

A FULL SERVICE TRADE SHOW COMPANY



August 7th, 2017

Fall 2017 McCombs Career Expo
Rec Sports Center
2001 San Jacinto Blvd. Austin, Texas 78712
Event Date: September 13th, 2017

Dear Exhibitor,

Lone Star Decorating, LP (LDS) is the official service contractor for the Fall 2017 McCombs Career Expo.

Enclosed you will find shipping instructions and labels for the Fall 2017 McCombs Career Expo. Please make sure that there is a shipping label on all freight materials. **Note: All freight must be received no later than September 8th, 2017.** 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

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**Fall 2017 McCombs Career Expo
Show Information/Freight Handling Instructions**

- **Location:** Rec Sports Center – Austin, TX
- **Date of event:** September 13th, 2017
- **Move-In Time for Exhibitors:** Wednesday, September 13th, 2017; 9:00am-11:00am
- **Move-Out Time for Exhibitors:** Wednesday, September 13th, 2017; 5:00pm-5:30pm

- **Each (6' x 10') Booth Includes:**

8' Tall Back Drapes 1 – 6' Skirted Table 1 – ID Headsign
3' Tall Side Drapes 2 – Chairs
Show Colors: Black and White

- **Freight Handling:** All Shipments must be marked and consigned to:
Lone Star Decorating c/o YRC
Fall 2017 McCombs Career Expo
Company Name: _____
9018 Tuscany Way
Austin, TX 78754

Freight Cut-off Date: Friday, September 8th, 2017

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- **IMPORTANT:** Please attach a freight label to your shipments. Please keep in mind that during this week there are five other career fairs going on. Your shipment must be properly labeled so it can be assigned to the proper career fair. If you fail to do this it can lead to your shipment not being in your booth on time or delivered at all.
 - **If you use a third party shipper, please email them a copy of the label so they can put it on the package.**
 - **All shipments can be sent to us up to 45 days in advance, prior to the event.**
 - **All shipments must be prepaid.** Collect shipments will not be accepted; they will be refused.
 - **All freight must be received no later than September 8th, 2017.**
 - 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 September 13th, 2017.
 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.**

Shipping Between on Campus Career Fairs

We offer a transfer of freight from the UT Business Expo to the UT Engineering Expo at no additional charge. At the end of the Business Career Expo please come find our “Lone Star Decorating” booth to get Transfer Labels from us. Your freight will not be transferred without one of these labels.

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- **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 5:00pm – 8:00pm on September 13th, 2017. **UPS & FedEx require a 24 hour notice.** The address for the Rec Sports Center is as follows:

Rec Sports Center
University of Texas
2001 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.

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Lone Star Decorating, LP

RUSH – DO NOT DELAY

Lone Star Decorating c/o YRC
Fall 2017 McCombs Career Expo
Company Name: _____
9018 Tuscany Way
Austin, TX 78754

WAREHOUSE

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

EVENT: Fall 2017 McCombs Career Expo
Number _____ of _____ pieces.
Carrier: _____

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