

A FULL SERVICE TRADE SHOW COMPANY



February 27th, 2018

Texas Transit Association 2018
Wyndham San Antonio Riverwalk – San Antonio, TX
March 22nd-23rd, 2018

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the **Texas Transit Association 2018**.

Enclosed you will find order forms for a variety of services offered. Orders that are received and paid in full by the deadline date, March 9th, 2018, 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 March 22nd, 2018. 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 Forms, Freight Handling Form, & Electrical/Internet Service 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



**Texas Transit Association 2018
Quick Tips**

- **Location:** Wyndham San Antonio Riverwalk – San Antonio, TX
- **Dates of event:** March 22nd-23rd, 2018
- **Move in time for exhibitors:** Thursday, March 22nd, 2018; 1:00pm-5:00pm
- **Move out time for exhibitors:** Friday, March 23rd, 2018; 5:00pm-11:00pm
- **Each 10' X 10' Booth Includes the following items which are included in your Exhibitor Fees:**
 - 8' Tall Back Drapes
 - 3' Tall Side Drapes
 - 1 – ID Sign
 - Show Colors: Red & Silver
 - 1 – 6' Skirted Table
 - 2- Chairs
- **Additional Rental Items:** Please remit Payment Form and Exhibitor Rental Work Order Forms 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 the attached Wyndham Riverwalk Shipping & Receiving Guidelines Sheet.

NOTE: If you have pallets weighing more than 1,000 lbs., please call directly to (806)928-9895 for assistance.

- **Electrical/Internet Service:** If you require Internet, Audio Visual or Electrical needs for your booth space, **please see the PSAV AudioVisual Exhibitor Services Attachment.**
- **Assistance:** If you have questions or need further assistance, please call us at (806) 762-4112.
- **Advance Order Deadline Date:** March 9th, 2018
- **NOTICE:** **The Fiesta Pavilion Ballroom is carpeted.**

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Lone Star Decorating, LP

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Texas Transit Association 2018 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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Texas Transit Association 2018 Exhibitor Rental Work Order Form

Discount Price Deadline Date: March 9th, 2018

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				

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:	
6.75% Tax:	
Total:	

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Texas Transit Association 2018 Carpet & Cleaning Order Form

Discount Price Deadline Date: March 9th, 2018

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
Carpet & Padding: Please circle color: Blue Black Red Hunter Green Burgundy Gray				
	9 X 10 Carpet	\$140.00	\$165.00	
	9 X 20 Carpet (20X20 Booth requires 2(two) 9X20 Carpets)	\$280.00	\$320.00	
	9 X 30 Carpet (20X30 Booth requires 2(two) 9X30 Carpets)	\$400.00	\$450.00	
	9 X 40 Carpet (20X40 Booth requires 2(two) 9X40 Carpets)	\$480.00	\$540.00	
	9 X 50 Carpet (20X50 Booth requires 2(two) 9X50 Carpets)	\$590.00	\$690.00	
	Carpet Padding (90 Sq. Ft. Minimum)	\$.80/sq. ft	\$1.00/sq. ft	
	Visqueen Covering (90 Sq. Ft. Minimum)	\$.80/sq. ft.	\$1.00/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:			Subtotal:	
Mail: Lone Star Decorating – PO BOX 1890 – Lubbock, TX 79408			6.75% Tax:	
Fax: (806) 762-4099 OR Email: orders@lonestardecorating.com			Total:	

Lone Star Decorating, LP

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Texas Transit Association 2018 Exhibitor Rental Work Order Form – Additional Items

Discount Price Deadline Date: March 9th, 2018

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

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
Furniture:				
	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	
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:	
			6.75% 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

