Undergraduate Career Committee
BBA Career Services

Spring 2014 Undergraduate Career Expo

McCombs School of Business
The University of Texas at Austin

SCHEDULE

WHEN: Wednesday, January 29, 2014

WHERE: UT Rec Sports Center, 2nd floor
2100 San Jacinto Blvd.
Austin, TX 78712

TIME:

10:00 AM – 12:00 PM	Recruiter Check-In
11:00 AM – 12:30 PM	Lunch**
12:00 PM – 03:00 PM	Career Expo: McCombs students
03:00 PM – 05:00 PM	Career Expo: All UT Austin students
05:00 PM – 05:30 PM	Recruiter Pack-Up

**Lunch available in recruiter lounge

SHIPPING

Shipping to Expo:

- All packages must be received by Lone Star Decorating (LDS) warehouse *by January 27*. LDS will transport packages to the career expo on January 29.
- Please **do not** ship packages to Rec Sports, Ford Career Center, or BBA Career Services.
- AWD will be the official carrier for Lone Star Decorating. However, you may choose your own carrier, as long as you ship to the specified address. All shipments must be prepaid. Collect shipments will not be accepted; they will be refused.

Shipping from Expo:

We do not provide return shipping labels! Please bring these with you.

1. LDS will have representatives from UPS and FedEx present for outgoing freight pickup.
2. However, **please contact your carrier to schedule pick-up between 5:30 and 8:00 PM.** This ensures there is room on the truck for your shipment.

Please read and pay particular attention to the attached shipping instructions for more details.

HOTEL ACCOMMODATIONS

Hotel accommodations can be found at:
http://www.mccombs.utexas.edu/Career/Career-Fairs/Undergraduate-Career-Expo.aspx

TAXI SERVICES

Austin Cab
(512) 478-2222

Yellow Cab
(512) 452-9999

COPY CENTER

School of Social Work
San Jacinto & E. 20th, SSW G-14
(512) 471-1615

CONTACT INFORMATION

Rachel Rucker
(512) 232-3707
Rachel.Rucker@mccombs.utexas.edu
http://www.mccombs.utexas.edu/Career/Career-Fairs/Undergraduate-Career-Expo.aspx

Day of Expo Emergency Contact
BBA Career Services Front Desk: (512) 232-3796

UNLOADING & PARKING

Westbound on MLK Blvd from US-183/ I-35:

1. Turn right onto Red River
2. Turn left onto Robert Dedman Dr.

Eastbound on MLK Blvd:

1. Turn left onto Red River
2. Turn right onto Robert Dedman Dr.

Following Robert Dedman, you may unload materials at the loading zone driveway located to your left (behind Rec Sports). There will be volunteers in the loading zone assisting you with your materials and delivering them to your booth. PLEASE DO NOT LEAVE YOUR VEHICLE UNATTENDED. Once you have unloaded your supplies, you may proceed to any UT campus garage of your choice. We recommend **Manor Garage (MAG)** as it is the closest. In the event that Manor garage (MAG) is full, Trinity Garage (TRG) and Brazos Garage (BRG) are also close to RecSports. The loading zone, Manor Garage and Trinity Garage are indicated on the map below.
Please visit http://www.utexas.edu/parking/parking/garages/index.php for additional garage locations.

PARKING INSTRUCTIONS: Pull a ticket from the garage machine to gain entrance into your garage. Bring your ticket to the Recruiter Check-In Desk to exchange it for a one-time use pre-paid parking card. Upon exiting your garage, swipe this card in the ticket reader.

Each company is provided 2 parking permits unless additional permits have been requested in advance. Extra permits may be purchased for $12 each. Please see a representative at the Recruiter Check-In Desk.

A FULL SERVICE TRADE SHOW COMPANY

December 5, 2013

University of Texas BBA Spring 2014 Undergraduate Career Expo
Rec Sports Center
January 29, 2014

Dear Exhibitor,

Lone Star Decorating, LP (LDS) is the official service contractor for the University of Texas BBA Spring 2014 Undergraduate Career Expo.

Enclosed you will find shipping instructions and labels for the UT BBA Spring 2014 Undergraduate Career Expo. Please make sure that there is a shipping label on all freight materials. **Note: All freight must be received no later than January 27, 2014.** If you require display installation or removal, please call us.

