



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 14, 15 & 16, 2024

Oklahoma City Convention Center, 1 Mick Cornet Drive

November 1, 2023

Howdy ISHM 2024 Exhibitor

We're delighted to be working with you once more on ISHM. So much so that we're ready in November to help you with May plans. This packet has the order forms and information pages that will make your process more easily managed. When you come to OKC we want you to arrive happy, knowing that all your ducks are in tidy formation! And if this is your **First Time To Exhibit**, you can expect this to be the best 2024 exposition you'll be in all year.

Since you were last in town, the **Oklahoma City Convention Center** has been constantly busy. This means their management's learning curve with the new building is smoothing out, getting easier throughout the hall. This bodes well for us coming in for the third time now, too; familiarity with the venue makes a big difference for everyone.

Standard booth size is 10 feet wide by 8 feet deep. Your booth will have 8 foot tall back drape and 3 foot tall side drape, all black. Each booth will be padded & carpeted red and will contain 1 skirted table with a white vinyl top. You'll also have 2 chairs and a waste basket.

So now, review the following pages to determine which services, if any, you want to include. The packet begins with the Event Timeline, follows with General Instructions for shipping display materials, and continues with all the forms needed 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.

Betsy Fry 405-623-8183 FrypanOK@aol.com

It's great having all you *Pardners* coming back again and again to ISHM. Each year I get to know more of you and learn about the fascinating displays you host here. It's my privilege to provide you with show services and I'm counting on you to speak up if I've overlooked something *you* need. And if this is your first time to exhibit at ISHM, look for Frypan at the back of the hall, between the overhead doors. Stop by to say hello!

Warm regards,

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

INTERNATIONAL SCHOOL OF HYDROCARBON MEASUREMENT

EXHIBITOR TIMELINE 2024

OKC CONVENTION CENTER

100 Mick Cornett Drive, Oklahoma City, OK 73109

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

Exhibit Halls C & D

Website: ishm.info

Packet Pages: frypanpartners.com/ISHM



ISHM COMMITTEE, EXHIBIT CHAIR

Stephen Anson, Waterbridge Resources
 Mobile: 303-204-3569
 Email: stephenc.anson@outlook.com



ISHM CUSTOMER SERVICE

Betsy Fry, Frypan Partners LLC
 Mobile: 405-623-8183
 Email: frypanok@aol.com



Dec-April **Registrations:** Exhibitors Reserve Booth Space, Submit Contract, Send Remittance, Ask Questions, Plan
Mobile | Trailer Exhibitors: Contact Frypan Partners with display unit dimensions & details
Exhibitors Shipping In Display Materials: Submit Freight Notice Forms to Frypan Partners LLC

Thurs 21-Mar All Day Deadline for Booth Registration. Only on-time paid reservations are included in random booth drawing
 Thurs 11-Apr All Day Booth Assignments Announced - **sooner if possible** - Mobile display move-in appointments confirmed

Mon 29-Apr 8:00 AM **Freight Window Opens** for Receiving at ISHM Advance Warehouse
 ABF FREIGHT TERMINAL, 1117 East Grand Blvd., Oklahoma City, OK 73129



Fri 10-May 8:00 PM **Freight Window Closes** for On-Time Receiving | Late Shipments still accepted & delivered to the Hall

Sun 12-May 6:00 AM Frypan begins event set-up, focus on exhibit booths first, then general areas

10:00 AM Mobile displays move-in begins, arrivals by appointment
 1:00 PM Exhibit display freight is delivered to hall . . . Manifested, sorted to aisles
 3:00 PM Fire Marshal's initial inspection

Mon 13-May 6:00 AM Frypan continues set-up to finish exhibit booths
 9:00 AM Deliver exhibit display freight to booths, Historical freight is delivered
11:00 AM EXHIBITOR MOVE-IN BEGINS & HISTORICAL SET-UP BEGINS
 2:30 PM Late freight leaves ABF terminal
 3:30 PM Aisle clearing begins, Fire Marshal's final inspection
 5:00 PM Finish for the day, booth Valet service begins

Tues 14-May 7:00 AM Exhibitors may access exhibit hall
 7:30 AM ISHM OPENS, Classes continue through the day
 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

Wed 15-May 7:00 AM Exhibitors may access exhibit hall
 7:30 AM ISHM OPENS, Classes continue through the day
 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

Thurs 16-May 7:00 AM Exhibitors may access exhibit hall
 7:30 AM ISHM OPENS, Classes continue, last class begins at 10:50 am
 8:00 AM ABF Freight Agent arrives, set up at Frypan Desk
 9:00 AM Mobile display tow vehicles for egress are allowed into dock for parking
 10:00 AM At Frypan desk, exhibitors may drop off small packages for outbound service

