



International School of Hydrocarbon Measurement

May 16, 17 & 18, 2023

Oklahoma City Convention Center

2023 Exhibitor Requirements, Rules, and Schedule

Denis Rutherford
Exhibits Chair

Office: 281-723-8000

Mobile: 281-723-8000

denis.rutherford@se.com

Sandie Hughes
Exhibitors Chair

Office: 346-617-8582

Mobile: 346-617-8582

sandie.hughes@endress.com

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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 shall be educational and must provide instructive value to attendees. Therefore, material provided to attendees must include information of an educational nature, that can be used to help solve a problem, present a problem, or improve or describe a method, procedure, or process within the hydrocarbon measurement industry.

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 Sections 1 and V. Compliance with the exhibitor rules is mandatory and is much appreciated by ISHM.

ALL EXHIBITS RULES WILL BE STRICTLY ENFORCED!

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 which include, but are 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. **Thank you.**

This year, our normal move-in & set-up time has been impacted by scheduling at the new OKC Convention Center. We are asking for your foresight and patience in making the necessary accommodations work for everyone involved with ISHM.

Please pay special attention to the **TimeLines** to see how *you* will be affected by the changes.



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II. 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,
 - Providers of hydrocarbon measurement services and or control-related services, such as meter calibration/proving, sampling, laboratory analysis, and technical training.

III. Educational Exhibit Types

There are two classifications of ISHM educational exhibits:

- **Booth Exhibits** are the primary exhibit type with a booth unit space of 10'W x 8'D x 7'H. Booths are furnished with uniform tables, table skirts, backdrops, and carpeting, all of which shall not be removed or replaced. If the allotted booth unit width is not sufficient, adjacent 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. Partial units are not available.
- **Mobile Displays** are for trailers or portable structures as a required accessory or a functional educational exhibit component. The Exhibits Chair must explicitly approve that the mobile display meets requirements and content. **Pictures of mobile displays must be submitted to the Exhibits Chair for approval IF THE MOBILE UNIT IS NEW OR IF THERE ARE ANY CHANGES FROM LAST YEAR.** Mobile display units are 8'L x 10'D x 14'H and are grouped as required for specific display item length, including the exhibit area required necessary space surrounding the object for walk-around. The cost of each 8L' X 10D' mobile display unit space is \$1000. With the express approval from the Exhibits Chair, necessary augmentation of mobile display space will be charged at the rate of \$12.50 per square foot.



IV. Exhibit Requirements

If you have any questions about exhibit requirements, please contact the Exhibits team before shipping your exhibit material and equipment! The Exhibits team shall review a picture of your proposed exhibit for compliance with the rules before school.

A. Exhibit Content

1. Educational exhibits must contain only approved equipment, information, and services about gas, gas liquids, petroleum, produced water, refined product measurement, regulation, software, 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 as 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. Visual aids are allowed; however, they shall adhere to the following instructions:
 - Backdrops & Banners must be educational. See Section 1 for definition of "Educational."
 - Height of a Visual Aid shall not exceed the height of the booth drape, approximately 8' tall. Additional rules apply. See Exhibit Size discussed below.
 - Visual Aids shall not obstruct the uniform booth numbering sign. Alternate placement may be acceptable if the adjusted location of the sign is clearly visible from the center of the aisle. 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 LAST YEAR.**
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 65 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 hospitality suites, events, or the location of other after-hours activities shall be delivered in the Convention center.



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10. QR Codes are allowed as long as the information shared is of the educational nature described in Section I.
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.
12. For new exhibitors or displays that have changed from the previous exhibit year, a picture of design or changes must be submitted for review when the exhibitor registers. This rule applies to mobile/trailer displays as well.
13. Interaction between attendees and exhibitors is encouraged. Technical literature, business cards, and educational items may be provided to attendees.
14. "Giveaways" and convention-type advertising items are not allowed (for example, pens, carrying bags, whistles, baseball caps, etcetera).
15. Food or candy is also not allowed to be distributed.
16. 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'W x 8'D x 7'H.
2. If multiple booth spaces are purchased, items must not exceed 8' in height nor extend past the combined booth space's total width and depth. Booth sign must be unobstructed.
3. Multiple booths are limited to four (4) 10'W x 8'D booth units. Booths can be 10'Wide, 20'W, 30'W, or 40'W. All are 8'Deep.
4. Tall solid objects placed along the sides of an exhibit booth should not extend farther forward than 4' from the back. This prevents visual blockage of neighbors in the same row of booths.

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.



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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.
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 table skirts are provided and shall be used. **Table covers shall not be replaced, substituted, or have additional logos applied over the top.**
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, table or chair removals must be approved by the Exhibits Chair before the school opens.
9. Each booth unit is provided with a single 20 amp 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. **NOTHING CAN BE STORED IN THE "ELECTRICAL AISLE" BEHIND THE BOOTHS. Ample storage area is provided on the exhibit floor, marked "Exhibitor Storage."** The final setup is not complete until trash, including packaging and crates, is 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 Exhibitor Information Center is stationed inside the exhibit area near the entry to Hall C. This center is provided for exhibitors who have questions, comments, or need assistance.
2. Booths are assigned by random draw, and the prior-year location is not a factor. There is no location preference given to any exhibitor.
3. Please be respectful of others when using mobile phones in the Exhibit 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.



