345
Full Page	<input type="checkbox"/> \$1,995	<input type="checkbox"/> \$1,345
2/3 Page	<input type="checkbox"/> \$1,595	<input type="checkbox"/> \$1,095
1/2 Page	<input type="checkbox"/> \$1,245	<input type="checkbox"/> \$845
1/3 Page	<input type="checkbox"/> \$945	<input type="checkbox"/> \$645
1/4 Page	<input type="checkbox"/> \$695	<input type="checkbox"/> \$495
1/6 Page	<input type="checkbox"/> \$495	<input type="checkbox"/> \$375
1/8 Page	<input type="checkbox"/> \$395	<input type="checkbox"/> \$285
1/12 Page	<input type="checkbox"/> \$295	<input type="checkbox"/> \$225

ATA Show Dates: January 11–13, 2018

Quantity: 7,000

**AD SPACE CLOSE: 12/05/17**

**AD MATERIALS DUE: 12/11/17**

#### 3 • Fill this out with your information:

Exhibitor Booth # \_\_\_\_\_

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

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

Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing and returning this form with your payment you are acknowledging that the order information above is correct and that you want placement in the 2018 ATA Show Guide & Membership Directory as described above. By signing you also agree to the payment terms and conditions established by Zebra Publishing Inc. To view complete terms and conditions go to [www.zebrapub.com/pdf/atac.pdf](http://www.zebrapub.com/pdf/atac.pdf).

**SUBMIT**

Please complete this form and click the **SUBMIT** button, or fax to: **719-495-8899**, or email to: **advertising@zebrapub.com**. For more information, contact advertising support at **877-499-9988, ext 113**.

The ATA Show Guide & Membership Directory is produced by Zebra Publishing Inc., publishers of *Inside Archery* and *Bowhunt America*.





# 2018 Print Advertising Specifications

## Mechanical Requirements:

Finished Publication Size:	8.125" x 10.75"
Full Page Trim Size:	8.125" x 10.75"
Full Page Size with Bleed Area:	8.375" x 11"
2-Page Spread Trim Size:	16.25" x 10.75"
2-Page Spread Size with Bleed Area:	16.5" x 11"

- Live area must be at least .375" in from trim on all sides.
- Bleeds must be at least .125" out from trim on all sides.
- Printing process: Heat-Set Web.
- Binding: Perfect Bound.

## Ad Submission Requirements:

Ads must be sent digitally, adhere to the guidelines on this page, and arrive by the deadlines provided.

- PDF file format
- 300 DPI
- CMYK
- Include bleeds and crop marks based on our size specifications

Ad sizes and bleeds must fit the advertising specifications provided. Zebra Publishing Inc. cannot guarantee exact display size and/or cropping if the required sizes are not provided. We MAY be able to accept ads in other formats, but exact digital color conversion cannot be guaranteed. If ads are being submitted in other formats, please contact [advertising@zebrapub.com](mailto:advertising@zebrapub.com) or call 877-499-9988 ext. 113.

Zebra Publishing Inc., producers of *Inside Archery*, and the *ATA Show Guide and Membership Directory*, are not responsible for any errors if said guidelines and/or deadlines are not met. Zebra Publishing Inc. is not responsible for any ad content errors provided by the client. Ads that don't meet these specifications will incur additional graphic design charges. Design and production charges will be billed at \$120 per hour, with a minimum half-hour charge of \$60. Ad design is available at the aforementioned rates.

Files can be sent on CD/DVD/USB, via email to [advertising@zebrapub.com](mailto:advertising@zebrapub.com) or by using our FTP site. For upload information, or any other questions about submitting digital ads, email [advertising@zebrapub.com](mailto:advertising@zebrapub.com) or call 877-499-9988 ext. 113.

See Terms and Conditions at [insidearchery.com/pdf/atac.pdf](http://insidearchery.com/pdf/atac.pdf)

All ad sizes are listed width x height in inches.

### 2-Page Spread

Bleed

16.5 x 11

Final Trim

16.25 x 10.75

### Full Page

Bleed

8.375 x 11

Final Trim

8.125 x 10.75

1/3rd Page 2.25 x 10

2/3 Column  
4.75 x 10

### 1/2 Page

7.25 x 4.75

1/6 Vertical  
2.25 x 4.75

1/3 Page  
4.75 x 4.75

### 1/2 Page Spread

Bleed

16.5 x 5.5

Final Trim

16.25 x 5.25

1/2 Vertical  
4.75 x 7.5

1/4 Column  
2.25 x 7.5

1/6 Horizontal  
4.75 x 2.25

1/4 Vertical  
3.5 x 4.75

1/2 Column 3.5 x 10

1/3 Flat 7.25 x 3.5

1/4 Flat 7.25 x 2.25

1/4 Horizontal  
4.75 x 3.5

Specifications are compatible with ZPI titles produced, including the 2018 *ATA Show Guide and Membership Directory* and *Inside Archery*.



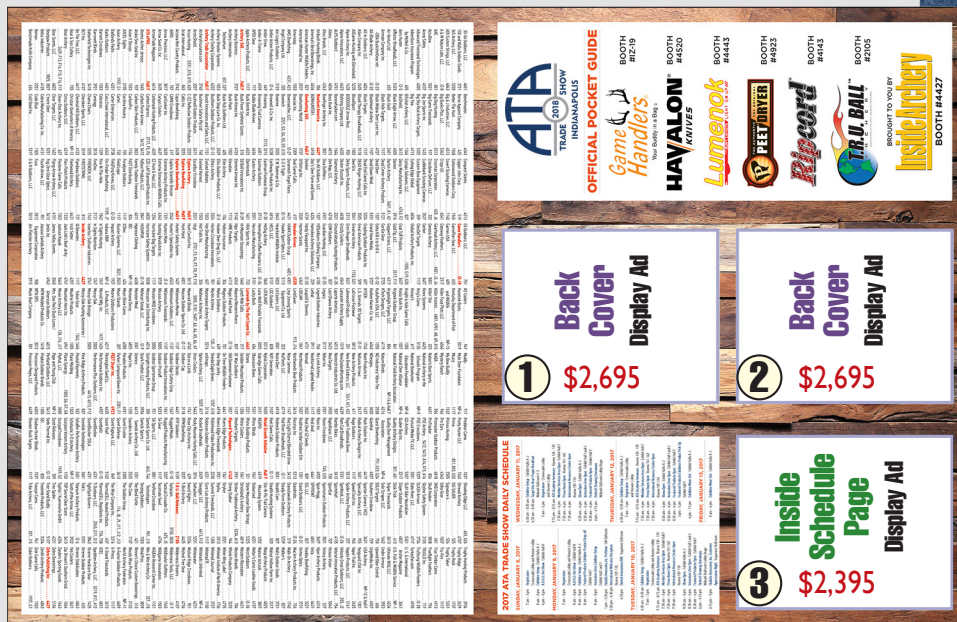
# Official 2018 ATA Trade Show Pocket Guide Sponsorship

- The Official 2018 ATA Trade Show Pocket Guide includes a complete directory of booth listings, schedule of events, and the Show Floor Map.
- More than **24,000** total distribution:
  - Inserted into the Official 2018 ATA Show Guide & Membership Directory: **7,000**
  - Inserted into the January 2018 *Inside Archery* Special ATA Show Edition: **16,000**
  - Distribution on the ATA Show Floor: **1,000**
- **Ad Space Deadline:**  
11/10/17
- **Ad Materials Deadline:**  
11/17/17
- **Exceptional Value:** Sponsorship Includes:
  - 1 - Display Advertisement on the Pocket Guide, each Display Ad equivalent to 1/4-page 4-color ad (see rates).
  - 2 - Special branded Display Ad (1/4-page 4-color) in the January 2018 *Inside Archery* Special ATA Show Edition (\$1,909 value!).
  - 3 - Logo on the cover of the Pocket Guide.
  - 4 - **Booth highlighted** on Show Floor Map.
  - 5 - Company name **bold red** in Exhibitor Listing.

Make the most of this year's ATA Trade Show by reserving a sponsorship in the Official 2018 ATA Trade Show Pocket Guide. Contact Zebra Publishing today!



For more information, contact advertising support at **877-499-9988**, ext 113, or email [advertising@zebrapub.com](mailto:advertising@zebrapub.com).



## Sponsorship Pricing

Display Ad - Back Cover \$2,695 Display Ad - Inside \$2,395

**BUY TWO SPONSORSHIPS, GET 20% OFF YOUR ORDER!**



January 11-12, 2018 • 8:30 am-6 pm

January 13, 2018 • 8:30 am-4 pm

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:** ATAhousing@VisitIndy.com**PHONE:** 317.561.0016 or **FAX:** 317.561.0016**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 6, 2017. Unassigned rooms will be released after the deadline.

Room Type	Sun. Jan. 7	Mon. Jan. 8	Tue. Jan. 9	Wed. Jan. 10	Thurs. Jan. 11	Fri. Jan. 12	Sat. Jan. 13	Sun. Jan. 14
Single								
Double								
Suite								

**5 Payment Information & Cancellation Policy****Cancellation Policy:** Individual reservations canceled after Monday, December 4, 2017 will be charged a \$25 processing fee.  
Any reservations canceled after Tuesday,, December 26, 2017 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 26, 2017.  
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 ATAhousing@VisitIndy.com, fax 317.561.0016, or mail your completed form (ATA Housing  
Bureau, 200 S. Capitol Ave., Ste. 300, Indianapolis, IN 46225).

January 11-12, 2018 • 8:30 am-6 pm  
January 13, 2018 • 8:30 am-4 pm

Indiana Convention Center  
100 South Capitol Avenue  
Indianapolis, IN 46225

**5 Ways to Book**

**WEB:** [archerytrade.org](http://archerytrade.org) (most effective method)

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

**EMAIL:** [ATAhousing@VisitIndy.com](mailto:ATAhousing@VisitIndy.com)

**PHONE:** 317.561.0016 or **FAX:** 317.561.0016

**OFFICIAL HOTELS & RATES**

Hotels with an asterisk\* will have complimentary morning and evening shuttle service running to/from the Indiana Convention Center on show days, provided by ATA.

**1. Courtyard by Marriott**

601 West Washington Street

Distance from Convention: Connected

Single/Double Rate: **\$156**

- Complimentary Internet
- \$10 off Self-Parking

**5. Hilton Indianapolis\***

120 West Market Street

Distance from Convention: 0.4 miles

Single/Double Rate: **\$131/\$146**

- Discounted Parking - \$10 Self or \$20 Valet
- \$12 Full Breakfast Buffet

**9. Omni Severin**

40 West Jackson Place

Distance from Convention: 0.2 miles

Single/Double Rate: **\$146**

- Complimentary Internet
- \$5 off Valet Parking

**2. Crowne Plaza at Union Station**

123 West Louisiana Street

Distance from Convention: Connected

Single/Double Rate: **\$148**

- Complimentary Internet
- 15% Discount on Food & Non-alcoholic Beverages

**6. Hyatt Regency**

One South Capitol Avenue

Distance from Convention: Connected

Single/Double Rate: **\$166**

- Complimentary Internet
- 10% Discount at Fat Rooster and Level One

**10. The Westin Indianapolis**

241 West Washington Street

Distance from Convention: Connected

Single/Double Rate: **\$156**

- Complimentary Internet

**3. Embassy Suites\***

110 West Washington Street

Distance from Convention: 0.2 miles

Single/Double Rate: **\$143/\$153**

- Complimentary Internet
- Complimentary Breakfast & Manager's Reception

**7. JW Marriott**

10 South West Street

Distance from Convention: Connected

Single/Double Rate: **\$177**

- Complimentary Internet
- \$10 off Self-Parking

**11. SpringHill Suites**

601 West Washington Street

Distance from Convention: Connected

Single/Double Rate: **\$156**

- Complimentary Internet
- \$10 off Self-Parking
- Complimentary Continental Breakfast

**4. Fairfield Inn by Marriott**

501 West Washington Street

Distance from Convention: Connected

Single/Double Rate: **\$145**

- Complimentary Internet
- \$10 off Self-Parking
- Complimentary Continental Breakfast

**8. Marriott Downtown**

350 West Maryland Street

Distance from Convention: Connected

Single/Double Rate: **\$166**

- Complimentary Internet

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





JANUARY 11-12, 2018 – 8:30 AM - 6:00 PM  
JANUARY 13, 2018 – 8:30 AM - 4:00 PM  
Indiana Convention Center - Indianapolis, IN

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## **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.

# Indy DOWNTOWN INDIANAPOLIS





## 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

# Exhibitor General Liability Insurance

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Exhibitor must submit a Certificate of Insurance to the ATA on or before September 1, 2017. 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 South Capitol Avenue, Indianapolis, IN 46225 ("Owner") as additional insureds. The Certificate of Insurance shall be submitted to Becky Lux by emailing [beckylux@archerytrade.org](mailto:beckylux@archerytrade.org) or faxed to 507-233-8140. Please see example of a general liability insurance certificate on the following page for reference.

## Official Service Providers

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

### **AdvenSure by McNeil & Co.**

Steve Gulini  
20 Church Street  
Cortland, NY 13045  
Phone: (800) 822-3747 ext. 124  
Cell: (607) 423-0777  
Fax: (607) 756-6225  
[sgulini@mcneilandcompany.com](mailto:sgulini@mcneilandcompany.com)  
[www.mcneilandcompany.com](http://www.mcneilandcompany.com)

### **Hobson Insurance**

Jeff DeRegnaucourt  
104 Central  
Hobson, MT 59452  
Phone: (800) 296-7985  
Cell: (616) 340-9327  
Fax: (616) 866-4721  
[archeryinsurance@businessquote.com](mailto:archeryinsurance@businessquote.com)  
[www.businessquote.com](http://www.businessquote.com)

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

2533 Spring Arbor Road  
PO Box 1187  
Jackson, MI 49204  
Phone: (800) 866-1702  
Fax: (517) 787-9356  
[info@craftagency.com](mailto:info@craftagency.com)  
[www.craftagency.com](http://www.craftagency.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)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/3/2017

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

**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	SCHEDULED AUTOS				
	ALL OWNED 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 \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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 Indiana Convention Center, 100 South Capitol Avenue, Indianapolis, IN 46225 ("Owner") are additional insured for the event 2018 Trade Show scheduled January 11-13, 2018.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
(507) 233-8140 beckylux@archerytrade.org	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Archery Trade Association PO Box 70 New Ulm, MN 56073	AUTHORIZED REPRESENTATIVE <i>Agency Contact</i>

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**RAINPROTECTION.NET**

WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance  
Supplier for Archery Trade Association



## **Exhibitor Liability Insurance Program**

As a standard requirement for all exhibitors, it is necessary to provide proof of 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 9–14, 2018, naming the 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 the Indiana Convention Center.

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

## **Purchase your Insurance Now**

To 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 you Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=bcde41604dbf>

## **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](#)

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# 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**

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

**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 &amp; 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 &amp; 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.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service E-mail: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# ONLINE ORDERING INSTRUCTIONS



Archery Trade Association



January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118


## \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

1. **GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
2. Click on [Archery Trade Association](#)
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
  - a. **NEW users :** User name = Your Email Address (provided by Show Management)  
Password = ATA18
  - b. **Previous users :** User name = Your Email Address  
Password = Your pre-existing password
5. 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.
6. Once logged in, you will be prompted to review your profile information.
  - a. If your information is correct, click   
OR
  - b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**

**(404) 720-8600**

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

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

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Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# PAYMENT AUTHORIZATION

**Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017**

Please complete the information requested below 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*. 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 to include material handling 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.**

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

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

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

**EXHIBITING COMPANY INFORMATION**

Please fill out the following information:

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CREDIT CARD INFORMATION**

Type of Card:

☐☐☐

Pay by Check\* ☐

Pay by Wire\* ☐

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Month		Year	

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

Security Code:

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

Name on Card: \_\_\_\_\_

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

*\*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.*

**\*\* Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No

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

Please submit tax exemption certificate to: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)



# SHEPARD TERMS & CONDITIONS

Archery Trade Association

## PAYMENT POLICY

**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.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth 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.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**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.

**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.

**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.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

## 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.

## 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.

## 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.

## SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. 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 his 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."

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# THIRD PARTY PAYMENT AUTHORIZATION

**Archery Trade Association****January 11 - 13, 2018**

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017****The following information must be completed and the form returned to Shepard by the deadline date.**

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.