10:50 AM EXHIBIT CLOSES, Only exhibitors allowed in Halls C & D
 Security arrives and tear down & move out begins | Pathways cleared to dock door, including carpet roll up
 Outbound display freight packed up & labeled by exhibitor booth staff | when completed, Frypan stages

11:30-Noon BOTH OVERHEAD DOORS OPEN
 Hall C Overhead dedicated to exhibitor loading & move-out
 Hall D Overhead prioritized for mobile display egress

1:00 PM Freight Pick-up Window Opens
 3:00 PM Frypan distribution of small packages to carrier points
 3:45 PM Historical items loaded & removed to storage unit
4:00 PM Freight Pick-up Window Closes - Forced Freight Manifesting Begins Sharply at 4PM
 All remaining LTL shipments will move out on ABF, On Shipper's Account or Force-shipped Freight Collect



2024



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

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

ADVANCE FREIGHT RECEIVING WINDOW
April 29 through May 10, 2024

INBOUND
Freight Instructions

If you're shipping in display materials, Ship To:
ISHM Adv Whse c/o ABF Freight Terminal, 1117 E Grand Blvd, Oklahoma City, OK 73129

Submit Forms by 5/10/2024
Earlier is even better

On-Time Freight will be delivered to booths Monday, May 13, and Exhibitors Move-in May 13, 11:00 am
Submit all forms by 5/10/2024:
Notification forms, Labor Order, Payment Arrangement form for On-Site Service Charges

SHIP TO

ISHM Advance Warehouse. c/o ABF Freight Terminal, 1117 E Grand Blvd., Oklahoma City, OK 73129.
OKC Convention Center does NOT have receiving services.
DO NOT SHIP DIRECTLY TO THE NEW OKC CONVENTION CENTER.
An substantial Out Of Area 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.

On-Time Receiving Window

April 29 thru May 10, 2024 ABF Hours: Mon-Fri from Midnight to 8pm Each Weekday.
Closed Saturdays & Sundays

Late Window

Goods Received After May 10 Will Be Accepted & Will Be Delivered to Exhibit Hall
Scheduled late drayage to OKC Convention Center will be Monday, May 13 at 3:00 pm

Include OutBound Instructions

In your display materials, pack instructions for your exhibit staff about out-bound preparations. Provide Frypan Partners with a copy of your outbound *Bill of Lading* or customer bar-coded labels for UPS, 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.
MAKE PAYMENT ARRANGEMENTS for On-Site Service Charges. Do this BEFORE show close. Otherwise, your shipment will be force shipped ABF and will incur additional charges from Frypan. To help your staff, an on-site ABF Freight Desk will be open Thursday 5/18 to assist if you have questions.

EXHIBIT HALL

OKC CONVENTION CENTER, 100 Mick Cornet Drive, Oklahoma City, OK 73109
Halls C & D, 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, front door on Robinson, or door by walk-way crossing to Omni Hotel.

MOVE-IN

Mobile Displays / Trailers

SUNDAY, As Scheduled MAY 12 - 10AM- 1PM, by special appointment, may continue set up until 5pm

PARKING

The most convenient parking is in the lot directly south of the exhibit hall OR in the parking garage to the north. Trolley service is also nearby.

REGISTRATION & Exhibitor Check-In

Register for the event in the Main Lobby. Then Exhibitors also CHECK-IN at the ISHM Exhibit Information Desk inside the exhibit hall, Booth A01-02-03

