



Archery Trade Association

INDIANA CONVENTION CENTER | Indianapolis, IN

January 11 - 13, 2023

# TARGET CONFIRMATION

1191470123

**TARGET DEADLINE: WEDNESDAY, DECEMBER 21, 2022**

## Confirm your target move in date and time in two easy steps, then email in the form!

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.\*

\* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

### Step 1. Complete exhibiting company information.

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

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

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

#### Assigned Target Date and Time

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

#### Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

**Wednesday, December 21, 2022**

### Step 2. Provide shipment details.

#### Where are you shipping?

Advanced Warehouse\*\*  Direct to Facility/Show Site

\*\* Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

What is the weight of your shipment? \_\_\_\_\_

How many pieces are in your shipment? \_\_\_\_\_

Dimensions of largest piece of freight? \_\_\_\_\_

How many truck loads do you have? \_\_\_\_\_

Weight of largest piece of freight? \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Carrier Contact Phone Number \_\_\_\_\_

#### If Shipping Direct to Facility/Show Site

Flatbed  Close Trailer  Container

#### Is Special Equipment Required to Unload

Crane  Extended Forklift Blades  Rollers  Sling

Other \_\_\_\_\_

#### Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

Yes  No

(if Yes, please place a forklift order with Customer Service)

#### Have you ordered carpet from Shepard?

Yes  No

#### Do you want your carpet installed prior to your target time?

Yes  No



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

[shepardes.com](http://shepardes.com)