



# EXHIBITOR SUPERVISED LABOR

Archery Trade Association

G136020122

Kentucky Exposition Center | Louisville, KY

January 7 - 9, 2022

## 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.  
Saturdays and Sundays 6:00AM - 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.

### Exhibitor Supervised Labor

| INSTALL LABOR** |      |          |          |          |                    |
|-----------------|------|----------|----------|----------|--------------------|
| CODE            | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68060           | ST   | \$76.75  | \$88.25  | \$98.85  |                    |
| 68061           | OT   | \$115.30 | \$132.60 | \$148.50 |                    |
| 68062           | DT   | \$153.50 | \$176.50 | \$197.70 |                    |

| DISMANTLE LABOR** |      |          |          |          |                    |
|-------------------|------|----------|----------|----------|--------------------|
| CODE              | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68063             | ST   | \$76.75  | \$88.25  | \$98.85  |                    |
| 68064             | OT   | \$115.30 | \$132.60 | \$148.50 |                    |
| 68065             | DT   | \$153.50 | \$176.50 | \$197.70 |                    |

\*\* 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.

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 6.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

### 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)

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