



ISHM CUSTOMER SERVICE
Pre & Post Event ~ On-Site Services
Frypan Pardners LLC

PO Box 87, Spencer, OK 73084 Mobile 405-623-8183
Email FrypanOK@aol.com www.frypanpardners.com/ishm



International School of Hydrocarbon Measurement

May 13, 14 & 15, 2025

Oklahoma City Convention Center, 100 Mick Cornet Drive

Re: EXHIBITOR PACKET 2025

Welcome ISHM 2025 Exhibitors!

If you're a new Exhibitor at ISHM, we're pleased to introduce ourselves as your Customer Service partner. If you're back once more, you know that Frypan is a part of the process that makes ISHM the best event you do each year. It begins with your booth reservation and now the Exhibitor Packet is your reference to easy management of exhibit logistics & services.

The recently built **Oklahoma City Convention Center** has busy and running smoothly. ISHM 2025 will be our fourth edition in the venue and convention center staffers are getting good at anticipating elements for this unique event. The ISHM Committee attends to even the smallest detail in organizing & running the event, including the full days of classes and training. Then we're there for you. To be sure, we're behind the curtain but you're always our priority. Familiarity the key that makes this event the best for everybody. You know your way around; others know what you expect; and we know how to get the job done. We're *your* partner and ready to help with whatever's needed.

So now, review the following pages to determine which services, if any, you want to include. The packet begins with the Event Timeline, follows with General Instructions for shipping display materials, and continues with all the Forms needed to make things go the way you want. But if you can't find answers to your questions, just give me a call or email your concerns. Any time, evenings & weekends included.

Betsy Fry 405-623-8183 FrypanOK@aol.com

It's great having all you *Pardners* coming back again and again to ISHM. Each year I get to know more of you and learn about the fascinating displays you host here. It's my privilege to provide you with show services and I'm counting on you to speak up if I've overlooked something *you* need. But if this is your first time to exhibit at ISHM, look for Frypan at the back of the hall, between the overhead doors. Stop by to say howdy!

As ever, warmly

Betsy Fry
Frypan Pardners LLC
Events Over Easy & Projects Well Done

INTERNATIONAL SCHOOL OF HYDROCARBON MEASUREMENT

EXHIBITOR TIMELINE 2025

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

Jim Smith, Marathon Petroleum
Mobile: 814-460-4057
Email: smithjimh@outlook.com



ISHM CUSTOMER SERVICE

Betsy Fry, Frypan Partners LLC
Mobile: 405-623-8183
Email: frypanok@aol.com



Nov-April **Registrations:** Exhibitors Reserve Booth Space, Submit Contract, Send Remittance, Ask Questions, Plan

Mobile | Trailer Exhibitors: Contact Betsy Fry at Frypan Partners with display unit dimensions & details

Exhibitors Shipping In Display Materials: Submit Freight Notice Forms to Frypan Partners LLC

Thurs 20-Mar All Day Deadline for Booth Registration. Only on-time paid reservations are included in random booth drawing
Thurs 10-Apr All Day Booth Assignments Announced - **sooner if possible** - Mobile display move-in appointments confirmed

Mon 28-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 9-May 8:00 PM **Freight Window Closes** for On-Time Receiving | Late Shipments still accepted & delivered to the Hall

Sun 11-May 6:00 AM Frypan begins event set-up, focus on exhibit booths first, then general areas

10:00 AM Mobile display 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 12-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, arrives Convention Center about 3:00 pm

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

11:30 AM Luncheon service begins for exhibitors. General luncheon service for all others begins at Noon

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

11:30 AM Luncheon service begins for exhibitors. General luncheon service for all others begins at Noon

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 display 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

11:30-Noon

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

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

3:00 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



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

| | |
|---|--|
| OUTBOUND Freight Instructions | <p>Tear Down Begins at 10:50 AM THURSDAY, MAY 15 - Vacate ASAP, by 4:00 PM Same Day</p> <p>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> |
| SHIPMENTS | Coordinated by Frypan Partners LLC, Betsy Fry 405-623-8183 FrypanOK@aol.com |
| <p>SMALL PACKAGE SERVICE</p> <p>Ground-Air-2ndDay</p> <p>Frypan arranges Small Pkg pick-up</p> <p>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> |
| COMMON CARRIER, LTL, LOGISTICS | Pick-up Window: Thursday, May 15 - 1pm-4pm, Be sure pick-up carrier has correct paperwork |
| <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> |
| OUTBOUND PREPARATION | PLEASE ADVISE YOUR EXHIBIT STAFF - Include Info with Display Materials |
| <p>COPY FRYPAN WITH YOUR <i>BILL</i> OF LADING OR SMALL PACKAGE LABELS</p> <p>We use copies for reference, not for placement on your shipment</p> <p>SEND IN YOUR FORMS</p> <p>In-Bound Freight Notice Out-bound Freight Notice of Lading or Coded Labels Labor Order Trailer Notice Payment Arrangement THANK YOU</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> | |