2024 EXHIBIT OPENS

TUESDAY, MAY 14, 7:30 AM, Exhibitors may access Hall at 7:00 AM to prepare

WED & THURS EXHIBIT HOURS

7:30 AM - 5:00 PM WED MAY 15, and 7:30 AM-11:00 AM THURS MAY 16, 2024

TEAR DOWN BEGINS

10:50 AM THURSDAY, MAY 16 - Vacate ASAP by 4:00 PM Same Day

Continued on Page 2

2024



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

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

ADVANCE FREIGHT RECEIVING WINDOW
April 29 through May 10, 2024

OUTBOUND Freight Instructions	<p>Tear Down Begins at 10:50 AM THURSDAY, MAY 16 - Vacate ASAP, by 4:00 PM Same Day</p> <p>Freight Pick-up window is open 1:00 pm to 4:00 pm ON 5/16 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 \$ & be easy</p>
SHIPMENTS	Coordinated by Frypan Partners LLC, Betsy Fry 405-623-8183 FrypanOK@aol.com
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) Be smart, drop off your small packages at Frypan's desk. Be even smarter by giving Frypan a copies of your outbound customer-coded shipping label.</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! We will check booths for small package shipments, but smart exhibitors drop off small packages at Frypan's desk, just to be sure everything's right.</p> <p>Improper Labels? 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>Frypan arranges pick-up for Small Package services.</p> <p>Should plans change & you set up your own pick-up, Frypan must be notified on site.</p> <p>Change of plans without notice may incur additional charges. Please don't make us hunt for packages that have gone out some other way.</p>	
COMMON CARRIER, LOGISTICS	Pick-up Window: Thursday, May 16 - 1pm-4pm, Be sure pick-up carrier has correct paperwork
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
Copy Bill of Lading for Frypan	A copy of your Bill of Lading should be provided to Frypan Partners, for reference only -- this copy is NOT your shipping document
Missed Window	Freight not picked up by 4PM on Thursday May 16 will be re-routed to ABF Freight, on your ABF account or via Freight Collect. NO EXCEPTIONS. Coordination Surcharge will apply
OUTBOUND PREPARATION	PLEASE ADVISE YOUR EXHIBIT STAFF - Include Info with Display Materials
COPY FRYPAN WITH YOUR OF LADING OR SMALL PACKAGE LABELS	<p>BILL Confirm that your OUTBOUND Freight Notice 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>Each package must be identified. 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 <i>Bill of Lading</i>. If shipping internationally, customs documents are required. Please be SURE Frypan has office copies of all your shipping documents.</p>
SEND IN YOUR FORMS	Pack up & label goods for shipment. Drop off small packages at the Frypan desk, but leave LTL freight in your booth. If needed, Frypan Partners will 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. Extra pallets are on hand if you need one.
<p>In-Bound Freight Notice</p> <p>Out-bound Freight Notice</p> <p>of Lading or Coded Labels</p> <p>Labor Order</p> <p>Trailer Notice</p> <p>Payment Arrangement</p> <p>THANK YOU</p>	<p>Bill 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 your pre-arranged shipment.</p>
<p>Special Note: ISHM outbounds routed on FedEx Freight & FedEx Express have often been fouled up by this carrier in OKC. In our opinion, FedEx Freight may well understand general LTL shipments, but in OKC they do not realize the intricacies for LTL <u>with trade shows</u>. We urge you to consider this all too frequent factor with FedEx as you make your plans to ship out from Oklahoma City.</p>	



School May 14-15-16
Dates Tues-Wed-Thur

Oklahoma City Convention Center, 500 South Robinson or 100 Mick Cornett Drive.
Dock is on East Side of Building, Access from South Shields at SW 5th Street

Mobile Display Move-In By Appointment, Sunday, May 12, 10:00 am to 1:00 pm

Mobile Displays, Trailers, Powered Vehicles or Other Equipment may only be exhibited in this special area with advance approval of the ISHM Exhibit Chair and/or the ISHM Committee

Proof of Liability Insurance is required to drive into the exhibit hall. Please submit a copy of this document to have on file at move-in time. Convention Center Security may request to inspect the copy kept in the vehicle.

Exhibiting Company Name _____

Exhibit Contact's Name _____

Contact's Email Address _____

Contact's Mobile Phone _____

Driver's Name _____

Driver's Mobile Phone _____



New Display Previously Displayed Most recent year displayed

MOBILE DISPLAY DETAILS: Unit Space is 8 feet wide (long) by 10 feet deep

Over The Road
Measurement Incl Tow Vehicle

Height:

Width

Length

Actual Display Measurement
Incl Everything In the Display

Height:

Width

Length

Be sure to include every appendage, hitch, staircase, ramp, swinging door, window flap, knob, rack, or pointy-thing

It's easy to calculate space required for your exhibit. Divide the Actual Display Length by 8 to know how many units are required, then round up to the nearest multiple of 8 to know how many units to reserve. Space reservations can be booked in whole units only.

Example: If Actual Display is 30 feet long, divide by 8 = 3.75, round up to book 4 units

We Need	<input type="text"/>
	units
Uniform booth ID sign included.	

Mobile exhibits are set on the polished concrete, but padded & carpeted meeting space can be comfortably adjacent to your display. This area would be furnished with a skirted 6-foot table, two chairs & wastebasket, and with backdrapery where appropriate.

Add Booth	<input type="text"/>
TOTAL Units to ORDER	<input type="text"/>

Without an additional unit, table & chairs may be provided, but only if sufficient floor space is available. Aisle space must be kept clear. Pipe & drape may or may not be used in your exhibit area, at the discretion of the Exhibit Chair.

