



International School of Hydrocarbon Measurement

2022 Exhibitor Requirements, Rules, and Schedule

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Page 1 of 14

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Table of Contents

I.	ISHM EXHIBITS OVERVIEW	3
II.	COVID -19 RESPONSE	3
III.	EXHIBITOR REQUIREMENTS	5
IV.	EDUCATIONAL EXHIBIT TYPES	5
V.	EXHIBIT REQUIREMENTS	5
	A. EXHIBIT CONTENT	6
	B. EXHIBIT SIZE	7
	C. EXHIBIT INSTALLATION	7
	D. ADDITIONAL INFORMATION	8
VI.	EXHIBITOR TIMELINE	9
VII.	EXHIBIT HALL SCHEDULE	11
VIII.	APPENDIX A.....	13



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

I. ISHM Exhibits Overview

ISHM has a long and proud history of focusing on the school attendees by providing the best educational experience possible. The ISHM Committee and ISHM exhibitors work together each year to ensure that attendees receive a world-class educational experience. Given this focus, it is the express intent of ISHM to provide an educational environment in the exhibit area.

ISHM is not a trade show for sales and marketing purposes. ISHM exhibits are to be educational and must provide instructive value to attendees. Information provided to attendees must only include information of an educational nature, such as *solving a problem, presenting a problem, or improving a method, procedure, or process within the hydrocarbon measurement industry.*

The 2022 School has moved to the new Oklahoma City Convention Center at 416 South Robinson Ave. Oklahoma City, OK.

Before and during the school, the Exhibits Committee will review each exhibit for educational value and, if necessary, request modifications accordingly to maintain consistency with the spirit of ISHM. Compliance with the exhibitor rules is mandatory and much appreciated by ISHM.

ALL EXHIBITS RULES WILL BE STRICTLY ENFORCED!

According to Exhibit Chairman's interpretation of these rules, the Exhibits Chairperson reserves the authority to resolve any ambiguity or conflict. Failure to comply with any rules or deadlines described herein results in probationary measures including, but not limited to, not being invited as an ISHM exhibitor in subsequent years.

The ISHM Committee recognizes the important contributions made by exhibitors at ISHM and welcomes constructive comments and feedback.

II. Covid -19 Response

The ISHM committee, for the 2022 School year, has established Covid-19 changes that will be in effect for one school year term. The changes established to affect the classroom seating arrangement, exhibit hall arrangement, and cleaning policies, which are compliant to CDC, State, local, and Federal Guidelines. Additionally, by registering and attending, each person and exhibitor agrees to hold harmless/release of liability waiver as a part of the signup process. See section VII Appendix A for detailed agreement language.

In the exhibit space, we have made significant changes to the layout. The changes include moving to a socially distant arrangement allowing for a minimum of 6 ft between booths, adding 8 ft drapes for the booth sidewalls with additional exterior signage, provide local tables between booths, increased aisle width, hand sanitizer stations, masks for individuals that do not have them, and moving to box lunches. If needed, we have the



option to have an additional 3rd party vendor (GermBlast®) perform daily Covid-19 compliant cleaning.



Figure 1. Sample Covid-19 Compliant layout



III. Exhibitor Requirements

There are two classifications of ISHM exhibitors:

- **Primary Exhibitors** must be original manufacturers of proprietary measurement and control devices or equipment used by the hydrocarbon industry.
- **Secondary Exhibitors** must be firms that are either:
 - Producers of specialty calibration gases and odorants used by the hydrocarbon industry,
 - Petroleum and gas measurement software designers,
 - Measurement system fabricators,
 - Service providers of hydrocarbon measurement and or control-related services, such as meter calibration/proving, sampling, laboratory analysis, and technical training.

All representatives associated with exhibitors must be individually registered at ISHM.

