



ISHM CUSTOMER SERVICE
Pre & Post Event ~ On-Site Services
Frypan Pardners LLC



PO Box 87, Spencer, OK 73084 Mobile 405-623-8183
Email FrypanOK@aol.com www.frypanpardners.com/ishm

International School of Hydrocarbon Measurement

May 10, 11 & 12, 2022

Oklahoma City Convention Center, 1 Mick Cornet Drive

December 1, 2021

Howdy ISHM 2022 Exhibitors!

Your return to Oklahoma City for the **95th Edition of ISHM** is a welcome affirmation of resilience in a world turned topsy-turvy. To help make your participation as easy – *and as safe* – as possible, we're here for you again. To make it happen smoothly, this Exhibitor Packet is chock full of information and order forms to mark your path back home with us.

NEW this year is the **Oklahoma City Convention Center**, with the **New Omni Hotel** and the **New Fairfield Inn** right there, too. ISHM is also providing a new layout designed specifically for social distancing. More, you will have ample access for frequent hand-sanitizing, and specially spaced classrooms & meeting areas in the huge new convention center. As we get closer to the event dates and can better evaluate pandemic conditions at that time, the organizing ISHM Committee may implement additional safeguards. Your safety is paramount.

So ... look through the following pages to determine which services, if any, you want added to your plans. The packet begins with the Event Timeline, follows with General Instructions for shipping display materials, and continues with all the Forms you need to make things go the way you want. But if you can't find answers to *your* questions, just give me a call or email your concerns.

405-623-8183 FrypanOK@aol.com

For ten years now Frypan Pardners has provided service to ISHM exhibitors; and we understand the complications you face hosting dynamic displays on a tight schedule. Or if this is your first time to exhibit at ISHM, let's be sure we get better acquainted, Pardner!

Warm regards,

Betsy Fry
Frypan Pardners LLC
Events Over Easy & Projects Well Done



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

PAUL FURMAN, EXHIBITS CHAIR
Office: 832-413-4772
Mobile: 219-742-4600
Email: Paul.Furman@SummitMidstream.com

JOSH WELKER, EXHIBITORS CHAIR
Office: 281-989-7370
Mobile: 281-491-2331
Email: Josh.Welker@Welker.com

ISHM CUSTOMER SERVICE: Betsy Fry, Frypan Partners LLC, 405-623-8183, Email: FrypanOK@aol.com

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

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

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





ISHM 2022 ~ MOBILE DISPLAY / TRAILER NOTICE

Mobile Move-In **Sunday May 8, 2022**

Mobile Display or Trailers may be exhibited only with advance approval.

Visitors may inspect display interiors; but fire regulations preclude use of such displays for private meeting space, unless the unit is equipped with a fully functioning interior sprinkler system. Further, a special permit & inspection would be required for such use.

Also complete this form if you intend to move-in a display vehicle (CNG powered car or truck display perhaps?)

AT SHOW:	To drive vehicle in, a copy of <i>Proof of Liability Insurance</i> must be on file with ISHM Customer Service (Like the form you keep in your vehicle glovebox)	Rec'd _____
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Company Requesting Trailer Display Space:		\$80.00 Vehicle Display Permit Fee for Fueled Power Displays	
Exhibit Contact Name			
ISHM Exhibiting Co. Name			
Contact's Email Address		Office Phone	
Fax Number		Cell Phone	
Trailer Driver's Name		Driver's Cell Phone	
Please include a copy of this form to Frypan	Scan & Email FrypanOK@aol.com	Driver's Email	

For Mobile Display: This form must be submitted in addition to standard ISHM exhibit application

New Display Previously displayed

Display Specifications:	Display Description:	
Over All Length <input type="text"/>	Include tongue to tail measurement, with any back door open or stairs attached (if any). As displayed In other words, not just the body...When your trailer is <u>fully</u> set up with doors & windows open for business, stairs in place, exactly how long is it?	
Over All Width <input type="text"/>	Same thing: Will there be doors or window panels open along the side?	
Public Access: Check All That Apply	<input type="checkbox"/> Driver Side	<input type="checkbox"/> Passenger Side <input type="checkbox"/> Back
Special Power <input type="checkbox"/>	20amp/110v electrical service is standard. Does your unit have special power needs?	
Your Needs <input type="checkbox"/>	Special plug? Other? Describe:	NEMA Plug No.