Audience Access

Check All That Apply

Driver's Side

Passenger Side

Back

FOR MANEUVERABILITY and to streamline ISHM's set-up, mobile displays will be moved into the hall early in the booth building process, generally prior to the erection of pipe & drape but with carpet and equipment in various locations on the exhibit hall floor. Do not drive over these materials. Please consider how the apparent disorder may affect your turning radius & backing needs inside the exhibit hall. Use the most compact trailer size possible to transport your exhibit. Be sure forklift tines can fit under your load. Spotters will be on-site to help your driver get your display into position.

Electrical Connection

110/120 Volt

208 Volt Single Phase

208 Volt Three Phase

Other connection need? Please Describe _____

NEMA Plug No.

MOVE-OUT Tear down begins at 10:50 on Thursday, May 16th. Clearing the path to overhead doors will be high priority, but expect waiting time before you can move your display. Units move out in reverse order of arrival.



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



Complete, Scan & Email to FrypanOK@aol.com or PHONE IN CARD INFO 405-623-8183 ISHM Customer Service, Frypan Partners	Exhibiting company:	
	On-Site Contact:	
	On-Site Cell Phone:	

ON-SITE SERVICES MUST BE GUARANTEED IN ADVANCE BY CREDIT CARD
This form is due before 5/15/2024
On-Site Services Price List

Minimum Freight	1 cwt	1 unit of 100 LBS or less = 1 cwt, from there 101-200 LBS = 2 cwt, 201-300 = 3 cwt, etc
Account Fee	\$65.00	per shipper, flat fee for show services
Standard Drayage Inbound Only	\$65.00	per cwt, 1-way Rate, ONE-WAY drayage from terminal to your booth
Standard Drayage Outbound Only	\$65.00	per cwt, 1-way Rate, ONE-WAY drayage from your booth to terminal
Standard Drayage Both In & Out	\$95.00	per cwt, RT Rate, ROUND TRIP from Advance Warehouse to booth & back to point of pick-up (\$47.50 each way)
Early Arrival Storage Fee	\$25.00	per cwt, per day, for goods arriving prior to receiving window opening, in addition to Drayage
Late Arrival Fee	\$185.00	per shipper, flat fee, for goods arriving after receiving window close, in addition to Drayage
Special Delivery Drayage Fee	\$185.00	per cwt, unique & special 1-way Drayage, delivered to your booth or to local outbound destination
Coordination Surcharge	\$185.00	per shipper, added fee, if freight is mislabeled or other complication seriously impedes handling
Force Ship Fee	\$185.00	per shipper, 1x per shipment in addition to Account Fee, if freight has not been picked up by 4:00pm move-out day
Account Penalty Fee	\$250.00	per shipper, if payment arrangements are not set up with Frypan before May 16, 2024
Out of Area Penalty	\$250.00	per item, for mis-directed shipments, applied in addition to other applicable service rates and fees
Forklift Service	\$125.00	per hour, 1 hour minimum per occurrence, second hour in quarter hr increments
Booth Valet	\$75.00	per night, per exhibit. + \$30 per added unit in multi-unit displays. Incl vacuum, trash basket serviced, anti-bacterial wipe of surfaces
Standard Labor	\$65.00	per worker, per hour, 1 hour minimum then Qtr Hr increments, 50# lift limit, step-stool height limit
Skilled Labor	\$165/hr or by Quote	per worker, per hour, or by project quote. 1 hour minimum. Advise tasks for quote. Limitations may apply.

OKC CONVENTION CENTER	Use Their Forms	OKC CONVENTION CENTER SERVICES (phone, plumbing, internet, AV)
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To Obtain Convention Center Forms, Call 405-0768-4616 or Email: ExhibitorServices@OKCconventioncenter.com

Credit card information must be provided to Frypan before Thursday, May 16, 2024 or *Account Penalty Fee* will apply.
 Call in card information 405-623-8183, provide in-person at show, or submit this form

	CARD INFO		
Name as it appears on card			
Account Number			
Expiration Date	Mo/Yr		CVV
Bill To Company / Individual			
Credit Card's Bill-To Address			
	City	State	Zip Code Associated With Card
Email Receipt/s to	1	2	3
Mobile Phone	Ofc Phone		Extension

After the ISHM event and after any shipments in and/or out have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be emailed 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 -- **or note up to 3 addresses above.**

ISHM 2024	Inbound Freight Notification		SCHOOL DATES May 14-16, 2024	2024	INBOUND NOTICE
Scan & Email FrypanOK@aol.com or USPS: PO Box 87, Spencer OK 73084 ISHM Customer Service, Frypan Partners LLC		Exhibiting Company or Organization:			
Only pre-paid shipments are accepted at ISHM Advance Whse		Contact:	Booth # If Known		
PLEASE HELP US KNOW WHAT TO EXPECT		Mobile Phone:			

