

A FULL SERVICE TRADE SHOW COMPANY



January 18th, 2019

Amarillo BusinessConnection 2019
Amarillo Civic Center- Amarillo, Texas
May 16th, 2019

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the BusinessConnection 2019.

Enclosed you will find order forms for a variety of services offered. Orders that are received and paid in full by the deadline date, May 6th, 2019 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 May 15th, 2019. 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, and Labor Order 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

LUBBOCK:

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

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Quick Tip

Amarillo BusinessConnection 2019
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- **Each 10' X 10' Booth Includes:**

8' Tall Back Drapes	1 – 8' Skirted Table
3' Tall Side Drapes	2 – Chairs
1 – ID Sign	1-110 Volt 2 Plug Electric

Drape Colors: Heritage Room-Blue & White; North Exhibit Hall-Red & White;
South Exhibit Hall-Black & White
- **Move in time for exhibitors:** Wednesday, May 15th, 2019; 10:00am
- **Move in time for exhibitors:** Thursday, May 16th, 2019; 8:00am-10:00am
- **Move out time for exhibitors:** Thursday, May 16th, 2019; 5:00pm-10:00pm
- **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
- **Assistance:** If you have questions or need further assistance, please call us at (806) 762-4112.
- **Advance Order Deadline Date:** May 6th, 2019

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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

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Exhibitor Rental Work Order Form

Discount Price Deadline Date: May 6th, 2019

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

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
Chairs:				
	Folding Chair	\$7.00	\$12.00	
	Gray Padded Arm Chair	\$65.00	\$80.00	
	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 Stanchion (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				

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

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

Subtotal:

6.75% Tax:

Total:

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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 806-762-4112. 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) 762-4112.

Number of People	HRS	LABOR SERVICE	PRICE PER MAN HR	TOTAL
		Straight Time: [Monday – Friday; 8:00am – 5:00pm]	\$48.00	
		Overtime: [All other hours, weekends & holidays]	\$75.00	
		Display Set Up or Dismantle: Please call for quote		
			Total:	

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