**Exhibitor Supervised Labor**

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

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

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

**Labor Hours**

<table>
<thead>
<tr>
<th>Labor Type</th>
<th>ST - Straight time</th>
<th>OT - Overtime</th>
<th>DT - Double-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>8:00 am - 4:30 pm</td>
<td>4:30 pm - Midnight; Saturday-Sunday: 8:00 am - 4:30 pm</td>
<td>Holidays and all other hours</td>
</tr>
</tbody>
</table>

**Exhibitors may not operate any type of mechanical or powered equipment.**

### Exhibitor Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>$73.80</td>
<td>$110.85</td>
<td>$147.60</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>$95.95</td>
<td>$144.10</td>
<td>$191.90</td>
<td></td>
</tr>
</tbody>
</table>

**Step One:** Choose your service  
- Installation  
- Dismantling  
- Both

**Step Two:** How many people?  
- #________

**Step Three:** How many hours?  
- #________

**Step Four:** Carpet:  
- Ordered from Shepard  
- Exhibitor Owned Carpet  
- Carpet Padding

**Step Five:** Any other details?  
- Any special tools needed? Ladders? Lifts?  
- Ladders  
- Lifts  
- Special Tools: ______________________

**Step Six: Schedule**

<table>
<thead>
<tr>
<th>Installation Request</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismantle Request</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested times are not guaranteed and are based on availability.

**Step Seven: Onsite Contact Info**

- **Name:** ______________________
- **Cell:** ______________________
- **Email:** ______________________

**Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.**

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

- **Labor Estimate:** $________
- **Tax:** $________
- **Amount Due:** $________

- **Company Name:** ______________________
- **Booth #:** ______________________

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**Contact Name**  
**Contact Email Address**  
---  
**Please Sign**  
**Card Holder Signature**