This form is due Friday, May 10, 2024 - but Sooner is Better


We plan to ship Inbound:	Please Check One:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Maybe, NOT SURE YET
We plan to ship Outbound:	Please Check One:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Maybe, NOT SURE YET

	ISHM ADVANCE WAREHOUSE RECEIVING WINDOW: <u>MONDAY, APRIL 29 THRU FRIDAY, MAY 10, 2024</u>
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SHIP TO: (On the label, use your company name here) - Booth # - IF KNOWN ISHM ADVANCE WAREHOUSE c/o ABF FREIGHT SERVICES TERMINAL 1117 EAST GRAND BLVD. OKLAHOMA CITY OK 73129 ATTN: Betsy Fry 405-623-8183 ISHM Customer Service	
<i>Sample Label</i>	<i>Label Each Piece!</i>

2024 SHIP TO ARRIVE	Between MON APRIL 29 & FRI MAY 10, Receiving Open 12:01am to 8:00pm Daily Monday through Friday Arrivals before April 29 may be charged storage fees - Arrivals after May 10 are subject to Late Fee
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ABF FREIGHT SYSTEMS IS ISHM'S PREFERRED CARRIER & OFFICIAL TRANSPORTATION PROVIDER We work with the Trade Show Division to be sure you get the attention & services you need	
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	Need an ABF Account? Call 800-654-7019 for an ABF Trade Show Expert. Time-Critical? Just Say So.
ABF has served as the ISHM Advance Warehouse for several years without fail. We work with their Trade Show Division in cooperation with the ABF OKC Terminal, located a short distance from the OKC Convention Center. With time-critical LTL service available & their expertise with border shipments to Canada and Mexico, ABF provides the transit freight services that our Exhibitors need. Tracking is simple and service is dependable. A division of ArcBest, we are especially pleased that ABF truly understands trade shows and the immediate needs that such events entail.	

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, a substantial penalty fee will be applied. See price list: Out of Area Penalty HOW MANY WAYS MUST WE WE SAY IT? DO NOT SHIP TO THE CONVENTION CENTER	

INBOUND ISHM Freight will be delivered to your booth or to the aisle in front of your booth

On-Site Service Charges will apply. See Price List on Payment Arrangement Form

Frypan Partners can also help you unload or set up your display. Advance On-Site Labor Order (see separate form) or ask for help on-site

Move your packing materials to the special storage area of the ISHM exhibit hall for your retrieval at the close of the event

Labor charges will apply if your packing materials are simply left in the aisle for Frypan to move to storage

Dollies and a floor jack are available for your use at no charge


Ample storage is available in the Exhibit Hall. Do not use utility aisle space behind your booth for storage

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 2024	Inbound Freight Notification		SCHOOL DATES May 14-16, 2024	2024	OUTBOUND PLAN
Scan & Email FrypanOK@aol.com or USPS: PO Box 87, Spencer OK 73084 ISHM Customer Service, Frypan Partners LLC		Exhibiting Company or Organization:			
Only pre-paid shipments are accepted at ISHM Advance Whse		Contact:			Booth # If Known
PLEASE HELP US KNOW WHAT TO EXPECT		Mobile Phone:			

This form is due Friday, May 10, 2024 - but Sooner is Better

We plan to ship Outbound:		Please Check One:				
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Maybe, NOT SURE YET		
WE PLAN TO USE:	Check all that apply	<input type="checkbox"/> Small Pkg Svc	<input type="checkbox"/> Common Carrier LTL	<input type="checkbox"/> Air Freight	<input type="checkbox"/> Hot Shot Service	<input type="checkbox"/> TIME CRITICAL Must Arrive By <input type="text"/>
<p>SHIP FROM: ISHM 2024 OKC CONVENTION CENTER - Booth # Put your <u>company name</u> on the second line Use your own return address Your City, State & Zip ATTN: Your in-house contact name, with phone number</p> <p><i>Sample Outbound Label</i></p> <p><i>Label Each Piece! include count for multipiece load: 1 of 3, 2 of 3, 3 of 3 etc.</i></p> <p>SHIP TO: COMPANY NAME -- OR -- NEXT EVENT NAME & BOOTH # Street address for your destination, include building name or suite number if used Destination City, State & Zip ATTN: Your contact name, with phone number</p>						

Frypan arranges small package service: Each item must be labeled with pre-printed, bar-coded sticker! Copy those labels to Frypan

