

# A FULL SERVICE TRADE SHOW COMPANY



January 11<sup>th</sup>, 2023

Southwestern Petroleum Short Course Conference 2023  
Lubbock Memorial Civic Center  
April 17<sup>th</sup> - 20<sup>th</sup> 2023

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the Annual SWPSC Conference 2023.

Enclosed you will find order forms for a variety of services offered. Orders that are received and paid in full by the deadline date April 3<sup>rd</sup>, 2023 will receive the discount prices. Standard prices will apply to all orders received after the deadline date. No services will be installed until full payment is received.

**Prepaid orders will be processed and installed in your booth by April 18<sup>th</sup>, 2023.** All payments must be payable to Lone Star Decorating. Payment methods accepted include Visa, MasterCard, American Express or check. Cash will also be accepted for show site orders only. **Please do not send cash in the mail.**

**Please pay close attention to the enclosed forms which include:** Payment Form, Exhibitor Rental Work Order Form, Electrical Form, Labor Form & Freight Handling Form.

We look forward to working with you. Please contact us if we can be of further assistance to you. LDS will have a service desk available during setup for any additional rentals you might need. Thank You.

Sincerely,

*Lone Star Decorating, L.P.*

## AUSTIN:

100 Congress Ave., Ste 2000  
Austin, Texas 78701  
ph: 512.469.3545  
fax: 512.469.6306

[www.lonestardecorating.com](http://www.lonestardecorating.com)

## LUBBOCK:

P.O. Box 1890  
Lubbock, TX 79408  
ph: 806.762.4112  
fax: 806.762.4099

A FULL SERVICE TRADE SHOW COMPANY



### Quick Tip

Southwestern Petroleum Short Course Conference 2022  
Lubbock Memorial Civic Center-Lubbock, Texas  
April 17<sup>th</sup>-20<sup>st</sup>, 2023

- **Each 10' X 10' Booth Includes:**

8' Tall Back Drapes	1 – 8' Skirted Table
3' Tall Side Drapes	2 – Chairs
1 – ID Sign	1 – Wastebasket

Drape Colors: Black & Silver
- **Move in time for exhibitors:** Tuesday, April 18<sup>th</sup>, 2023; 1:00-6:00pm
- **Move out time for exhibitors:** Thursday, April 20<sup>st</sup>, 2023; 1:30-5:00pm
- **Additional Rental Items:** Please remit Payment Form and Exhibitor Rental Work Order Form to:  
**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408  
**Fax:** (806) 762-4099 OR  
**Email:** orders@lonestardecorating.com
- **Freight Handling:** Please pay close attention to shipping information/instructions and remit Payment Form and Freight Handling Form to:  
**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408  
**Fax:** (806) 762-4099 OR  
**Email:** orders@lonestardecorating.com
- **Electrical Service:** Please fill out the form below.
- **Assistance:** If you have questions or need further assistance, please call us at (806)928-9895.
- **Advance Order Deadline Date:** April 3<sup>rd</sup>, 2023

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# Lone Star Decorating, LP

PO BOX 1890 – Lubbock, TX 79408 • Phone: (806) 762-4112 • Fax: (806) 762-4099 • orders@lonestardecorating.com

## SWPSC Conference 2023 Payment Form

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT POLICY

**This form must be fully completed & must accompany all orders.**  
**Orders received without payment will not be processed.**

#### ADVANCE ORDERS

Orders received by the deadline date and that are paid in full will receive the discount rates. Purchase orders do not qualify the order for discount rates. Payment methods accepted for advance orders include: Check, MasterCard, Visa & American Express.

#### LATE ORDERS & SHOW SITE ORDERS

Orders received after the deadline date or at the show will receive standard rates. Payment in full is due before any services will be rendered. Payment methods accepted include: Check, MasterCard, Visa & American Express. Cash will be accepted at show site only.

#### FREIGHT HANDLING

The Credit Card Authorization portion of this form must be filled out before freight will be delivered to your booth and before outgoing freight will be released. You may choose to pay these charges with a check; however, should there be an unpaid balance due to incorrect freight weight, the credit card on file will be charged.

#### BILLING & PAYMENT PROCEDURE

Orders will be processed using the preferred payment method indicated; however, any outstanding balances will be processed for payment using your credit card.