**SERVICES TO BE COVERED BY THIRD PARTY**☐ **All services**☐ Rental Furniture☐ Carpet☐ Logistics/Transportation☐ Material Handling \*Please complete the Material Handling Authorization Form☐ Exhibit Display Rentals☐ Cleaning☐ Other (please specify): \_\_\_\_\_☐ Overhead Rigging/Labor☐ Installation/Dismantling Labor

Notes: \_\_\_\_\_

**THIRD PARTY INFORMATION**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**EXHIBITING COMPANY INFORMATION**

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**THIRD PARTY CREDIT CARD INFORMATION**

Type of Card:

☐☐☐

Credit Card #:

Expiration Date:

Month Year

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

Security Code:

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

Name on Card: \_\_\_\_\_

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

**\*\* Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No*If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.*Please submit tax exemption certificate to: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

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# EXHIBITOR APPOINTED CONTRACTOR



## Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Deadline Date: December 14, 2017**

**Please read the following information entirely prior to signing form and returning to Shepard.**

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

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

~ CONTRACTOR 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.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor 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.

~ The non-official contractor may not solicit business on the exhibit floor.

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

~ Non-official contractor 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.

**The following information must be completed and the form returned to Shepard by the deadline date.**

Name of Non-Official Contractor: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# ECONOMY BOOTH PACKAGE



**Archery Trade Association**

**January 11 - 13, 2018**

**Indiana Convention Center, Indianapolis, IN**

Event Code: I110370118

**Deadline Date: December 21, 2017**

## BOOTH PACKAGE 10' x 10' (50447)

Qty.	Code	Item Description	Discount	Regular	Amount
	5004606	1 - 6'L x 24"W x 30"H Skirted Table - Black	152.40	205.75	
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket			
	50255	10 X 10 Carpet *			

**\* Please select your carpet color:**

- |                                     |                                    |                                        |
|-------------------------------------|------------------------------------|----------------------------------------|
| <input type="checkbox"/> Red (01)   | <input type="checkbox"/> Blue (05) | <input type="checkbox"/> Burgundy (07) |
| <input type="checkbox"/> Black (06) | <input type="checkbox"/> Teal (13) | <input type="checkbox"/> Tuxedo (50)   |

## BOOTH PACKAGE 10' x 20' (50448)

Qty.	Code	Item Description	Discount	Regular	Amount
	5004606	1 - 6'L x 24"W x 30"H Skirted Table - Black	240.00	324.00	
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket			
	50256	10 X 20 Carpet *			

**\* Please select your carpet color:**

- |                                     |                                    |                                        |
|-------------------------------------|------------------------------------|----------------------------------------|
| <input type="checkbox"/> Red (01)   | <input type="checkbox"/> Blue (05) | <input type="checkbox"/> Burgundy (07) |
| <input type="checkbox"/> Black (06) | <input type="checkbox"/> Teal (13) | <input type="checkbox"/> Tuxedo (50)   |

**To qualify for the discounted rate listed above, order must be received with payment by December 21, 2017. No substitutions will be accepted. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular kit rates.**

Please complete the following:



(404) 720-8600

(404) 720-8755

atlanta@shepardes.com

EVENT CODE  
I110370118

DISCOUNT DEADLINE  
December 12, 2017

## Signature Series Furniture

Natural Feel  
Business Table 30"



Natural Feel  
Business Chair

Natural Feel  
Business Table 40"



Natural Feel  
Business Stool



### 6 Foot Fabric Table Cover w/ Table



Available Colors:



### Lighting & Accessories



#### Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	125.60	163.30	
50705	Natural Feel Business Stool	152.90	198.75	
50706	Natural Feel Business Table 30"	247.60	321.90	
50707	Natural Feel Business Table 40"	267.60	347.90	

#### Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	136.55	177.50	
50710	Natural Feel Table Lamp	98.30	127.80	
50708	Natural Feel Waste Receptacle	60.10	78.15	

#### Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	213.00	
	Red - Fabric Table Cover w/ Table	213.00	
	Blue - Fabric Table Cover w/ Table	213.00	
	Black - Fabric Table Cover w/ Table	213.00	

All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

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

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

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Signature Furnishings:	\$
7.000% Tax*:	\$
Amount Due:	\$

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

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.  
\*All tax rates are subject to change.



(404) 720-8600

(404) 720-8755

atlanta@shepardes.com

EVENT CODE  
1110370118

DISCOUNT DEADLINE  
December 12, 2017

Elevated  
Hardwood Flooring

## Signature Series Flooring

Premium Plush Carpet  
50 oz.



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

### Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

$$\boxed{\text{length}} \times \boxed{\text{width}} = \boxed{\text{sq. ft.}}$$

#### Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(03)	White	8.35	
(06)	Black	8.35	
(74)	Crimson	8.35	
(35)	Dark Grey	8.35	
(91)	Electric Blue	8.35	
(34)	Silver Dollar	8.35	
(33)	Sand	8.35	
(22)	Navy	8.35	

\*Actual colors may vary\*

#### Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	10.70	
(84)	Rustic Cherry	10.70	
(80)	Blackwood	10.70	
(31)	Ivory	10.70	
(85)	Barnwood	10.70	
(82)	Checkerboard	10.70	

#### Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor		Call for Quote
50711	Dark Oak - Elevated Hardwood Floor		Call for Quote

\* Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move-in for availability.

Minimum 100 square feet is required per flooring order.

Please complete the following.

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

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

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Signature Flooring:	\$
7.000% Tax*:	\$
Amount Due:	\$

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

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

\*All tax rates are subject to change.



Indiana Convention Center, Indianapolis, IN

Archery Trade Association

January 11 - 13, 2018

(404) 720-8600

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atlanta@shepardes.com

EVENT CODE

I110370118

DISCOUNT DEADLINE

December 21, 2017

## Booth Cleaning

**Carpet is delivered clean, but may become dirty during setup.  
Booth cleaning is suggested at least once prior to show opening.**

**Orders based on 100 Sq Ft Minimum  
All cancellations must be received 48 hours prior to show opening**

**As the General Service Contractor, Shepard has the exclusive cleaning contract for this show  
and other service contractors will not be permitted to provide this service on the show floor.**

### Booth Vacuuming



Vacuum Once				
Sq Ft	Item	Discount	Amount	
47050	0-399 sq ft	0.44	0.55	
47051	400-900 sq ft	0.40	0.50	
47052	900+ sq ft	0.35	0.45	

Vacuum Once with One Touch Up				
Sq Ft	Item	Discount	Amount	
47045	0-399 sq ft	0.54	0.70	
47046	400-900 sq ft	0.50	0.65	
47047	900+ sq ft	0.45	0.60	

\*Touch Up Service Date: \_\_\_\_\_

Daily Vacuum				
Sq Ft	Item	Discount	Amount	
47055	0-399 sq ft	1.32	1.70	
47056	400-900 sq ft	1.20	1.55	
47057	900+ sq ft	1.10	1.45	

### Porter Service



Booth Porter Services				
Sq Ft	Item	Discount	Amount	
47030	Porter Service Once	0.40	0.50	
47031	Daily Porter Service	1.20	1.55	

Porter Service includes emptying wastebaskets within the booth every two hours during the show.

### Mopping/Shampooing



Mopping				
Sq Ft	Item	Discount	Amount	
47042	Once Before Initial Opening per sq ft	0.55	0.70	
47022	Daily per sq. ft.	1.45	1.90	

Shampooing				
Sq Ft	Item	Discount	Amount	
47003	Once Before Initial Opening per sq ft	0.60	0.80	

### Display Wipe Down



Display Wipe Down *2 hr minimum per day				
Hours	Item	ST	OT	
47043	Once Before Initial Opening	72.35	108.55	
Hrs per day	Item	ST	OT	
47044	Daily service	72.35	108.55	

Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_

**Please note: booth cleaning and porter service are non-taxable for this show.**

☐ Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

☐ Yes, I have completed and included the payment Authorization Form.

**Please complete the following.**

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

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

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Cleaning: \$ \_\_\_\_\_  
 N/A Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

**Authorized Signature:**

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.  
 \*All tax rates are subject to change.



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## BOOTH CARPETING



Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017**

*Carpet lends the booth a warm, inviting atmosphere.*

*Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.*

### PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:



Red  
(01)



Silver Cloud  
(18)



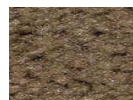
Deep Navy  
(22)



Charcoal  
(17)



Black  
(06)



Beige  
(14)

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	3.10	4.05	
46003	Rental 1000+/sq ft	2.80	3.65	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

### PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	6.55	8.50	
Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.				

### BOOTH DIMENSIONS

What is your booth size (ft.)?

X

=

sq. ft.

### PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.65	0.85	
50008	1" Padding	1.35	1.75	
50010	Visqueen	0.40	0.50	

### EXPO CARPET - 13 OZ.

Choose Color:



Red  
(01)



Blue  
(05)



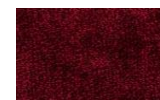
Tuxedo  
(50)



Black  
(06)



Teal  
(13)



Burgundy  
(07)

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	136.10	176.95	
50256	10' x 20'	239.75	311.70	
50257	10' x 30'	339.80	441.75	
50258	10' x 40'	453.60	589.70	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

### SPECIAL CUT EXPO CARPET

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	2.20	2.85	
50581	400 - 900 sq ft	2.00	2.60	
50582	900+ sq ft	1.80	2.35	

Rental includes installation and removal of carpet and visqueen protective covering.

\*Minimum 100 square feet

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.

Total Carpeting	\$
7.00% Tax:	\$
Amount Due:	\$

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.



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# EXPO FURNISHINGS



Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017**

## TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)  
Green (02) Blue (05) Grey (10)  
White (03) Black (06) Teal (13)

### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	92.75	120.60	
50046			6'L X 30"H	108.10	140.55	
50050			8'L X 30"H	119.00	154.70	
50043			4'L X 42"H	102.40	133.10	
50047			6'L x 42"H	122.05	158.65	
50051			8'L x 42"H	142.20	184.85	
50052			4th Side 30"	49.35	64.15	
50171			4th Side 42"	49.35	64.15	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	40.15	52.20	
50044		6'L X 30"H	59.75	77.70	
50048		8'L X 30"H	71.85	93.40	
50041		4'L X 42"H	57.50	74.75	
50045		6'L x 42"H	71.85	93.40	
50049		8'L x 42"H	80.65	104.85	

## RISERS - WOODEN PLANKING, 8" WIDE

### DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	31.00	40.30	
50084			6'L X 6"H	39.25	51.05	
50086			8'L X 6"H	49.95	64.95	
50083			4'L X 12"H	62.45	81.20	
50085			6'L x 12"H	77.85	101.20	
50087			8'L x 12"H	94.30	122.60	

### UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	14.85	19.30	
50078		6'L X 6"H	20.90	27.15	
50080		8'L X 6"H	27.00	35.10	
50077		4'L X 12"H	28.75	37.40	
50079		6'L x 12"H	41.05	53.35	
50081		8'L x 12"H	54.00	70.20	

## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	42.30	55.00	
50021		Arm Chair	54.45	70.80	
50024		Stool w/back	50.45	65.60	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	16.20	21.05	
50094		Floor Easel	30.05	39.05	
50245		Literature Rack	100.85	131.10	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	60.50	78.65	
50092		Coat Rack	36.85	47.90	
50093		Garment Rack	60.50	78.65	



Code	Qty.	Item	Discount	Regular	Amount
50427		Stanchion	75.50	98.15	
50095		Sign Holder, 22x28	86.70	112.70	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	10.10	13.15	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

<input type="checkbox"/> Red (01)	<input type="checkbox"/> Gold (04)	<input type="checkbox"/> Burgundy (07)
<input type="checkbox"/> Green (02)	<input type="checkbox"/> Blue (05)	<input type="checkbox"/> Grey (10)
<input type="checkbox"/> White (03)	<input type="checkbox"/> Black (06)	<input type="checkbox"/> Teal (13)

Please complete the following:

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

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

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

Booth #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Total Expo Furnishings:	\$
7.000% Tax*:	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



### Shepard Exposition Services

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# SPECIALTY FURNISHINGS & ACCESSORIES



## Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017**

### SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	40.40	52.50	
51090	Director's Stool	79.65	103.55	
51089	Ped. Table, 42"	109.90	142.85	
50032	Ped. Table, 30"	99.80	129.75	
50030	Rnd Side Table	50.45	65.60	
50031	Sq. Side Table	50.45	65.60	

### SHOWCASES



Full View

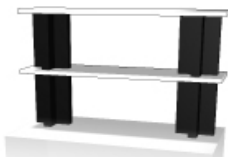


Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	452.25	587.95	
50068	Full View 6'	497.45	646.70	
50069	Quarter View 4'	645.15	838.70	
50070	Quarter View 6'	432.65	562.45	

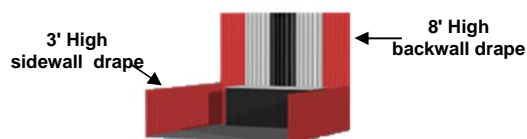
Standard Showcases are a gray finish.

### MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	25.10	32.65	
50088	8' Upright	15.05	19.55	
50349	6'-10' Crossbar	10.10	13.15	
50348	7'-12' Crossbar	10.10	13.15	
50296	4' x 12" Display Riser *	80.20	104.25	
50297	6' x 12" Display Riser *	99.85	129.80	

\* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.



### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

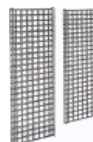
Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	12.40	16.10	
50074	3' High	9.65	12.55	

Choose Color:

☐ Red (01) ☐ Blue (05) ☐ Grey (10)  
☐ White (03) ☐ Black (06) ☐ Burgundy (07)

Minimum 10 linear feet rental required

### GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	106.15	138.00	
50237	2'x8' w/o legs, each	79.40	103.20	
50242	7-Ball Waterfall	7.40	9.60	

Other accessories available, please call customer service for more information.

### VELCRO TACK BOARD



50061



50060

Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	143.40	186.40	
50061	4' x 8' Vert.	143.40	186.40	

Total Specialty Furnishings/Accessories:	\$
7.000% Tax*:	\$
Amount Due:	\$

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.

# Soft Seating Collections

**HOPCH Chair**  
(gray linen)  
21"L 25"D 34"H



**HOPLV Loveseat**  
(gray linen)  
48"L 25"D 34"H



**SILVERADO  
C1E Cocktail Table**  
(glass, chrome)  
36" Round 17"H



# Soft Seating Collections



## FAIRFAX

**A) FAIRSW Sofa**  
(white vinyl, brushed metal)  
62"L 27"D 30"H

**B) FAIRCW Chair**  
(white vinyl, brushed metal)  
30"L 27"D 30"H

Available in Power 



## ROMA

**A) CHR003 Chair**  
(white vinyl)  
37"L 31"D 33"H  
**CHRPWR** (Powered)

**B) SFA003 Sofa**  
(white vinyl)  
78"L 31"D 33"H  
**SFAPWR** (Powered)



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 28"H  
**NPLCHP** (Powered)

**B) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 28"H  
**NPLLOP** (Powered)

**C) NPLSOF Sofa**  
(black vinyl)  
87"L 30"D 28"H  
**NPLSOP** (Powered)

# Soft Seating Collections



## HEATHROW

### HS008 Sectional 3pcs

(black vinyl)  
72"L 48"D 28"H



### HCH08 Heathrow Chair

(black vinyl)  
24"L 24"D 28"H



### HC008 Heathrow Corner Chair

(black vinyl)  
24"L 24"D 28"H



### HEA08 Heathrow Sofa

(black vinyl)  
48"L 24"D 28"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.

## TANGIERS

### A) TANSOF Sofa

(beige textured)  
78"L 37"D 36"H

### B) TANCHR Chair

(beige textured)  
34"L 37"D 36"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



A.

B.

C.

