

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 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 displays 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