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V. Exhibitor Timeline

Table 1. ISHM 2022 Exhibitor Timeline – Registration & Forms

Activity	Schedule / Deadline	Details
New Exhibitor Application	By January 31, 2023	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, 2022 – March 17, 2023	March 17, 2023, 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 17, 2023, 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 31, 2023 (or upon registration)	The rule applies to New Exhibitors or to those making changes from last year's school, including trailers. A picture of any signs, placards, posters, visual aid, etc., must be submitted for review and approval when the exhibitor registers.
Trailer Notice Form Submittal	By January 31, 2023 (or upon registration)	Mobile/Trailer exhibitors must complete and submit this form to ensure a practical trailer space assignment and move-in.



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Activity	Schedule / Deadline	Details
Exhibitor Freight Form Submittal	March 17, 2023 – May 12, 2023	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 12, 2023 , or incoming goods may be “trapped” at Customer Service rather than delivered to your booth to be ready for exhibitor move-in on May 12.
Exhibitor Labor Order Form Submittal	March 17, 2023 – May 12, 2023	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 12, 2023. On-site labor requests will be handled in the order received and as time permits.
On-Site Services Payment Arrangement Form Submittal	March 17, 2023 – May 12, 2023	Completed Frypan forms must be submitted before Friday, May 12, 2023, 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. Frypan: 405-623-8183
Freight Arrival	May 1 thru 12, 2023 Terminal Hours 12:01 am to 8:00 pm Monday-Friday Closed Saturday & Sunday	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, May 1, is subject to storage fees. Any freight received after midnight Friday, May 12, is subject to late fees as the receiving dock is closed on weekends.



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VI. Exhibit Hall Schedule

Table 2. ISHM 2023 Exhibit Hall Schedule

Activity	Schedule	Details
Trailer Move-In	Monday, May 15 10:00 am – 3:00 pm – BY APPOINTMENT	All mobile/trailer displays must be moved into the hall through at their specific scheduled appointment time. MOVE-IN BY APPOINTMENT ensures that the required time for setup crews to install the booths after trailers have been moved into the hall. The dock is on the East side of the Convention Center.
Display Freight	Monday, May 15	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, Booth No. too, if you know it
EXHIBITOR Move-in & Set-up General Meeting Tuesday, May 16 at 8:45 am. Exhibits Open at 10:30 am Tuesday, May 16 Event closes 11:00 am Thursday, May 18	Normally we build booths on Sunday, Exhibitors move-in Monday & ISHM opens Tuesday morning Because of scheduling conflicts at the new OKC Convention Center, we must shift some of our timing. While booths will still be under construction, some move-in can begin at as early as 5:00 pm, Monday, May 15 Additional move-in time will be Tuesday, May 16, 6:00 am to 10:00 am.	If your Single or Double Booth set up is particularly elaborate & time-consuming to complete, please call the 2023 Exhibit Chair to make special arrangements. Otherwise, this is the schedule for move-in: TRIPLE & QUAD BOOTHS Monday, May 15, 5:00 pm to 10:00 pm, If needed, finish at 6:00 am 10:00 am, Tuesday morning, May 16. DOUBLE BOOTHS Monday, May 15, 6:00 pm to 10:00 pm, If needed, finish at 6:00 am 10:00 am, Tuesday morning, May 16. SINGLE BOOTHS Monday, May 15, 6:45 pm to 10:00 pm, If needed, finish at 6:00 am 10:00 am, Tuesday morning, May 16.



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Activity	Schedule	Details
Setup Complete	Tuesday, May 16, 10:00 am	<p>Setup must be completed no later than 10:00 am on Tuesday morning!</p> <p>Should circumstances arise which prevent your check-in during the designated time, be SURE to notify the Exhibits Chair or Exhibitors Chair.</p> <p>All equipment to be exhibited must be set up and completely arranged, in accordance with the rules, in the assigned space by 10:00 am on Tuesday, for final inspection.</p> <p>Exhibits Open at 11:30 am Tuesday Morning</p>
Educational Exhibit Hours	Tuesday, May 16 10:30 am – 5:00 pm Wednesday, May 17 7:30 am – 5:00 pm Thursday, May 18 7:30 am – 11:00 am	<p>General Assembly will be on Tuesday morning, May 16, at 8:45 am in the ballroom. Event Opens at 10:30 am, lunch begins at Noon.</p> <p>Educational exhibits must be manned at all times during the open hours. During class periods, booths may be briefly unattended. (Exhibitors are welcomed and encouraged to attend classes.)</p>
Breakdown of Exhibits	Thursday, May 18 11:00 am – 4:00 pm	<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.</p> <p>All activity related to shipping & loading of vehicles happens through the exhibit hall Dock.</p> <p>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>



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Activity	Schedule	Details
Freight Pickup Window	Thursday, May 18 1:00 pm – 4:00 pm	LTL Shippers should schedule their chosen carriers for the Freight pick up window: 1:00-4:00 pm on May 18 . 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.
Mobile Display Move-out	Thursday, May 18 12:00 pm – 4:00 pm As directed by Frypan	All 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.



Thank You

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