FOR MANEUVERABILITY and to streamline the ISHM set-up process, all mobile displays will be moved into the hall prior to the laying carpets & erection of pipe & drape for general booth displays. Your cooperation is greatly appreciated. You will be contacted to arrange the best time for your crew to arrive.

Mobile Move-In: Sunday, May 8, 2022	10:00 am to 5:00 pm	Arrival time by appointment	EVENT is May 10-11-12, 2022 Exhibitors set up booths May 9
Move-Out: Thursday, May 12 show closes at 11:00 am, and your exit time will be determined by access to dock. Mobile display exit will have priority for use of overhead doorway, but some waiting time may be required. Thank you for your patience & understanding of this complex process.			
Mobile exhibit units: 8' wide by 10' deep. If ordered, adjacent booth space will be carpeted with pipe & drape backwall Mobile display space is UNCARPETED			
Display Location:	OKC CONVENTION CENTER 100 Mick Cornet Drive, Oklahoma City, OK 73109		
NEW EXHIBIT HALL	Halls A & B ~ ISHM Event 2022. Dock on East Side of Building, Access from Shields Blvd at SW 5th Street Make SURE your crew is aware of the new location for this event		



For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084
Phone: **405-623-8183** or Email: **FrypanOK@aol.com**

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. ABF Terminal, 1117 SE Grand Blvd., Oklahoma City, OK 73129. 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>April 25 thru May 6, 2022 ABF Hours: Mon-Fri from Midnight to 8pm Each Weekday. Closed Saturdays & Sundays</p> <p>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>In your display materials, pack the instructions to advise your exhibit staff about out-bound preparations. Provide Frypan Partners with a copy of your <i>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>
On-Time Receiving Window	
Late Window	
Include OutBound Instructions	
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>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>Register for the event in the Main Lobby. Then Exhibitors CHECK-IN at the ISHM Exhibit Information Desk inside the exhibit hall.</p>
Parking	
Registration & Exhibitor Check-In	
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>

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

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>

ISHM 2022 	Booth No. (if known)	2022 EVENT May 10-11-12	2022 <u>Payment Set-Up</u>
Scan & Email FrypanOK@aol.com		Exhibiting company:	
or USPS: PO Box 87, Spencer OK 73084 ISHM Customer Service, Frypan Parners LLC		On-Site Contact:	
		On-Site Cell Phone:	
ON-SITE SERVICES MUST BE GUARANTEED IN ADVANCE BY CREDIT CARD This form is due 5/6/2022			
Use Frypan Form	See Pricing	FRYPAN PARNERS SERVICES ON INBOUND OR OUTBOUND FORMS	
Freight Handling	Freight Form	IN-BOUND and/or OUT-BOUND order forms, pricing detailed on order sheet	
Fork Lift Services	Freight Form	IN-BOUND and/or OUT-BOUND order forms, pricing detailed on order sheet	
Valet: Nightly Booth Wipe-down & Vacuum	Labor Form	Order Booth Valet, pricing & services detailed on order sheet	
Move-In or Move-out Labor Assist	Labor Form	Order labor assistance, pricing & services detailed on order sheet	
Custom Services	Frypan Quote	Tell us what special need you have and we'll figure it out	
Please, we don't want to be callous -- But without payment pre-arranged, your in-bound freight will be trapped on arrival, or your out-bound freight will be force shipped ABF, on your ABF account (if you have one) or Freight Collect. Either way a Coordination Surcharge is assessed			
Standard 110v Electrical	Provided by ISHM	ISHM has pre-arranged standard electrical power for your booth. Bring your own extension cord &/or multi-plug connector. Primary power box will be behind your booth in a utility alley, but anticipate some distance to your display - 25'-50' reach for extension cord is recommended. Do NOT store boxes or crates in utility alley. Ample free storage nearby.	
OKC CONVENTION CENTER	Use Their Forms	OKC CONVENTION CENTER SERVICES (phone, plumbing, internet, A/V)	
To Obtain Convention Center Forms	405-0768-4616 or Email: ExhibitorServices@OKCconventioncenter.com		

Many ISHM exhibitors already have account history with Frypan Parners. We welcome your business, but remind you that Frypan does not retain credit card data from year to year. **Both New & Established Accounts must complete the following section.** If possible when necessary, please pre-arrange purchase approvals with your card issuer. When we process charges *after* the ISHM event concludes, we strive to get detailed receipts to you right away.

