

A FULL SERVICE TRADE SHOW COMPANY



February 21st, 2025

Oklahoma Oil & Natural Gas Expo 2025
OKC Fairgrounds: Bennett Event Center – Oklahoma City, OK
October 9th, 2025

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the **Oklahoma Oil & Natural Gas Expo 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, **September 25th, 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 October 7th, 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 Forms, Labor Order Form and 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 Tips

Oklahoma Oil & Natural Gas Expo 2025
OKC Fairgrounds: Bennett Event Center – Oklahoma City, OK
October 9th, 2025

- **Each 10' X 10' Booth Includes:**
 - 8' Tall Back Drapes – Blue, W, Black, W, Blue
 - 3' Tall Side Drapes – Black
 - 1 – ID Sign
 - Show Colors: Black, White, and Blue
 - 1 – 8' Skirted Table – Blue
 - 2 – Chairs
 - 1 – Wastebasket
- **Move in time for exhibitors:** October 7th, 2025; 1:00pm – 5:00pm
October 8th, 2025; 8:00am – 5:00pm
- **Move out time for exhibitors:** October 9th, 2025; 3:00pm – 7:00pm
- **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
- **Labor:** Please remit Payment Form, Labor 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
- **Move in Assistance:** As in the past, OERB will be providing forklifts at no charge along with golf carts to assist with your move-in needs.



- **Important Information for Exhibitors displaying vehicles in booth:**
 - Maximum fuel allowed: $\frac{1}{4}$ of a tank or 5 gallons, whichever is less.
 - All gas covers shall be taped or have a locking gas cap.
 - Battery cables shall be disconnected and taped.
 - Vehicles with no fuel gauge or with a broken fuel gauge shall not be allowed on the event floor and shall not be displayed.
- **Electrical/WiFi Needs:** OERB is providing electricity and WiFi for the individual booths. However, it is your responsibility to provide an extension cord that is at least 50 feet in length, UL listed, and 14 gauge through 10 gauge. Lone Star Decorating has a limited number of extension cords available for rental for \$40 each. If you are interested in renting one, please call our office at (806) 762-4112.
- **Assistance:** If you have questions or need further assistance, please call us at (806) 762-4112.
- **Advance Order Deadline Date:** September 25th, 2025
- **Rigging or Display Setup:** Please call us at (806)762-4112 for a quote.

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Austin, Texas 78705
ph: 512.469.3545
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LUBBOCK:

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Lubbock, TX 79408
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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

Oklahoma Oil & Natural Gas Expo 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

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Oklahoma Oil & Natural Gas Expo 2025 Exhibitor Rental Work Order Form

Discount Price Deadline Date: September 25th, 2025

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 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

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Oklahoma Oil & Natural Gas Expo 2025

Carpet & Cleaning Order Form

Discount Price Deadline Date: September 25th, 2025

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

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
Carpet & Padding: PLEASE CIRCLE COLOR: Blue Black				
	9 X 10 Carpet	\$210.00	\$250.00	
	9 X 20 Carpet (20X20 Booth requires 2(two) 9X20 Carpets)	\$400.00	\$475.00	
	9 X 30 Carpet (20X30 Booth requires 2(two) 9X30 Carpets)	\$600.00	\$680.00	
	9 X 40 Carpet (20X40 Booth requires 2(two) 9X40 Carpets)	\$680.00	\$760.00	
	9 X 50 Carpet (20X50 Booth requires 2(two) 9X50 Carpets)	\$910.00	\$1,000.00	
	Carpet Padding (90 Sq. Ft. Minimum)	\$2.00/sq. ft	\$3.00/sq. ft	
	Visqueen Covering (90 Sq. Ft. Minimum)	\$1.50/sq. ft.	\$2.25/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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Oklahoma Oil & Natural Gas Expo 2025 Exhibitor Rental Work Order Form – Additional Items

Discount Price Deadline Date: September 25th, 2025

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

QTY	ITEMS	DISCOUNT	STANDARD	TOTAL
Furniture:				
	Black Leather Lounge Chair	\$350.00	\$400.00	
	Black Leather Loveseat	\$520.00	\$570.00	
	Black Leather Sofa	\$550.00	\$600.00	
	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	\$275.00	\$350.00	
			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

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Oklahoma Oil & Natural Gas Expo 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)-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. 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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Fax: (806) 762-4099

Email: orders@lonestardecorating.com

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Oklahoma Oil & Natural Gas Expo 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
Oklahoma Oil & Natural Gas Expo 2025
Company Name: _____
Booth Number: _____
9124 W Reno Ave
Oklahoma City, OK 73127
Freight Deadline Date: All freight must be received no later than **October 3rd, 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 October 7th, 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.
- **Outgoing Freight:** Make sure your carrier is scheduled to pick up your freight between the hours of 3:30pm & 6:30pm on October 9th, 2025 at the following address:
Bennett Event Center, OKC Fairgrounds
3101 Gordon Cooper Blvd.
Oklahoma City, OK 73107
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) 762-4112.

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

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Lone Star Decorating, LP

RUSH – DO NOT DELAY

TForce Freight c/o Lone Star Decorating

Oklahoma Oil & Natural Gas Expo 2025

Company Name: _____

Booth Number: _____

9124 W Reno Ave

Oklahoma City, OK 73127

WAREHOUSE

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

EVENT: Oklahoma Oil & Natural Gas Expo 2025

Number _____ of _____ pieces.

Carrier: _____

Lone Star Decorating, LP

RUSH – DO NOT DELAY

TForce Freight c/o Lone Star Decorating

Oklahoma Oil & Natural Gas Expo 2025

Company Name: _____

Booth Number: _____

9124 W Reno Ave

Oklahoma City, OK 73127

WAREHOUSE

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Number _____ of _____ pieces.

Carrier: _____

Lone Star Decorating, LP

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TForce Freight c/o Lone Star Decorating

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Company Name: _____

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Oklahoma City, OK 73127

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