We look forward to working with you. Please contact us if we can assist you with anything at 806-762-4112. 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

UT BBA Spring 2014 Undergraduate Career Expo
Show Information/Freight Handling Instructions

- **Location:** Rec Sports Center – Austin, TX

- **Date of event:** January 29, 2014

- **Move-In Time for Exhibitors:** Wednesday, January 29, 2014; 10:00am
- **Move-Out Time for Exhibitors:** Wednesday, January 29, 2014; 5:00pm

- **Each (8' x 10') Booth Includes:**
  8' Tall Back Drapes 1 – 8' Skirted Table 1 – ID Headsign
  3' Tall Side Drapes 2 – Chairs
  Show Colors: Blue and White

- **Freight Handling**: All Shipments must be marked and consigned to:
  Lone Star Decorating c/o YRC
  UT BBA Spring 2014 Undergraduate Career Expo
  Company Name: _____
  9018 Tuscany Way
  Austin, TX 78754

- **IMPORTANT: Please attach a freight label to your shipments.**

- **All shipments must be prepaid.** Collect shipments will not be accepted; they will be refused.

- **All freight must be received no later than January 27, 2014.**

- The University of Texas has prepaid for the freight handling charges. **However, The University of Texas does not pay for the shipping costs to and from the show.** The prepaid freight handling service includes:
  1. Freight delivered to booth on January 29, 2014.
  2. Empty crates removed and stored. Empty labels will be available at the Lone Star Decorating service desk. Be sure that all material is removed from the crates before labeling them as empty.
  3. Empty crates delivered back to booth at the end of show.
  4. Outgoing freight placed on designated carrier. Exhibitor must bring the outgoing freight to the Lone Star Decorating service desk and check it in.
  **Lone Star Decorating is not responsible for loose freight. All shipments must be boxed or crated.

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100 Congress Ave., Ste 2000
Austin, Texas 78701
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fax: 512.469.6306

www.lonestardecorating.com

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

- **Outgoing freight services:** Lone Star Decorating is requiring all exhibitors to check-in their outgoing shipments at their service desk. **Do not simply drop off your outgoing freight in the area—items tend to be misplaced when not properly checked in.** For outgoing freight services, you must have outgoing labels and make prior arrangements with your carrier (UPS, FedEx, etc.) to pick up your material from the Rec Sports Center between the hours of 5:30pm – 8:00pm on January 29. UPS & FedEx require a 24 hour notice. The address for the Rec Sports Center is as follows:

  Rec Sports Center
  University of Texas
  2100 San Jacinto Blvd.
  Austin, TX 78712

- **Other freight handling information:**
  1. Make certain all material is properly insured against fire, theft, and all hazards while in transit to and from your booth and for the duration of the exhibition.
  2. It is the exhibitor's sole responsibility to label each piece of outbound shipment and submit to Lone Star Decorating a completed bill of lading covering each outbound shipment. Lone Star Decorating will not be responsible for delay of rush shipments, which will be expedited to the best of their ability. Lone Star Decorating will not be responsible for conditions, count, or content until such time as exhibit or materials are picked up for removal after the close of the exhibition.
  3. Exhibitor routings on outbound shipments will be honored when possible, however the right is reserved to reroute any outbound shipment not picked up within allotted move-out period by exhibitor specified carrier. Exhibitor must arrange for special carrier. Exhibitor materials remaining after the move-out period without forwarding instructions will be forwarded to the permanent address for the exhibitor or his agent, freight collected, and no liability of any nature shall attach to exhibit management or to Lone Star Decorating. In any event, Lone Star Decorating will not be liable for exhibit materials abandoned at the exhibit site.

- **Assistance:** If you have any questions or need further assistance, please call us at (806)762-4112.

Lone Star Decorating, LP

RUSH – DO NOT DELAY

Lone Star Decorating c/o YRC

UT BBA Spring 2014 Undergraduate Career Expo

Company Name: _____

9018 Tuscany Way

Austin, TX 78754

WAREHOUSE

PLEASE ATTACH A FREIGHT LABEL TO YOUR SHIPMENTS

EVENT: UT BBA Spring 2014 Undergraduate Career Expo
Number _____ of _____ pieces.
Carrier: _____

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