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

Discount Deadline Thursday, December 19, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours
ST - Straight time: ST: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: OT: Monday - Friday: 4:30 pm - Midnight; Saturday-Sunday: 8:00 am - 4:30 pm
DT - Double-time: DT: Holidays and all other hours

Step One: Tell Us About Your Sign
Type: Cloth Wood Truss Metal Other
Shape: Square Triangle Rectangle Circle Other
Size: Height Width Length Weight
# of Feet from floor to top of sign

Step Two: Order Assembly/Disassembly Labor.
Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

Sign Assembly Labor-Exhibitor Supervised
Code | Item | Est Total Man Hours | Discount | Regular | Est Amount
69150 | ST | $90.44 | $117.55 | $
69151 | OT | $135.69 | $176.40 | $
69152 | DT | $180.94 | $235.20 | $

Exhibitor Contact

Date of Assembly Start Time

How many laborers will you require?

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Sign Disassembly Labor-Exhibitor Supervised
Code | Item | Est Total Man Hours | Discount | Regular | Est Amount
69153 | ST | $90.44 | $117.55 | $
69154 | OT | $135.69 | $176.40 | $
69155 | DT | $180.94 | $235.20 | $

Exhibitor Contact

Date of Disassembly Start Time

How many laborers will you require?

Rigging Inspection Fee: Applicable rates will be charged accordingly

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

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

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

Company Name: ___________________________ Booth #: __________

Contact Email Address

Please Sign

Card Holder Signature

Rigging with be handled through the facility. Please order the rigging of your signs through the facility forms at the end of the manual.

Total Overhead Rigging: $
Tax*: $
Amount Due: $

Event Code: 198150120
email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.