

GENERAL INSTRUCTIONS ISHM Exhibits and Freight

2022



ISHM Customer Service ~ Frypan Partners LLC, Betsy Fry FREIGHT INSTRUCTIONS

Email: FrypanOK@aol.com ~ Call or Text: 405-623-8183

INBOUND	<p>If you're shipping in, Ship To: ABF Freight Terminal, 1117 East Grand Blvd., Oklahoma City, OK 73129</p>
Submit Forms by 5/6/2022	<p>On-Time Freight will be delivered <u>to your booth</u> on Sunday, May 8, 2022, Exhibitor move-in May 9th Submit all forms by 5/6/2022: Notification Forms & Payment Set-up Authorization for On-Site Service Charges</p>
SHIP TO	<p>ISHM Advance Warehouse. <u>ABF Terminal, 1117 SE Grand Blvd., Oklahoma City, OK 73129.</u> OKC Convention Center does NOT have receiving services. DO NOT SHIP DIRECTLY TO THE NEW OKC CONVENTION CENTER. A substantial penalty of \$250.00 applies to shipments made directly to the convention hall. Goods may not be delivered to you in time for exhibit display.</p> <p>On-Time Receiving Window April 25 thru May 6, 2022 ABF Hours: Mon-Fri from Midnight to 8pm Each Weekday. Closed Saturdays & Sundays</p> <p>Late Window Goods Received After May 6 Will Be Accepted. Scheduled late drayage to OKC Convention Center will be Monday, May 9 at 3:00 pm</p> <p>Include OutBound Instructions In your display materials, pack the instructions to advise your exhibit staff about out-bound preparations. <i>Provide Frypan Partners with a copy of your Bill of Lading</i> or customer bar-code labels for UPS or FedEx or other small package out-bound shipments. Please Note: Frypan's office copies are NOT your shipping documents. These are for reference ONLY when tracking outbound shipments. Stop by the Frypan Service Desk during exhibit hours for help. Payment Set-up Authorization for Handling & Drayage Charges is required by show close. Otherwise, the shipment will be force shipped ABF and may incur additional charges by Frypan. Additionally, an on-site ABF Freight Desk will be open Thursday 5/12 to assist if you have questions.</p>
NEW EXHIBIT HALL	<p>OKC CONVENTION CENTER, 100 Mick Cornet Drive, Oklahoma City, OK 73109 Halls A & B, Loading Dock is located on the east side of the building. Access from Gaylord at SW 5th Street. Walk-in move-in from south end of convention hall.</p> <p>Mobile Displays / Trailers Move-In SUNDAY, As Scheduled MAY 8 - 10AM- 5PM, by special appointment</p>
EXHIBITOR SET UP	<p>MONDAY, MAY 9 - Noon-5PM. The dock is most easily accessed from 12PM-2PM, crowding more in the later part of the afternoon from 2-4pm. If you plan to use the dock for unloading, do that -- unload & stage your goods to move to your booth AFTER you have parked your vehicle. Exhibitor move-in before Noon on Monday can be arranged -- but only by very special appointment.</p> <p>Parking The most convenient parking is in the lot directly south of the exhibit hall. Entry is also possible from southbound Gaylord on the east side.</p> <p>Registration & Exhibitor Check-In Register for the event in the Main Lobby. Then Exhibitors CHECK-IN at the ISHM Exhibit Information Desk inside the exhibit hall.</p>
EXHIBIT OPENS EXHIBIT HOURS TEAR DOWN BEGINS	<p>TUESDAY, MAY 10, 7:30 AM, Exhibitors may access Hall at 7:00 AM 7:30 AM - 5:00 PM TUES-WED, MAY 10-11, and 7:30 AM-11:00 AM THURS, MAY 12, 2022 11:00 AM THURSDAY, MAY 14 - Vacate ASAP by 4:00 PM Same Day</p>

