2024



ISHM Customer Service ~ Frypan Pardners 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

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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

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

Submit all forms by 5/10/2024:

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. <u>Provide Frypan</u> Pardners 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. help your staff, an on-site ABF Freight Desk will be open Thursday 5/18 to assist if you have questions.

То

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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OUTBOUND

Freight Instructions

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

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

SHIPMENTS

Coordinated by Frypan Pardners LLC, Betsy Fry 405-623-8183 FrypanOK@aol.com

SMALL PACKAGE SERVICE

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.

Ground-Air-2ndDay

Bar-coded Customer Labels are required for each piece in your shipment

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 everytthing's right.

Improper Labels?

If bar-coded customer labels are not affixed to your shipment, material will be palletized & re-routed to be forceshipped via ABF Freight, billed to your account (if provided) or Freight Collect. NO EXCEPTIONS. Coordination Surcharge will apply

Frypan arranges pick-up for Small Package services.

Should plans change & you set up your own pick-up, Frypan must be notified on site.

Change of plans without notice may incur additional charges. Please don't make us hunt for packages that have gone out some other way.

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 Pardners, 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

BILL

Confirm that your OUTBOUND Freight Notice Forms have been provided to Frypan Pardners. This is the notification that freight is in your booth to be processed out from the Exhibit Hall. Frypan Pardners service desk is manned during the event. Stop by the Frypan Service Desk during exhibit hours.

We use copies for reference, not for placement on your shipment

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 *Bill of Lading* If you plan for outbound shipment, include ID label for each piece corresponding to *Bill of Lading*. If shipping internationally, customs documents are required. Please be SURE Frypan has office copies of all your shipping documents.

SEND IN YOUR FORMS

THANK YOU

In-Bound Freight Notice
Out-bound Freight Notice
of Lading or Coded Labels
Labor Order
Trailer Notice
Payment Arrangement

Pack up & label goods for shipment. Drop off small packages at the Frypan desk, but leave LTL freight in your booth. If needed, Frypan Pardners will shrink wrap for shipment. However, if your shipment requires banding, please advise Frypan Pardners before the close of the exhibit. Banding material and assistance will be available or provided. Extra pallets are on hand if you need one.

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 Pardners knows not to look in your booth for your pre-arranged shipment.

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 with trade shows. We urge you to consider this all too frequent factor with FedEx as you make your plans to ship out from Oklahoma City.