Shipper Provides:	Bill of Lading, copied to Frypan and all customs documents, also copied to Frypan	
Shipper arranges their own LTL pick-up:	We will use:	Phone:
INSTRUCT YOUR CARRIER TO ARRIVE BETWEEN 1:00 PM AND 4:00 PM, THURSDAY, MAY 16. Not before & not after. 1:00 to 4:00 ONLY After 4:00 pm sharp, any remaining shipments will be Force-Shipped ABF Freight Collect and Surcharge will Apply. No Exceptions		
OKC Convention Center:	100 Mick Cornet Drive or 500 South Robinson. Dock is on EAST SIDE of Convention Center, near SW 5th Street. Approach from Shields Blvd (aka Gaylord). Railroad underpass on Oklahoma Blvd has 17 ft clearance	

ABF FREIGHT SYSTEMS IS ISHM'S PREFERRED CARRIER & OFFICIAL TRANSPORTATION PROVIDER We work with the Trade Show Division to be sure you get the attention & services you need	
	Need an ABF Account? Call 800-654-7019 for an ABF Trade Show Expert. Time-Critical? Just Say So.
ABF has served as the ISHM Advance Warehouse for several years without fail. We work with their Trade Show Division in cooperation with the ABF OKC Terminal, located a short distance from the OKC Convention Center. With time-critical LTL service available & their expertise with border shipments to Canada and Mexico, ABF provides the transit freight services that our Exhibitors need. Tracking is simple and service is dependable. A division of ArcBest, we are especially pleased that ABF truly understands trade shows and the immediate needs that such events entail.	

Frypan Partners strives to ensure that only authorized individuals can remove your goods from the exhibit hall when ISHM has ended. If your carrier arrives without proof of that authorization, materials will not be released until we have the okay from you, up until 4:00 pm on move-out day. Your name and mobile phone number should be in the upper right corner of this form for just that reason. At 4:00 pm, any remaining goods will be Force Shipped via ABF Freight Systems, Freight Collect, and Frypan's penalty fee will be applied to the cost of on-site services.

For material handling price list, see Payment Arrangement form

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 LABOR ORDER



SCHOOL
May 14-16
2024

2024

ON-SITE LABOR

Scan & Email FrypanOK@aol.com or Mail: PO Box 87, Spencer OK 73084. Or if you prefer, phone it in to 405-623-8183

Exhibiting company:

Booth Valet and Move-in & Move-out Assistance

Contact:

Booth #

MOVE-IN Mon May 13 at Noon

MOVE-OUT Thurs May 16 10:50 am

Cell Phone:

Frypan Pardners, On-Site Customer Service



This form is due 5/10/2024 & Payment Arrangement Must Accompany This Order

LABOR SERVICES

Booth Valet

\$75.00 per booth per night, +\$30 per added unit for multi-unit booth displays

Minimum Charge: 1 Night

Wipe down exposed tabletop with antibacterial wipes, vacuum booth, empty & reline trash basket

We can't know if you want old sodas or water bottles. If not, please toss. Not tossed? They will be there for you the next morning



VALET SERVICE is a tidy-up

Set out trash baskets to be emptied. Only trash in baskets will be removed.

Monday night
Tuesday night
Wednesday night

Check nights of service wanted

Labor Options

Standard Labor \$65.00
Minimum Charge 1 Hour

Unskilled labor, loading, unloading, packing, unpacking, no power tools, 44-lb solo lift limit
After one hour, charged at .25/hr increment

Maximum Lift Solo: 44lbs

Skilled Labor \$165.00
Minimum Charge 1 Hour

Can use power tools, cutting, heights limited to use of 5' ladder. Quote for special projects
After one hour, charged at .25/hr increment

Maximum Lift Solo: 44lbs

All labor assignments must be performed on site

TO ARRANGE LABOR

At OKC Convention Center
Visit Frypan Pardners
ISHM Customer Service Desk
or call 405-623-8183 on site

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

TASK	<input type="checkbox"/> Standard		<input type="checkbox"/> Skilled		<input type="checkbox"/> Move-in		<input type="checkbox"/> Move-out		<input type="checkbox"/> Both		
	DURATION	Hr/s	No. of Workers Required								
	START TIME			END							
	SKILLS NEEDED										
	REPORT TO	or									
	CELL PHONE	or									

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, please give us a call at **405-623-8183**.

After the ISHM event and after any shipments in and/or out 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. Or note your request for emailed copy of the receipt on your Payment Arrangement Form.



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

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



ISHM 2024 - Order Exhibitor Services	EVENT May 14-15-16	EXHIBITOR MOVE-IN Mon May 13	CLOSE & STRIKE Thurs May 16 11 am to 4 pm	 2024
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A/V Internet Phone Plumbing

Electrical service is included with each booth

ISHM PROVIDES ELECTRICAL SERVICE for its Exhibitors at the OKC Convention Center



Welcome to the Oklahoma City Convention Center. This area will provide you the place to order all your booth needs for your upcoming show. If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!

