

2025



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 28 through May 9, 2025

INBOUND	If you're shipping in display materials, Ship To:		
Freight Instructions	ISHM Adv Whse c/o ABF Freight Terminal, 1117 E Grand Blvd, Oklahoma City, OK 73129		
Submit Forms by May 9, 2025 Sooner is even better	On-Time Freight will be delivered to booths Sunday, May 11, and Exhibitors Move-in May 12, 11:00 am Submit all forms by 5/9/2025: Freight Notification forms, Labor Order, Payment Arrangement form for On-Site Service Charges Credit card info may be phoned in		
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. A hefty Out Of Area Penalty of \$250.00/cwt 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 28 thru May 9, 2025	ABF Receiving Hours: Mon-Fri 7:00 am to 6:00 pm Terminal Closed Saturdays & Sundays	
Late Window	Goods Received After May 9 Will Be Accepted & Will Be Delivered to Exhibit Hall.		Late Scheduled
	Fee Will Apply late drayage to OKC Convention Center will be Monday, May 12 at 3:00 pm		
Include OutBound Instructions	In your display materials, pack instructions for your exhibit staff about out-bound preparations. <u>Provide Frypan Partners with a copy of your outbound Bill of Lading</u> 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 you, an on-site ABF Freight Desk will be open Thursday 5/15 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. Guard's hut is outside the gate. Walk-in move-in from south end of convention hall, front door on Robinson, or door by walk-way crossing to Omni Hotel.		
MOBILE Appointment MOVE-IN Mobile Displays / Trailers ONLY	SUNDAY, As Scheduled MAY 11 - 10AM- 2PM, by special appointment		
EXHIBIT BOOTH MOVE-IN MONDAY	MONDAY, MAY 12 - 11 AM - Finish by 5PM Be Sure To Check In at ISHM Booth #A-01		
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		
2025 EXHIBIT OPENS	<u>TUESDAY, MAY 13, 7:30 AM</u> , Exhibitors may access Hall at 7:00 AM each day to prepare		
WED & THURS EXHIBIT HOURS	<u>7:30 AM to 5:00 PM WED MAY 14, and 7:30 AM to 10:50 AM THURS MAY 15, 2024</u>		
TEAR DOWN BEGINS	10:50 AM THURSDAY, MAY 15 - Vacate ASAP by 4:00 PM Same Day		
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April 28 through May 9, 2025

<p>OUTBOUND Freight Instructions</p>	<p>Tear Down Begins at 10:50 AM THURSDAY, MAY 15 - Vacate ASAP, by 4:00 PM Same Day Freight Pick-up window is open 1:00 pm to 4:00 pm ON 5/15 ONLY. At 4:00 pm, any remaining outbound shipments that are improperly labeled, unrouted, not picked up, otherwise complicating hall clearance will be force-shipped via ABF Freight, charged to your ABF account or via FREIGHT COLLECT. Force Ship Fee will apply to forced shipments. If you're not sure about transit shipments, open an ABF Freight account in advance to save \$ & be easy by using our preferred carrier.</p>
<p>SHIPMENTS</p>	<p>Coordinated by Frypan Partners LLC, Betsy Fry 405-623-8183 FrypanOK@aol.com</p>
<p>SMALL PACKAGE SERVICE</p> <p style="text-align: center;">Ground-Air-2ndDay</p> <p>Frypan arranges Small Pkg pick-up</p> <p style="text-align: center;">Improper Labels?</p>	<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 reference copies of your outbound customer-coded shipping label.</p> <p>Bar-coded Customer Labels are required for each piece in your shipment</p> <p>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>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 style="text-align: center;">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.</p>
<p>COMMON CARRIER, LTL, LOGISTICS</p>	<p>Pick-up Window: Thursday, May 15 - 1pm-4pm, Be sure pick-up carrier has correct paperwork</p>
<p>Exhibitor Arranges for pick-up LTL Freight or Logistics Services</p> <p>Copy Bill of Lading for Frypan</p> <p>Missed Window</p>	<p>Arrange pick-up at OKC Convention Center, 100 Mick Cornet Drive, Oklahoma City, 73109 Dock is accessed from Gaylord at SW 5th Street</p> <p>A copy of your Bill of Lading should be provided to Frypan Partners, for reference only -- this copy is NOT your shipping document. It is Frypan's reference copy</p> <p>Freight not picked up by 4PM on Thursday May 15 will be re-routed to ABF Freight, on your ABF account or via Freight Collect. NO EXCEPTIONS. Coordination Surcharge will apply</p>
<p>OUTBOUND PREPARATION</p> <p>COPY FRYPAN WITH YOUR <i>BILL</i> OF LADING OR SMALL PACKAGE LABELS</p> <p style="color: red;">We use copies for reference, not for placement on your shipment</p> <p>SEND IN YOUR FORMS</p> <p style="padding-left: 20px;">In-Bound Freight Notice Out-bound Freight Notice of Lading or Coded Labels Labor Order Trailer Notice Payment Arrangement THANK YOU</p>	<p>PLEASE ADVISE YOUR EXHIBIT STAFF - Include Info with Display Materials</p> <p>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> <p>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> <p>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. We prefer using the ABF Freight Systems Trade Show Division</p>	