



Archery Trade Association

INDIANA CONVENTION CENTER | Indianapolis, IN

January 11 - 13, 2023

CARTLOAD SERVICE

1191470123



Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

Cartload Service includes:

Includes:

- One laborer
• One cart
• One trip (per rate listed below)

Please remember:

- If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
• No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
• All items must fit on flat bed cart (approximately 3' x 4' in size) and weigh less than 200 pounds.
• Your vehicle must unload on the receiving dock of the exhibit hall.

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

Table with 5 columns: CODE, ITEM, # OF TRIPS, RATE, TOTAL. Rows include Dock to Booth ST, Booth to Dock ST, Dock to Booth OT, Booth to Dock OT.

Summary table with 2 columns: Description, Amount. Rows: TOTAL ESTIMATE, TAX (8.25%), AMOUNT DUE.

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_
CONTACT NAME: \_\_\_\_\_
EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: orders@shepardes.com