## SOUTH BEACH

### A) SO1 Sofa

(platinum suede)  
69"L 29"D 33"H

### B) OTS Ottoman

(platinum suede)  
25"L 31"D 18"H

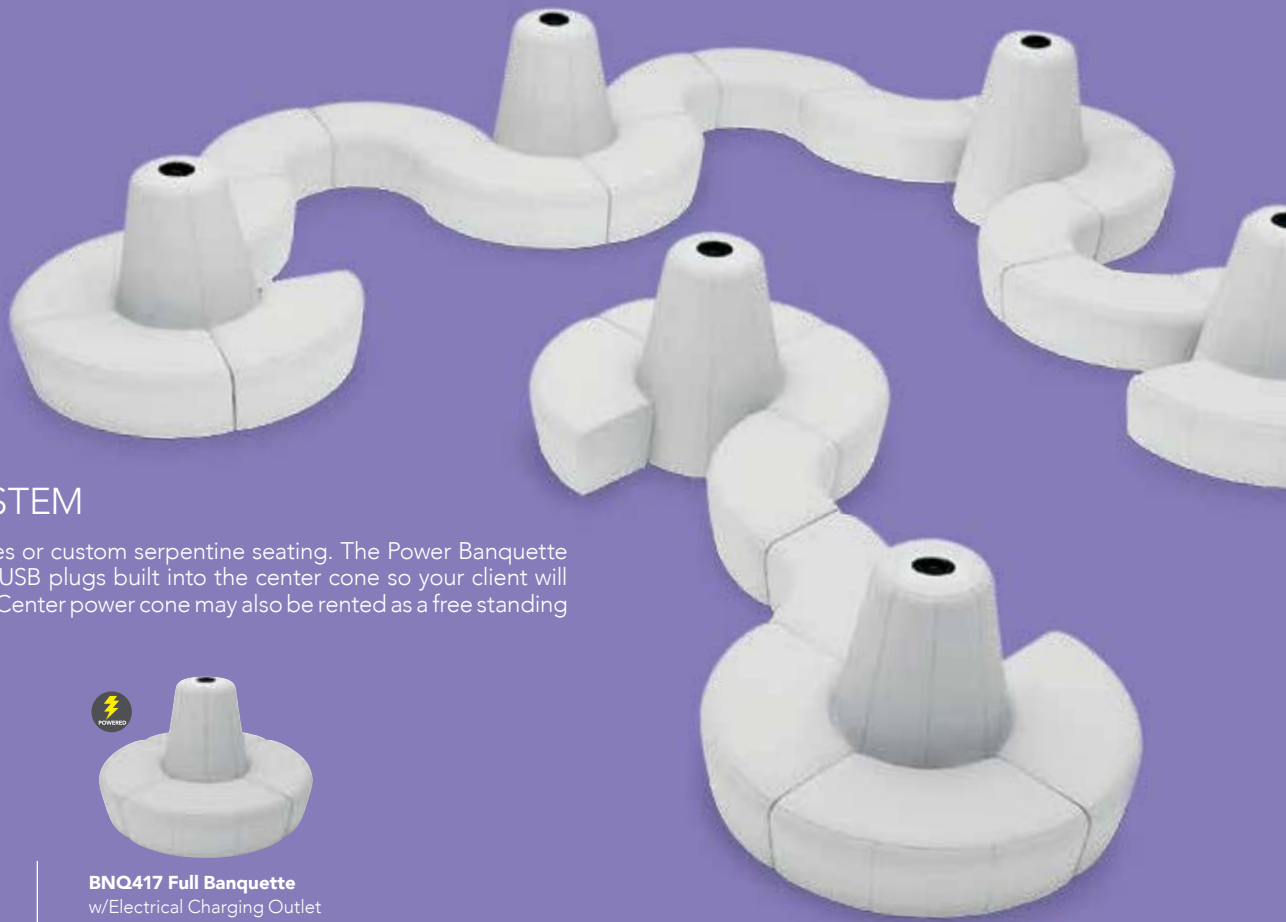
### C) SO2

### Sofa Sectional 3pc.

(platinum suede)  
152"L 40"D 33"H

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

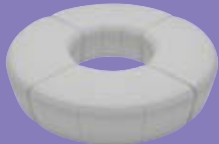
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



**BNQTL7 Center Cone**  
w/Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



**BNQ417 Full Banquette**  
w/Electrical Charging Outlet  
(white vinyl)  
72" 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 22.5"D 18"H



Detail of Electrical  
Charging Outlet

# Accent Chairs

## KEY WEST

**OCB Chair**  
(black)  
31"L 31"D 31"H



## MADDEN

**MADGRY Arm Chair**  
(light gray vinyl)  
27"L 32"D 33"H



## SWANSON

**SWAN Swivel Chair**  
(white vinyl)  
28"L 25"D 30"H



## Accent Chairs



A.



B.



C.



D.

**A) BCW  
Madrid Chair**  
(white vinyl)  
30"L 30"D 31"H

**B) OCH  
Madrid Chair**  
(black vinyl)  
30"L 30"D 31"H

**C) LABREA  
La Brea Swivel Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H

**D) CCE  
Ice Chair**  
(transparent, chrome)  
17.25"L 20"D 32"H

## Meeting & Stage Chairs



A.



B.



C.

**Meeting Chair**  
25.5"L 23.5"D 34"H  
**A) OCMESP** (espresso vinyl)  
**B) OCMTAU** (taupe fabric)  
**C) OCMWHT** (white vinyl)



## VIBE CUBE

18"L 18"D 18"H

- |                                |                                     |
|--------------------------------|-------------------------------------|
| <b>A) VIB09</b> (white vinyl)  | <b>F) VIB02</b> (blue vinyl)        |
| <b>B) VIB10</b> (black vinyl)  | <b>G) VIB08</b> (orange vinyl)      |
| <b>C) VIB07</b> (beige vinyl)  | <b>H) VIB06</b> (gold/bronze vinyl) |
| <b>D) VIB04</b> (red vinyl)    | <b>I) VIB01</b> (green vinyl)       |
| <b>E) VIB05</b> (yellow vinyl) | <b>J) VIB03</b> (pink vinyl)        |

# Ottomans

## Styles & Shapes



### ENDLESS Square

34"L 34"D 15"H

**A) END02B** (black)

**B) END02W** (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H

**C) END01B** (black)

**D) END01W** (white)

### Bench Ottomans

60"L 20"D 18"H

**E) BNO08** (black vinyl)

**F) BNO75** (white vinyl)

### G) SAL Sally Stool

(white)

12" Round 17"H

### H) CUBL20 Edge

#### LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

### I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

### J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

### K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

## Marche Swivel



### 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)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



B.



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)



B.



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

(brushed steel)

### Cocktail Tables

48"L 26"D 18"H

**A) C1W** (white)

**C1WP** (Powered)

**B) C1Y** (black)

**C1YP** (Powered)

### End Tables

27"L 23"D 22"H

**C) E1W** (white)

**D) E1Y** (black)

## REGIS

(brushed metal)

### E) REG BEN Bench Table

47"L 15.5"D 16"H

### F) REGOTT End Table

16"L 15.5"D 16.5"H

## SILVERADO

(glass, chrome)

### G) E1E End Table

24" Round 22"H

### H) C1E Cocktail Table

36" Round 17"H

## OLIVER

(walnut finish)

### I) EOLI End Table

22" Round 22"H

### J) COLI Cocktail Table

47"L 27"D 19"H

## RUSTIC

(wood)

### K) ETBL E-Table

21"L 15.5"D 27.5"H

### L) TMBTBL Timber Table

16" Round 17"H

### M) NEMSAC

### Mosaic Tables, Set of 3

(wood, metal)

12"L 14"D 16"H

16.5"L 15"D 18"H

20.5"L 16"D 20"H

### N) AURA

### Aura Round Table

(white metal)

15" Round 22"H

### O) CUBTBL Edge LED

### Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)**EXECUTIVE FURNITURE****Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017****SEATING**

Qty.	Item	Discount	Regular	Amount
<b>Sofas &amp; Sectionals</b>				
	SO1-South Beach Sofa, P. Suede	769.80	1000.75	
	HEA08-Heathrow Sofa, Black Vinyl	705.60	917.30	
	HS008-Heathrow 3 pc. Sectional	1850.95	2406.25	
	SFA002- Allegro Sofa	489.05	635.75	
	NPLSOF-Naples Sofa, Black Vinyl	889.40	1156.20	
	NPLSOP-Naples Sofa, powered	1081.70	1406.20	
	SO2-3pc. South Beach, P. Suede	1438.80	1870.45	
	TANSOF-Tangiers Sofa, Beige	705.60	917.30	
	SFA003-Roma Sofa, White	574.70	747.10	
	SFAPWR-Roma Sofa, powered	1081.70	1406.20	
	KEYSOF-Key Largo Sofa	501.95	652.55	
	FAIRSW-Fairfax Sofa	507.65	659.95	
<b>Club Chairs</b>				
	HC008-Heathrow Corner, Black Vinyl	592.45	770.20	
	HCH08-Heathrow Chair, Black Vinyl	550.05	715.05	
	NPLCHR-Naples Chair, Black Vinyl	620.75	807.00	
	NPLCHP-Naples Chair, powered	671.65	873.15	
	TANCHR-Tangiers Chair, Beige	457.80	595.15	
	CHR002-Allegro Chair	319.10	414.85	
	CHR003-Roma Chair, White	369.15	479.90	
	CHRPWR-Roma Chair, powered	671.65	873.15	
	KEYCHR-Key Largo Chair	332.30	432.00	
	FAIRCW-Fairfax Chair	366.25	476.15	
<b>Ottomans</b>				
	BNO08-Bench, Black Leather	436.95	568.05	
	BNO75-Bench, White Leather	436.95	568.05	
	END02B-Square, Black Leather	380.35	494.45	
	END02W-Square, White Leather	380.35	494.45	
	END01W-Curved, White Leather	520.70	676.90	
	END01B-Curved, Black Leather	520.70	676.90	
	VIB02-Vibe Cube, Blue	97.85	127.20	
	VIB04-Vibe Cube, Red	97.85	127.20	
	VIB05-Vibe Cube, Yellow	97.85	127.20	
	VIB07-Vibe Cube, Champagne	94.95	123.45	
	VIB03-Vibe Cube, Pink	97.85	127.20	
	VIB06-Vibe Cube, Gold/Bronze	97.85	127.20	
	VIB08-Vibe Cube, Orange	143.40	186.40	
	VIB01-Vibe Cube, Green	94.95	123.45	
	VIB10-Vibe Cube, Black W/tproof	170.20	221.25	
	VIB09-Vibe Cube, White W/tproof	170.20	221.25	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Accent Chairs</b>				
	CCE-ICE, Transparent/Chrome	217.30	282.50	
	OCH-Madrid Black Leather	782.55	1017.30	
	BCW-Madrid Chair, White	859.05	1116.75	
	LABREA-La Brea Swivel Chair	436.95	568.05	
	OCB-Key West Tub, Black	457.15	594.30	
	MADGRY-Madden Arm Chair, Grey	451.05	586.35	
	SWAN-Swanson Swivel, White Vinyl	380.35	494.45	
	HOPCH-Hopi Chair, Grey Linen	289.80	376.75	
<b>Loveseats</b>				
	NPLLOV-Naples, Black Vinyl	748.00	972.40	
	NPLLOP-Naples Loveseat, powered	931.85	1211.40	
	KEYLOV-Key Largo Loveseat	388.85	505.50	
	HOPLV-Hopi Loveseat, Grey Linen	450.80	586.05	
<b>Meeting Chairs</b>				
	OCMESP-Meeting Chair, Espresso	204.55	265.90	
	OCMTAU-Meeting Chair, Taupe	295.45	384.10	
	OCMWHT-Meeting Chair, White	267.15	347.30	
<b>Modular System</b>				
	BNQTL7-Center Cone	876.30	1139.20	
	BNQ417-Full Banquette	2776.10	3608.95	
	BNQR17-Ottoman Ring, White Vinyl	2134.40	2774.70	
	BNQ7-Quarter Curve, White Vinyl	595.70	774.40	
	WHT12-Half Bench, White Vinyl	455.40	592.00	
	CUBL20-Edge Lighted Cube	212.10	275.75	
	SAL Sally Stool	98.50	128.05	
	WHT12-Half Bench, White Vinyl	455.40	592.00	
	MAR010-Marche Swivel, Blue	225.40	293.00	
	MAR002-Marche Swivel, Grey	225.40	293.00	
	MAR003-Marche Swivel, Linen	225.40	293.00	
	MAR008-Marche Swivel, Mdwn Grn	225.40	293.00	
	MAR009-Marche Swivel, Pear	225.40	293.00	
	MAR007-Marche Swivel, Plum	225.40	293.00	
	MAR004-Marche Swivel, Raspberry	225.40	293.00	
	MAR005-Marche Swivel, Red	225.40	293.00	
	MAR006-Marche Swivel, Rose Qtz	225.40	293.00	
	MAR001-Marche Swivel, White	225.40	293.00	
	BNQR17-Ottoman Ring, White Vinyl	2134.40	2774.70	
	BNQ7-Quarter Curve, White Vinyl	595.70	774.40	
	OTS-South Beach Wedge	251.05	326.35	

**COCKTAIL AND END TABLES**

Qty.	Item	Discount	Regular	Amount
<b>Occasional Cocktail Tables</b>				
	C1E-Silverado	297.40	386.60	
	ALC100-Alondra, Glass/Chrome	404.80	526.25	
	ALC200-Alondra, Wood/Chrome	404.80	526.25	
	C1FWB-Geo, Wood/Black	354.20	460.45	
	C1C-Geo Rect., Glass/Chrome	283.60	368.70	
	COLI - Oliver Cocktail Table	180.20	234.25	
	C1W-Sydney, White	291.00	378.30	
	C1Y-Sydney, Black	291.00	378.30	
	C1YP-Sydney Black, powered	380.35	494.45	
	C1WP-Sydney White, powered	380.35	494.45	
	G30CMS-Table, Maple	371.20	482.55	
	G30CMW-Table w/ Grmt, Maple	371.20	482.55	
	G30CWS-Table, White	371.20	482.55	
	G30CWW-Table w/ Grmt, White	371.20	482.55	
	REGBEN-Regis Bench Table	304.00	395.20	

Qty.	Item	Discount	Regular	Amount
<b>Occasional End Tables</b>				
	E1E-Silverado	283.60	368.70	
	ALE100-Alondra, Glass/Chrome	292.10	379.75	
	ALE200-Alondra, Wood/Chrome	292.10	379.75	
	E1FWB-Geo, Wood/Black	308.20	400.65	
	E1C-Geo, Glass/Chrome	265.85	345.60	
	EOLU-Oliver End Table	168.65	219.25	
	E1W-Sydney, White	269.70	350.60	
	E1Y-Sydney, Black	370.70	481.90	
	CUBTBL-Edge LED Cube	212.10	275.75	
	AURA End Table	154.15	200.40	
	ETBL-E Table, Wood	189.50	246.35	
	NEMSAC Mosaic Tables, Set of 3	309.65	402.55	
	TMBTBL Timber Table, Wood	182.40	237.10	
	REGOTT-Regis End Table	224.85	292.30	

Please complete the following:

**Company Name:** \_\_\_\_\_**Booth #:** \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

7.000% Tax: \$ \_\_\_\_\_

**Contact Name:** \_\_\_\_\_**Phone #:** \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

# Conference Tables



**PWRUSB**

**Powered Conference Table Module**  
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin 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

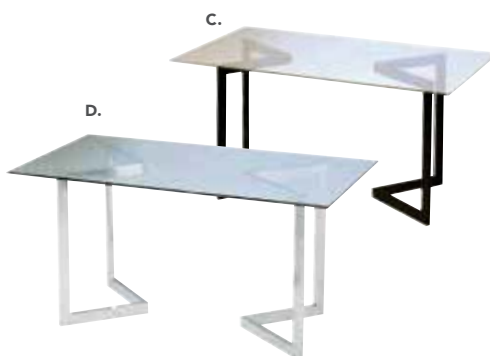
**E) MADC08 8' Table**

96"L 60"D 29"H

**F) MADC10 10' Table**

120"L 48"D 29"H

# Styles & Shapes



## Geo Rounded Square Tables

42"L 42"D 29"H

**A) CE1** (glass, chrome)

**B) CF1** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

**C) CF2 Geo** (glass, black)

**D) CE2 Geo** (glass, chrome)

## Conference Tables

(graphite nebula)

**E) CB3 8'**

96"L 48"D 29"H

**F) CB2 6'**

72"L 42"D 29"H

## Conference Tables

(granite)

**G) C508GR 8'**

96"L 44"D 29"H

**H) CT10GR 10'**

120"L 46"D 29"H

**I) CT06GR 6'**

72"L 36"D 29"H

## J) MERLIN

**Merlin Multi Use Table**

(gray laminate, black)

46"L 29"D 30"H

**K) WD3 Work Table**

(white laminate, white)

48"L 24"D 30"H

## Mix & Match

**Create the right look.** Choose from a wide selection of Conference Chairs for the perfect style.

**L) PROEXB Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable.

**M) PROMID Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"H Adjustable.



# Executive Seating



A.