Existing Users

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password in the box to the right. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password. If you do not see your temporary password in your inbox, please check your Spam folder.


New Users

Register as a user to obtain a temporary password so you can order your exhibit booth needs. If you do not see your temporary password in your inbox, please check your Spam folder.

okcconventioncenter.com

Order Online

100 Mick Cornett Drive • Oklahoma City, OK 73109
Phone: (405) 768-4616 • Email: exhibitorservices@okcconventioncenter.com

 **Electrical service is provided with your booth. No need to order from the Convention Center.**
Each 10 ft wide x 8 ft deep booth includes 1 plug in point for a 20 amp circuit of normal 110v power.
Exhibitors should bring their own extension cords (25 ft reach recommended) and multi-socket extenders

for A/V Equipment Please Note

ISHM CLASSROOM INSTRUCTORS	ISHM EXHIBIT BOOTHS
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	REMINDER: ISHM Exhibit Rules limit maximum video screen size at 65" corner to corner measured diagonally
Charges for classroom equipment ordered directly will NOT be reimbursed	

For further information, contact ISHM CUSTOMER SERVICE



Betsy Fry
405-623-8183 FrypanOK@aol.com

GENERIC BILL OF LADING, LTL outbound from event							B O L No	ISHM:	
SHIPPER		From Show: ISHM, at 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							<div style="border: 2px solid black; padding: 2px;"> Pro No </div>		
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						
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 _____.					Copies Needed: 1 for each pkg, crate, or skid being shipped 1 for shipper's record 1 for Frypan's reference				
					<div style="border: 1px solid black; padding: 5px;"> Collect PrePaid Cust. Check </div>				
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	



International School of Hydrocarbon Measurement

2024 Exhibitor Requirements, Rules, and Schedule



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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.***

II. Exhibitor Requirements

There are two classifications of ISHM exhibitors:

- **Primary Exhibitors** must be original manufacturers of proprietary measurement and control devices of 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 8'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. **IF THE MOBILE UNIT IS NEW OR IF THERE ARE ANY CHANGES FROM LAST YEAR pictures of mobile display must be submitted to the Exhibits Chair for approval.** 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 exhibits requirements, please contact the Exhibits team for approval of the display. The team shall review a picture of your proposed exhibit for compliance with the rules before school and prior to shipping any materials!

A. Exhibit Content

1. Educational exhibits must contain only approved equipment, information, and services about gas, gas liquids, petroleum, refined product measurement, produced water, regulation, software, and control.



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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 an educational exhibit.
4. No company logos are allowed in the exhibit unless the logos are permanently stamped, applied decals, or silkscreened onto the 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 and banner, must be educational (see Section I for definition).
 - The maximum height of the visual aid shall not exceed the curtain height in the booth, approximately ~8 ft (measuring from the floor to the top of the visual aid) and must comply with all other rules listed (see Exhibit Size details below for further size requirements).
 - Backdrops shall not cover the booth numbering sign, however alternate placement is acceptable if it is visible from the center of the aisle unobstructed.
 - A backdrop is a tabletop or floor-standing poster containing educational information.
 - 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 YOUR PREVIOUSLY APPROVED EXHIBIT.**
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.
10. QR Codes are allowed as long as the information shared is of the educational nature, described in Section I.
11. For new exhibitors or displays that have changed from the previous exhibit year, a picture of design or changes must be submitted for review and approval by January 31, 2024, or when



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the exhibitor registers, if the registration is later than January 31, 2024. The rule applies to mobile/trailer displays as well.

12. Interaction between attendees and exhibitors is encouraged. Technical literature, business cards, and educational items may be provided to attendees.
13. "Giveaways" and convention-type advertising items are not allowed (for example, pens, carrying bags, whistles, baseball caps, etcetera).
14. Food or candy is also not allowed to be distributed.
15. Business cards, and other items listed in IV.A.12 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'L x 8'D x 8'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. Please refer to section IV.A.5.
3. Multiple booths are limited to four (4) continuous 10'W x 8' D booth units for a total maximum booth size of 40'W x 8'D.

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.
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. Please see section IV.A.5.
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 tablecloths are provided and shall be used. **Tablecloths shall not be replaced, substituted or additional logos applied over the top.**
7. Supplemental lighting is not allowed.