IV. Educational Exhibit Types

There are two classifications of ISHM educational exhibits:

- **Booth Exhibits** are the primary exhibit type with a booth space of 10'W x 8'D x 7'H. Booths are furnished with uniform tables, tablecloths, backdrops, and carpeting, all of which shall not be removed or replaced. If the allotted booth unit width is not sufficient, multiple booth units may be available for purchase, not to exceed 4 booth units per exhibitor. The cost of each 10'W X 8'D booth unit space is \$1000.
- **Mobile/Trailer Exhibits are utilized only for trailers as a required accessory or a functional educational exhibit component.** The Exhibits Chair must explicitly approve the trailer exhibit meets requirements and content. Pictures of trailer displays must be submitted to the Exhibits Chair for approval **IF THERE ARE ANY CHANGES FROM LAST YEAR OR ANY NEW EXHIBITOR TRAILER.** Trailer exhibit spaces are purchased as a group of 8'L x 10'D trailer units required for specific trailer length, including exhibit area required outside the trailer. The cost of each 8L' X 10D' trailer unit space is \$1000. **Before move-in by appointment only, Tow Vehicles entering the exhibit hall must file a copy of Proof of Liability Insurance with Frypan Pardners.**

V. Exhibit Requirements

If you have any questions about exhibit requirements, please contact the Exhibit team for approval of the display. The team must review a picture of your proposed exhibit for compliance with the rules before school and prior to shipping any materials!



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

A. Exhibit Content

1. Educational exhibits must contain only approved equipment, information, and services about gas, gas liquids, petroleum, refined product measurement, regulation, and control.
2. No gases, compressed gases, and flammable or toxic liquids may be brought into the Convention Center. All exhibits must adhere to local fire codes, which are available from Frypan Partners.
3. All exhibits utilizing assemblies of measurement equipment for educational purposes shall consist of measurement devices manufactured by a current ISHM Exhibitor (concurrently exhibiting at the school). Exhibits consisting solely of replacement parts or components will not be considered an educational exhibit.
4. No company logos are allowed in the exhibit unless the logos are permanently stamped, applied decals, or silkscreened onto displayed equipment or visual aids, e.g., logos on equipment as manufactured for sale.
5. All visual aids, including backdrops and banner, must be educational (see italicized text in the ISHM Overview section on page 1 for educational clarification). The maximum height of the visual aid shall not exceed 84 inches (measuring from the floor to the top of the visual aid) and must comply with all other rules listed (see Exhibit Size details below for further size requirements). Note the height of the provided booth table(s) is 30 inches, so any tabletop backdrop or banner should be no taller than 54 inches to comply with the overall 84-inch height limit.
 - A backdrop is a tabletop or floor-standing poster containing educational information.
 - A banner stand is a tabletop or freestanding poster containing educational information held upright by a stand of some type.
6. No visual aids consisting of only logos are allowed, such as logo table covers.
7. Any signs such as placards or posters must be visual aids, educational in nature, and must be approved by the Exhibits Chair in advance of the school **FOR NEW EXHIBITORS OR ANY CHANGES FROM YOUR PREVIOUSLY APPROVED EXHIBIT.**
8. Videos and other audio displays or other noise must not be loud enough to interfere with neighboring displays. **Video screens must not be larger than 55 inches corner to corner, measured diagonally.** Company logo screen savers and video visual aids consisting of only logos are not allowed. **Only one video screen is allowed per booth space.**
9. No signs or handouts advertising locations of exhibitor's rooms, hospitality suites, or the location of other after-hours activities shall be delivered in the Convention center.



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

10. For new exhibitors or displays that have changed from the previous exhibit year, a picture of design or changes must be submitted for review and approval by January 17, 2022, or when the exhibitor registers, if the registration is later than January 17, 2022. The rule applies to mobile/trailer displays as well.
11. Interaction between attendees and exhibitors is encouraged. Technical literature, business cards, and educational items may be provided to attendees. "Giveaways" and convention-type advertising items are not allowed (for example, pens, carrying bags, whistles, baseball caps, etcetera). Food or candy is also not allowed to be distributed. Business cards must be personally given to attendees and shall not be displayed or left on the table.