B.



C.



D.



E.



F.

## Pro Executive Mid Back Chair

24"L 22"D 40"H Adjustable

A) PROMDB (black vinyl)

B) PROMID (white vinyl)

## C) PROGB Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

## D) XC1 Luxor High Back Executive Chair

(black vinyl)

27"L 28"D 47"H Adjustable

## E) XC2 Luxor Mid Back Executive Chair

(black vinyl)

27"L 28"D 41"H Adjustable

## F) SY1 Altura Steno Chair

(black crepe)

25"L 26"D 21"H

## Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.





**ZENITH**  
**ZENCHR Chair**  
(white, chrome)  
18.5"L 22"D 32"H



**LAGUNA**  
**LMCHR Chair**  
(maple, chrome)  
18"L 19"D 34"H



**MALBA**  
**MALGRY Chair**  
(gray)  
20"L 20"D 32"H



**MALBA**  
**MALGRN Chair**  
(green)  
20"L 20"D 32"H

# Group Seating

# Styles & Shapes



## Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

## C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 31"H

## D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

## E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

## F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

## G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

## H) XC3

Luxor Guest Chair

(black vinyl)

27"L 28"D 40"H

## I) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

## Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H


K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



# Communal Tables

# G30

Powered Tables

 Denotes AC and USB charging outlets

## G30 Communal Tables (maple tops)

### E) Bar Table

72"L 26"D 42"H

**G30BMS** (solid top)

**G30BMW** (grommet holes)

### F) Café Table

72"L 26"D 30"

**G30DMS** (solid top)

**G30DMW** (grommet holes)

### G) Cocktail Table

72"L 26"D 18"H

**G30CMS** (solid top)

**G30CMW** (grommet holes)

## G30 Communal Tables

(white tops)

72"L 26"D 42"H

### H) Bar Table

**G30BWS** (solid top)

**G30BWW** (grommets)

### I) Café Table

72"L 26"D 30"H

**G30DWS** (solid top)

**G30DWW** (grommets)

### J) Cocktail Table

72"L 26"D 18"H

**G30CWS** (solid top)

**G30CWW** (grommets)

## K) MERLIN

### Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

### L) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H



POWERED  
DETAIL

- A) G30BWP G30 Bar Table, Powered** (white top) 72"L 26"D 42"H.  
**B) G30DWP G30 Café Table, Powered** (white top) 72"L 26"D 30"H.  
**C) G30CWP G30 Cocktail Table, Powered** (white top) 72"L 26"D 18"H.  
**D) BSD Oslo Barstool** (blue) 17"L 20"D 30"H.

## TABLE TOP OPTIONS

(G30 Powered Tables only  
available in white)



MAPLE



WHITE



(ADAPTW)

Charging adapters are  
available to rent for all G30  
Powered Table Products.

(Choose from solid top tables or with grommet holes)



# Café Tables



**A) 30SBHC 30" Round Café Table**  
(liquid steel blue top, chrome hydraulic base)  
30" RND 29"H

**B) RSTDIN Rustique Chair w/Arms**  
(gunmetal)  
20"L 18"D 31"H

**30" Round Café Tables**  
**Standard Black Base**  
30" Round 29"H  
**A) ZTB** (red top)  
**B) ZTH** (liquid steel blue top)

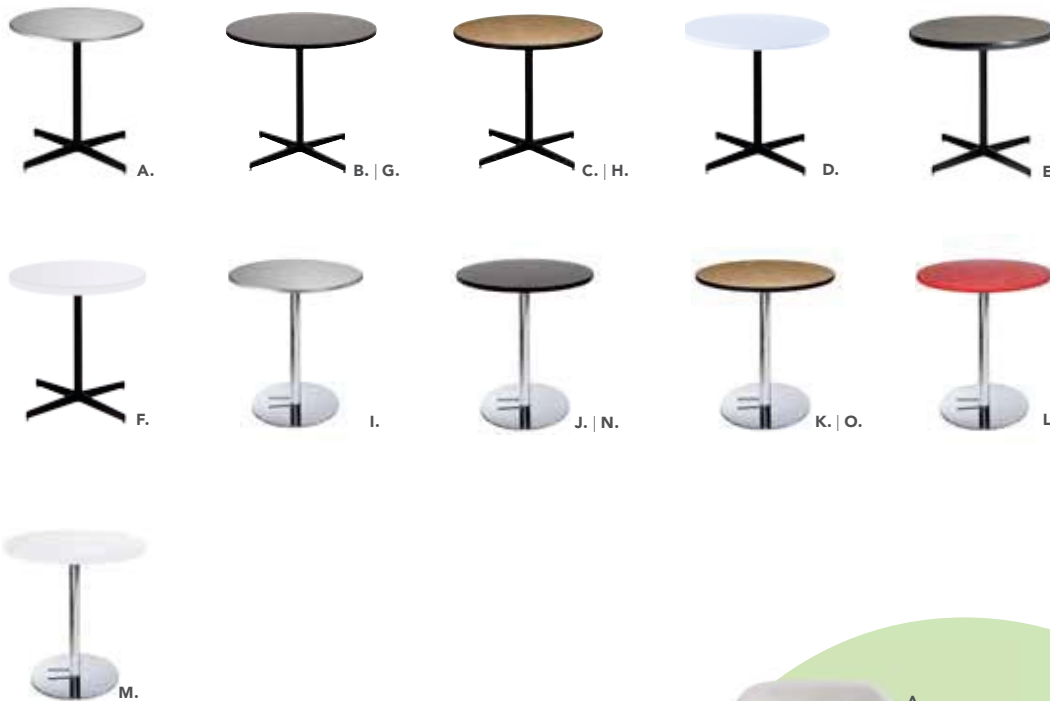
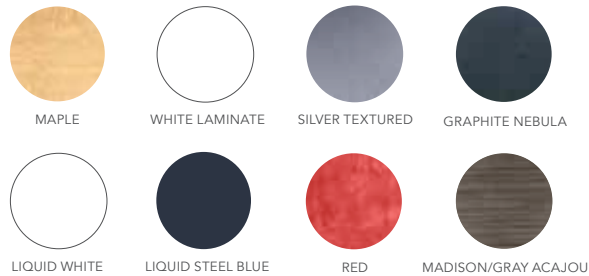
**Hydraulic Chrome Base**  
30" Round 29"H  
**C) LIQ009** (liquid white top)  
**D) 30MAHC** (Madison gray acajou top)

**Malba Chair**  
20"L 20"D 32"H  
**E) MALGRN** (green)



# Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



## Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTQ (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

## Café Tables

Hydraulic Chrome Base

30" Round 29"H

- I) 30STHC (silver textured)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

See additional options on page 21.

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# EXECUTIVE FURNITURE



## Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017**

### CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	444.10	577.35	
	CE1-Geo Table, Sq. Chrome	317.70	413.00	
	CF1-Geo Table, Sq. Black	301.45	391.90	
	CE2-Geo Table, Chrome	460.40	598.50	
	CB2-6' Graphite Table	496.00	644.80	
	CB3-8' Graphite Table	601.35	781.75	
	CB1-42" Round, Graphite Nebula	406.85	528.90	
	C508GR-8', Granite	694.85	903.30	
	CT10GR-10', Granite	1043.05	1355.95	
	CT06GR-6', Granite	588.70	765.30	
	PWRUSB-Powered Table Module	80.60	104.80	
	CB8-42" Round Madison, Grey	209.30	272.10	
	MADC10-10' Madison, Grey	1161.50	1509.95	
	MADC05-5' Madison, Grey	581.90	756.45	
	MADC08-8' Madison, Grey	1161.50	1509.95	
	CONF42-42" Round, White laminate	479.25	623.05	
<b>Executive Seating</b>				
	PROEXE-Pro Executive Chair	394.50	512.85	
	PROEXB-Executive Chair High Back	394.50	512.85	
	PROGB-Guest Executive Chair	275.75	358.50	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	69.30	90.10	
	RSTDIN-Rustique w/ arms, Gunmetal	154.15	200.40	
	CS8-Berline Chair, Black	119.60	155.50	
	CS9-Berlin Chair, Red	119.60	155.50	
	XCHR-Christopher Chr, White Vinyl	111.70	145.20	
	CH002-Wendy Chair, Acrylic	125.85	163.60	
	SC10 Razor Chair	84.85	110.30	
	SC3-Brewer Chair, Onyx	189.70	246.60	
	XC3-Luxor Guest Chair	398.80	518.45	
	XC6-Altura Guest Chair	355.00	461.50	
	LMCHR-Laguna Chair, Maple/Chrome	179.40	233.20	
	MALGRY-Malba Chair, Grey	138.00	179.40	
	MALGRN-Malba Chair, Green	138.00	179.40	
	CS4-Syntax Chair, Black/Chrome	250.70	325.90	
	ZENCHR-Zenith Chair-White/Chrome	202.40	263.10	
	SY1-Altura Task Chair	215.60	280.30	
<b>Executive Seating</b>				
	XC1-Luxor Executive, High-back	460.40	598.50	
	XC2-Luxor Executive Chair	400.10	520.15	
	PROMDB-Exec Mid-Back, Black	278.30	361.80	
	PROMID-Executive Chair Mid Back	250.30	325.40	

### Café TABLES

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	223.45	290.50	
	ZTP-36" Maple Top/Black Base	248.60	323.20	
	ZTJ-30" Graphite Top/Black Base	223.45	290.50	
	ZTN-36" Graphite Top/Black Base	248.60	323.20	
	ZTG-30" Silver Textured Top	238.95	310.65	
	ZTE-36" Brandy Top/Black Base	293.75	381.90	
	ZTQ-36" White Laminate Top	277.75	361.10	
	ZTB-30" Red Top/Black Base	212.80	276.65	
	ZTH-30" Steel Blue Top/Black Base	280.60	364.80	
	LIQ004-30" Lqd White/Black Base	446.20	580.05	
	ZTA-30" Grey Top/Black Base	280.60	364.80	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	318.15	413.60	
	30GRHC-Graphite Nebula, Chrome	318.15	413.60	
	30STHC-Silver Textured, Chrome	318.15	413.60	
	30BRHC-Brushed Red Top, Chrome	318.15	413.60	
	30SBHC-Steel Blue Top, Chrome	318.15	413.60	
	LIQ009-Liquid White Top, Chrome	563.50	732.55	
	30MAHC-Grey Top, Chrome	363.40	472.40	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	346.45	450.40	
	36GRHC-Graphite Nebula, Chrome	346.45	450.40	
	36WTHC-White Top, Chrome	346.45	450.40	

### COMMUNAL TABLES

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	560.55	728.70	
	G30DMW-Café w/ Grmt, Maple	560.55	728.70	
	G30DWS-Café, White Top	560.55	728.70	
	G30DWW-Café w/ Grmt, White	560.55	728.70	
	G30DWP-Café Table, powered	649.05	843.75	
<b>Cocktail Tables</b>				
	G30CWP-Cocktail Table, powered	465.20	604.75	

<b>Bar Tables</b>				
	G30BWS-Bar Table, White	696.90	905.95	
	G30BWW-Bar w/ Grmt, White	696.90	905.95	
	G30BMS-Bar Table, Maple	696.90	905.95	
	G30BMW-Bar w/ Grmt, Maple	696.90	905.95	
	G30BWP-Bar Table, powered	832.85	1082.70	

Please complete the following:

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

**Booth #:** \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

7.000% Tax: \$ \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

# Bar Tables



**A) LIQ010**  
**30" Round Bar Table**  
(liquid white, chrome  
hydraulic base)  
30"RND 45"H

**B) APS12**  
**Apex Barstools**  
(blue ultra suede)  
21"L 21"D 33"H

**C) 30SBHB**  
**30" Round Bar Table**  
(liquid steel blue top,  
chrome hydraulic base)  
30"RND 45"H

**D) RSTSTL**  
**Rustique Barstool**  
(gunmetal)  
13"L 13"D 30"H



# Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



## Bar Tables

Standard Black Base  
30" Round 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) LIQ003 (liquid white)
- F) VTH (liquid steel blue)

36" Round 42"H

- G) VTW (white laminate)
- H) VTN (graphite nebula)
- I) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" Round 45"H

- J) 30GRHB (graphite nebula)
- K) 30MTHB (maple)
- L) 30STHB (silver textured)
- M) 30BRHB (red)

36" Round 45"H

- N) 36WTHB (white laminate)
- O) 36GRHB (graphite nebula)
- P) 36MTHB (maple)

See additional options on page 23.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base  
(Madison/gray acajou) 30" RND 45"H

R) VTA 30" Round Bar Table w/ Standard Black Base  
(Madison/gray acajou) 30" RND 42"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.



O.



P.

Q.

R.

## Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

## Zoey Barstools

15"L 16"D 26-30.5"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 30"H

G) BSS (black, chrome)

H) BST (white, chrome)

## Oslo Barstools

17"L 20"D 30"H

I) BSD (blue)

J) BSC (white)

## K) BSL Gin Barstool

(maple, chrome)

16"L 16"D 29"H

## L) BCE Ice Barstool

(transparent, chrome)

16"L 14"D 33"H

## M) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## N) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## O) BSR Syntax Barstool

(black, chrome)

23"L 19"D 32"H

# Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

P) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

Q) RSTSTL Rustique Barstool (gunmetal) 13"L 13"D 30"H

R) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

# Office Essentials

A.



D.



C.



## 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) BC8 Madison Bookcase**

(gray acajou) 36"L 12"D 72"H

**D) SWAN Swanson Swivel Chair**

(white vinyl) 28"L 25"D 30"H

B.



DESK BACK



CREDENZA BACK

## POWERED PEDESTALS

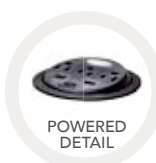


Denotes AC and USB charging outlets

**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.



B.



(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

### A) Powered Locking Pedestal

(white)

PDL36W 24"L 24"D 36"H

PDL42W 24"L 24"D 42"H

### B) Powered Locking Pedestal

(black)

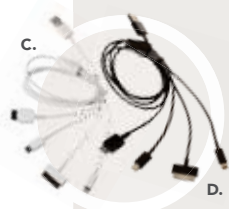
PDL36B 24"L 24"D 36"H

PDL42B 24"L 24"D 42"H

### Charging Adapters

C) ADAPTW (white)

D) ADAPTB (black)



Charging adapters are available to rent for all powered products.

## ACCENT LAMPS



A.



B.

### A) LA15

Mason Floor Lamp

(brushed silver)

18" Round 55"H

### B) LA14

Mason Table Lamp

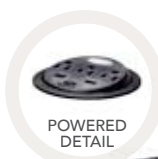
(brushed silver)

16" Round 26"H

## TECH COLLECTION



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

### Charging Adapters

D) ADAPTB (black)



Charging adapters are available to rent for all powered products.

# Show Essentials

A.



## MARTINI BAR

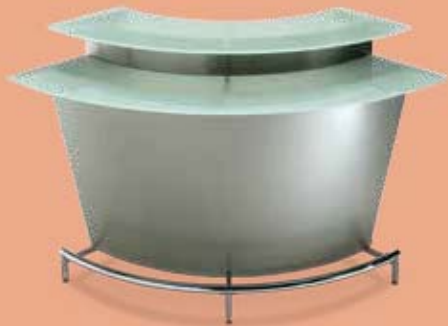
### A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars  
100"L 100"D 45"H

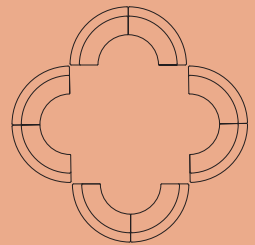
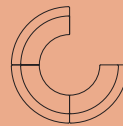
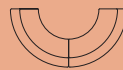
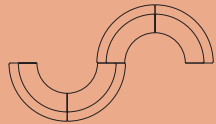
### B) BR1 Martini Bar

(gray metal, frosted glass top)  
67"L 22"D 45"H

B.