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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, the table or chairs' removal must be approved by the Exhibits Chair before the school opens.
9. Each booth unit is provided with a single electrical outlet, up to 20 amps. 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. Do not leave items in the utility aisles of the educational exhibits area. **NOTHING CAN BE STORED IN THE "ELECTRICAL AISLE" BEHIND THE BOOTHS.** The final setup is not complete until trash, including packaging and crates, are 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 ISHM Committee Exhibitor Information Center is stationed inside the exhibit area. This center is provided for exhibitors who have questions, comments, or who need assistance during the school.
2. Booths are assigned through a coordinated placement and the prior-year location is not a factor. Location preferences will not be given to any exhibitor.
3. Please be respectful of others when using mobile phones in the Exhibits 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 2024 Exhibitor Timeline – Registration & Forms

Activity	Schedule / Deadline	Details
New Exhibitor Application	By January 31, 2024	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, 2023 – March 21, 2024	March 21, 2024, 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 21, 2024, 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 February 21, 2024 (or upon registration)	The rule applies to New Exhibitors or changes from previously approved exhibit, including mobile/trailers. A picture of any signs, placards, posters, visual aid, etc., must be submitted for review and approval by February 21, 2024, or when the exhibitor registers, if the registration is later than January 31, 2024.
Mobile / Trailer Notice Form Submittal	By January 31, 2024 (or upon registration)	Mobile / Trailer exhibitors must complete and submit this form to ensure a practical trailer space assignment and trailer move-in.



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Activity	Schedule / Deadline	Details
Exhibitor Freight Form Submittal	March 21, 2024 – May 10, 2024	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 10, 2024, 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.
Exhibitor Labor Order Form Submittal	March 21, 2024 - May 10, 2024	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 10, 2024. On-site labor requests will be handled in the order received and as time permits.
On-Site Services Payment Arrangement Form Submittal	March 21, 2024 – May 10, 2024	Completed Frypan forms must be submitted before Friday, May 10, 2022, or incoming goods may be “trapped” at Customer Service rather than delivered to your booth to be ready for exhibitor move-in on May 13th.
Freight Arrival	Monday, April 29, 2024 - Friday, May 10, 2024	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, April 29, is subject to storage fees. Any freight received after Friday, May 10, is subject to late fees as the receiving dock is closed on weekends.



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VI. Exhibit Hall Schedule

Table 2. ISHM 2024 Exhibit Hall Schedule

Activity	Schedule	Details
Mobile / Trailer Move-In	Sunday, May 12th 10:00 am – 5:00 pm – BY APPOINTMENT	All mobile / trailer displays must be moved into the hall through the EAST SIDE Dock at their specific scheduled appointment time. MOVE-IN BY APPOINTMENT ensures the required time for setup crews is sufficient prior to the booth setup.
Display Freight	Sunday, May 12	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
Exhibitor Mandatory Move-In & Setup	Monday, May 13 11:00 AM – 5:00 PM	Beginning at 11:00 am, exhibitors must first sign in at the ISHM Committee Exhibitor Information Center before setting up exhibits and equipment.
Setup Complete	Monday, May 13 5:00 pm	Setup must be completed no later than 5:00 pm on Monday. If circumstances arise which prevent check-in during the designated time, the Exhibits Chair or Exhibitors Chair must be notified and special arrangements may be made for this instance. All equipment to be exhibited must be set up and completely arranged, in accordance with the rules, in the assigned space by 5:00 pm on Monday. Setup time is NOT Tuesday morning.
Educational Exhibit Hours	Tuesday, May 14 7:30 am – 5:00 pm Wednesday, May 15 7:30 am – 5:00 pm Thursday, May 16 7:30 am – 11:00 am	All educational exhibits are open Tuesday, Wednesday, and Thursday except during the General Assembly. Educational exhibits shall be manned at all the scheduled Exhibit times during the open hours. During the General Assembly and class periods, booths may be briefly unattended. (Exhibitors are welcomed and encouraged to attend classes.)



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Activity	Schedule	Details
Breakdown of Exhibits	Thursday, May 16 11:00 am – 4:00 pm	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. All Activity related to the shipping and loading of vehicles happens through the exhibit hall Dock. 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.
Freight Pickup Window	Thursday, May 16 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 16. 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 Pardners will arrange for your pre-labeled items to go out that day via UPS, FedEx, or DHL.
Mobile / Trailer Move-out	Thursday, May 16 1:00 pm – 4:00 pm As directed by Frypan	All mobile/trailer displays are required to move out of the hall at the direction of Frypan Pardners or the Exhibits Chairman. the Coordinated and organized teardown of all displays will 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 trailers will only be moved out once the exhibitors have completed table booths equipment removal. Trailers will follow the order of last trailer in is first trailer out. All trailer exhibitors are asked for their patience to move trailers out SAFELY.



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Thank You

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