



# EXHIBITOR SUPERVISED LABOR

Archery Trade Association

1191470123

INDIANA CONVENTION CENTER | Indianapolis, IN

January 11 - 13, 2023

## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, DECEMBER 21, 2022

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

### Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM  
**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday  
**Double Time (DT):** Holidays  
**Holidays:** NY Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day

### Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$78.29	\$90.05	\$100.85	
68061	OT	\$117.44	\$135.05	\$151.25	
68062	DT	\$156.58	\$180.05	\$201.65	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$78.29	\$90.05	\$100.85	
68064	OT	\$117.44	\$135.05	\$151.25	
68065	DT	\$156.58	\$180.05	\$201.65	

\*\* 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.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

### Step 1. Choose your service.

Installation  Dismantling  Both Installation & Dismantling

### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_

DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

### Step 3. How many hours?\*\*\*

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

INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_\_

### Step 4. Where is the carpet coming from?

Ordered from Shepard  Exhibitor Owned  Carpet Padding

### Step 5. Provide a list of any tools or additional details that would be needed.

Ladders  Lifts  Special Tools: \_\_\_\_\_

ADDITIONAL DETAILS: \_\_\_\_\_

### Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

DISMANTLE REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

### Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: \_\_\_\_\_

ON-SITE CONTACT PHONE NUMBER: \_\_\_\_\_

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

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)