### Suggested Uses of Martini Bar



## LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.


### A) CUBL20 Edge LED Cube Ottoman

(white plastic)  
20"L 20"D 20"H  
A/C power only

### B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)  
20"L 20"D 20"H  
A/C power only

## MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



(BACK VIEW)

Mobile Tablet Stands  
Include 3 AC and 2 USB  
Charging Outlets



### TABLET STANDS

A) TBSTND (black)  
14"L 13"D 44.5"H

B) TBSTDW (white)  
14"L 13"D 44.5"H

### ACCESSORIES

C) TBBCHR  
Brochure Holder  
(black)  
8.625"L 1.1"D 11.325"H

D) TBSHLF  
Charging Shelf  
(black)  
14.85"L 7.17"D 1"H

E) TBPNTN  
Wireless Printer Holder  
(black)  
3.3"L 1.9"D 5.28"H

\* Please note that all tablet stands must be ordered separately

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)**EXECUTIVE FURNITURE****Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017****BAR TABLES, BARS, & BAR STOOLS**

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - All Black Base</b>				
	VTK-30" Maple Top/Black Base	258.10	335.55	
	VTP-36" Maple Top/Black Base	254.80	331.25	
	VTJ-30" Graphite Top/Black Base	327.25	425.45	
	VTN-36" Graphite Top/Black Base	267.50	347.75	
	VTG-30" Silver Textured Top	261.60	340.10	
	VTE-36" Brandy Top/Black Base	307.25	399.45	
	VTW-36" White Laminate Top	281.40	365.80	
	VTB-30" Red Top/Black Base	245.85	319.60	
	VTH-30" Steel Blue/Black Base	308.20	400.65	
	LIQ003-30" Lqd White/Black Base	418.60	544.20	
	VTA-30" Grey Top/Black Base	299.00	388.70	
<b>Barstools</b>				
	BST-Banana, White/Chrome	264.40	343.70	
	BSS-Banana, Black/Chrome	264.40	343.70	
	BS001-Shark, Swivel White	224.95	292.45	
	BS002-Zoey, Swivel White	204.95	266.45	
	BS003-Zoey, Swivel Black	310.60	403.80	
	RSTSTL-Rustique Barstool, Gunmetal	140.00	182.00	
	APS08-Apex Black Vinyl	237.55	308.80	
	APS59-Apex Red Vinyl	237.55	308.80	
	APS75-Apex White Vinyl	237.55	308.80	
	APS12-Apex Blue Ultra Suede	237.55	308.80	
	XBAR-Christopher White Vinyl	190.90	248.15	
	LMBAR-Laguna, Maple/Chrome	225.40	293.00	
	BSR-Syntax, Black/Chrome	273.70	355.80	
	ZENBAR-Zenith, White/Chrome	202.40	263.10	

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - Chrome Base 30", Hydraulic</b>				
	30GRHB-Graphite Nebula, Chrome	318.15	413.60	
	30MTHB-Maple Top, Chrome	318.15	413.60	
	30STHB-Silver Texture, Chrome	318.15	413.60	
	30BRHB-Brushed Red, Chrome	318.15	413.60	
	30SBHB-Steel Blue Top, Chrome	318.15	413.60	
	LIQ010-Liquid White Top, Chrome	563.50	732.55	
	30MAHB-Grey Top, Chrome	363.40	472.40	
<b>Bars</b>				
	BRC-Circle Martini Bar	4316.50	5611.45	
	BR1-Martini Bar	1499.65	1949.55	
<b>Bar Tables - Chrome Base 36", Hydraulic</b>				
	36GRHB-Graphite Nebula, Chrome	346.45	450.40	
	36MTHB, Maple Top, Chrome	346.45	450.40	
	36WTHB-White Top, Chrome	346.45	450.40	
<b>Barstools</b>				
	BSD-Oslo, Blue	275.45	358.10	
	BSC-Oslo, White	230.00	299.00	
	BSL-Gin, Maple	209.25	272.05	
	BCE-Ice, Transparent /Chrome	309.30	402.10	
	ROLLBL-Lift Barstool, Black Vinyl	224.85	292.30	
	ROLLGY-Lift Barstool, Grey Vinyl	224.85	292.30	
	ROLLRD-Lift Barstool, Red Vinyl	224.85	292.30	
	ROLLWH-Lift Barstool, White Vinyl	224.85	292.30	

**MISCELLANEOUS ITEMS**

Qty.	Item	Discount	Regular	Amount
<b>Desks, Credenzas, Files, Bookcases</b>				
	CR8-Madison Credenza, Grey	621.00	807.30	
	JD8-Madison Executive Desk, Grey	733.70	953.80	
	BC8-Madison Bookcase, Grey	531.30	690.70	
	TECH3B-Tech Desk w/drawers, Pwr	592.45	770.20	
	TECH-Tech Desk, Powered	479.35	623.15	
	TECH3-3-drawer File Cbnt w/Castors	158.35	205.85	
<b>Product Display- Pedestals</b>				
	PDL36B-Ped, Locking, Powered	507.65	659.95	
	PDL42B-Ped, Locking, Powered	606.60	788.60	
	PDL36W-Ped, Locking, Powered	507.65	659.95	
	PDL42W-Ped, Locking, Powered	606.60	788.60	
<b>Charging Items</b>				
	ADAPTIB-Charging Adapter, black	25.45	33.10	
	ADAPTIV-Charging Adapter, white	25.45	33.10	
<b>Lighted Products</b>				
	CUBL20-Edge Lighted Cube	212.10	318.15	
	CUBTBL-Edge LED Cube	212.10	318.15	

Qty.	Item	Discount	Regular	Amount
<b>Lamps</b>				
	LA15-Mason Silver Floor Lamp	233.30	303.30	
	LA14-Mason Silver Table Lamp	152.70	198.50	
<b>Refrigerators</b>				
	R1R-White 14 Cubic Feet	860.25	1118.35	
	R1Q-White 4 Cubic Feet	300.60	390.80	
<b>Work &amp; Multi-Use Tables</b>				
	MERLIN-Multi Use Table	366.25	476.15	
	WD3-Work Table	352.10	457.75	
<b>Mobile Tablet Stands</b>				
	TBSTDW-Mobile Tablet Stand, White	212.60	276.40	
	TBSTND-Mobile Tablet Stand, Black	212.60	276.40	
<b>Mobile Tablet Accessories*</b>				
	TBBCHR-Tablet, brochure holder	68.20	88.65	
	TBSHLF-Tablet, charging shelf	68.20	88.65	
	TBPNT-Tablet, print stand	68.20	88.65	

\* Please note that all tablet stands must be ordered separately

Please complete the following:

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

Booth #: \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

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

Phone #: \_\_\_\_\_

7.000% Tax: \$ \_\_\_\_\_

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

Amount Due: \$ \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

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Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

# FABEX BOOTH RENTALS



Archery Trade Association

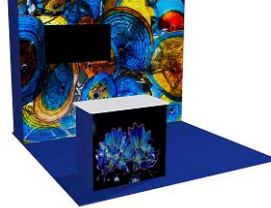
January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

Discount Deadline: **December 12, 2017**

## 10' x 10' FABRIC BOOTH RENTALS



Code	Qty.	Description	Discount	Regular
66557		FX21 10' x 10'	2132.10	3198.15
66558		FX2M1 10' w/Monitor	3857.10	5785.65

Carpet not included

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm



Code	Qty.	Description	Discount	Regular
66561		FX2H1 10' x 10'	2608.90	3913.35
66562		FX2M1H 10' w/Monitor	4333.90	6500.85

Carpet not included

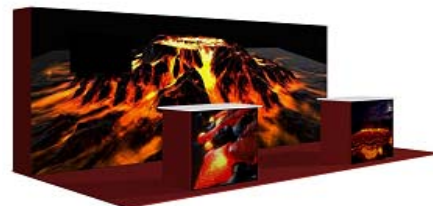
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

## 10' x 20' Fabric Booth RENTALS



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

Code	Qty.	Description	Discount	Regular
66559		FX22 10' x 20'	3695.65	5543.50
66560		FX2M2 10' x 20' w/Monitor	5420.65	8131.00
66567		FX2H2 20' x 20'	4122.05	6183.10
66563		FX2M2H 20' w/Monitor	5847.05	8770.60

Carpet not included.

**All FABEX exhibits must be ordered 30 days before move in for confirmed availability.**

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 Exhibit Solutions Department with any questions at 404-720-8652.

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

**Please fax completed form to Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

Company Name:	Booth #:	Subtotal \$
Contact Name:	Phone #:	7.000% Tax*: \$
Authorized Signature:		Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)



# FABEX BACKLIT BOOTHS

**Archery Trade Association**

**January 11 - 13, 2018**

**Indiana Convention Center, Indianapolis, IN**

Event Code: I110370118

**Discount Deadline: December 12, 2017**

## FABEX Fabric Backlit Booth RENTALS



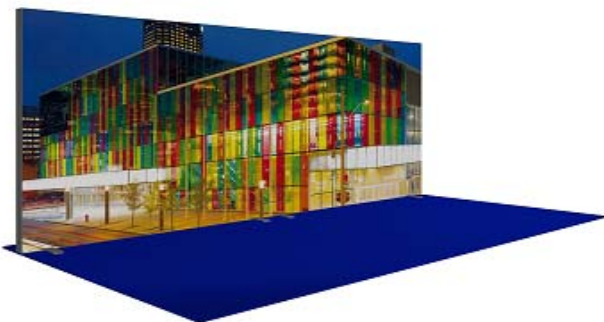
Code	Qty.	Description	Discount	Regular
66564		FX11 10' x 10' Backlit	2149.85	3224.80

Freestanding 8'h x 10' Backlit Backwall with full color graphics

Carpet not included

Graphic Size: 3042mm x 2436mm

Electricity not included



Code	Qty.	Description	Discount	Regular
66565		FX12 10' x 20' Backlit	3322.50	4983.75

Freestanding 8'h x 20' Backlit Backwall with full color graphics

Carpet not included

Graphic Size: 6088mm x 2436mm

Electricity not included



Code	Qty.	Description	Discount	Regular
66566		FX13 10' x 30' Backlit	4495.20	6742.80

Freestanding 8' h x 30' Backlit Backwall with full color graphics

Carpet not included

Graphic Size: 8992mm x 2436mm

Electricity not included

**All FABEX exhibits must be ordered 30 days before move in for confirmed availability.**

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 Exhibit Solutions Department with any questions at 404-720-8652.

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

**Please fax completed form to Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	7.000% Tax*	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.



Shepard Exposition Services

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## INLINE BOOTH RENTALS



Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

Discount Deadline: December 12, 2017

### EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

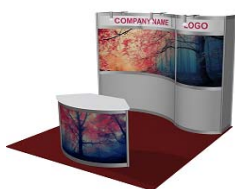
**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

- \*Custom Design for Rentals
- \*Onsite Logistics Management
- \*Freight Management
- \*Graphic Development/Printing
- \*Installation/Dismantle
- \*Custom Furniture Rental

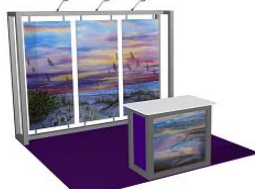
**10' x 20' Options are available for each 10' x 10' pictured below**

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

**The Eddie**



**The Jonathon**



**The Pierce**



**The Madison**



Code	Qty.	Description	Discount	Regular
66470		The Eddie- 10' x 10'	2637.70	3429.00
66471		The Eddie- 10' x 20'	4295.40	5584.00
66474		The Jonathon - 10' x 10'	1840.15	2392.20
66475		The Jonathon - 10' x 20'	3221.05	4187.35
66477		The Pierce - 10' x 10'	2282.50	2967.25
66478		The Pierce - 10' x 20'	4333.80	5633.95
66484		The Madison - 10' x 10'	2767.90	3598.25
66485		The Madison - 10' x 20'	3280.50	4264.65

**The Grant**



**The Harrison**



**The Roosevelt**



**The Lucy**



Code	Qty.	Description	Discount	Regular
66486		The Grant- 10' x 10'	2921.70	3798.20
66487		The Grant- 10' x 20'	4049.35	5264.15
66492		The Harrison - 10' x 10'	2685.90	3491.65
66493		The Harrison - 10' x 20'	3946.85	5130.90
66488		The Roosevelt- 10' x 10'	2844.80	3698.25
66489		The Roosevelt- 10' x 20'	4510.65	5863.85
66473		The Lucy - 10' x 10'	1691.50	2198.95

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 Exhibit Solutions Department with any questions at 404-720-8652.

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

<b>Company Name:</b>	_____	<b>Booth #:</b>	_____	Subtotal	\$
<b>Contact Name:</b>	_____	<b>Phone #:</b>	_____	7.000% Tax*	\$
<b>Authorized Signature:</b>	_____			Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. \* All tax rates are subject to change.

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)**ISLAND BOOTH RENTALS****Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

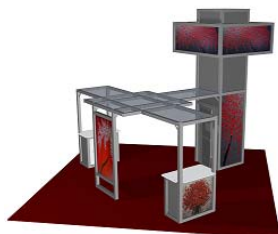
Event Code: I110370118

**Discount Deadline: December 12, 2017****EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS****Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

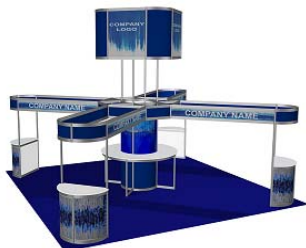
- \*Custom Design for Rentals
- \*Graphic Development/Printing

- \*Onsite Logistics Management
- \*Installation/Dismantle

- \*Freight Management
- \*Custom Furniture Rental

**Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>****The Monroe**

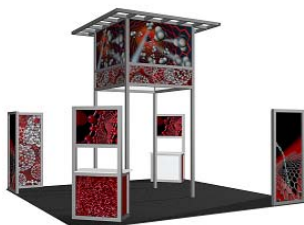
Code	Qty.	Description	Discount	Regular
66494		20' x 20'	6714.75	8729.20

**The Washington**

Code	Qty.	Description	Discount	Regular
66368		20' x 20'	9636.40	12527.30

**The Tyler**

Code	Qty.	Description	Discount	Regular
66495		20' x 20'	7170.95	9322.25

**The Garfield**

Code	Qty.	Description	Discount	Regular
66496		20' x 20'	7022.30	9129.00

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 Exhibit Solutions Department with any questions at 404-720-8652.

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

**Please fax completed form to Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 7.000% Tax\*: \$ \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. \* All tax rates are subject to change.

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)**EXHIBIT RENTAL ACCESSORIES****Archery Trade Association**

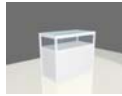
January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 12, 2017****SHOWCASES AND LOCKING CABINETS****Quarterview Showcase**

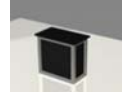
4' 6" W x 1' 9" D x 3' 3" H

**Square Showcase**

1' 9" W x 1' 9" D x 7' H

**LC3**

3' 9" W x 2' 3" D x 3' 6" H



Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	778.75	1012.40	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	840.35	1092.45	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					

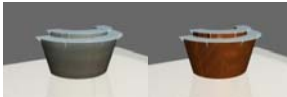
**LC1 - 1 meter wide**

3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	577.00	750.10	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	700.30	910.40	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	425.80	553.55	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

**LC2 - 1.5 meters wide**

5' W x 1' 9" D x 3' 6" H

**RECEPTION COUNTERS AND COMPUTER STANDS****RC1**

7' 9" W x 3' 5" D x 3' 9" H

**RC2**

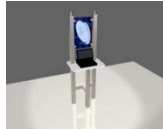
4' 9" W x 2' 3" D x 3' 3" H

**RC3\***

5' 3" W x 3' 3" D x 3' 6" H

**CS1\***

CS1 - 3' W x 1' 9" D x 6' 3" H

**CS2\***

CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	1563.05	2031.95	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	616.25	801.15	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1338.95	1740.65	
66285		CS1*	778.75	1012.40	
66286		CS2*	453.80	589.95	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

**PRODUCT DISPLAY AND TRAFFIC BUILDERS**

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	412.35	536.05	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	728.30	946.80	
66279		GL2*	689.10	895.85	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1464.50	1903.85	

**Gondola**

3' 6" W x 1' 9" D x 5' H

**GL1\***

GL1 - 5' 4" W x 1' 3" D x 8' H

**GL2\***

GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

**Please fax completed form to the Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$ _____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	7.000% Tax*: \$ _____
<b>Authorized Signature:</b> _____		Amount Due: \$ _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# SIGN ORDER FORM

**Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017****SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	129.15	167.90	
70010		Horz., 22" x 28"	129.15	167.90	
70011		Vertical, 28" x 44"	173.90	226.05	
70012		Horz., 28" x 44"	173.90	226.05	
70025		Meterboard, 39" x 84"	345.95	449.75	
<b>Accessories</b>					
70017		Blank Foamcore, 4' x 8'	49.00	63.70	
70021		Velcro, per ft, min. 5 ft.	1.50	1.95	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	14.05	18.25	
70071		grommets, per sq. ft. - Horizontal	14.05	18.25	
70066		Pockets, per sq. ft. - Vertical	15.30	19.90	
70072		Pockets, per sq. ft. - Horizontal	15.30	19.90	

Code	Qty.	Description	Discount	Regular	Amount
<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	33.70	43.80	

**Sign prices are based on customer supplying print-ready graphics in the requested format (see below).**

Please complete the following:

**Company Name:** \_\_\_\_\_**Booth #:** \_\_\_\_\_**Contact Name:** \_\_\_\_\_**Phone #:** \_\_\_\_\_**Authorized Signature:** \_\_\_\_\_

Subtotal \$

7.000% Tax\*: \$

Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

\* All tax rates are subject to change.

