

SOUTHWEST EXPOSITION SERVICES/GRADY HENLY DECORATORS, INC.
202 36th STREET
LUBBOCK, TEXAS 79404 806-763-3578 OR FAX 806-763-1003
swexpo@sbcglobal.net

TEXAS TECH CAREER FAIR (SEPTEMBER 16, 2008)
FREIGHT HANDLING INSTRUCTIONS

PLEASE MARK AND CONSIGN ALL SHIPMENTS TO:

TTU CAREER FAIR BOOTH NAME: _____ MUST BE ON LABEL SES/GRADY HENLY DECORATORS 202 36 TH STREET LUBBOCK, TX 79404

❖ **ADVANCED RECEIVING MUST BE RECEIVED BY (SEPTEMBER 11, 2008)**
ALL SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED
ALL RETURN SHIPMENTS MUST BE PREPAID

PLEASE COMPLETE THIS FORM AND RETURN BY FAX (806-763-1003) OR BY EMAIL (swexpo@sbcglobal.net):

INBOUND SHIPPED BY (CARRIER): _____

(Qty) _____ Boxes
_____ Display Case
_____ Pallet
_____ Other (Please Specify) _____

SHIPMENT SHOULD ARRIVE AT THE ABOVE ADDRESS ON _____ (APPROXIMATE DATE)

RETURN SHIPMENT WILL BE PICKED UP BY : _____ (CARRIER)
BE SURE YOU HAVE MADE YOUR RETURN SHIPMENT ARRANGEMENTS AND THAT THE SHIPMENT IS READY AND ALL PACKAGES ARE LABELED FOR YOUR CARRIER TO IDENTIFY.

CARRIER PICK UP ADDRESS: 202 36TH STREET, LUBBOCK, TX 79404 (806-763-3578) BEGINNING SEPTEMBER 17, 2008 . HOURS 8-12 & 1-5 (M-F) CLOSED LUNCH

(Qty) _____ Boxes
_____ Display Case
_____ Pallet
_____ Other (Please Specify) _____

A HANDLING FEE OF \$40.00/PER CWT (100LBS) WILL BE CHARGED PER SHIPMENT. \$ _____
NON TAXABLE

COMPANY NAME: _____

ADDRESS CITY STATE ZIP CODE

CREDIT CARD NUMBER EXPIRATION DATE

PURCHASE ORDER NUMBER

AUTHORIZED SIGNATURE PHONE NUMBER

COMMENTS:
