

# INTERNATIONAL SCHOOL OF HYDROCARBON MEASUREMENT

## EVENT TIMELINE 2023

### OKC CONVENTION CENTER

100 Mick Cornett Drive, Oklahoma City, OK 73109

Phone 405-602-8500 Fax 4505-602-8505

Exhibit Halls C & D



<b>ISHM COMMITTEE, EXHIBIT CHAIR</b>		<b>ISHM CUSTOMER SERVICE</b>
Denis Rutherford Mobile: 281-723-800 (& txt too) Email: dennis.rutherford@se.com	Page 1 of 2 Pages	Betsy Fry, Frypan Pardners LLC Mobile: 405-623-8183 (& txt too) Email: frypanok@aol.com

Dec-April Make Exhibit Arrangements  
 Reserve Booth Space, Submit Contract, Send Remittance, Ask Questions, Plan  
**Mobile | Trailer Exhibitors:** Contact Frypan Pardners with trailer dimensions & details  
**Exhibitors Shipping In Goods:** Submit Freight Forms to Frypan Pardners LLC  
 Notify Frypan About Your Plans for In-Bound & Out-Bound Shipment of Display Material  
 Credit Card Must Be On File with Frypan Pardners LLC for Freight Handling & Service Charges  
 Notification is Not Required For Carry-In or for Shipments To Exhibitor's Hotel

Wed 22-Mar All Day Deadline for Booth Registration. Only on-time paid reservations are included in random booth drawing

Sat 15-Apr All Day Booths Assignments Notification - sooner if possible - and mobile display move in appointments confirmed

Mon 1-May 8:00 AM **Freight Window Opens** for Receiving at ISHM Advance Warehouse  
 ABF FREIGHT TERMINAL, 1117 East Grand Blvd., Oklahoma City, OK 73129



Fri 12-May Midnight **Freight Window Closes** for On-Time Receiving | Late Shipments still accepted & delivered to the Hall

Fri 12-May To be arranged Forklifts delivered

Fri 12-May To be arranged Decorator's trailers dropped at dock

Sun 14-May To be arranged U-Haul picked up & historical materials loaded





**Mon 15-May**

- 6:00 AM Floor marking begins at 6:00 am**
- 6:00 AM Unloading decorator's trailer begins, Labor crew arrives as early as 6:00 am
- 10:00 AM Display Trailer Move-in Begins, arrivals by appointment, Pipe & Drape gets set up in Registration
- 11:00 AM First Lunch Group, Labor
- Noon Second Lunch Group, Labor
- 1:00 PM Freight is Delivered, Manifested, Sorted to Aisles, and then Distributed To Exhibit Booths
- 3:00 PM Installed carpet vacuuming begins
- 3:15 PM Frypan's area polished up
- 4:00 PM U-haul unloaded
- 4:15 PM OKC Fire Marshal's initial inspection
- 5:00 PM **BOOTHS SET-UP BEGINS TO COMPLETE, Quad & Triple Booths may move in**
- 5:00 PM First Dinner Group, Labor
- 6:00 PM Second Dinner Group, Labor
- 6:00 PM **Set up continues, Double Booths may move in**
- 6:00 PM Historical tables set & skirted in their area
- 6:45 PM **Set up continues, Single Booths may move in**
- 7:00 PM Historical Committee can set up
- 8:00 PM **Set up continues to completion, selected Single Booth Exhibits begin to move-in**
- 10:00 PM Set up completed for all defined areas, general masking delayed to following morning**
- 10:00 PM Overnight guards arrive, Labor crew departs
- 10:30 PM All Exhibitors shoo'ed out for the night

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## EVENT TIMELINE 2023 - Continued

<b>Tues 16-May</b>  	6:00 AM	Labor crew arrives, general masking, ed & conference areas to build, signs on easels set up
	6:00 AM	<b>Exhibitors (ALL) may access hall to continue their set up</b>
	6:45 AM	Food service set up by OkcCC, including banquet tables & chairs
	8:00 AM	Late freight is delivered by ABF, Manifested, Delivered to Booth
	8:45 AM	General Assembly in the Ballroom
	9:00 AM	Fire Marshal's final inspection, if needed. All stored items have been removed from utility aisles
	<b>10:00 AM</b>	<b>SET UP COMPLETE   FINAL BOOTH INSPECTION, no storage in utility aisles</b>
	<b>10:30 AM</b>	<b>ISHM OPENS</b>
	Noon	Luncheon service begins
	1:30 PM	Luncheon service ends
	5:00 PM	ISHM closes for the day & overnight guards arrive
	5:30 PM	All exhibitors must be out of the hall
8:00 PM	Booth valet service completed	
<b>Wed 17-May</b>  	7:00 AM	Exhibitors may access exhibit hall
	7:30 AM	ISHM OPENS, Classes continue
	Noon	Luncheon service begins
	1:30 PM	Luncheon service ends
	5:00 PM	ISHM closes for the day & overnight guards arrive
	5:30 PM	All exhibitors must be out of the hall
	8:00 PM	Booth valet service completed
<b>Thr 18-May</b>  	7:00 AM	Exhibitors may access exhibit hall
	7:30 AM	ISHM OPENS, Classes continue
	8:00 AM	ABF Freight Agent arrives
	9:00 AM	Mobile displays egress lines up, back of hall first
	10:00 AM	At Frypan desk, exhibitors may drop off small packages for outbound service
	11:00 AM	<b>EXHIBIT CLOSES, Only exhibitors allowed in Halls C &amp; D</b>
		Security arrives and tear down & move out begins
		Pathways cleared to dock door, including carpet roll up
		Exhibitors may continue to drop off small packages for outbound service
		Freight Moving by Exhibitors' Preferred Carriers should be packed up & labeled
	Noon	Mobile egress begins, conducted back to front
	<b>1:00 PM</b>	<b>Freight Pick-up Window Opens</b>
		Carriers must check in with Frypan and all outbound goods manifested & ship-to label photographed
	3:00 PM	U-Haul departs for distribution of small packages to carrier points, all items manifested & photographed
	<b>4:00 PM</b>	<b>Freight Pick-up Window Closes</b>
		All remaining LTL shipments will move out on ABF, on account or Force-shipped Freight Collect
	Each piece manifested & ship-to label photographed	
4:15 PM	Historical items load into U-Haul	
5:00 PM	U-Haul returned & unloaded into storage unit	
5:30 PM	All trash collected	
5:45 PM	Frypan service desk packed up	
6:00 PM	Decorator departs	
6:15 PM	Frypan departs	
<b>Fri 19-May</b>	8:00 AM	Forklifts picked up
	9:00 AM	Final check at Convention Center for any post-strike issues

### ISHM COMMITTEE, EXHIBIT CHAIR

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