School May 13-14-15
Dates 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 | Price |
|--|----------------|-------|
| | \$1250 | |

| | |
|--------------------|--|
| TOTAL ORDER | |
|--------------------|--|

| | | | | | | |
|------------------------|----------------------|--|---|-------------------------------|---------------------------------|-------------------------------|
| 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 |
|------------------------|----------------------|--|---|-------------------------------|---------------------------------|-------------------------------|

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 type="text"/> | NEMA Plug No. <input 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.



For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084
Phone: **405-623-8183** or Email: **FrypanOK@aol.com**



| | | | | | |
|---|-------------------------|-------------------------------------|-------------|---|--------------------------------|
| ISHM 2025  | Booth No. (if known) | 2025 SCHOOL May 13-14-15 | 2025 | Credit Card Processing will show charges from Frypan Partners LLC | Payment Arrangement |
|---|-------------------------|-------------------------------------|-------------|---|--------------------------------|

| | | |
|---|---------------------|--|
| Complete, Scan & Email to FrypanOK@aol.com or PHONE IN CARD INFO 405-623-8183 ISHM Customer Service, Frypan Partners | Exhibiting company: | |
| | On-Site Contact: | |
| | On-Site Cell Phone: | |

ON-SITE SERVICES MUST BE GUARANTEED IN ADVANCE BY CREDIT CARD

This form is due on or before 5/15/2025 or \$ Penalty will apply

On-Site Services Price List

| | | |
|--------------------------------|-----------------------|---|
| Minimum Freight | 1 cwt | 1 unit of 100 LBS or less = 1 cwt, from there 101-200 LBS = 2 cwt, 201-300 = 3 cwt, etc |
| Account Fee | \$65.00 | per shipper, flat fee for show services |
| Standard Drayage Inbound Only | \$65.00 | per cwt, 1-way Rate, ONE-WAY drayage from terminal to your booth |
| Standard Drayage Outbound Only | \$65.00 | per cwt, 1-way Rate, ONE-WAY drayage from your booth to terminal |
| Standard Drayage Both In & Out | \$95.00 | per cwt, RT Rate, ROUND TRIP from Advance Warehouse to booth & back to point of pick-up (\$47.50 each way) |
| Early Arrival Storage Fee | \$25.00 | per cwt, per day, for goods arriving prior to receiving window opening, in addition to Drayage |
| Late Arrival Fee | \$185.00 | per shipper, flat fee, for goods arriving after receiving window close, in addition to Drayage |
| Special Delivery Drayage Fee | \$185.00 | per cwt, unique & special 1-way Drayage, delivered to your booth or to local outbound destination |
| Coordination Surcharge | \$185.00 | per shipper, added fee, if freight is mislabeled or other complication seriously impedes handling |
| Force Ship Fee | \$185.00 | per shipper, 1x per shipment in addition to Account Fee, if freight has not been picked up by 4:00pm move-out day |
| Account Penalty Fee | \$250.00 | per shipper, if payment arrangements are not set up with Frypan on or before May 15, 2025 |
| Out of Area Penalty | \$250.00 | per cwt, for mis-directed shipments, applied in addition to other applicable service rates and fees |
| ADVANCE ORDER Forklift Service | \$125.00 | per hour, 1 hour minimum per occurrence, second hour in quarter hr increments |
| ON-SITE ORDER Forklift Service | \$185.00 | per hour, 1 hour minimum per occurrence, second hour in quarter hr increments |
| Booth Valet | \$75.00 | per night, per booth. + \$25 per added unit in multi-unit displays. Vacuum, trash basket serviced, anti-bacterial wipe down |
| Standard Labor | \$75.00 | per worker, per hour, 1 hour minimum then Qtr Hr increments, 50# lift limit, step-stool height limit |
| Skilled Labor | \$175 /hr or by Quote | per worker, per hour, or by project quote. 1 hour minimum. Advise tasks for quote. Limitations may apply. |

