



**Archery Trade Association**

Kentucky Exposition Center | Louisville, KY

January 7 - 9, 2022

# SHOW INFORMATION

G136020122

## Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

## Show Colors

Show Drape Color(s): Black

Aisle Carpet Color: Tuxedo

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN

Wednesday, January 5, 2022 · 8:00AM to 8:00PM

Thursday, January 6, 2022 · 8:00AM to 8:00PM

### EXHIBIT HOURS

Friday, January 7, 2022 · 8:30AM to 6:00PM

Saturday, January 8, 2022 · 8:30AM to 6:00PM

Sunday, January 9, 2022 · 8:30AM to 4:00PM

### EXHIBITOR MOVE OUT

Sunday, January 9, 2022 · 4:00PM to 11:00PM

Monday, January 10, 2022 · 8:00AM to 4:00PM

### FREIGHT REROUTE BEGINS\*

\*All outbound carriers must be checked in by this time

Monday, January 10, 2022 | 4:00PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Wednesday, December 8, 2021

### Exhibitor Appointed Contractor Notification Deadline

Wednesday, December 8, 2021

### First Day for Warehouse Deliveries Without a Surcharge

Wednesday, December 8, 2021

### Discount Price Deadline for Standard Shepard Orders

Friday, December 17, 2021

### Last Day for Warehouse Deliveries Without a Surcharge

Wednesday, December 29, 2021

### Last Day for Warehouse Deliveries\*

Thursday, December 30, 2021

\* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

### First Day Freight Can Arrive at Show Site

Wednesday, January 5, 2022 | 8:00AM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

*Exhibiting Co. Name & Booth Number*

Archery Trade Association

c/o Tforce c/o Shepard Exposition Services

9828 East Bluegrass Pkwy

Louisville, KY 40299

Please note! Advanced warehouse will be closed December 24 - 27th and 31st for the Holidays. No shipments will be accepted.

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

*Exhibiting Co. Name & Booth Number*

Archery Trade Association

Kentucky Exposition Center

937 Phillips Lane

Louisville, KY 40209



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## ADVANCE DEADLINE DATE (STANDARD ORDERS): FRIDAY, DECEMBER 17, 2021

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Due to liability concerns and/or labor jurisdictions, exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

### Shepard Mailing Address

1531 Carroll Drive, NW  
Atlanta, GA 30318  
Phone: 404-720-8600  
Email: [orders@shepardes.com](mailto:orders@shepardes.com)

### Service Desk Hours *(subject to change)*

Wednesday, January 5, 2022 · 8:00AM to 8:00PM  
Thursday, January 6, 2022 · 8:00AM to 8:00PM  
Friday, January 7, 2022 · 8:30AM to 6:00PM  
Saturday, January 8, 2022 · 8:30AM to 6:00PM  
Sunday, January 9, 2022 · 8:30AM to 11:00PM  
Monday, January 10, 2022 · 8:00AM to 4:00PM

### Exhibitor Move Out

Sunday, January 9, 2022 · 4:00PM to 11:00PM  
Monday, January 10, 2022 · 8:00AM to 4:00PM

### Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Monday, January 10, 2022 | 4:00PM.**

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Monday, January 10, 2022 | 4:00PM.**

### Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available on-site. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

### Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

### Pick Up Address

Kentucky Exposition Center  
937 Phillips Lane  
Louisville, KY 40209