

A FULL SERVICE TRADE SHOW COMPANY



April 8th, 2016

ASMC Spring 2016 Conference
Austin Renaissance – Austin, TX
May 4th-5th, 2016

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the **ASMC Spring 2016 Conference**.

Enclosed you will find a freight handling order form. Payment and order form must be payable to Lone Star Decorating and be received in our office by April 26th, 2016. Payment methods accepted include Visa, MasterCard, American Express or check. **Please do not send cash in the mail.**

Please pay close attention to the enclosed 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

LUBBOCK:

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



Quick Tip

ASMC Spring 2016 Conference
Austin Renaissance – Austin, TX
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- **Each 8' X 10' Booth Includes:**

8' Tall Back Drapes	1 – 6' Skirted Table
3' Tall Side Drapes	2 – Chairs
Show Colors: <u>Black</u>	
- **Move in time for exhibitors:** May 4th, 2016; 3:00pm – 5:30pm (Ballroom A) OR May 5th, 2016; 3:00pm – 5:30pm (Ballroom A)
May 5th, 2016; 8:00am – 5:30pm (Ballroom B)
- **Move out time for exhibitors:** May 4th, 2016; 10:00pm (Ballroom A) OR May 5th, 2016; 10:00pm-11:00pm (Ballroom A/B)
- **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
- **Assistance:** If you have questions or need further assistance, please call us at (806) 762-4112.
- **Shipments must be received by:** April 26th, 2016
- Please see on the freight labels a place to check the date which you will be exhibiting. There are options for May 4th, May 5th, or you can check both. Please do this in order to ensure your package does not get sent back too early.

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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

ASMC Spring 2016 Conference Payment Form

Company Name: _____

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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ASMC Spring 2016 Conference Freight Handling Form

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

INFORMATION/INSTRUCTIONS
<ul style="list-style-type: none"> • All shipments must be marked and consigned to: Lone Star Decorating c/o YRC ASMC Spring 2016 Conference Company Name: _____ 9018 Tuscany Way Austin, TX 78754 • Freight Deadline Date: All freight must be received no later than <u>April 26th, 2016.</u> • All shipments must be prepaid. Collect shipments will not be accepted; they will be refused. • <u>IMPORTANT:</u> Please attach a freight label to your shipments. • Freight Handling Fees: Our fee is \$70.00 per 100lbs (200lb. minimum--\$140.00). This includes: <ol style="list-style-type: none"> 1. Freight delivered to your booth on May 4th or 5th, 2016. 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 \$70.00 per 100lb rate. • Outgoing Freight: If properly labeled, FedEx and UPS shipments will be delivered to local shipment facilities on May 6th, 2016. For all other shipments, make sure your carrier is scheduled to pick up your freight between the hours of 8:00am and 5:00pm at the following address: YRC 9018 Tuscany Way Austin, TX 78754 • <u>If you require UPS or FEDEX service,</u> you will need to have shipping labels for return of your shipment. You will also need to inform UPS/FEDEX <u>at least 24 hours</u> 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) 762-4112.

Lone Star Decorating, LP

RUSH – DO NOT DELAY

Lone Star Decorating

ASMC Spring 2016 Conference

Company Name: _____

***Date Exhibiting (Check One/Both):** May 4th ____, May 5th __*

9018 Tuscany Way

Austin, TX 78754

WAREHOUSE

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

EVENT: ASMC Spring 2016 Conference

Number _____ of _____ pieces.

Carrier: _____

***Date Exhibiting (Check One/Both):** May 4th ____, May 5th __*

Lone Star Decorating, LP

RUSH – DO NOT DELAY

Lone Star Decorating

ASMC Spring 2016 Conference

Company Name: _____

***Date Exhibiting (Check One/Both):** May 4th ____, May 5th __*

9018 Tuscany Way

Austin, TX 78754

WAREHOUSE

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

EVENT: ASMC Spring 2016 Conference

Number _____ of _____ pieces.

Carrier: _____

***Date Exhibiting (Check One/Both):** May 4th ____, May 5th __*

LBS (MINIMUM 200LBS)	PRICE PER 100 LBS	TOTAL
	\$70.00	

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