If Payment Set-up is not on file in advance, a \$185.00 Coordinatoin Surcharge may apply for on-site services



For Frypan ON-SITE Handling or Service Charges:

BILLING INFORMATION - PRINT CLEARLY

BOOTH No.	
Email Receipt:	
Copy Receipt to This Email:	

Name As It Appears On Card				
Account Number				
	Circle One: Visa MC AmEx Discover			
Expiration Date	Mo/Yr		CVV	
Bill To Company / Individual				
Bill To Address				
City		State	Zip	
Attention				
Cell Phone		Ofc Phone		



Credit Card Processing will show charges from Frypan Parners LLC

After the ISHM event and after any shipments inbound and/or outbound have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you.

When completed, CALL IN CREDIT CARD INFORMATION, or scan & email this form to FrypanOK@aol.com



For further information: Betsy Fry, Frypan Parners LLC, PO Box 87, Spencer, OK 73084
Phone: 405-623-8183 or Email: FrypanOK@aol.com

ISHM 2022 Freight Notification 		EVENT May 10-12, 2022	2022	INBOUND NOTICE
Scan & Email FrypanOK@aol.com or USPS: PO Box 87, Spencer OK 73084 ISHM Customer Service, Frypan Partners LLC		Exhibiting company:		
Only pre-paid shipments accepted		Contact:	Booth # If Known	
Payment Set-Up Form must accompany this notification otherwise your display goods shipment will be "trapped" by Frypan instead of delivered to your booth. If No Payment Set Up: Coordination Surcharge Will Apply		Cell Phone		
Freight charges must be secured in advance by credit card - This form is due 5/6/2022				
Minimum Freight	1 CWT	1 unit of 100 LBS or less = 1 CWT, from there 101-200 LBS = 2 cwt, etc		
Account Fee	\$65.00	per shipper, 1x fee - includes handling if services were used		
Standard Drayage Inbound Only	\$65.00	per cwt, drayage from terminal to your booth		
Standard Drayage Outbound Only	\$65.00	per cwt, drayage from your booth to terminal		
Standard Drayage Both In & Out	\$90.00	per cwt, from terminal to booth & back to terminal (\$45/cwt each way)		
Forklift Service	\$85.00	per hour, 1 hour minimum per occurrence		
Early Arrival Storage Fee	\$25.00	per cwt, in addition to Standard Drayage		
Late Arrival Fee	\$125.00	per shipper, 1x - in addition to Standard Drayage or (if needed) Special Delivery Drayage		
Coordination Surcharge	\$185.00	per shipper, 1x-in addition to Account Fee, if payment is not set-up in advance or if force-ship is required outbound		
Special Delivery Drayage Fee	\$150.00	per cwt, special 1-way drayage, delivered to your booth or local outbound destination		
Out of Area Penalty	\$250.00	per item, for Mis-Directed Shipments in addition to Drayage, Storage, or other applicable service rates and fees		
 ADVANCE WHSE ON-TIME RECEIVING WINDOW MONDAY, <u>APRIL 25 THRU FRIDAY, MAY 6, 2022</u>				
Need An ABF Account? Call Janet at ABF, 405-677-0571. She will connect you with your local rep.				
Direct INBOUND Shipments to:		SHIP TO: (<i>PUT EXHIBITING CO. NAME HERE</i>) - ISHM 2022 BOOTH NO. -- REQUIRED c/o ABF FREIGHT SERVICES TERMINAL 1117 EAST GRAND BLVD. OKLAHOMA CITY OK 73129 ATTN: Betsy Fry 405-623-8183 ISHM CustSvc / ABF Freight Svc LOCAL 405-677-0571		
TERMINAL HOURS MON-FRI				
MIDNIGHT TO 8PM				
Receiving Dock Closed Sat & Sun SERIOUSLY, LABEL EACH PIECE Include packing slip or bill of lading Include BOOTH NO. Event Dates: May 10-11-12, 2022				
SHIP TO ARRIVE	Between MONDAY, April 25 & FRIDAY, May 6, 2022, Midnight-8pm Each Day Arrivals after May 6 are Subject to Late Fee - Arrivals before April 25 may be charged storage fees			