### PREFERRED PAYMENT METHOD

\_\_\_\_\_ CASH      \_\_\_\_\_ CREDIT CARD      \_\_\_\_\_ COMPANY CHECK

### CREDIT CARD AUTHORIZATION

\_\_\_\_\_ VISA      \_\_\_\_\_ MASTERCARD      \_\_\_\_\_ AMERICAN EXPRESS

CARD NUMBER \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_ BILLING ADDRESS ZIP CODE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_

**Please remit this form along with any order forms by one of the following ways: Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408 **Fax:** (806) 762-4099 **OR Email:** orders@lonestardecorating.com

# Lone Star Decorating, LP

PO BOX 1890 – Lubbock, TX 79408 • Phone: (806) 762-4112 • Fax: (806) 762-4099 • orders@lonestardecorating.com

## SWPSC Conference 2023 Exhibitor Rental Work Order Form

Discount Price Deadline Date: April 3<sup>rd</sup>, 2023

**Company Name:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
<b>Chairs:</b>				
	Folding Chair	\$7.00	\$12.00	
	Gray Padded Arm Chair	\$65.00	\$80.00	
	Black Padded Bar Stool	\$125.00	\$160.00	
<b>Skirted Tables:</b> Please circle color: Blue Black Red Hunter Green Burgundy Silver White				
	30" Round Skirted Table	\$85.00	\$105.00	
	4' Skirted Table – 24" Wide	\$95.00	\$115.00	
	6' Skirted Table – 24" Wide	\$120.00	\$145.00	
	8' Skirted Table – 24" Wide	\$135.00	\$165.00	
	4 <sup>th</sup> Side Skirted – 6' & 8'	\$40.00	\$55.00	
	Any of the above skirted tables raised to Counter Height (42" Tall)	\$30.00	\$50.00	
	4 <sup>th</sup> Side Skirted – 6' & 8' Counter Height	\$40.00	\$55.00	
<b>Tables Only: (Not Skirted)</b>				
	30" Round Table	\$50.00	\$70.00	
	4' Table – 24" Wide	\$55.00	\$70.00	
	6' Table – 24" Wide	\$70.00	\$85.00	
	8' Table – 24" Wide	\$80.00	\$100.00	
	Any of the above tables raised to Counter Height (42" Tall)	\$30.00	\$50.00	
<b>Other Rental Accessories</b>				
	Chrome Easel	\$25.00	\$30.00	
	Wastebasket	\$9.00	\$15.00	
	Chrome Stanchions with Burgundy Velvet Rope – 10' Section	\$55.00	\$65.00	
	Sign Stanchion (Holds 22" X 28" Sign)	\$70.00	\$85.00	
<b>Panels:</b> Please circle: Horizontal Vertical				
	4 X 8 Panel – Carpeted	\$170.00	\$210.00	
	4 X 8 Panel – Pegboard	\$140.00	\$170.00	
<b>Additional Draping:</b> Please circle color: Blue Black Red Hunter Green Burgundy Gray Beige Gold Teal White				
	8' Tall Drape – Per foot	\$10.75	\$14.00	
	3' Tall Drape – Per foot	\$6.50	\$7.75	
<b>Special Requests: (Prices will be quoted – Please call (806) 762-4112</b>				

**Please remit this form along with Payment Form by one of the following ways:**

**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408

**Fax:** (806) 762-4099 OR **Email:** orders@lonestardecorating.com

Subtotal:

8.25% Tax:

**Total:**


# Lone Star Decorating, LP

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## SWPSC Conference 2023 Carpet & Cleaning Order Form

Discount Price Deadline Date: April 3<sup>rd</sup>, 2023

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
<b>Carpet &amp; Padding:</b> Please circle color: Blue Black Red Hunter Green Burgundy Gray				
	9 X 10 Carpet	\$180.00	\$245.00	
	9 X 20 Carpet (20X20 Booth requires 2(two) 9X20 Carpets)	\$300.00	\$375.00	
	9 X 30 Carpet (20X30 Booth requires 2(two) 9X30 Carpets)	\$410.00	\$520.00	
	9 X 40 Carpet (20X40 Booth requires 2(two) 9X40 Carpets)	\$530.00	\$650.00	
	9 X 50 Carpet (20X50 Booth requires 2(two) 9X50 Carpets)	\$655.00	\$800.00	
	Carpet Padding (90 Sq. Ft. Minimum)	\$.125/sq. ft	\$1.50/sq. ft	
	Visqueen Covering (90 Sq. Ft. Minimum)	\$1.00/sq. ft.	\$1.20/sq. ft	
<b>Sq Ft.</b>	<b>Carpet Cleaning</b>	<b># of Days</b>	<b>Pricing</b>	<b>Total</b>
	Vacuum Daily		.33/sq ft	
<b>Sq Ft.</b>	<b>Porter Service</b>	<b># of Days</b>	<b>Pricing</b>	<b>Total</b>
	Up to 300 Sq. Ft.		\$125.00	
	300-500 Sq. Ft		\$170.00	
<b>Special Requests: (Prices will be quoted – Please call (806) 762-4112</b>				

**Please remit this form along with Payment Form by one of the following ways:**

**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408

**Fax:** (806) 762-4099 OR **Email:** orders@lonestardecorating.com

Subtotal:

8.25% Tax:

**Total:**


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## SWPSC Conference 2023

### Exhibitor Rental Work Order Form – Additional Items

Discount Price Deadline Date: April 3<sup>rd</sup>, 2023

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Phone#: \_\_\_\_\_

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
<b>Furniture:</b>				
	Black Leather Armless Chair	\$300.00	\$350.00	
	Black Leather Loveseat	\$470.00	\$520.00	
	Black Leather Sofa	\$495.00	\$545.00	
	Black Iron Coffee Table with Glass Top	\$300.00	\$350.00	
	Black Iron End Table with Glass Top	\$225.00	\$320.00	
	Solid Chrome Cocktail Table	\$180.00	\$230.00	
	Literature Racks	\$95.00	\$115.00	
	Clothes Racks	\$85.00	\$105.00	
<b>Electronics:</b>				
	22" TV	\$250.00	\$300.00	
	42" TV	\$400.00	\$450.00	
	DVD Player	\$100.00	\$130.00	
	TV Stand	\$225.00	\$275.00	
			Subtotal:	
			8.25% Tax:	
			<b>Total:</b>	

Please remit this form along with Payment Method Form by one of the following ways:

**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408

**Fax:** (806) 762-4099

**Email:** orders@lonestardecorating.com

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## SWPSC Conference 2023 Electrical Service Order Form

Discount Price Deadline Date: April 3<sup>rd</sup>, 2023

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Phone#: \_\_\_\_\_

QTY	SERVICE	DISCOUNT	STANDARD	TOTAL
	120 Volt Duplex – 20 amp	\$60.00	\$80.00	
	208 Volt Single Phase	\$150.00	\$210.00	
	208 Volt Three Phase	Available by Special Arrangement		
	Electrical Cord	\$20.00	\$25.00	
	Power Strip	\$20.00	\$25.00	
			<b>Total:</b>	

Please remit this form along with Payment Method Form by one of the following ways:

**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408

**Fax:** (806) 762-4099

**Email:** [orders@lonestardecorating.com](mailto:orders@lonestardecorating.com)

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## SWPSC Conference 2023 Labor Order Form

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Phone#: \_\_\_\_\_

INFORMATION/INSTRUCTIONS
<ul style="list-style-type: none"> <li>• <b>Complete display set up or dismantle will be quoted upon request. Call 806-928-9895.</b></li> <li>• <b>Labor Fees:</b> There is a <u>1 man hr minimum</u> labor charge. Labor is charged per hour per man.  <i>For example:</i> If you only need 1 person for 1 hour or less, the charge is for 1 man hr. If you need 2 people for 2 hours, the charge is for 4 man hours. See prices for particular times below.</li> <li>• <b>Show Site Procedure:</b> Lone Star Decorating will have a service desk set up by the overhead door. An exhibitor representative must check in at the Lone Star Decorating service desk and someone will be made available to assist you.</li> <li>• <b>If you have any questions,</b> please do not hesitate to call us at (806) 928-9895.</li> </ul>

Number of People	HRS	LABOR SERVICE	PRICE PER MAN HR	TOTAL
		Straight Time: [Monday – Friday; 8:00am – 5:00pm]	\$65.00	
		Overtime: [All other hours, weekends & holidays]	\$95.00	
		Display Set Up or Dismantle: Please call for quote		
			<b>Total:</b>	

Please remit this form along with Payment Form by one of the following ways:

**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408

**Fax:** (806) 762-4099

**Email:** [orders@lonestardecorating.com](mailto:orders@lonestardecorating.com)

**Fax:** (806) 762-4099 **Email:** [orders@lonestardecorating.com](mailto:orders@lonestardecorating.com)



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## SWPSC Conference 2023 Fork Lift Rental Order Form

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Phone#: \_\_\_\_\_

### INFORMATION/INSTRUCTIONS

- **Forklifts are required for moving equipment that is 200lbs or more.**
- **Forklift Rental Fees:** There is a 1 hr minimum rental charge for use of the forklift each way.  
*For example:* If you will need forklift service to bring your equipment in and take your equipment out, you need to order 2 hrs of forklift service. See prices below.
- **Show Site Procedure:** Lone Star Decorating will have a service desk set up by the overhead door during move-in times and 3 hours prior to close of show. During move-in, an exhibitor representative must check in at the Lone Star Decorating service desk to pick up a forklift crew. Forklift service will be available on a first come first serve basis. During this time outgoing forklift service will be scheduled.
- **If you have any questions,** please do not hesitate to call us at (806) 928-9895.