**SIGN SUBMISSION INFORMATION****Please follow these requests, so Shepard can provide the highest of quality signs for your show.****File Submission Media**

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

**Acceptable Software & Formats**

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

**Artwork Dimensions & Color Specifications**

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

**Other Graphic Services Available**

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

**Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.**

# HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN			
Code	Size	Discount*	Regular
69140	10' x 48"	4228.75	5920.25
69142	16' x 48"	6720.90	9409.25

## EZ Ordering

### All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



SQUARE DESIGN			
Code	Size	Discount*	Regular
69143	10' x 48"	5142.15	7199.00



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4161.10	5825.55



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	1832.45	2565.45
69146	10' x 48" Double	2511.60	3516.25

**Call today to order! 404-720-8652**

- Additional shapes and sizes available
- Artwork requirements available

**Discount deadline: Tuesday, December 12, 2017**

*\*Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.*



Exhibit Solutions Phone: **404 - 720 - 8652**  
 Exhibit Solutions Fax: **404 - 720 - 8757**  
 Customer Service Email: [ESSRentals@Shepardes.com](mailto:ESSRentals@Shepardes.com)  
 Event Code: I110370118

## Archery Trade Association

January 11 - 13, 2018  
 Indiana Convention Center,  
 Indianapolis, IN

Company Name:	_____	Booth #:	_____	Subtotal	\$
Contact Name:	_____	Phone #:	_____	7.000% Tax*:	\$
Authorized Signature:	_____			Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order.  
 Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



#### **UNION 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 hand carry their own materials into the facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. 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 Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)**LABOR ORDER FORM****Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Discount Deadline: December 21, 2017****INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE****Please complete the following:**

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling

Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

**I will need Shepard Supervised Labor for (please check one):**☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	72.35	94.05	30% **	
68067		OT	108.55	141.10	30% **	
68068		DT	144.75	188.20	30% **	

Dismantle: 68070/68071/68072

Sup install: 68069 Sup dismantle: 68073

**\*\*Supervisory fee is 30% of total cost or \$60, whichever is greater.****I will need Exhibitor Supervised Labor for (please check one):**☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	72.35	94.05	
68061		OT	108.55	141.10	
68062		DT	144.75	188.20	

Dismantle: 68063/68064/68065

**Please note:**

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- **When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Subtotal \$ \_\_\_\_\_

N/A Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

**Labor Hours**

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

**If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:**

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	144.70	188.10	

**Requested install date/time:** \_\_\_\_\_**Flooring type(s):**☐ Carpet ☐ Padding ☐ Other \_\_\_\_\_**What is your booth size (ft.)?** X  =  SQ FT

Subtotal \$ \_\_\_\_\_

N/A Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

**SHEPARD SUPERVISION INFORMATION****Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.****Inbound Freight Information**

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

# of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: \_\_\_\_\_

Estimated arrival date: \_\_\_\_\_

Shipment to arrive at: ☐ Warehouse ☐ Show site**Outbound Freight Information**

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

Deliver Shipment To: \_\_\_\_\_

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

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

Type of Service (air, van line, ground, etc.): \_\_\_\_\_

**If for any reason your shipment is not picked up by your carrier, please choose one of the following options:**Force freight through preferred carrier: ☐Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)**Set-up Information for Installation**

Please check all that apply and provide information where requested.

Booth Size:  x Forklift required? ☐ Yes ☐ NoCarpet is? ☐ owned ☐ rented from ShepardCarpet padding? ☐ Yes ☐ NoDrawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates**Services You Have Ordered**

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment☐ Booth Cleaning ☐ Telephone/Internet**Electrical Information:**☐ Electrical should go under the carpet (diagram is attached)☐ Electrical drawings are attached☐ Electrical drawings are with exhibit in crate number☐ Electrical drawings were sent to the official contractor**On-site Exhibitor Contact Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hotel: \_\_\_\_\_

Arrival date/time: \_\_\_\_\_ Departure date/time: \_\_\_\_\_

**Please complete the following:****Company Name:** \_\_\_\_\_**Booth #:** \_\_\_\_\_**Contact Name:** \_\_\_\_\_**Phone #:** \_\_\_\_\_**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# GROUND RIGGING/FORKLIFT RENTAL

**Archery Trade Association****January 11 - 13, 2018**

Indiana Convention Center, Indianapolis, IN

Event Code: 1110370118

**Discount Deadline: December 21, 2017****GROUND RIGGING FORKLIFT RENTAL****DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.**

Please complete the following: # of pieces to be spotted \_\_\_\_\_ Heaviest piece to be spotted \_\_\_\_\_

Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_ (times are not guaranteed)

Description of work to be performed: \_\_\_\_\_

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	225.00	292.50	
35039		Overtime Hourly Rental	271.00	352.25	
35067		Double-time Hourly Rental	316.75	411.75	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	450.25	585.25	
35049		Overtime Hourly Rental	542.00	704.50	
35069		Double-time Hourly Rental	633.75	824.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	675.25	877.75	
35066		Overtime Hourly Rental	813.00	1057.00	
35070		Double-time Hourly Rental	950.75	1236.00	

**CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON REQUEST**

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

**RIGGING LABOR RATES**

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	90.44	117.55	
35086		Overtime Hourly Rate	135.69	176.40	
35099		Double-time Hourly Rate	180.94	235.20	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	72.35	94.05	
35100		Overtime Hourly Rate	108.55	141.10	
35101		Double-time Hourly Rate	144.75	188.20	

**PLEASE NOTE:**

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.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

**PLEASE NOTE:**

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)**SHEPARD LOGISTICS SERVICES**

Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES****INBOUND PICK UP LOCATION INFORMATION**

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**SHIP TO**

☐ I will be shipping to the **WAREHOUSE**  
(Company Name, Booth #)

Archery Trade Association

c/o Shepard Exposition Services

6101 West 80th Street

Indianapolis, IN 46278

Warehouse Deadline January 2, 2018  
Date

☐ I will be shipping to **SHOW SITE**  
c/o Shepard Exposition Services  
(Company Name, Booth #)

Archery Trade Association

Indiana Convention Center

100 S Capitol Ave

Indianapolis, IN 46225

Delivery date: January 9, 2018**TYPE OF SERVICE - Choose One**☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or  
Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)**SHIPPING INFORMATION****Items to be shipped****Number of Pieces****Est. Dims****Est. Weight**

Crates

Cartons (cardboard)

Cases/Trunks (fiber) (color)

Skids/Pallets

Carpet (color)

TV/Monitor

Other \_\_\_\_\_

Total Pieces

Total Dims.

Total Wt.

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock ☐ Yes ☐ No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

• Please note: All Shepard Logistics quotes include transportation cost only.  
Additional material handling fees may apply on show site

**OUTBOUND SHIPPING INFORMATION**

☐ I would like to schedule Outbound Transportation. Please provide me with  
a Material Handling Agreement at show site for my shipping instructions and  
signature. So we may deliver your Outbound Material Handling Agreement  
and labels, please complete the following information.

**Ship to Address:**

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

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**TRANSPORTATION CHARGES**

Charges for transportation and material handling services provided by  
Shepard shall be billed to the Credit Card on file.

Type Card



Logistics/Material Handling ONLY

Authorize ALL charges ☐

Credit Card #:

Expiration Date:

Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

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

**A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.**

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

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

Fax #: \_\_\_\_\_

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

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

**Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.**



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



## Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

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



## Archery Trade Association Caravan service to the SHOT Show 2018.

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

Shepard Logistics Services is offering exhibitors at **ATA** a caravan service to ship your freight to the **SHOT Show** - To be delivered direct to show site. Our Caravan service offers convenience and ease.

### Included in the service will be:

- Preprinted shipping documents and labels
- Exceptional Customer Service and overall value
- Priority empty return at the end of ATA
- Significant volume discounts on shipments of over 2000 pounds using caravan service

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

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

<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>

2017 SHOT Show c/o Freeman  
Sands Expo Center  
201 Sands Ave  
Las Vegas, NV 89109

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



EXPO LOGISTICS

**ARCHERY TRADE ASSOCIATION  
JANUARY 11-13, 2018  
INDIANA CONVENTION CENTER  
INDIANAPOLIS, INDIANA**

**INTERNATIONAL SHIPPING INSTRUCTIONS**

ML International has been appointed the Preferred Freight Forwarder for **ARCHERY TRADE ASSOCIATION 2018** by Shepard Exposition Services. Please find important instructions on the following pages, including shipping deadlines and documentation requirements for the importation of your exhibition materials to the USA.

**AIR FREIGHT – DESTINATION: INDIANAPOLIS INTERNATIONAL AIRPORT (IND)**

**IATA/DIRECT AWB:**

**Exhibitor Name**

Indiana Convention Center  
100 S. Capitol Ave.  
Indianapolis, IN 46225

**Notify Party**

ML International/Airways Freight Corp.  
Tel: 800-643-3525  
Attn: Air Dept.  
Archery Trade Association 2018  
Exhibitor Name: \_\_\_\_\_  
Booth# \_\_\_\_\_

**Pre-alerts:**

Please e-mail pre-alerts to:  
Cassia Tuggle  
[ctuggle@mlintl.net](mailto:ctuggle@mlintl.net)

Phone: 1-630-355-5911



EXPO LOGISTICS

**Ocean Freight -** Please route all ocean freight through **INDIANAPOLIS, IN CFS**

**Bill of Lading Consignee**

Exhibitor Name:

Archery Trade Association 2018  
Indiana Convention Center  
100 S. Capitol Ave.

**Notify Party**

ML International Expo Logistics  
280 Shuman Blvd.  
Ste. 105  
Naperville, IL 60563  
Archery Trade Association 2018  
Exhibitor Name: \_\_\_\_\_  
Booth# \_\_\_\_\_

**Pre-alerts:**

Fax or e-mail a copy of the B/L to the Naperville, IL office.  
Please e-mail pre-alerts to: [ctuggle@mlintl.net](mailto:ctuggle@mlintl.net)  
Phone: 1-630-355-5911

**Original documents:** Please courier Express B/L and commercial invoices to the following address:

ML International Expo Logistics  
280 Shuman Blvd.  
Suite 105  
Naperville, IL 60563



**Marks and Packing:** All cases, crates or cartons must be clearly marked on two sides as shown below skidded or containerized cargo should be individually labeled with these same marks:

**For shipments that are going to advance warehouse.**

Advance Warehouse shipping address:

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

**UPSF**

**C/O Shepard Exposition Services**

**6101 West 80<sup>th</sup> Street**

**Indianapolis, IN 46254**

**Delivery Hours: M-F, 8-4:30 PM**

**For: Archery Trade Association 2018**

First day freight can arrive W/O a surcharge is:

December 14, 2017

Last day freight can arrive W/O a surcharge is:

January 5, 2018

**For shipments that are going direct to the show site.**

Direct to Show Site:

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

**C/O SHEPARD EXPOSITION SERVICES**

**Indiana Convention Center**

**100 S. Capitol Ave.**

**Indianapolis, IN 46225**

**For: Archery Trade Association 2016**

**EXHIBITOR MOVE IN**

Tuesday, January 9

8:00 am – 8:00 pm

Wednesday, January 10

8:00 am – 8:00 pm

**EXHIBITOR MOVE-OUT**

Saturday, January 13

4:00 pm – 11:00 pm

Sunday, January 14

8:00 am – 4:00 pm



**Deadlines:**

**AIRFREIGHT:**

**FOR ADVANCE WAREHOUSE**

**Documents: December 26, 2017**

**Freight: January 1, 2018**

**For delivery to Advance Warehouse by December 30, 2017**

**FOR DIRECT TO SHOW SITE:**

**Documents: December 27, 2017**

**Freight: January 5, 2018**

**For delivery to show site on January 9, 2018**

**OCEAN FREIGHT:**

**ALL LCL SHIPMENTS WILL BE DELIVERED TO ADVANCE WAREHOUSE.**

**Documents: December 9, 2017**

**LCL Freight: December 16, 2017**

**For delivery to Advance Warehouse by December 30, 2017**

**DIRECT TO SHOW SITE:**

**FCL Freight contact ML International for arrival dates. Due to holidays and show location FCL shipments will need to be handled individually.**

ISF – it is the responsibility of the shipper to have all ISF filed prior to sailing and confirmed with customs. ML International is not responsible for ISF not being filed on time.

If you plan on shipping items with ION Batteries, please advise prior to shipping.  
If you plan on shipping video monitors or other items, please advise us so proper FDA and FCC forms can be filed out in advance.

**FOR ADDITIONAL INFORMATION AND ASSISTANCE:**

**Contact the following:**

**John Chadwick**

**[jchadwick@mlintl.net](mailto:jchadwick@mlintl.net)**

**479-200-0665**

**Mark Lopata**

**[mlopata@mlintl.net](mailto:mlopata@mlintl.net)**

**630-355-5911**



Shipper:	Consignee:
Exhibitor name:	Exhibitor:
Exhibitor Address	Indiana Convention Center
	100 S Capitol Ave./Indianapolis, IN 46225
	<b>C/O Airways Freight Corp.</b>
	<b>Event: Archery Trade Association</b>
IRS/EIN No.	Coordinated by ML International, Expo Logistics
Carnet No.	280 Shuman Blvd Suite 105/ Naperville, IL 60563
License No.	

[illegible]

Date: \_\_\_\_\_

- A – To be re-exported after exhibition
- B – To be disposed/consumed/sold
- C – Permanent export/taxable



## SHIPPING LABELS

Archery Trade Association

### ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>6101 West 80th Street</b>
	<b>Indianapolis, IN 46278</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Archery Trade Association</b>	
First day freight can arrive w/o a surcharge: <b>December 14, 2017</b>	
Last day freight can arrive w/o a surcharge: <b>January 2, 2018</b>	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>6101 West 80th Street</b>
	<b>Indianapolis, IN 46278</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Archery Trade Association</b>	
First day freight can arrive w/o a surcharge: <b>December 14, 2017</b>	
Last day freight can arrive w/o a surcharge: <b>January 2, 2018</b>	

### DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Indiana Convention Center</b>
	<b>100 S Capitol Ave</b>
	<b>Indianapolis, IN 46225</b>
For: <b>Archery Trade Association</b>	
MUST NOT BE DELIVERED PRIOR TO:	
<b>January 9, 2018 @ 8:00 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Indiana Convention Center</b>
	<b>100 S Capitol Ave</b>
	<b>Indianapolis, IN 46225</b>
For: <b>Archery Trade Association</b>	
MUST NOT BE DELIVERED PRIOR TO:	
<b>January 9, 2018 @ 8:00 AM</b>	



## HANGING SIGN SHIPPING LABELS

Archery Trade Association

### HANGING SIGN SHIPPING ADDRESS LABELS

**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.

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<p>c/o Shepard Exposition Services 6101 West 80th Street Indianapolis, IN 46278</p> <p>Delivery Hours: M-F, 8-4:30 PM</p> <p>For: <b>Archery Trade Association</b> First day freight can arrive w/o a surcharge: <b>December 14, 2017</b> Last day freight can arrive w/o a surcharge: <b>January 2, 2018</b></p>

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<p>c/o Shepard Exposition Services 6101 West 80th Street Indianapolis, IN 46278</p> <p>Delivery Hours: M-F, 8-4:30 PM</p> <p>For: <b>Archery Trade Association</b> First day freight can arrive w/o a surcharge: <b>December 14, 2017</b> Last day freight can arrive w/o a surcharge: <b>January 2, 2018</b></p>

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# MATERIAL HANDLING AUTHORIZATION

**Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET****SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT\* ON MATERIAL HANDLING**

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. \*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)

**CALCULATION OF MATERIAL HANDLING SERVICES**

The following services, whether used completely, or in part, are offered as a package. When recording 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.