B. Exhibit Size

1. Educational exhibit components must not extend past the provided booth space of 10'L x 8'D x 7'H.
2. If multiple booth spaces are purchased, items must not exceed 7' in height nor extend past the combined booth space's total width and depth.
3. Multiple booths are limited to four (4) continuous 10'W x 8" D booth units for a total maximum booth size of 40'W x 8'D.

C. Exhibit Installation

1. Vehicles shall not be driven into the educational exhibits area of the Convention Center. Loading and unloading must take place at the Dock Door. Vehicles shall not block access to the Convention Center. All material is to be unloaded and left in a staging area near the dock door while the vehicle is temporarily parked at the Dock Door location. Then, once permanent parking is completed, please return to the dock where your goods are staged and move them to your booth. A small number of dollies are available for use, but it is advised to bring your own. Please ID label all of your equipment and moving tools.
2. Do not obstruct any portion of the provided sign attached to the drapes in the back of the booth, indicating your company name and booth number. With the Covid-19 drape enclosures for exhibit space, additional signage shall be provided for the outside of your booth.
3. Exhibitors may not alter any part of the booth structure, including taking down or extending curtains, expanding rods out into the aisles, or placing displays in the aisles.
4. No attachments to curtains or rods on the back wall or sides of the booth are allowed.
5. Equipment may rest on the floor if it meets all other guidelines listed.
6. Black tablecloths are provided and shall be used. **Tablecloths shall not be replaced, substituted or additional logos applied over the top.**



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

7. Supplemental lighting is not allowed.
8. Exhibitors must keep the provided table in their booth. The table may be moved around within the confines of the booth. If space is needed for large equipment, the table or chairs' removal must be approved by the Exhibits Chair before the school.
9. Each booth unit is provided with a single electrical outlet. Exhibitors must bring a UL listed power or surge protector strip if more than one device requires an electrical connection in the booth unit. If your display requires unique connections or additional power beyond a single standard outlet, you must confer with the Exhibits Chairman.
10. Trash, packaging, and crates must be disposed of or stored correctly. Do not leave items in the utility aisles of the educational exhibits area. **NOTHING CAN BE STORED IN THE "ELECTRICAL AISLE" BEHIND THE BOOTHS.** The final setup is not complete until trash, including packaging and crates, are correctly stored and disposed of in the correct locations.
11. Crate storage & trash pickup left behind for Frypan Partners to manage shall be billed as a minimum labor charge to the exhibiting company.

D. Additional Information

1. An ISHM Committee Exhibitor Information Center is stationed inside the exhibit area. This center is provided for exhibitors who have questions, comments, or who need assistance during the school.
2. Booths are assigned through a coordinated placement and the prior-year location is not a factor. Location preferences will not be given to any exhibitor.
3. Please be respectful of others when using mobile phones in the Exhibits Hall.
4. Exhibitor customer service at ISHM is provided by Frypan Partners, including advance & outbound freight services, AV rental assistance, and on-site help desk at the event. The Convention Center is responsible for all electrical issues.



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

VI. Exhibitor Timeline

Table 1. ISHM 2022 Exhibitor Timeline – Registration & Forms

Activity	Schedule / Deadline	Details
New Exhibitor Application	By January 30, 2022	New exhibitor applicants are accepted by committee vote, primarily at committee summer and winter meetings. This deadline allows new applicants to be accepted in committee voting during their Winter meeting in late January. No new exhibitor applications will be accepted after this deadline.
Exhibitor Registration	December 1, 2021 – March 18, 2022	March 18, 2022, is the final date for exhibitors to be included in the initial booth assignment drawing. Only on-time paid reservations are included in the random booth drawing. Registration acceptance and booth assignments for registration submittals received or paid <i>after</i> March 18, 2022, are subject to space availability and are facilitated by the Exhibits Committee on a first-come-first-serve basis. Any exhibitors accepted past this deadline will likely not be included in ISHM publications due to associated publication deadlines.
Picture Submittal for New Exhibitor or Changes from Last Year's School	By January 28, 2022 (or upon registration)	The rule applies to New Exhibitors or changes from previously approved exhibit, including mobile/trailers. A picture of any signs, placards, posters, visual aid, etc., must be submitted for review and approval by January 28, 2022, or when the exhibitor registers, if the registration is later than January 28, 2022.
Mobile / Trailer Notice Form Submittal	By January 28, 2022 (or upon registration)	Mobile / Trailer exhibitors must complete and submit this form to ensure a practical trailer space assignment and trailer move-in.



