

exhibitor.services@heritagesvs.com  
1-800-360-4323  
Fax: 314-534-8050



**Order online at: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)**

Please contact us for assistance if needed

**ATA 2025 SHOW****JANUARY 8-10<sup>TH</sup>, 2025****INDIANAPOLIS CONVENTION CENTER****INDIANAPOLIS, INDIANA****Booth Equipment**

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) 5" x 7" ID floor cling, and a 11" x 17" one-line identification sign.

Please use the following link to place orders for electric, plumbing, or communication services <https://www.icclos.com/exhibitors/order-electrical-and-utilities/>

**Note: Prices for building services are subject to change for 2025**

**Exhibit Hall Carpet**

The exhibit area is not carpeted; however, the aisles will be carpeted Tuxedo (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage. Please refer to the enclosed carpet brochure and furniture/carpet order form.

**Discount Price Deadline Dates**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by the following dates below.

Custom Heritage Rentals – **Monday, December 9<sup>th</sup>, 2024**

Carpet, Furniture and Accessories – **Wednesday, December 18<sup>th</sup>, 2024**

**Shipments to Advance Warehouse Deadline Date**

Heritage will begin receiving freight at the advance warehouse on Monday, December 9<sup>th</sup>, 2024. To avoid late fees, all shipments to the advanced warehouse must arrive no later than Monday, December 30<sup>th</sup>, 2024. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.

**\*\*Note: The advance warehouse will be closed and no shipments received December 24-25<sup>th</sup>, 2024 and January 1<sup>st</sup>, 2025\*\***

**Show Schedule****Exhibitor Move-In**

Monday	January 6 <sup>th</sup>	7:30 AM	-	8:00 PM
Tuesday	January 7 <sup>th</sup>	7:30 AM	-	8:00 PM
Wednesday	January 8 <sup>th</sup>	7:00 AM	-	8:30 AM
Thursday	January 9 <sup>th</sup>	7:00 AM	-	8:30 AM
Friday	January 10 <sup>th</sup>	7:00 AM	-	8:30 AM

**Exhibit Hours**

Wednesday	January 8 <sup>th</sup>	8:30 AM	-	6:00 PM
Thursday	January 9 <sup>th</sup>	8:30 AM	-	6:00 PM
Friday	January 10 <sup>th</sup>	8:30 AM	-	4:00 PM

**Exhibitor Move-Out**

Friday	January 10 <sup>th</sup>	4:00 PM	-	11:00 PM
Saturday	January 11 <sup>th</sup>	8:00 AM	-	4:00 PM

**Dismantle and Move-Out Information**

- Heritage will begin returning empty crates and containers as soon as the aisle carpet is removed from the aisles. This will begin at 4:00 PM, on Friday, January 10<sup>th</sup>.
- All carriers must check-in no later than 12:00 PM, on Saturday, January 11<sup>th</sup>, 2025. All exhibit materials must be removed from the exhibit hall floor by 4:00 PM, on Saturday, January 11<sup>th</sup>, 2025. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 12:00 PM.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.



## GENERAL INFORMATION/QUICK FACTS

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**ATA 2025 SHOW**

**JANUARY 8-10<sup>TH</sup>, 2025**

**INDIANAPOLIS CONVENTION CENTER**

**INDIANAPOLIS, INDIANA**

### Post Show Paperwork and Labels

Our customer service department will provide a Heritage Bill of Lading and Labels for you to complete. Complete your paperwork ahead of time. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

### HES Freight Logistics

If you need an on show site, cost effective and reliable carrier to transport your freight to and from the show, please email [shipping@heritagesvs.com](mailto:shipping@heritagesvs.com) for a quote (guaranteed lowest material handling rate, priority empty return handling, complimentary shrinkwrap, etc).

### Ordering Online

Go To: [heritagesvs.com/ordering](https://heritagesvs.com/ordering)

### Warehouse Shipping Information:

Exhibitor Company Name and Booth Number

HERITAGE

TForce Freight C/O TF Logistics

333 Franklin Rd.

Indianapolis, IN 46219

FOR: 2025 ATA Show

Heritage will accept exhibit materials beginning Monday, December 9<sup>th</sup>, 2024 at the warehouse address. Material arriving after Monday, December 30<sup>th</sup>, 2024 will be received at the warehouse with an additional after deadline charge.

**\*\*Note: The advance warehouse will be closed and no shipments received December 24-25<sup>th</sup>, 2024 and January 1<sup>st</sup>, 2025\*\***

### Show Site Shipping Address:

Exhibitor Company Name and Booth Number

C/O HERITAGE

Indianapolis Convention Center

100 S. Capitol Ave.

Indianapolis, IN 46225

FOR: 2025 ATA Show

Crated, boxed, or skidded materials will be accepted at show site beginning at 8:00 AM, Monday, January 6<sup>th</sup>, 2025 at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

### Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

### Excessive Trash, Furniture, and Booth Abandonment

Excessive materials left in booths and meeting rooms at the end of published exhibitor move-out, that are not labeled for an outbound shipment will be considered trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation and dismantle labor, forklift labor, and/or dumpster fees. Excessive trash to include, items such as: carpet, padding, furniture, shelving, booth structure, crates and/or pallets.

**We Appreciate Your Business!**



Review the target move in floor plan for your designated date and time. If you need to request an alternate target date or time, submit the Target Change Request form.

**WHAT IS TARGETING?**

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled target time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

**SHIPPING LABELS**

Shipping labels are included in this manual, please use them to help expedite handling.

**CERTIFIED WEIGHT TICKETS**

Certified weight tickets are required for all shipments.

**CRATED SHIPMENTS TO THE ADVANCE WAREHOUSE**

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the HERITAGE Advance Warehouse.