**Please see the following page (Material Handling Rate Schedule) page and insert amount that applies in appropriate box.**

Standard Material Handling										
Weight	Description			Price	Total	Weight	Description		Price	Total
Direct Shipments to Showsite						Advance Shipments to Warehouse				
	Crated	Uncrated	Special Handling				Crated	Special Handling		
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)					Overtime				
						Overtime: 30% fee for each overtime application based on ST rate				
	Each carton	Special handling	Min. per shipment			Double Time				
						Double Time: 50% fee for each double time application based on ST rate				

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

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.

**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.

**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, or an incorrect or an understated weight on delivery document.

**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.

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

\* All tax rates are subject to change.

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# MATERIAL HANDLING AUTHORIZATION

**Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**SHIPMENT INFORMATION****Please review the following rates and place the applicable rate on Material Handling Authorization form.****SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT\* ON MATERIAL HANDLING**

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual.

\*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)**Standard Material Handling**

Weight Range	Type	Advance	Direct	Weight Range	Type	Advance	Direct
0 - 5,000 lbs	Crated	\$65.00 35600	\$70.10 35601	10,001-12,000 lbs	Crated	\$52.80 35618	\$55.75 35619
	Special Handling	\$84.10 35602	\$91.15 35603		Special Handling	\$68.70 35620	\$72.50 35621
	Uncrated	N/A	\$105.05 35605		Uncrated	N/A	\$83.60 35623
5,001 - 7,000 lbs	Crated	\$59.00 35606	\$61.40 35607	12,001-15,000 lbs	Crated	\$51.10 35624	\$54.00 35625
	Special Handling	\$76.75 35608	\$79.80 35609		Special Handling	\$66.40 35626	\$70.20 35627
	Uncrated	N/A	\$92.15 35611		Uncrated	N/A	\$81.05 35629
7,001 - 10,000 lbs	Crated	\$56.80 35612	\$59.10 35613	15,001+ lbs	Crated	\$46.50 35630	\$48.20 35631
	Special Handling	\$74.00 35614	\$76.75 35615		Special Handling	\$60.35 35632	\$62.60 35633
	Uncrated	N/A	\$88.60 35617		Uncrated	N/A	\$72.20 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.

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# STORAGE AUTHORIZATION FORM

**Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**Please Note: This form is for Accessible/Secured Storage only.****STORAGE AUTHORIZATION**

Please fill out the information below:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ 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.

**SHOWSITE STORAGE**

☐ **Secured Storage:** 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. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

**POST SHOW TRANSPORTATION AND HANDLING**

**Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.**

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

☐ **Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min.)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

**Special instructions or remarks:****Where will your shipments be going AFTER they have been stored?**☐ Shipped to another destination as arranged via Shepard Logistics Services☐ Transport to another SES show: \_\_\_\_\_ Delivery Date: \_\_\_\_\_☐ Pick-up arranged with another carrier

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



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# MATERIAL HANDLING INFORMATION



**Archery Trade Association**

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING DEFINITIONS

Rate as shown on Material Handling Authorization Form

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.

### DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate:

72.35

Per Hour ( OT/DT rates may apply)

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%

Minimum: \$50.00

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 Authorization 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%

Minimum: \$50.00

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, Minimum \$50.00

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.

### SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

### 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.

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



# MATERIAL HANDLING 101

Archery Trade Association

## MATERIAL HANDLING Q&A

### 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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### 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, fibercases, 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.

## MATERIAL HANDLING CHARGES

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

Charges are based off the weight from your inbound weight ticket included with your shipment.

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. 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.

## SMALL PACKAGES

### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

### How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

## CRATED~UNCRAVED~SPECIAL HANDLING

### What are CRATED materials?

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

### What are UNCRAVED materials?

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

### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

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

**Shipping** is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift 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, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### 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.

## LIABILITY INSURANCE

### 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 SHIPMENTS

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 with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

## SIGNATURE SERIES SHIPPING

### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ ~~volume discounted shipping rates~~
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepards.com](mailto:atlanta@shepards.com)**SPECIAL MACHINERY MATERIAL HANDLING****Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION****THIS FORM IS FOR MACHINERY SHIPMENTS ONLY**

Qty.	Item Description	Standard	Special Handling**	Amount
<b>STRAIGHT TIME MACHINERY RATES</b>				
	2,501 - 5,000 LBS	<b>34.00</b> 35881	<b>44.20</b> 35883	
	5,001 - 10,000 LBS	<b>30.90</b> 35882	<b>40.15</b> 35887	
	10,001 - 20,000 LBS	<b>29.35</b> 35883	<b>38.15</b> 35888	
	20,001 - 30,000 LBS	<b>27.80</b> 35493	<b>36.15</b> 35636	
	30,001 + LBS	<b>26.80</b> 35494	<b>34.85</b> 35637	

Overtime: 30% fee for each overtime application based on St rate

Double Time: 50% fee for each double time application based on ST rate

Subtotal \$

N/A Tax\*: \$

Amount Due: \$

\*\*A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

**SPECIAL MACHINERY IMPORTANT INFORMATION**

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.

**Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.**

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply.** All rates apply per shipment.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above.

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

\* All tax rates are subject to change.



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# MOBILE SPOTTING FEE

**Archery Trade Association**

**January 11 - 13, 2018**

**Indiana Convention Center, Indianapolis, IN**

Event Code: I110370118

**Discount Deadline: December 21, 2017**

## MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

\*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

**Less than 1/4 tank of gas**

**Battery disconnected**

**Gas tank taped shut**

Qty:	Description	Surcharge per Roundtrip	Total Amount
	Motorized Unit/Vehicle Spotting (35106)	\$200.00	

Subtotal	
N/A Tax	
Amount Due	

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.



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## 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	

Address and contact name for return shipment of banner(s) after the show:

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

Company Name \_\_\_\_\_  
Onsite Contact \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Location(s) \_\_\_\_\_  
Dimensions \_\_\_\_\_  
Booth Number \_\_\_\_\_  
Cost of Graphic Production \$ \_\_\_\_\_  
Sponsorship Location(s) \_\_\_\_\_

### 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 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: \_\_\_\_\_

**Shepard Exposition Services**

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Customer Service Phone: (404) 720-8600

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Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)**OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST****Archery Trade Association**

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

**PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS**

All outbound shipments require a Bill of Lading 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 BOL and labels will be delivered to your booth prior to the close of the show.

\*Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

**SHIP TO ADDRESS:**

COMPANY NAME \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

ONSITE CONTACT

NAME \_\_\_\_\_

BOOTH# \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

**Number of Pieces:** \_\_\_\_\_**Number of Labels Requested:** \_\_\_\_\_☐ # of Crate☐ # of Skids☐ # of Cases☐ # of Cartons Total Weight**CARRIER SELECTION**☐ **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.

**Type of Service:****In the event your designated carrier fails to pickup:**☐ Ground☐ Overnight☐ 2nd Day☐ Reroute via show carrier☐ Return to Warehouse \*\$400.00 minimum charge**Shipping Options:**

Inside Delivery \_\_\_\_\_

Residential \_\_\_\_\_

Lift Gate \_\_\_\_\_

No Loading Docks \_\_\_\_\_

**OUTBOUND SHIPMENT REQUIREMENTS:**

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.

2. Exhibitors must properly package and label all materials.

3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.

4. Please see the SES service desk if you do not receive a BOL

**\*\*Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

**TRANSPORTATION CHARGES BILLING ADDRESS:**☐ SAME AS SHIP TO ADDRESS

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

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**Please complete the following:**

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

Booth #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

## 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 orders 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.



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## MARSHALLING YARD HOURS



**Archery Trade Association**

**January 11 - 13, 2018**

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

### MARSHALING YARD HOURS OF OPERATION

**Monday, January 8, 2018**

6:00 AM - 7:30 PM

**Tuesday, January 9, 2018**

6:00 AM - 7:30 PM

**Wednesday, January 10, 2018**

6:00 AM - 11:00 PM

**Thursday, January 11, 2018**

6:00 AM - 11:00 AM

**Thursday, January 12, 2018**

Yard Closed

**Friday, January 13, 2018**

Yard Closed

**Saturday, January 13, 2018**

1:00 PM - 10:00 PM

**Sunday, January 14, 2018**





6:00 AM - 3:00 PM

# ATA 2018 Marshalling Yard Directions

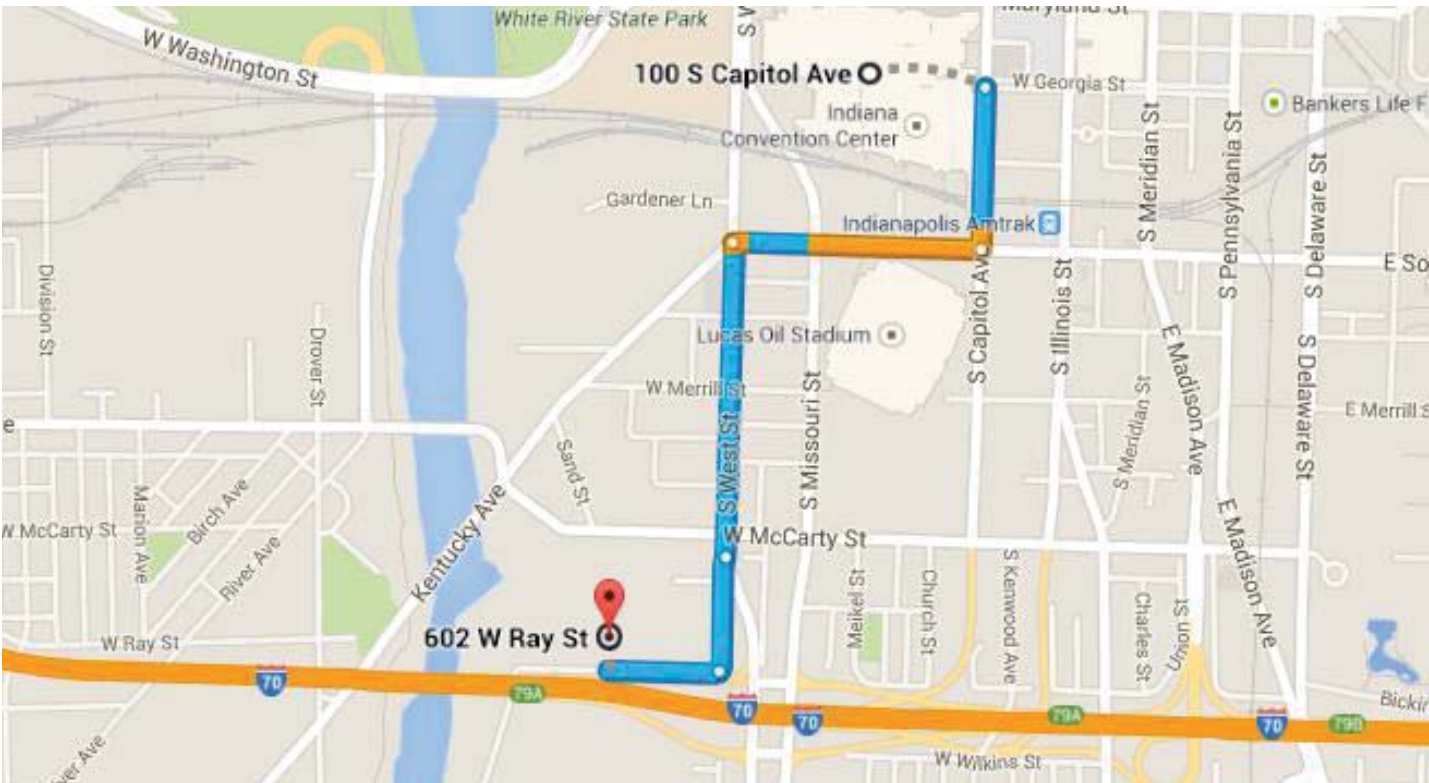
All overnight parking in the Marshalling Yard will cost \$100.00 per vehicle. This charge is a **one-time** payment, whether you park for one night or six nights. Payment will be taken as you check in at the yard.

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

- A. Start - Indiana Convention Center  
100 South Capitol Avenue, Indianapolis, IN 46225

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

- B. End - Marshalling Yard  
602 West Ray Street, Indianapolis, IN 46225











# ATA 2018 Marshalling Yard Directions



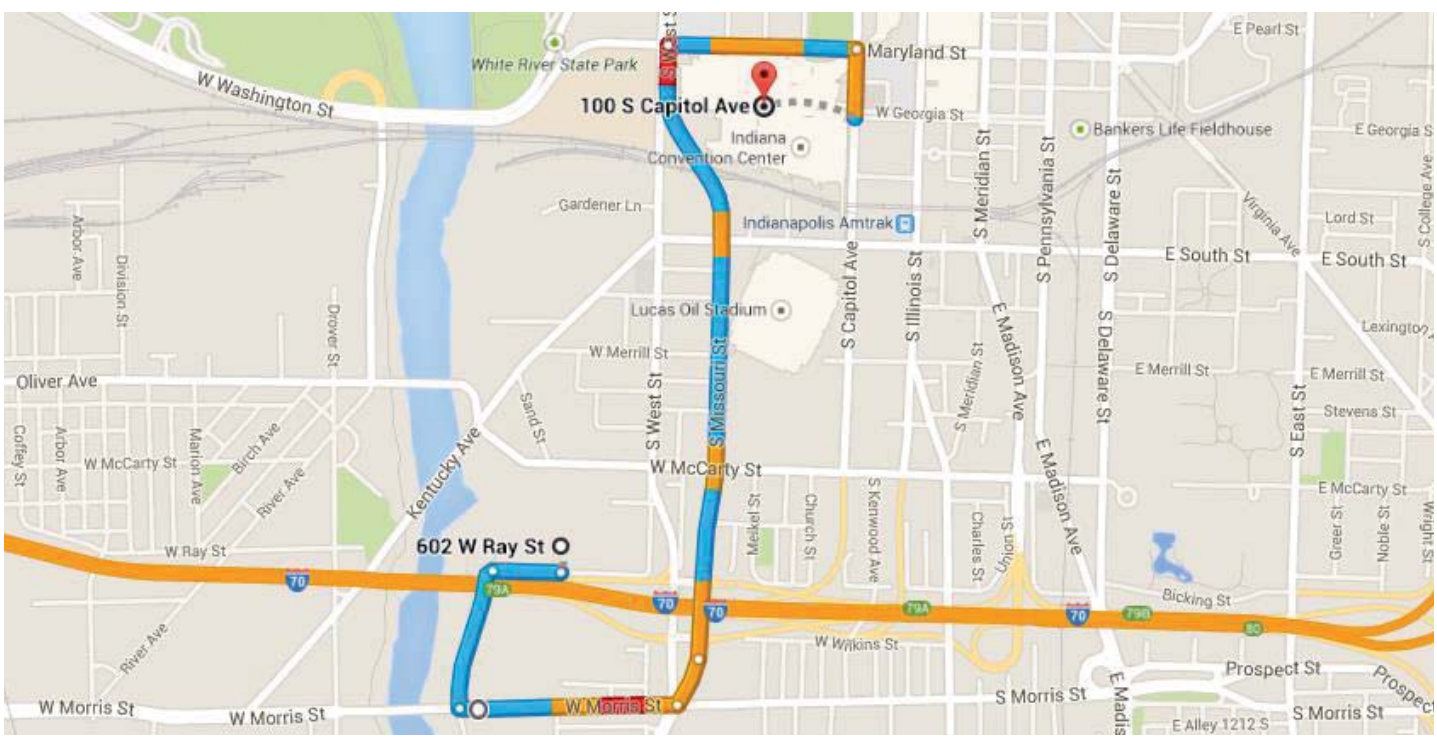
All overnight parking in the Marshalling Yard will cost \$100.00 per vehicle. This charge is a **one-time** payment, whether you park for one night or six nights. Payment will be taken as you check in at the yard.

