



Archery Trade Association

Kentucky Exposition Center | Louisville, KY

January 7 - 9, 2022

SHEPARD BLUE LABOR

G136020122

ONLINE & DISCOUNT DEADLINE:* FRIDAY, DECEMBER 17, 2021

* 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 | 6:00AM - 8:00AM and 5:00PM - Midnight.
Double Time (DT): All hours between Midnight and 6AM. Holidays.
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Shepard Blue Supervised Labor

Table with 6 columns: CODE, ITEM, ONLINE, DISCOUNT, REGULAR, ESTIMATED TOTAL. Rows for codes 68066, 68067, 68068.

Table with 6 columns: CODE, ITEM, ONLINE, DISCOUNT, REGULAR, ESTIMATED TOTAL. Rows for codes 68070, 68071, 68072.

**Pricing includes Supervisory fee of 30% over standard labor.

Summary table with 2 columns: Label (TOTAL ESTIMATE, TAX, AMOUNT DUE) and Value (\$).

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. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: INSTALLATION TIME:
DISMANTLING DATE: DISMANTLING TIME:

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: x
INBOUND FREIGHT: Advanced Warehouse Direct to Show Site
CARRIER NAME:
TRACKING OR PRO NUMBER:
ESTIMATED ARRIVAL DATE:
NUMBER OF PIECES: ESTIMATED WEIGHT:

SET UP INFORMATION

COMPANY CONTACT NAME:
EMAIL:
CELL PHONE NUMBER:

DRAWINGS/PHOTOS/INSTRUCTIONS

Attached Emailed to Shepard With the Exhibit In Crate #:

GRAPHICS

With Exhibit Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)

Emailed to Shepard Drawing Attached Drawing with Exhibit
Run Under Carpet

CARPET

Ordered from Shepard Exhibitor Owned Carpet Padding

OTHER SERVICES ORDERED

Overhead Rigging Cleaning Audio Visual (AV)

Step 6. Tell us about outbound shipping.***

*** Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: NUMBER OF CARTONS:
NUMBER OF FIBER CASES: NUMBER OF PALLETS:
METHOD: Ground 2-Day Air Next Day Air Other
NAME OF CARRIER:
PHONE NUMBER:
DATE SCHEDULE TO PICKUP FREIGHT:
MUST ARRIVE AT DESTINATION BY:

IF YOUR CARRIER DOESN'T SHOW UP?

Re-route with Shepard Logistics Service
Send to advanced warehouse for pickup (\$400 minimum charge)

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:
EMAIL ADDRESS:



Email completed form to: orders@shepardes.com

shepardes.com