DO NOT SHIP TO THE CONVENTION CENTER! NO ONE THERE IS PREPARED TO ACCEPT DELIVERY

If your freight is shipped directly to the Convention Center, an additional out-of-area penalty fee will be applied. See price list.

<p>INBOUND ISHM Freight will be delivered to your booth or to the aisle in front of your booth.</p> <p>Frypan Partners can help you unload or set up if you would like to order On-Site Labor (see separate form). Move your packing materials to the special storage area of the ISHM exhibit hall for your retrieval at the close of the event. Labor fees may be applied if your packing materials are left in the aisle after set-up for Frypan to move to storage</p>
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We plan to ship outbound: YES NO NOT SURE YET Please Circle ONE

After the ISHM event and after any shipments inbound and/or outbound have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you.

When completed, email this form to **FrypanOK@aol.com**



For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084
Phone: **405-623-8183** or Email: **FrypanOK@aol.com**

Scan & Email FrypanOK@aol.com or USPS: PO Box 87, Spencer OK 73084 ISHM Customer Service, Frypan Partners LLC	Exhibiting company:	
Only pre-paid shipments accepted Payment Set-Up Form must accompany this notification otherwise shipment will be force shipped ABF. Coordination Surcharge will apply	Contact:	Booth # If Known
		Cell Phone

Freight charges must be secured in advance by credit card - This form is due 5/6/2022

Minimum Freight	1 CWT	1 unit of 100 LBS or less = 1 CWT, from there 101-200 LBS = 2 cwt, etc
Account Fee	\$65.00	per shipper, 1x fee - includes handling if services were used
Standard Drayage Inbound Only	\$65.00	per cwt, drayage from terminal to your booth
Standard Drayage Outbound Only	\$65.00	per cwt, drayage from your booth to terminal
Standard Drayage Both In & Out	\$90.00	per cwt, from terminal to booth & back to terminal (\$45/cwt each way)
Forklift Service	\$85.00	per hour, 1 hour minimum per occurrence
Early Arrival Storage Fee	\$25.00	per cwt, in addition to Standard Drayage
Late Arrival Fee	\$125.00	per shipper, 1x - in addition to Standard Drayage or (if needed) Special Delivery Drayage
Coordination Surcharge	\$185.00	per shipper, 1x-in addition to Account Fee, if payment is not set-up in advance or if force-ship is required outbound
Special Delivery Drayage Fee	\$150.00	per cwt, special 1-way drayage, delivered to your booth or local outbound destination
Out of Area Penalty	\$250.00	per item, for Mis-Directed Shipments in addition to Drayage, Storage, or other applicable service rates and fees

**Freight shipments can be boxed, crated, or palletized. Frypan will shrink-wrap to pallet if needed.
Banding or other tasks are separate charges, by quote in advance**

OUTBOUND LABEL FROM Use YOUR COMPANY Name, Address, Contact

ABF FREIGHT SERVICES will be on-site at exhibit on Thursday, May 12 8AM-11AM during show hours. If you have an ABF Freight Account, this would be a good time to use it.	Ship From: ISHM EVENT 2022, OKC Convention Center, OKC Company _____ Address _____ City/State/Zip _____ Contact _____
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OUTBOUND LABEL TO