OKC CONVENTION CENTER Use Their Forms OKC CONVENTION CENTER SERVICES (PHONE, PLUMBING, SPECIAL INTERNET, AV)
To Obtain Convention Center Forms, Call 405-768-4616 or Email: ExhibitorServices@OKCconventioncenter.com

Credit card information must be provided to Frypan on or before Thursday, May 15, 2025 or *Account Penalty Fee* will apply.
Call in card information 405-623-8183, provide in-person at show, or submit this form

| | | | | | |
|--|-----------|-------|-------------------------------|--|--|
| You can phone in your card number | | | CARD INFO | | |
| Name as it appears on card | | | | | |
| Account Number | | | | | |
| Expiration Date | Mo/Yr | | CVV | | |
| Bill To Company / Individual | | | | | |
| Credit Card's Bill-To Address | | | | | |
| | City | State | Zip Code Associated With Card | | |
| Email Receipt/s to | 1 | 2 | 3 | | |
| Mobile Phone | Ofc Phone | | Extension | | |

After the ISHM event and after any shipments in and/or out have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be emailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to arrange for those copies to be sent to you -- or note up to 3 Email addresses above.






When completed, **CALL IN CREDIT CARD INFORMATION, or if you prefer, scan & email this form to FrypanOK@aol.com**

For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084

Phone: 405-623-8183 or Email: FrypanOK@aol.com



| | | | | | |
|---|---|--|--|--|-----------------------|
| ISHM 2025 | Inbound Freight Notification |  | SCHOOL DATES May 13-15, 2025 | 2025 | INBOUND NOTICE |
| Scan & Email FrypanOK@aol.com or USPS: PO Box 87, Spencer OK 73084 ISHM Customer Service, Frypan Partners LLC | | Exhibiting Company or Organization: | | | |
| Only pre-paid shipments are accepted at ISHM Advance Whse | | Contact: | Booth # If Known | | |
| PLEASE HELP US KNOW WHAT TO EXPECT | | Mobile Phone: | | | |
| This form is due Friday May 9, 2025 - but this is Oklahoma: Sooner is Better | | | | | |
| We plan to ship Inbound: | Please Check One: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Maybe, NOT SURE YET | |
| We plan to ship Outbound: | Please Check One: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Maybe, NOT SURE YET | |
|  | ISHM ADVANCE WAREHOUSE RECEIVING WINDOW: <u>MONDAY APRIL 28 THRU FRIDAY MAY 9, 2025</u> | | | | |
| SHIP TO: (On the label, use your company name here) - Booth # - IF KNOWN ISHM ADVANCE WAREHOUSE c/o ABF FREIGHT SERVICES TERMINAL 1117 EAST GRAND BLVD. OKLAHOMA CITY OK 73129 ATTN: Betsy Fry 405-623-8183 ISHM Customer Service | | | | | |
| <i>Sample Label</i> | | | | | |
| <i>Label Each Piece!</i> | | | | | |
| 2025 SHIP TO ARRIVE | Between MON APRIL 28 & FRI MAY 9, Receiving 7:00 am to 6:00 pm Monday through Friday Arrivals before April 28 may be charged storage fees - Arrivals after May 9 are subject to Late Fee. Terminal Closed Sat & Sun | | | | |
| ABF FREIGHT SYSTEMS IS ISHM'S PREFERRED CARRIER & OFFICIAL TRANSPORTATION PROVIDER We work with the Trade Show Division to be sure you get the attention & services you need | | | | | |
|  Need an ABF Account? Call 800-654-7019 for an ABF Trade Show Expert. Time-Critical? Just Say So. | | | | | |
| ABF has served as the ISHM Advance Warehouse for several years without fail. We work with their Trade Show Division in cooperation with the ABF OKC Terminal, located a short distance from the OKC Convention Center. With time-critical LTL service available & their expertise with border shipments to Canada and Mexico, ABF provides the transit freight services that our Exhibitors need. Tracking is simple and service is dependable. A division of ArcBest, we are especially pleased that ABF Freight Systems truly understands trade shows and the immediate needs that these events entail. | | | | | |
| DO NOT SHIP TO THE CONVENTION CENTER! NO ONE THERE IS PREPARED TO ACCEPT DELIVERY | | | | | |
| If your freight is shipped directly to the Convention Center, a substantial penalty fee will be applied. See price list: <i>Out of Area Penalty</i> HOW MANY WAYS MUST WE WE SAY IT? DO NOT SHIP TO THE CONVENTION CENTER | | | | | |