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OUTBOUND	<p>Tear Down Begins at 11:00 AM THURSDAY, MAY 12 - Vacate ASAP by 4:00 PM Same Day Freight Pick-up window is open 1:00 pm to 4:00 pm ON 5/12 ONLY. At 4:00 pm, any remaining outbound shipments that are improperly labeled, unrouted, not picked up, otherwise complicating hall clearance, or which haven't had transit freight payment set up in advance will be force-shipped via ABF Freight, charged to your ABF account or via FREIGHT COLLECT. Coordination Surcharge will apply to forced shipments. If you're not sure, open an ABF Freight account in advance to save \$</p>
SHIPMENTS	<p>Coordinated by Frypan Partners LLC, Betsy Fry 405-623-8183 FrypanOK@aol.com</p>
SMALL PACKAGE SERVICE	<p>For small packages moving Ground, Air, or Second-Day: EACH PIECE MUST BE LABELED, Be smart! Include pkg count (#1 of 3, #2 of 3, etc)</p> <p>Ground-Air-2ndDay Bar-coded Customer Labels are <u>required</u> for each piece in your shipment</p> <p>Frypan arranges Small Pkg pick-up No need for you to schedule pick-up. Frypan will get your properly labeled small packages on the move!</p> <p>Copy Labels for Frypan If bar-coded customer labels are not affixed to your shipment, material will be palletized & re-routed to be force-shipped via ABF Freight, billed to your account (if provided) or Freight Collect. NO EXCEPTIONS. Coordination Surcharge will apply</p> <p style="text-align: center;">Frypan arranges pick-up for Small Package services.</p> <p style="text-align: center;">Should plans change & you set up your own pick-up, Frypan must be notified on site. Change of plans without notice may incur additional charges. Please don't make us hunt for packages that have gone out another way.</p>
COMMON CARRIER, LOGISTICS	<p>Pick-up Window: Thursday, May 12 - 1pm-4pm, Be sure pick-up carrier has correct paperwork</p> <hr/> <p>Exhibitor Arranges for pick-up LTL Freight or Logistics Services Arrange pick-up at OKC Convention Center, 100 Mick Cornet Drive, Oklahoma City, 73109 Dock is accessed from Gaylord at SW 5th Street</p> <hr/> <p>Copy Bill of Lading for Frypan A copy of your Bill of Lading should be provided to Frypan Partners</p> <hr/> <p>Missed Window Freight not picked up by 4PM on Thursday May 12 will be re-routed to ABF Freight, on your ABF account or via Freight Collect. NO EXCEPTIONS. Coordination Surcharge will apply</p>
OUTBOUND PREPARATION	<p>PLEASE ADVISE YOUR EXHIBIT STAFF - Include Info with Display Materials</p> <p>COPY FRYPAN WITH YOUR BILL OF LADING OR SMALL PACKAGE LABELS</p> <p>Confirm that your OUTBOUND Freight Forms have been provided to Frypan Partners. This is the notification that freight is in your booth to be processed out from the Exhibit Hall. Frypan Partners service desk is manned during the event. Stop by the Frypan Service Desk during exhibit hours. We don't bite.</p> <p><u>Each package must be identified.</u> UPS, FedEx or other Small Package Services require that each piece must have bar-coded customer label attached to each piece. LTL shipments by Common Carrier or Logistic Services must have a <i>Bill of Lading</i> If you plan for outbound shipment, include ID label for each piece corresponding to Bill of Lading. If shipping internationally, customs documents are required. Please be SURE Frypan has office copies of your shipping documents.</p> <p><u>Pack up & label goods for shipment.</u> Leave the <u>sealed packages</u> in your booth. If needed, Frypan Partners will palletize or shrink wrap for shipment. However, if your shipment requires banding, please advise Frypan Partners before the close of the exhibit. Banding material and assistance will be available or provided.</p> <p>If you prefer to carry out your goods or take your shipment directly to a UPS or FedEx store, that's no problem. But ... If this approach is a change to your original outbound plan, please be sure Frypan Partners knows not to look in your booth for pre-arranged common carrier or small package freight shipment.</p> <p>We use copies for reference, not for placement on your shipment</p> <p>SEND IN YOUR FORMS In-Bound Freight Notice Out-bound Freight Notice Bill of Lading Labor Order Trailer Notice Payment Set-Up THANK YOU</p>