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

Activity	Schedule / Deadline	Details
Exhibitor Freight Form Submittal	March 21, 2022 – May 6, 2022	Inbound and outbound freight forms can be downloaded from the Frypan Pardners website www.frypanpardners.com or requested by email from Betsy Fry at FrypanOK@aol.com or call her at 405-623-8183. Completed forms must be submitted to Frypan Pardners on or before Friday, May 6, 2022, or incoming goods may be “trapped” at Customer Service rather than delivered to your booth to be ready for exhibitor move-in on May 9th.
Exhibitor Labor Order Form Submittal	March 21, 2022 - May 6, 2022	Suppose an exhibitor requires any on-site assistance with exhibit setup or teardown. In that case, labor services can be procured with the Labor Order Form found on the Frypan website www.frypanpardners.com or requested by email from Betsy Fry at FrypanOK@aol.com . Order forms must be submitted to Frypan Pardners by May 6, 2022. On-site labor requests will be handled in the order received and as time permits.
On-Site Services Payment Arrangement Form Submittal	March 21, 2022 – May 6, 2022	Completed Frypan forms must be submitted before Friday, May 6, 2022, or incoming goods may be “trapped” at Customer Service rather than delivered to your booth to be ready for exhibitor move-in on May 9th.
Freight Arrival	Monday, April 25, 2022 - Friday, May 6, 2022	Freight must be shipped to the Advance Warehouse in accordance with the Frypan Pardners shipping instructions found on their website www.frypanpardners.com or requested by email from Betsy Fry at FrypanOK@aol.com . DO NOT SHIP DIRECTLY TO THE CONVENTION CENTER as nobody is prepared to accept delivery, and additional handling fees will be applied for misdirected Freight. Any freight received before Monday, April 25, is subject to storage fees. Any freight received after Friday, May 6, is subject to late fees as the receiving dock is closed on weekends.



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

VII. Exhibit Hall Schedule

Table 2. ISHM 2022 Exhibit Hall Schedule

Activity	Schedule	Details
Mobile / Trailer Move-In	Sunday, May 8 10:00 am – 3:00 pm – BY APPOINTMENT	All mobile / trailer displays must be moved into the hall through the EAST SIDE Dock at their specific scheduled appointment time. MOVE-IN BY APPOINTMENT ensures the required time for setup crews is sufficient prior to the booth setup.
Display Freight	Sunday, May 8	Freight will be moved from the Advance Warehouse to the Convention Center. The Freight will be delivered to your booth or the aisle space in front of your booth. Be SURE your goods are clearly labeled with the Exhibiting Company Name
Exhibitor Mandatory Sign-In & Setup	Monday, May 9 12:00 PM – 5:00 PM	Beginning at 12:00 pm, exhibitors must first sign in at the ISHM Committee Exhibitor Information Center before setting up exhibits and equipment.
Setup Complete	Monday, May 9 5:00 pm	Setup must be completed no later than 5:00 pm on Monday. If circumstances arise which prevent check-in during the designated time, the Exhibits Chair or Exhibitors Chair must be notified and special arrangements may be made for this instance. All equipment to be exhibited must be set up and completely arranged, in accordance with the rules, in the assigned space by 5:00 pm on Monday. Setup time is NOT Tuesday morning.