HRS	SERVICE	PRICE PER HR	TOTAL
	Forklift w/operator – Up to 5,000 lbs	\$300.00	
	Forklift w/operator – Up to 10,000 lbs	\$500.00	
	Forklift w/operator – Up to 15,000 lbs	\$950.00	
		<b>Total:</b>	

Please remit this form along with Payment Form by one of the following ways:

**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408

**Fax:** (806) 762-4099

**Email:** [orders@lonestardecorating.com](mailto:orders@lonestardecorating.com)

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PO BOX 1890 – Lubbock, TX 79408 • Phone: (806) 762-4112 • Fax: (806) 762-4099 • orders@lonestardecorating.com

## SWPSC Conference 2023 Freight Handling Form

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Phone#: \_\_\_\_\_

### INFORMATION/INSTRUCTIONS

- **All shipments must be marked and consigned to:**  
Lone Star Decorating, LP c/o YRC  
SWPSC Conference 2023  
Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
1317 E. 38<sup>th</sup> ST  
Lubbock, Texas 79404
- **Freight Deadline Date:** All freight must be received no later than **April 14<sup>th</sup>, 2023.**
- **All shipments must be prepaid.** Collect shipments will not be accepted; they will be refused.
- **IMPORTANT: Please attach a freight label to your shipments.**
- **Freight Handling Fees:** Our fee is \$95.00 per 100lbs (200lb. minimum--\$190.00). This includes:
  1. Freight delivered to your booth on April 18<sup>th</sup>, 2023.
  2. Empty crates removed and stored.
  3. Deliver empty crates to booth at end of show.
  4. All outgoing materials removed from booth and placed on designated carriers.\*\*We are not responsible for loose freight. All shipments must be boxed or crated.
- **Outgoing Freight Only:** Exhibitors requiring outgoing freight service only will also be charged a minimum 200lb at \$95.00 per 100lb rate. **Bills of Lading must be submitted.**
- **Outgoing Freight:** Make sure your carrier is scheduled to pick up your freight between the hours of 1:30pm-5:00pm on April 20<sup>th</sup>, 2023 at the following address:  
Lubbock Memorial Civic Center  
1501 Mac Davis Lane  
Lubbock, Texas 79401
- **If you require UPS or FEDEX service,** you will need to have shipping labels for return of your shipment. You will also need to inform UPS/FEDEX at least 24 hours in advance to pick up any outgoing shipments from the above address at the designated times.
- **Helpful Numbers:** FedEx: 1-800-463-3339 UPS: 1-800-742-5877
- **If you have any questions,** please do not hesitate to call us at (806) 928-9895.

LBS (MINIMUM 200LBS)	PRICE PER 100 LBS	TOTAL
	\$95.00	

Please remit this form along with Payment Form by one of the following ways:

**Mail:** Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408

# Lone Star Decorating, LP

**RUSH – DO NOT DELAY**

Lone Star Decorating c/o YRC

SWPSC Conference 2023

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

1317 E. 38<sup>th</sup> ST

Lubbock, Texas 79404

**WAREHOUSE**

**PLEASE ATTACH A FREIGHT LABEL TO  
YOUR SHIPMENTS**

EVENT: SWPSC Conference 2023

Number \_\_\_\_\_ of \_\_\_\_\_ pieces.

Carrier: \_\_\_\_\_

# Lone Star Decorating, LP

**RUSH – DO NOT DELAY**

Lone Star Decorating c/o YRC

SWPSC Conference 2023

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

1317 E. 38<sup>th</sup> ST

Lubbock, Texas 79404

**WAREHOUSE**

**PLEASE ATTACH A FREIGHT LABEL TO  
YOUR SHIPMENTS**

EVENT: SWPSC Conference 2023

Number \_\_\_\_\_ of \_\_\_\_\_ pieces.

Carrier: \_\_\_\_\_

# Lone Star Decorating, LP

**RUSH – DO NOT DELAY**

Lone Star Decorating c/o YRC

SWPSC Conference 2023

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

1317 E. 38<sup>th</sup> ST

Lubbock, Texas 79404

**WAREHOUSE**

**PLEASE ATTACH A FREIGHT LABEL TO  
YOUR SHIPMENTS**

EVENT: SWPSC Conference 2023

Number \_\_\_\_\_ of \_\_\_\_\_ pieces.

Carrier: \_\_\_\_\_

# Lone Star Decorating, LP

**RUSH – DO NOT DELAY**

Lone Star Decorating c/o YRC

SWPSC Conference 2023

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

1317 E. 38<sup>th</sup> ST

Lubbock, Texas 79404

**WAREHOUSE**

**PLEASE ATTACH A FREIGHT LABEL TO  
YOUR SHIPMENTS**

EVENT: SWPSC Conference 2023

Number \_\_\_\_\_ of \_\_\_\_\_ pieces.

Carrier: \_\_\_\_\_

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