



School Dates May 13-14-15
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

All Mobile Displays Move-In By Appointment, Sunday May 11, from 10:00 am to 2:00 pm

After Move-In, continue to set up or return Monday for set up 11:00 am to 5:00 pm

This Form Has Changed a Bunch

Mobile displays, trailers, powered vehicles or over-sized equipment must be approved by the ISHM Exhibit Chair and/or the ISHM Committee.
Reserve mobile display space with Customer Service, Betsy Fry at 405-623-8183

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. We submit it to Dock Security so they won't delay your driver.

 On File

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:

Over The Road Measurement Incl Tow Vehicle
 Height: Length Width

Actual Display Measurement Incl Everything
 Height: Length along aisle Width

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

Unit Space is 8 feet wide (long) by 10 feet deep

TO RESERVE MOBILE DISPLAY SPACE, CALL BETSY FRY 405-623-8183 PLEASE DO NOT RESERVE ON-LINE

CALCULATION WORKSHEET

Basic Unit: 8 ft wide x 10 ft deep

It's easy to calculate space needed for your exhibit, Divide Display Length by 8 to know how many units are required. Round up to nearest whole number.

Example: If Actual Display is 30 ft long, divide 30 by 8 = 3.75. Must be whole units. Round Up to 4

Add Depth: beyond 10 ft default

For additional Depth beyond 10 feet multiply length times added depth for the total additional sqft to include in your space

Add Meeting Space (Adjacent Booth)

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

Without an additional booth unit, a table & chairs *may* be provided, but only if sufficient floor space is available. Aisle space must be kept clear.

Total Length	Total Units	Unit \$ Price	Total \$
		\$1250	

Uncarpeted Units Uniform booth ID sign included.

Total Length Ft	Added Depth Ft	Added Sqft	Price Per Sqft	Total \$ Add Depth
X		=	\$16.00	

Add 1 Carpeted Booth For Meeting Space	Adjacent Booth	\$ Added Booth
	\$1250	

TOTAL To order online, use these totals	Total Space	Total \$ Amount

Audience Access	Check All That Apply	<input type="checkbox"/> Driver's Side	<input type="checkbox"/> Passenger Side	<input type="checkbox"/> Back	<input type="checkbox"/> Stairs	<input type="checkbox"/> Ramp
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FOR MANEUVERABILITY and to streamline ISHM's set-up, mobile displays will be moved into the hall early in the show 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	120 Volt Household <input type="checkbox"/>	208 Volt Single Phase <input type="checkbox"/>	208 Volt Three Phase <input type="checkbox"/>
Other connection need? Please Describe _____	AMPS <input style="width: 50px;" type="text"/>	NEMA Plug No. <input style="width: 50px;" type="text"/>	

MOVE-OUT: On Thursday, May 15th, your tow vehicle can park inside the dock area as early as 9:00 am. Show tear down begins at 10:50 am. Clearing the path to overhead doors will be high priority, but expect waiting time before you can move your display. Displays generally move out in reverse order of arrival.