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

Activity	Schedule	Details
Educational Exhibit Hours	<p>Tuesday, May 10 7:30 am – 5:00 pm</p> <p>Wednesday, May 11 7:30 am – 5:00 pm</p> <p>Thursday, May 12 7:30 am – 11:00 am</p>	<p>All educational exhibits are open Tuesday, Wednesday, from 7:30 am until 5:00 pm, and Thursday from 7:30 am until 11:00 am except during the General Assembly on Tuesday May 10, 2022. Educational exhibits shall be manned at all times during the open hours. During the General Assembly and class periods, booths may be briefly unattended. (Exhibitors are welcomed and encouraged to attend classes.)</p>
Breakdown of Exhibits	<p>Thursday, May 12 11:00 am – 4:00 pm</p>	<p>Breakdown of educational exhibits must not begin before 11:00 am on Thursday (the beginning of the final class session) and must be completed by 4:00 pm on that same day. All Activity related to the shipping and loading of vehicles happens through the exhibit hall Dock. For safety reasons, only exhibitor personnel and ISHM Committee Members can tear down the exhibit hall. All others are required to leave the exhibit areas at 11:00 am on Thursday.</p>
Freight Pickup Window	<p>Thursday, May 12 1:00 pm – 4:00 pm</p>	<p>LTL Shippers should schedule their chosen carriers for the Freight pick up window: 1:00-4:00 pm on May 12. Materials not picked up by 4:00 pm will be force-shipped ABF, on shipper's account if possible, or as <i>Freight Collect</i> if the shipper does not have an ABF account. Small package shippers do not need to schedule pick up with their service provider. Frypan Partners will arrange for your pre-labeled items to go out that day via UPS, FedEx, or DHL.</p>
Mobile / Trailer Move-out	<p>Thursday, May 12 12:00 pm – 4:00 pm As directed by Frypan</p>	<p>All mobile/trailer displays are required to move out of the hall at the direction of Frypan Partners. Frypan will coordinate the organized teardown of all displays and determine the time required for crews to safely remove the booth equipment before tow vehicles may enter and before trailers may leave the hall. All trailer exhibitors are asked for their patience to move trailers out SAFELY.</p>



International School of Hydrocarbon Measurement
ISHM 2022
Exhibitor Requirements, Rules, and Schedule



Thank You

We value your participation in the
International School of Hydrocarbon Measurement
and your adherence to our Exhibit Rules

VIII. Appendix A

COMMUNICABLE DISEASE RELATED
HOLD HARMLESS, RELEASE, WAIVER OF LIABILITY,
AND INDEMNITY AGREEMENT



International School of Hydrocarbon Measurement

ISHM 2022

Exhibitor Requirements, Rules, and Schedule

IN CONSIDERATION of being permitted to attend, teach, observe, work, or participate in any way in the International School of Hydrocarbon Measurement (ISHM), I for myself, my personal representatives, heirs, and next of kin:

1. Affirm that I have not been diagnosed with, demonstrated any symptoms of or have in any way been exposed to any communicable diseases (including but not limited to the virus commonly referred to as COVID-19) within the past fourteen days or the CDC recommended quarantine timeframe, whichever is least restrictive, prior to attending the event;
2. Acknowledge that I am aware that by entering the premises and participating in the EVENT(S) that there are risks to me and to those with whom I interact of exposure, directly or indirectly, to communicable disease(s) including but not limited to the virus “severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)”, “COVID-19” and/or any mutation or variation thereof;
3. HEREBY voluntarily agree to RELEASE, WAIVE, DISCHARGE and COVENANT NOT TO SUE on behalf of myself or on behalf of others with whom I interact, the vendors, participants, exhibitors, ISHM organization or any subdivision thereof, the Board of Regents of the University of Oklahoma or any persons who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or EVENT(S) and for each of them, their directors, officers, agents and employees, all for the purposes herein referred to as “Releasees”, from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any and all loss or damage, and any claim or demands therefore, whether caused by the negligence of the Releasees or otherwise;
4. HEREBY agree to INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them from any loss, liability, damage, or cost they may incur arising out of or related to my illness or death, whether caused by the negligence of the Releasees or otherwise.