TO ARRANGE PICK-UP At OKC Convention Center 100 Mick Cornet Dr, OKC 73109 ISHM Dock Will Be Labeled Thurs May 12, 1pm to 4pm ONLY After 4pm Thursday May 12, 2022 Any remaining shipments will be force-shipped via ABF Freight Freight Collect. Standard Drayage Fees plus Coordination Surcharge will apply No Exceptions	SHIP TO: _____ New Show Name. (if applicable) Company _____ Address _____ City/State/Zip _____ PRO or Tracking # _____ Arrive By _____ New Booth No. (if applicable) Phone _____ Alt. Phone _____
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We Plan to Use

Circle As Needed

Sm Pkg Service	Common Carrier	Carrier:
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Shipper arranges carrier LTL pick up. Carrier Phone

A Bill of Lading is REQUIRED for All Freight / Bar-coded Labels REQUIRED for Sm Pkgs

Copy to Frypan & Copy to your booth staff for packaging

Use 2 Copies

For multi-piece ship, include pkg count (#1 of 3 pkgs, #2 of 3 pkgs, etc.) per shipping unit,

Carrier MUST know Exhibit Co. Name ~ We Won't Release Your Shipment To A Carrier Who Doesn't Know Whose Goods They're Picking Up

Frypan arranges Sm Pkg service

Your Acct No. is in coded label

Our In-House Freight Coordinator
Name
Phone
Email
Ignore this if you do not have a designated coordinator

Pre-Printed Bar-Coded Label is required for EACH small package to be shipped

Circle: Next-Day / FedEx Express. Air / Std Ground 2nd Day	Circle: UPS FedEx DHL Other
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Copy to Frypan & Copy to your booth staff for packaging

For multi-piece shipment, include pkg count (#1 of 3 pkgs, #2 of 3 pkgs, etc.)

Use 2 Copies

At 4pm Thursday, May 12 remaining outbound freight will be routed by preferred show carrier (2022: ABF Freight) -- Pre-paid on your account or Freight Collect. Please be SURE your goods are clearly labeled -- each piece marked with EXHIBIT CO. NAME. If your freight is unlabeled, improperly labeled, or we are unable to verify your carrier's authorization, it will be force-shipped on ABF, using Frypan's best guess for a destination. Advise your show staff: a generic *Bill of Lading* will be available to complete on-site, if needed. For multi-piece shipments, include pkg count (#1 of 3 pkgs, #2 of 3 pkgs, etc.). if

you don't know what to do, use ABF Freight or call Betsy Fry 405-623-8183

Fork-lift services will be utilized only if necessary. This form authorizes charges for this service

No freight can remain at the OKC Convention Center after 4pm Thursday, May 12, 2022.

After the ISHM event and after any shipments inbound and/or outbound have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you.

When completed, email this form to **FrypanOK@aol.com**



For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084
 Phone: **405-623-8183** or Email: **FrypanOK@aol.com**

ISHM 2022 LABOR ORDER	EVENT May 10 - 12	2022	ON SITE	
Scan & Email FrypanOK@aol.com or Mail: PO Box 87, Spencer OK 73084		Exhibiting company:		
Temporary assistance for move-in & move-out		Contact:	Booth #	
Maximum Lifting: 50 lbs per worker		Cell Phone		
This form is due 5/6/2022		MOVE-IN Mon May 9 Noon - 5 pm	EVENT END & STRIKE Thurs May 12 11 am to 4 pm	
 Frypan Partners, On-Site Customer Service				
LABOR SERVICES Payment Set-Up Form Must Accompany This Order				
Booth Valet	\$65.00 per night	Wipe down exposed tabletop, vacuum booth, empty & reline trash basket		
Minimum Charge	1 Night	We can't know if you want old sodas or water bottles. If not, toss them please		
Valet service performed after show hours only <input type="checkbox"/>		Monday Night		
Set out trash basket to be emptied <input type="checkbox"/>		Tuesday night		
Only trash in baskets will be removed <input type="checkbox"/>		Wednesday night		
Check nights of service wanted				
Standard Labor	\$50.00	Unskilled labor, loading, unloading, packing, no power tools, 50-lb lift limit		
Minimum Charge	1 Hour	After one hour, charged at .25/hr increment		
Maximum Lift: 50lbs				
Skilled Labor	\$85.00	Electrical assistance to connect point, cutting, heights to 6' & special projects		
Minimum Charge	1 Hour	After one hour, charged at .25/hr increment		
Maximum Lift: 50lbs				
All labor assignments must be performed on site				
<p><u>TO ARRANGE LABOR</u> At OKC Convention Center Visit Frypan Partners ISHM Customer Service Desk or call 405-623-8183 on site</p> <p>Advance Order If you expect to need help at move-in or for move-out, please let us know. Times can be approximate. EMAIL FORM : FrypanOK@aol.com Advance orders have Scheduling Priority</p>	TASK	<input type="checkbox"/> Standard <input type="checkbox"/> Skilled		
	DURATION	No. of Workers Required		
	START	END		
	SKILLS NEEDED			
	REPORT TO			
	CELL PHONE			
	<p>Please plan carefully. We value our labor force and strive to ensure that all work assigned is safe and can be completed in a timely manner. If you are unsure about requirements, just give us a call at 405-623-8183.</p>			

