

A FULL SERVICE TRADE SHOW COMPANY



December 18th, 2024

Southwestern Petroleum Short Course Conference 2025
Lubbock Memorial Civic Center
April 23rd - 24th 2025

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the Annual SWPSC Conference 2025.

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 7th, 2025 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 22nd, 2025. 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:

2021 Guadalupe St. #260
Austin, Texas 78705
ph: 512.469.3545
fax: 512.469.6306

www.lonestardecorating.com

LUBBOCK:

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



Quick Tip

Southwestern Petroleum Short Course Conference 2025
Lubbock Memorial Civic Center-Lubbock, Texas
April 23rd-24th, 2025

- **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 22nd, 2025; 1:00pm-6:00pm
- **Move out time for exhibitors:** Thursday, April 24th, 2025; 1:00pm-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 7th, 2025

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2021 Guadalupe St. #260
Austin, Texas 78705
ph: 512.469.3545
fax: 512.469.6306

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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 2025 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 2025 Exhibitor Rental Work Order Form

Discount Price Deadline Date: April 7th, 2025

Company Name: _____ Booth#: _____ Phone#: _____

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
Chairs:				
	Folding Chair	\$7.00	\$12.00	
	Black Padded Bar Stool	\$125.00	\$160.00	
Skirted Tables: 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 th 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 th Side Skirted – 6' & 8' Counter Height	\$40.00	\$55.00	
Tables Only: (Not Skirted)				
	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	
Other Rental Accessories				
	Chrome Easel	\$25.00	\$30.00	
	Wastebasket	\$9.00	\$15.00	
	Chrome Stanchions with Burgundy Velvet Rope – 10' Section	\$55.00	\$65.00	
	Sign Holder (Holds 22" X 28" Sign)	\$70.00	\$85.00	
Panels: Please circle: Horizontal Vertical				
	4 X 8 Panel – Carpeted	\$170.00	\$210.00	
	4 X 8 Panel – Pegboard	\$140.00	\$170.00	
Additional Draping: 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	
Special Requests: (Prices will be quoted – Please call (806) 762-4112				

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

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

SWPSC Conference 2025 Carpet & Cleaning Order Form

Discount Price Deadline Date: April 7th, 2025

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
Carpet & Padding: 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)	\$1.25/sq. ft	\$1.50/sq. ft	
	Visqueen Covering (90 Sq. Ft. Minimum)	\$1.00/sq. ft.	\$1.20/sq. ft	
Sq Ft.	Carpet Cleaning	# of Days	Pricing	Total
	Vacuum Daily		.33/sq ft	
Sq Ft.	Porter Service	# of Days	Pricing	Total
	Up to 300 Sq. Ft.		\$125.00	
	300-500 Sq. Ft		\$170.00	
Special Requests: (Prices will be quoted – Please call (806) 762-4112				

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 2025

Exhibitor Rental Work Order Form – Additional Items

Discount Price Deadline Date: April 7th, 2025

Company Name: _____ **Booth#:** _____ **Phone#:** _____

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
Furniture:				
	Black Leather Lounge 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	
	Literature Racks	\$95.00	\$115.00	
	Clothes Racks	\$85.00	\$105.00	
Electronics:				
	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:	
			Total:	

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

Lone Star Decorating, LP

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SWPSC Conference 2025 Electrical Service Order Form

Discount Price Deadline Date: April 7th, 2025

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	
			Total:	

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 2025 Labor Order Form

Company Name: _____ **Booth#:** _____ **Phone#:** _____

INFORMATION/INSTRUCTIONS
<ul style="list-style-type: none"> Complete display set up or dismantle will be quoted upon request. Call 806-928-9895. Labor Fees: 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. Show Site Procedure: 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. If you have any questions, please do not hesitate to call us at (806) 928-9895.

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		
			Total:	

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

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Fax: (806) 762-4099

Email: orders@lonestardecorating.com

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

Lone Star Decorating, LP

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SWPSC Conference 2025 Forklift 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	
		Total:	

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Fax: (806) 762-4099

Email: orders@lonestardecorating.com

Lone Star Decorating, LP

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SWPSC Conference 2025 Freight Handling Form

Company Name: _____ Booth#: _____ Phone#: _____

INFORMATION/INSTRUCTIONS

- **All shipments must be marked and consigned to:**
TForce Freight c/o Lone Star Decorating
SWPSC Conference 2025
Company Name: _____
Booth Number: _____
128 E 13th ST
Lubbock, Texas 79403
- **Freight Deadline Date:** All freight must be received no later than **April 18th, 2025**.
- **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 22nd, 2025.
 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 24th, 2025 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

TForce Freight c/o Lone Star Decorating

SWPSC Conference 2025

Company Name: _____

Booth Number: _____

128 E. 13th ST

Lubbock, Texas 79403

WAREHOUSE

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

EVENT: SWPSC Conference 2025

Number _____ of _____ pieces.

Carrier: _____

Lone Star Decorating, LP

RUSH – DO NOT DELAY

TForce Freight c/o Lone Star Decorating

SWPSC Conference 2025

Company Name: _____

Booth Number: _____

128 E. 13th ST

Lubbock, Texas 79403

WAREHOUSE

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

EVENT: SWPSC Conference 2025

Number _____ of _____ pieces.

Carrier: _____

Lone Star Decorating, LP

RUSH – DO NOT DELAY

TForce Freight c/o Lone Star Decorating

SWPSC Conference 2025

Company Name: _____

Booth Number: _____

128 E. 13th ST

Lubbock, Texas 79403

WAREHOUSE

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

EVENT: SWPSC Conference 2025

Number _____ of _____ pieces.

Carrier: _____

Lone Star Decorating, LP

RUSH – DO NOT DELAY

TForce Freight c/o Lone Star Decorating

SWPSC Conference 2025

Company Name: _____

Booth Number: _____

128 E. 13th ST

Lubbock, Texas 79403

WAREHOUSE

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

EVENT: SWPSC Conference 2025

Number _____ of _____ pieces.

Carrier: _____