



# INTERNATIONAL SCHOOL OF HYDROCARBON MEASUREMENT

PAUL  
FURMAN  
Exhibits Chair  
2022

## Exhibitor Time-Line 2022

Event Location: **NEW! OKC Convention Center**

1 Mick Cornet Drive, Oklahoma City, OK 73109

Phone: (405) 768-4040 General

(405) 768-4616 Exhibitor Services

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<b>ISHM CUSTOMER SERVICE:</b> Betsy Fry, Frypan Partners LLC, 405-623-8183, Email: FrypanOK@aol.com
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Dec-Mar Make Exhibit Arrangements, **March 19 Deadline** for registrations to be included in random booth assignment drawing  
Reserve Booth Space, Submit Contract, Send Remittance, etc.

March-May **Mobile Displays / Trailer Exhibits:** Submit display dimensions & details  
**Exhibitors Shipping In Goods:** Submit Freight Forms to Frypan Partners LLC  
Notify Frypan About Your Plans for Inbound & Outbound Shipment of Display Material. Forms in by 5/6/2022 please  
Credit Card Must Be On File with Frypan Partners LLC for Freight Handling & Service Charges  
Notification is Not Required For Carry-In or for Shipments To Exhibitor's Hotel

**19-Mar Deadline for Booth Registration. Only on-time paid reservations are included in random booth assignment drawing**

15-Apr Booth Assignments Notification, sooner if possible

**25-Apr Freight Window Opens** for Receiving at Advance Warehouse (ABF FREIGHT TERMINAL, 1117 East Grand Blvd., Oklahoma City, OK 73129)

6-May Freight Window Closes for On-Time Receiving at ABF FREIGHT

<b>SHIP TO</b>	<b>Direct INBOUND Shipments to:</b>	SHIP TO: ( <i>EXHIBITING CO. NAME</i> ) - ISHM 2020 <b>BOOTH NO. -- Required</b> <b>c/o ABF FREIGHT SERVICES TERMINAL</b> <b>1117 EAST GRAND BLVD.</b> <b>OKLAHOMA CITY OK 73129</b> ATTN: Betsy Fry 405-623-8183 ISHM CustSvc / ABF Freight LOCAL 405-677-0571	<b>BE SMART</b> Don't ship without ID <b>Seriously</b> Put your Company Name on everything
	<b>TERMINAL HOURS MON-FRI MIDNIGHT TO 8PM</b>		
	Receiving Dock Closed Sat & Sun PLEASE LABEL EACH PIECE Include packing slip or bill of lading Include BOOTH NO. <b>Event Dates: May 10-11-12, 2022</b>		

**DO NOT SHIP DIRECTLY TO COX CONVENTION CENTER!**

No One at Cox Center Is Prepared To Accept Delivery. Substantial Fee Will Be Applied for Mis-Directed Freight

7-May Freight Received is Now Subject to Late Fees. Dock closed Sat & Sun. Late freight will be delivered to Hall Monday 5/9 about 3:00 pm

8-May Unloading & floor marking begins at 7:00 am

Mobile Displays / Trailers Move-in Begins 10:00 am

Freight is delivered from Advance Warehouse to Cox Center and then distributed to exhibit booths

**9-May Exhibitor's Booth Set-up Begins at NOON. Earlier only by appointment**

Late freight is delivered by scheduled transport, approximately 3:00 pm

Exhibit Set-up Must be Completed by 5:00 pm

**10-May School Opens**

**11-May School Continues**

Confirm with Frypan Partners Regarding Out-Bound Freight Shipments

**12-May School Closes**

11:00 am Exhibitors Begin Pack-up for Move-out

Approximately Noon, Trailer Display move-outs begin

**1:00 pm Freight Pick-up Window Opens**

Freight Moving Prepaid Small Package via UPS & FedEx or other service: Frypan will gather and ship

Freight Moving LTL by Exhibitors' Preferred Carriers to be Picked Up -- Exhibitor arranges pick-up

**4:00 pm Freight Pick-up Window Closes**

Remaining freight will be force-shipped via ABF FREIGHT, billed to ABF account or Freight Collect

**Small Package Freight** Frypan will manage outbound shipments for UPS & FedEx small packages throughout the afternoon

13-May Frypan begins to track shipments, process service & freight charges. Receipts provided by e-mail to cardholder & others as requested.

If additional receipt is required, please notify Frypan Partners at service desk during the ISHM event.

Credit card charges are not filed until services are complete and/or freight delivery is confirmed

**We want your ISHM participation to be smooth & successful. If we can help, speak up!**



Frypan Partners, Betsy Fry 405-623-8183 talk or text