INBOUND ISHM Freight will be delivered to your booth or to the aisle in front of your booth

On-Site Service Charges will apply. See Price List on Payment Arrangement Form

Frypan Partners can also help you unload or set up your display. Advance On-Site Labor Order (see separate form) or ask for help on-site

Move your packing materials to the special storage area of the ISHM exhibit hall for your retrieval at the close of the event

Labor charges will apply if your packing materials are simply left in the aisle for Frypan to move to storage

Dollies and a floor jack are available for your use at no charge

Ample storage is available in the Exhibit Hall. Do not use utility aisle space behind your booth for storage



After the ISHM event and after any shipments inbound and/or outbound have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you.



When completed, email this form to FrypanOK@aol.com

For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084

Phone: **405-623-8183** or Email: **FrypanOK@aol.com**

| | | | | | | | |
|--|---|--|---|--|---|--|-------------------------------------|
| ISHM 2025 | | Inbound Freight Notification | |  | SCHOOL DATES May 13-15, 2025 | 2025 | OUTBOUND PLAN |
| Scan & Email FrypanOK@aol.com or USPS: PO Box 87, Spencer OK 73084 Customer Service, Frypan Partners LLC | | ISHM | Exhibiting Company or Organization: | | | | |
| Only pre-paid shipments are accepted at ISHM Advance Whse | | Contact: | | | | | Booth # If Known |
| PLEASE HELP US KNOW WHAT TO EXPECT | | Mobile Phone: | | | | | |
| This form is due Friday May 9, 2025 - but this is Oklahoma: Sooner is Better | | | | | | | |
| We plan to ship Outbound: | | Please Check One: | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Maybe, NOT SURE YET | |
| WE PLAN TO USE: | Check all that apply | <input type="checkbox"/> Small Pkg Svc | <input type="checkbox"/> Common Carrier LTL | <input type="checkbox"/> Air Freight | <input type="checkbox"/> Hot Shot Service | <input type="checkbox"/> TIME CRITICAL | Must Arrive By <input type="text"/> |
| <p align="center">SHIP FROM: ISHM 2025 OKC CONVENTION CENTER - Booth # Put your <u>company name</u> on the second line Use your own return address Your City, State & Zip ATTN: Your in-house contact name, with phone number</p> <p align="center">SHIP TO: COMPANY NAME -- OR -- NEXT EVENT NAME & BOOTH # Street address for your destination, include building name or suite number if used Destination City, State & Zip ATTN: Your contact name, with phone number</p> | | | | | | | |
| Frypan arranges small package service! LABEL EACH PIECE with a pre-printed bar-code sticker. Please, copy those labels to Frypan | | | | | | | |
| LTL Shipper Provides: Bill of Lading, copied to Frypan and all customs documents Frypan can shrink wrap | | | | | | | |
| Shipper arranges their own LTL pick-up: | | We will use: | | | Phone: | | |
| INSTRUCT YOUR CARRIER TO ARRIVE BETWEEN 1:00 PM AND 4:00 PM, THURSDAY, MAY 15. Not before & not after. 1:00 to 4:00 ONLY After 4:00 pm <u>sharp</u> , any remaining shipments will be Force-Shipped ABF Freight Collect and Surcharge will Apply. No Exceptions | | | | | | | |
| OKC Convention Center: | 100 Mick Cornet Drive or 500 South Robinson. Dock is on EAST SIDE of Convention Center, near SW 5th Street. Approach from Shields Blvd (aka Gaylord). Railroad underpass on Oklahoma Blvd has 17 ft clearance | | | | | | |
| ABF FREIGHT SYSTEMS IS ISHM'S PREFERRED CARRIER & OFFICIAL TRANSPORTATION PROVIDER We work with the Trade Show Division to be sure you get the attention & services you need | | | | | | | |
|  | Need an ABF Account? Call 800-654-7019 for an ABF Trade Show Expert. Time-Critical? Just Say So. | | | | | | |
| ABF has served as the ISHM Advance Warehouse for several years without fail. We work with their Trade Show Division in cooperation with the ABF OKC Terminal, located a short distance from the OKC Convention Center. With time-critical LTL service available & their expertise with border shipments to Canada and Mexico, ABF provides the transit freight services that our Exhibitors need. Tracking is simple and service is dependable. A division of ArcBest, we are especially pleased that ABF Freight Systems truly understands trade shows and the immediate needs that these events entail. | | | | | | | |

Frypan Partners strives to ensure that only authorized individuals can remove your goods from the exhibit hall when ISHM has ended. If your carrier arrives without proof of that authorization, materials will not be released until we have the okay from you, up until 4:00 pm on move-out day. Your name and mobile phone number should be in the upper right corner of this form for just that reason. At 4:00 pm, any remaining goods will be Force Shipped via ABF Freight Systems, Freight Collect, and Frypan's penalty fee will be applied to the cost of on-site services.