- Shipments that arrive at the Advance Warehouse on or before Monday, December 30<sup>th</sup>, 2024 will be delivered to your booth prior to or during your assigned target date/time.
- HERITAGE can not guarantee delivery of late warehouse freight received after Monday, December 30<sup>th</sup>, 2024 for delivery to your booth prior to or at your assigned target date/time.

**DIRECT SHIPMENTS TO SHOW SITE**

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

**OFF-TARGET SHIPMENTS**

It is imperative that you adhere to the Target movein schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Information in this manual for more information.

**UNLOADING**

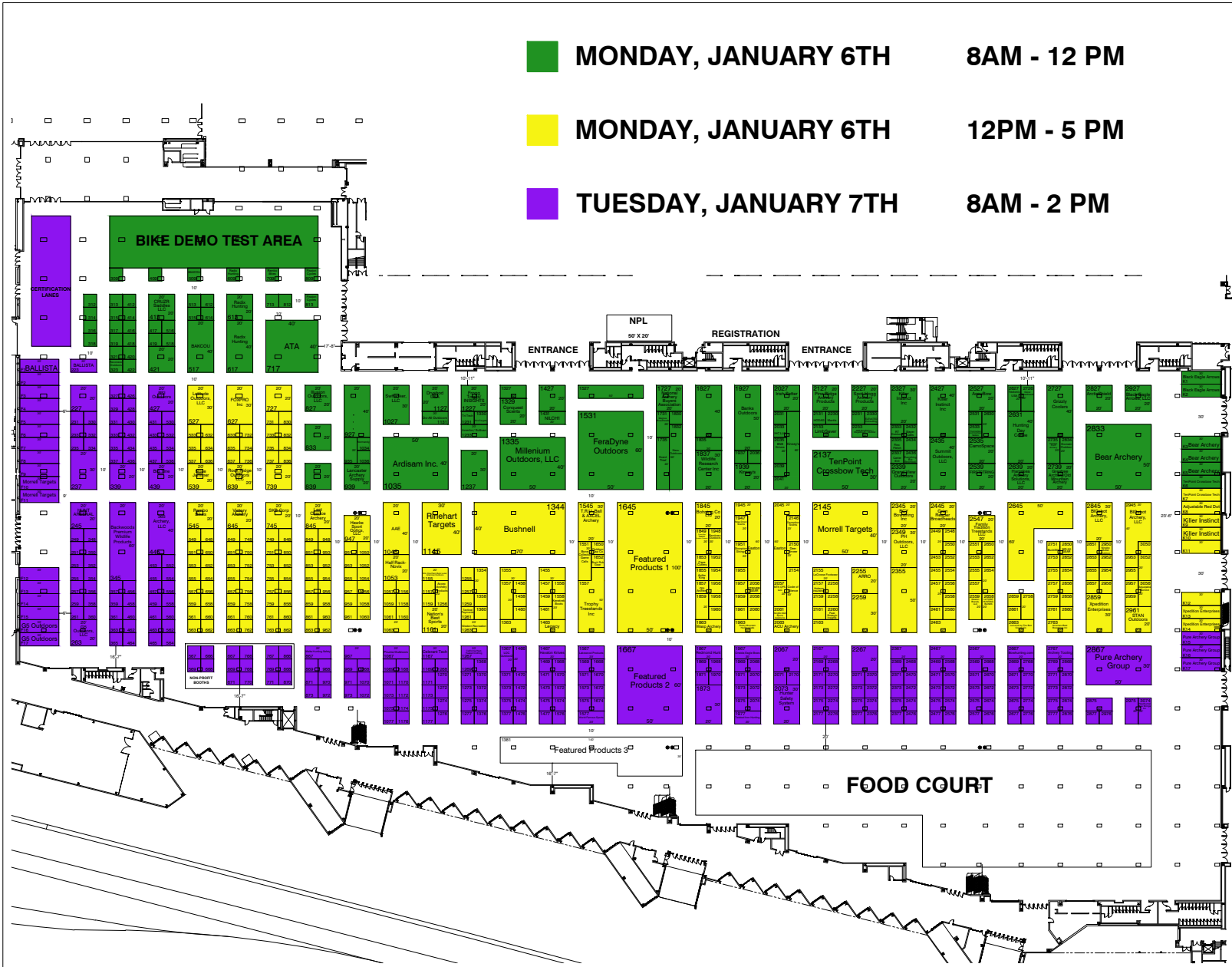
Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after “on-target” carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.

*HERITAGE crews will make every possible effort to begin unloading carriers during their assigned target unload time.*

# ATA 2025 - TARGET MOVE-IN PLAN

JANUARY 8-10TH, 2025  
 INDIANA CONVENTION CENTER - F-K  
 INDIANAPOLIS, INDIANA

- **MONDAY, JANUARY 6TH**      **8AM - 12 PM**
- **MONDAY, JANUARY 6TH**      **12PM - 5 PM**
- **TUESDAY, JANUARY 7TH**      **8AM - 2 PM**



### Event

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**ATA 2025**  
 JAN. 8-10, 2025

### Facility

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Indiana Convention Center  
 100 South Capitol Avenue  
 Indianapolis, IN 46225  
 Hall: F-K

### Notes

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Aisle Width      10' unless noted  
 Ceiling Height      35'  
 □ = Electrical Access  
 ⊙ = Column

\*FLOOR PLAN IS SUBJECT TO CHANGE AND FIRE MARSHALL APPROVAL.

DISCLAIMER:  
 EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS DRAWING, HOWEVER NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THIS DRAWING. IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO VERIFY ALL DIMENSIONS AND LOCATIONS.

### Scale

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Sales Exec: Mike Adams  
 Job Number: 625026  
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