

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. To
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

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Table with 2 columns: Topic and Instructions. Topics include: OUTBOUND Freight Instructions, SHIPMENTS, SMALL PACKAGE SERVICE, COMMON CARRIER, LOGISTICS, OUTBOUND PREPARATION, and SEND IN YOUR FORMS. Includes detailed instructions on shipping procedures, labeling, and pickup windows.