For material handling price list, see Payment Arrangement form

After the ISHM event and after any shipments inbound and/or outbound have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you.



When completed, email this form to FrypanOK@aol.com

For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084

Phone: 405-623-8183 or Email: FrypanOK@aol.com

ISHM LABOR ORDER



SCHOOL
May 13-15,
2025

2025

ON-SITE LABOR

Scan & Email FrypanOK@aol.com or Mail: PO Box 87, Spencer OK 73084. Or if you prefer, phone it in to 405-623-8183

Exhibiting company:

Booth Valet, Forklift, and Labor Assistance For Move-In / Out

Contact:

Booth #

MOVE-IN Mon May 12 at 11:00 am

MOVE-OUT Thurs May 15, 10:50 am, Finish by 4pm

Cell Phone:



Frypan Pardners, On-Site Customer Service

This form is due Friday May 9, 2025 & Payment Arrangement Should Accompany This Order

LABOR SERVICES

Booth Valet

\$75.00 per booth per night, plus \$25 per added unit for multi-unit booth displays

Minimum Charge: 1 Night

Wipe down exposed tabletop with antibacterial wipes, vacuum booth, empty & reline trash basket

We can't know if you want old sodas or water bottles. If not, please toss. Not tossed? They will be there for you the next morning

VALET SERVICE is a tidy-up

Set out trash baskets to be emptied. Only trash in baskets will be removed.

Monday night

Tuesday night

Wednesday night

Check nights of service wanted

Forklift Service

Advance Order before May 9

ADVANCE ORDER \$125/hr

On-site order \$185/hr

FORKLIFT SERVICE - **INBOUND / UNLOADING**

Number of items _____

Estimated Arrival Time _____

ADVANCE ORDER \$125/hr

On-site order \$185/hr

FORKLIFT SERVICE - **OUTBOUND / LOADING UP**

Number of items _____

Estimated Loading Time _____

Labor Options

Standard Labor

\$75.00

Minimum Charge

1 Hour

Unskilled labor, loading, unloading, packing, unpacking, no power tools, 44-lb solo lift limit, 2-step ladder limit
After one hour, charged at .25/hr increment

Maximum Lift Solo: 44lbs

Skilled Labor

\$175.00

Minimum Charge

1 Hour

Can use power tools, cutting, heights limited to use of 5' ladder. Quote for special projects

After one hour, charged at .25/hr increment

Maximum Lift Solo: 44lbs

All labor assignments must be performed on site



ADVANCE ORDER

If you expect to need help at move-in or for move-out, please let us know.

Times can be approximate.

EMAIL FORM : FrypanOK@aol.com

Or call 405-623-8183

On or before May 9

Advance orders have Scheduling Priority

TO ARRANGE LABOR ON SITE At OKC Convention Center

Visit Frypan Pardners

ISHM Customer Service Desk

or call 405-623-8183

TASK

Standard Skilled

Move-in Move-out Both

DURATION

Hr/s

No. of Workers Required

Let's get the job done right. On-site evaluation of work required might affect plan

START TIME

END

SKILLS NEEDED

REPORT TO

or

CELL PHONE

or

Please plan carefully. We value our labor force and strive to ensure that all work assigned is safe and can be completed in a timely manner. If you are unsure about requirements, please give us a call at **405-623-8183**.

After the ISHM event and after any shipments in and/or out have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you. Or note your request for emailed copy of the receipt on your Payment Arrangement Form.




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Phone: **405-623-8183** or Email: **FrypanOK@aol.com**



| | | | | |
|---|---|------------------------------------|---|--|
| ISHM 2025 - Order Exhibitor Services | EVENT May 13-14-15 | EXHIBITOR MOVE-IN Mon May 12 | CLOSE & STRIKE Thurs May 15 11 am to 4 pm |  2025 |
| A/V Internet Phone Plumbing Order From Convention Center | Electrical service is included with each booth | | | |

**ISHM PROVIDES ELECTRICAL SERVICE
for its Exhibitors at the OKC Convention Center**



Welcome to the Oklahoma City Convention Center. This area will provide you the place to order all your booth needs for your upcoming show. If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!

