



## **MEMO**

**TO: All PBIOS Exhibitors**

**FROM: Anthony Fry, Executive Director**

**DATE: June 7, 2023**

**SUBJECT: Helpful Hints for Exhibit Set-up.**

**The 2023 Permian Basin International Oil Show will be here before we know it! Attached are what I hope will be some helpful hints and rules to remember while setting up your exhibit space. Some of the pages are for those of you exhibiting inside and some are for those exhibiting in outside spaces.**

**Please read carefully. Many questions may be answered by reviewing the information here and videos at <https://www.pboilshow.org/exhibitor-info/>.**

**If you are shipping materials directly to the show grounds, Freeman will begin receiving freight and packages on 10/3/23. Please do not ship anything to us to be received prior to that date. We will have no unloading and storage abilities before 10/03/23.**

**Please be aware the Exhibitor's and Attendee's parking areas are for passenger vehicles only. Large trucks and trailers are not to be left in the parking lots during show hours. Thank you and feel free to call us with any additional questions.**