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

A. Start – Marshalling Yard  
602 West Ray Street, Indianapolis, IN 46225

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

B. End - Indiana Convention Center  
100 South Capitol Avenue, Indianapolis, IN 46225





## **The ATA will provide FREE Exhibitor Wi-Fi throughout the ICC for the 2018 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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# GENERAL INFORMATION 1

## 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.

## EXHIBIT HALL AND STADIUM REGULATIONS 2

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.

## INSURANCE PERMITS AND TAXES 3

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 [www.in.gov/dor/4337.htm](http://www.in.gov/dor/4337.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 facility.

## SAFETY POLICIES 4

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.

## SECURITY POLICIES 5

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.

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## 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 are to be 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,

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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:  
Rico 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

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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-

## SERVICES 7

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.

## SERVICES 7

- 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.

## SKILLED AND UNSKILLED LABOR 8

### 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.

## TICKETED INFORMATION 9

### 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).

## UTILITY SERVICES 10

- 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.

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.

## 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.

# 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'

	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'

	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.

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'). 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

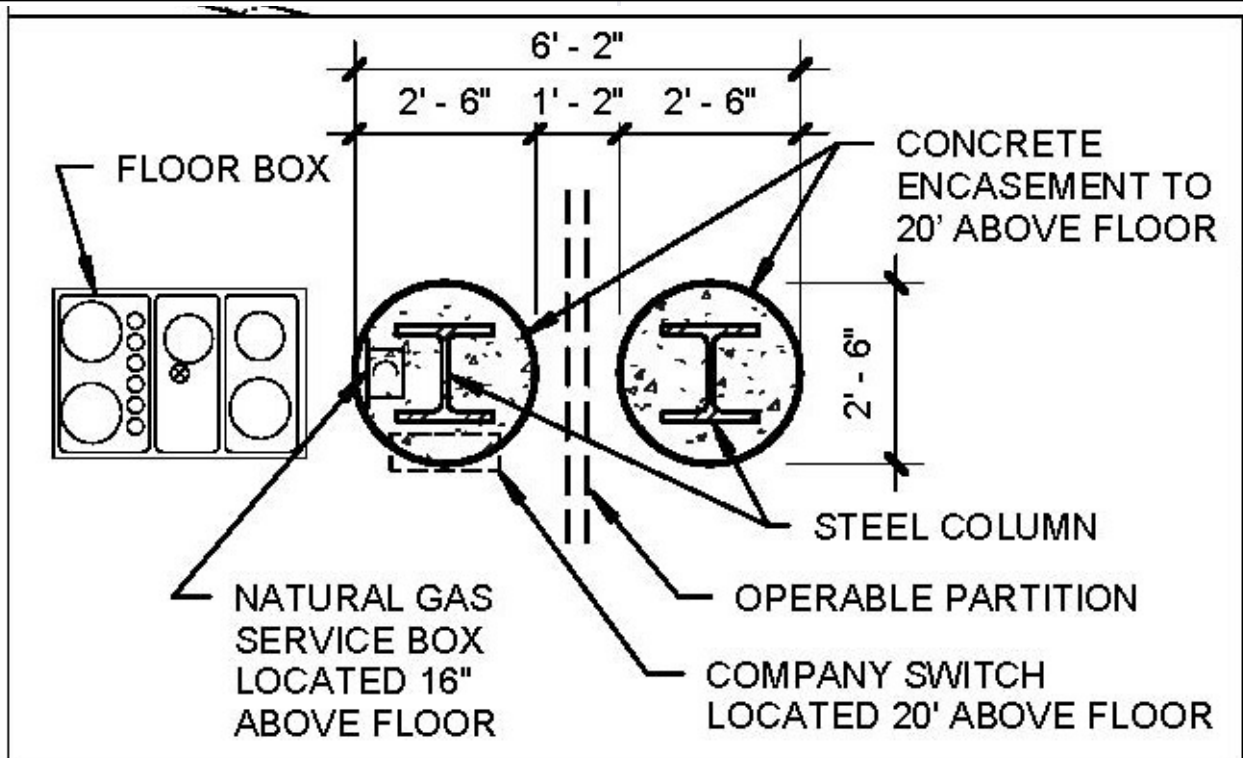
A total of eight (8) pairs of columns are divided between halls G, H, I, J, K. Each pair consists of two 2'-6" diameter circular concrete columns with a 14" gap between them. The operable partition (air wall) deploys between the columns in the 14" space so when the air walls are closed, there is a column 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 02/2017)



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 2018 ATA Trade Show**



#### **Apple® device rental:**

\$295/Unit on or before 12/11/17

\$345/Unit after 12/11/17

**Package Includes:** 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

#### **qConnection app:**

\$270/License on or before 12/11/17

\$320/License after 12/11/17

**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.

**LEAD RETRIEVAL SERVICES**

Featuring qConnection



2018 ATA Trade Show  
Indiana Convention Center  
Indianapolis, Indiana  
January 11– 13, 2018

Submit order to: **FAX:** 678-341-3099 **EMAIL:** qms@prereg.net **Phone** 678-341-3000

Or **ORDER ONLINE:** www.prereg.net/qconnect

Company				Booth Number				Contact			
Address				City				State		Zip	
Phone				Fax				Email			

QTY	Item Description	On or before 12/11/2017	After 12/11/2017	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 Checks payable to: QMS Services, Inc.**

**6840 Meadowridge Ct | Alpharetta, GA | 30005**

**Advance orders must be accompanied by full payment.**

**QMS Fed Employ. ID # 20-0499150**

**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 \$1200 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:** \_\_\_\_\_



Shepard Exposition Services

AV Services Phone: (404) 720-8607

AV Services Fax: "

AV Services Email: [sdanneman@shepardav.com](mailto:sdanneman@shepardav.com)

# AUDIO VISUAL SERVICES



Event Code: I110370118

**Discount Deadline:** Dec. 22, 2017

VIDEO/DATA EQUIPMENT					
Code	Product Name		Price	Qty	Amount
80164	24" LCD/Flat Screen Monitor	Choose One: Table Top - or - Wall Mounted	\$150.00		
80165	32" LCD/Flat Screen Monitor	Choose One: Table Top - or - Wall Mounted	\$195.00		
80173	42" LCD/Flat Screen Monitor	Choose One: Table Top - or - Wall Mounted	\$350.00		
80174	46" LCD/Flat Screen Monitor	Choose One: Table Top - or - Wall Mounted	\$400.00		
80175	55" LCD/Flat Screen Monitor	Choose One: Table Top - or - Wall Mounted	\$475.00		
80166	60" LCD/Flat Screen Monitor	Choose One: Table Top - or - Wall Mounted	\$975.00		
80167	80" LCD/Flat Screen Monitor	Choose One: Table Top - or - Wall Mounted	\$1,500.00		
TOUCHSCREEN DISPLAYS					
Code	Product Name	Description	Price	Qty	Amount
80150	32" Touchscreen	Table Top	\$500.00		
80151	32" Touchscreen	Mounted	\$500.00		
80152	46" Touchscreen	Table Top	\$1,000.00		
80153	46" Touchscreen	Mounted	\$1,000.00		
ACCESSORIES					
Code	Product Name		Price	Qty	Amount
80178	LCD Monitor Floor Stand Single Post		\$95.00		
80179	LCD Monitor Floor Stand Dual Post		\$95.00		
80180	LCD Mounting Bracket		\$50.00		
COMPUTING					
Code	Product Name		Price	Qty	Amount
80168	Desktop Computer with Monitor (Windows)		\$195.00		
80162	Laptop Computer Windows Based		\$295.00		
80154	Apple iPad		\$100.00		
80155	iPad Floor Stand- White		\$100.00		
80156	Apple 21.5" iMac		\$250.00		
80157	Apple 15" MacBook Pro		\$150.00		
80163	Apple 17" MacBook Pro		\$175.00		
ADDITIONAL AUDIO VISUAL EQUIPMENT					
Code	Product Name		Price	Qty	Amount
80182	Blu-ray Player		\$100.00		
80181	DVD Player		\$100.00		
80149	Sound Bar		\$125.00		
80159	Small High Performance PA System- Includes 2 speakers w/ stands and mixer		\$300.00		
80192	Wireless Microphone		\$35.00		

Install Date: _____ Time: _____	Subtotal \$
	7.000% Tax: \$
Dismantle Date: _____ Time: _____	20% Labor Charge(\$125.00 Min) Includes Del., Install & Dismantle (80199) \$
	Amount Due: \$

Please complete the following:

**Exhibiting Co. Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

**\* Cancellation Policy:** Any cancellations must be received **7 days prior** to show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.\*



WELCOME TO THE INDIANA CONVENTION CENTER

& LUCAS OIL STADIUM

## CENTERPLATE BOOTH CATERING ORDER FORM

Phone: (317) 262-3500 Fax: (317) 634-0541



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

Show Date: \_\_\_\_\_

Booth # \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

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

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Delivery Date(s): \_\_\_\_\_

Delivery Time(s): \_\_\_\_\_

Once complete, fax this order form to 317.634.0541. A Sales Representative will contact you to confirm and prepare a contract agreement.

**Pre-payment is required for all services.**

Orders must be placed two weeks in advance of event date.

A house charge of 21% and 9% sales tax will be added to all food and beverage items.

*All items are served with disposable cups, plates, napkins and utensils where appropriate*

PAYMENT: CREDIT CARD # \_\_\_\_\_  
Visa, MasterCard, American Express or Discover

EXPIRATION DATE: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CARDHOLDERS BILLING ZIP CODE \_\_\_\_\_



**Centerplate**  
Making It Better To Be There Since 1929.



**Indianapolis**  
INDIANA CONVENTION CENTER & LUCAS OIL STADIUM

QTY	COFFEE SERVICE	PRICE	QTY	COLD HORS D'OEUVRES	PRICE
	Freshly Brewed Hubbard & Cravens Coffee	\$54.00++/gal		International Cheese Display (serves 50)	\$325.00++/platter
	Freshly Brewed Hubbard & Cravens Decaf Coffee	\$54.00++/gal		Vegetable Crudit� Display (serves 50)	\$250.00++/platter
	Freshly Brewed Coffee	\$48.00++/gal		Fresh Fruit Display (serves 50)	\$250.00++/platter
	Freshly Brewed Decaffeinated Coffee	\$48.00++/gal		BLT Cone (100 pieces)	\$325.00++/platter
	Hot Tea	\$48.00++/gal		Jumbo Shrimp Cocktail (100 each)	\$400.00++/order
	Keurig Single Cup Brewing Machine	\$65.00/day		Antipasto Skewer(100 pieces each)	\$375.00++/order
	Keurig Pods (Regular, Decaf, Hazelnut, Tea) 24 Pod minimum first order, 12 Pod Refill	\$1.75++/each		Fig & Blue Cheese Flatbread (100 pieces each)	\$295.00++/order
QTY	COLD BEVERAGES	PRICE	QTY	HOT HORS D'OEUVRES	PRICE
	Canned Soft Drinks	\$3.00++/ ea		Crispy Chicken Strips (100 pieces)	\$250.00++order
	Bottled Water	\$3.25++ /ea		Mac & Cheese Bites (100 pieces)	\$275.00++/order
	Bottled Juice	\$3.50++/ ea		Smoked Chicken Quesadilla (100 pieces)	\$350.00++/order
	Iced Tea or Lemonade	\$34.00 ++/gal		Southwestern Spring Roll (100 pieces)	\$300.00++/order
	Assorted VitaminWater	\$5.75++/ ea		Mini Cheeseburger Bites (100 pieces)	\$425.00++/order
QTY	BREAKFAST BAKERY	PRICE	QTY	DESSERTS	PRICE
	Assorted Bagels (per dozen)	\$35.00++/doz		Fresh Baked Cookies (per dozen)	\$32.00 ++dozen
	Assorted Muffins (per dozen)	\$35.00++/doz		Chocolate Fudge Brownies (per dozen)	\$33.00+++dozen
	Assorted Danish (per dozen)	\$30.00++/doz		Butterscotch Blondie's (per dozen)	\$34.00+++dozen
	Breakfast Breads (per loaf)	\$34.00++/doz		Lemon Bars (per dozen)	\$43.00++dozen
QTY	SANDWICHES	PRICE	QTY	SNACK ITEMS	PRICE
	<b>Classic Circle City Boxed Lunch</b> Includes sandwich, chips, fruit, cookie & water	\$18.25++/ ea		Roasted Gourmet Cocktail Nuts (pound)	\$24.00++/pound
	<b>Gourmet Wrap Box Lunch</b> Includes sandwich wrap, chips, fruit, cookie & water	\$22.00++/ea		Tortilla Chips w/Salsa	\$3.75++/person
	<b>Gourmet Salad Box Lunch</b> Cobb Salad or Grilled Chicken Caesar Salad with chips, fruit, cookie and water	\$23.00++/ea		Pita Chips with Red Pepper Hummus	\$3.25++/person
	Whole Fresh Fruit (each)	\$2.25 ++/ea		Snack Mix-Traditional or Spicy (per pound)	\$17.25++/pound
	BAR SERVICE	PRICE	QTY	EQUIPMENT RENTAL (does not include electrical hookup)	PRICE
<b>THERE IS NO SERVING OF ALCOHOLIC BEVERAGES ON THE SHOW FLOOR</b>				Water Cooler	\$55.00/day
				Water Jug (5 gallon)	\$55.00+/each
				Freshly Popped Popcorn (per 4 hours)	\$340.00++
				Includes Attendant, 1 case popcorn & machine (additional charged ala carte)	
	ICE by the pound (25 pound minimum)	\$1.00+/pound		Attendant for Machine (4 hour minimum)	\$120.00/4 hrs

5 under \$3.00



5 under \$6.00



5 under \$8.00

**Javalina Corporate Pen**

\$0.35ea / 250pc min

\$15 setup (1color imprint)



**1 Oz. Hand Sanitizer  
With Carabiner**

\$1.05ea / 100pc min

\$45 setup (Full color)

**Tech Screen  
Cleaning Cloth**

\$1.30ea / 250pc min

\$55 setup (1color imprint)



**Mini Auto Charger**

Input: 12-24 Volts.

Output: 5V/0.5 Amp.

\$1.40ea / 200pc min

\$55 setup (1color imprint)

**The Coordinator  
Notebook (7hx5w)**

100 ruled pages. Elastic pen loop.

Pen not included.

\$1.95ea / 144pc min

\$55 setup (1color imprint)



**Tutti Frutti 25-oz  
Tritan Sports Bottle**

\$4.50ea / 100pc min

\$55 setup (1color imprint)

**Deluxe Memo Pad  
Desk Caddy**

\$4.50ea / 100pc min

\$55 setup (1color imprint)



**Intersections Junior  
Portfolio**

\$4.99ea / 75pc min

\$55 setup (1color imprint)

**Amp Power Bank**

2,200 mAh Li-Ion Grade A  
Battery and a 5V/1A output

\$5.99ea / 48pc min

\$55 setup (1color imprint)



**Pensacola 41" Folding  
Umbrella**

\$4.99ea / 50pc min

\$55 setup (1color imprint)

**Whammo**

**Bluetooth Speaker**

\$5.99ea / 50pc min

\$55 setup (1color imprint)



**Flashlight Multi Tool**

\$6.99ea / 50pc min

\$55 setup (1color imprint)

**Emergency Keychain**

**Power Bank**

Input: 5V/800mA;

Output: 5V/1000mA

\$6.99ea / 50pc min

\$55 setup (1color imprint)



**Stow n Go Picnic Blanket**

\$7.99ea / 60pc min

\$55 setup (1color imprint)

**Metallic Flare  
Metal Earbuds**

Include a micro fiber pouch.

\$7.99ea / 48pc min

\$55 setup (1color imprint)



Show Name:

Show Location:

Item /Color /Imprint

Quantity

BILL TO

Name

Street Address

City, ST ZIP

Phone

SHIP TO

Name

Street Address

City, ST ZIP

Phone

Submit completed orders to: [Rebecca@orderswag.com](mailto:Rebecca@orderswag.com) And call 407-769-1418 with any questions

