



## Archery Trade Association

INDIANA CONVENTION CENTER | Indianapolis, IN

January 11 - 13, 2023

## SHEPARD BLUE LABOR

1191470123

## ONLINE &amp; DISCOUNT DEADLINE:\* WEDNESDAY, DECEMBER 21, 2022

\* 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: NY Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day

## Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$101.80	\$117.05	\$131.10	
68067	OT	\$152.65	\$175.55	\$196.60	
68068	DT	\$203.55	\$234.10	\$262.20	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$101.80	\$117.05	\$131.10	
68071	OT	\$152.65	\$175.55	\$196.60	
68072	DT	\$203.55	\$234.10	\$262.20	

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

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 8.25%

AMOUNT DUE \$ \_\_\_\_\_

## 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 &amp; 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 &amp; 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 pickup.

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 &amp; 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](mailto:orders@shepardes.com)[shepardes.com](http://shepardes.com)