Existing Users


If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password in the box to the right. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password. If you do not see your temporary password in your inbox, please check your Spam folder.

New Users

Register as a user to obtain a temporary password so you can order your exhibit booth needs. If you do not see your temporary password in your inbox, please check your Spam folder.

[AV Internet Phone Plumbing](#)
Order Online
okconventioncenter.com

100 Mick Cornett Drive • Oklahoma City, OK 73109
 Phone: (405) 768-4616 • Email: exhibitorservices@okconventioncenter.com

 **Electrical service is provided with your booth. No need to order from the Convention Center. Each 10 ft wide x 8 ft deep booth includes 1 plug in point for a 20 amp circuit of normal 110v power. Exhibitors should bring their own extension cords (25 ft reach recommended) and multi-socket extenders**

We won't hold you to it, but ISHM is surveying what amperage you expect to use.

120 volt normal household current comes with your booth. Please indicate the circuit size you need or want.

5 Amp 10 Amp 15 Amp 20 Amp

Be sure to mark & send in this form, jot your name & mobile phone number if you'd like Frypan to call

Name:

Mobile No.

for A/V Equipment Please Note

| | |
|---|---|
| ISHM CLASSROOM INSTRUCTORS | ISHM EXHIBIT BOOTHS |
| If you order through the Cox Convention Center, <u>you</u> will be responsible for rental charges. If rental is intended for use in an ISHM classroom setting, you <u>must</u> order through Leon Crowley. Lcrowley@ou.edu 405-831-8609 NO EXCEPTIONS | REMINDER: ISHM Exhibit Rules limit maximum video screen size a 65" corner to corner measured diagonally |
| Charges for classroom equipment ordered directly will NOT be reimbursed | |

For further information, contact ISHM CUSTOMER SERVICE

| GENERIC BILL OF LADING, LTL outbound from event | | | | | | B O L No | ISHM: | |
|---|---------|---|---|-------------------------|---|---|-------------|-------|
| SHIPPER | | From Show: ISHM, at OKC CONVENTION CENTER | | | | | | |
| Company | | | | | | ISHM Event Customer Service Frypan Pardners, Betsy Fry 405-623-8183 | | |
| Name | | | | | | | | |
| Address | | | | | | | | |
| City State Zip | | State | | Zip | | | | |
| Mobile Phone | | | | | | | | |
| SHIP TO | | Next Show Name (if any) | | | | CARRIER | | |
| Company | | | | | | | | |
| Name | | | | | | Trailer No | | |
| Address | | | | | | Serial Nos | | |
| City State Zip | | State | | Zip | SCAC | | | |
| Mobile Phone | | | | | | Pro No | | |
| SPECIAL INSTRUCTIONS | | | FREIGHT CHARGE TERMS | | | | | |
| | | | PREPAID | | | COLLECT | | |
| | | | | | | 3RD PARTY | | |
| | | | MASTER Bill of Lading with Underlying BOLS Attached | | | | | |
| CUSTOMER ORDER NO. | PKGS | WGT | PALLET | ADDITIONAL SHIPPER INFO | | | | |
| | | | Y / N | | | | | |
| | | | Y / N | | | | | |
| | | | Y / N | | | | | |
| TOTAL | | | | | | | | |
| HANDLING UNIT | PACKAGE | | | | | | | |
| QTY | TYPE | QTY | TYPE | WGT | HM (X) | DESCRIPTION OF ARTICLES, SPECIAL MARKS & EXCEPTIONS | NMFC NO | CLASS |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____. | | | | | Copies Needed: 1 for each pkg, crate, or skid being shipped 1 for shipper's record 1 for Frypan's reference | | | |
| | | | | | Collect | PrePaid | Cust. Check | |
| NOTE: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B). | | | | | | | | |
| Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations. | | | | | The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees. | | | |
| Shipper Signature | | | | | Date | | | |
| SHIPPER SIGNATURE & DATE | | | CARRIER SIGNATURE & PICK-UP DATE | | | DATE | LOADED BY | |
| This is to certify that the above-named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT. | | | | | Carrier acknowledges receipt of packages & required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted | | | |
| Signed by | | | | DATE | Signed by | | DATE | |