After the ISHM event and after any shipments inbound and/or outbound have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you.

When completed, email this form to FrypanOK@aol.com



For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084
 Phone: **405-623-8183** or Email: FrypanOK@aol.com

ISHM 2022 ~ Exhibitors: AV EQUIPMENT	EVENT May 10-12	EXHIBITOR MOVE-IN Mon May 9	2022
	Questions? Contact FrypanOK@aol.com 405-623-8183		CLOSE & STRIKE Thurs May 12 11 am to 4 pm

Exhibiting company	
Contact	
Cell Phone	
Email	
Booth #	



Equipment Rental Options, Audio-Visual Devices

AV For use in BOOTH DISPLAYS
<p>Call Frypan Partners 405-623-8183 or email your needs to FrypanOK@aol.com Frypan will provide a quote for equipment rental</p>
<p>You will be responsible for rental charges on any equipment you order from Frypan</p>

ISHM CLASSROOM INSTRUCTORS

<p>If you order through the Cox Convention Center, <u>you</u> will be responsible for rental charges. If rental is intended for use in an ISHM classroom setting, you <u>must</u> order through Leon Crowley. Lcrowley@ou.edu 405-831-8609 NO EXCEPTIONS</p>
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Charges for classroom equipment ordered directly will not be reimbursed
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Please Note: ISHM Exhibit Rules limit maximum video screen size at 55" corner to corner measured diagonally
See Section V Exhibit Requirements, A) Point 8

If you have questions, please contact Betsy Fry, ISHM Customer Service

405-623-8183 FrypanOK@aol.com



GENERIC BILL OF LADING, LTL outbound from event						B O L No		
SHIPPER		From Show: ISHM, OKC CONVENTION CENTER						
Company						ISHM Event Show Management Frypan Pardners, Betsy Fry 405-623-8183		
Name								
Address								
City State Zip		State		Zip				
Mobile Phone								
SHIP TO		Next Show Name				CARRIER		
Company								
Name						Trailer No		
Address						Serial Nos		
City State Zip		State		Zip		SCAC		
Mobile Phone						Pro No		
SPECIAL INSTRUCTIONS				FREIGHT CHARGE TERMS				
				PREPAID		COLLECT		
				3RD PARTY				
				MASTER Bill of Lading with Underlying BOLS Attached				
CUSTOMER ORDER NO.		PKGS	WGT	PALLET	ADDITIONAL SHIPPER INFO			
				Y / N				
				Y / N				
				Y / N				
				Y / N				
				Y / N				
TOTAL								
HANDLING UNIT		PACKAGE						
QTY	TYPE	QTY	TYPE	WGT	HM (X)	DESCRIPTION OF ARTICLES, SPECIAL MARKS & EXCEPTIONS	NMFC NO	CLASS
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____.					COD AMOUNT			
					FEE TERM			
				Collect		PrePaid		Cust. Check
NOTE: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).								
Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.					The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees.			
Shipper Signature						Date		
SHIPPER SIGNATURE & DATE				CARRIER SIGNATURE & PICK-UP DATE		DATE		LOADED BY
This is to certify that the above-named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.					Carrier acknowledges receipt of packages & required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted			
Signed by				DATE		Signed by		DATE