



Archery Trade Association

INDIANA CONVENTION CENTER | Indianapolis, IN

January 11 - 13, 2023

INFORMATION

1191470123

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, DECEMBER 21, 2022

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

Service Desk Hours *(subject to change)*

Monday, January 9, 2023 · 8:00AM to 8:00PM
Tuesday, January 10, 2023 · 8:00AM to 8:00PM
Wednesday, January 11, 2023 · 8:30AM to 6:00PM
Thursday, January 12, 2023 · 8:30AM to 6:00PM
Friday, January 13, 2023 · 8:30AM to 11:00PM
Saturday, January 14, 2023 · 8:00AM to 4:00PM

Exhibitor Move Out

Friday, January 13, 2023 · 4:00PM to 11:00PM
Saturday, January 14, 2023 · 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 **Saturday, January 14, 2023 | 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 **Saturday, January 14, 2023 | 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

INDIANA CONVENTION CENTER
100 S Capitol Ave
Indianapolis, IN 46225

Exhibitor Utility Services

Internet services:

<https://orders.smartcitynetworks.com/login?ReturnUrl=%2Fcenter.aspx%3Fcenter%3D014>

Electrical, Plumbing & Telephone Services:

<https://www.icclos.com/exhibitors/order-electrical-and-utilities/>

Overhead Rigging and Sign Hanging Services:

<https://www.icclos.com/exhibitors/signs-and-banners/>