



TEXAS TECH UNIVERSITY
Edward E. Whitacre Jr.
College of Engineering™

*Fall 2016 College of Engineering Job Fair
Shipping Procedures*

Shipping packages *TO* the Job Fair:

Lone Star Decorating will receive, store, and deliver your packages to the TTU Engineering Job Fair so that your shipment will be in your booth at the Lubbock Memorial Civic Center ready for set up at 8:00 a.m. on the day of the fair. **DO NOT SHIP TO THE CIVIC CENTER or COLLEGE OF ENGINEERING!**

All packages **must** be received by Lone Star Decorating by **Friday, September 16, 2016.**

The attached shipping labels **MUST** be used on each of your packages. Fill it out completely and be sure to use **one label per package**. You may use the shipping company of your choice for shipping packages **to** the Job Fair.

Shipping packages *FROM* the Job Fair:

Lone Star Decorating will be onsite to facilitate shipping your packages from the Job Fair. During the Fair, they will make arrangements to have your packages shipped out via FedEx. **Your company will be billed directly for this service.**

If you have an **account** with FedEx, please **bring proper account info and labels.**

If you prefer to use another shipping company, **you must make your own arrangements.** All packages must be picked up by **5pm on the day of the fair.** **We are not responsible for any lost or damaged materials.**

Thanks!

**LONE STAR
DECORATING, LP
RUSH**

TO: _____

(Company Name as Registered) – NOT TTU, COE or LONESTAR

**c/o Lone Star Decorating, LP
8801 US Highway 87
Lubbock, Texas 79423**

Please Attach A Freight Label To Each Shipment

SHOW SITE

Event: The College of Engineering Job Fair

Number _____ of _____ Total Pieces

Shipping Company (ex. FedEx, UPS) _____

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DECORATING, LP
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Lubbock, Texas 79423**

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A FULL SERVICE TRADE SHOW COMPANY



May 31, 2016

Texas Tech College of Engineering – Fall Job Fair
2016 Lubbock Memorial Civic Center – Exhibit
Hall – Lubbock, TX
September 21, 2016

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the **Texas Tech College of Engineering Spring 2016 Job Fair.**

Enclosed you will find an **EXHIBITOR SHOW SPECIAL ORDER FORM** for carpet should you choose to order some. For Exhibitors requiring display set up/teardown, please contact us directly at 806-762-4112. No service will be installed until full payment is received or other arrangements have been made. **Prepaid orders will be processed and installed in your booth by September 20, 2016.** 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 Exhibitor Show Special Order Form.

We look forward to working with you. Please contact me if I can be of further assistance to you. LDS will have a service desk available during setup for any additional assistance you might need. Thank You.

Sincerely,

Lone Star Decorating, L.P.

Lone Star Decorating, LP

PO BOX 1890 – Lubbock, TX 79408

Phone: (806) 762-4112

Fax: (806) 762-4099

orders@lonestardecorating.com

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

**Texas Tech College of Engineering Career Fair Spring 2016 Exhibitor Show Special Order Form
Exhibitor Show Special Order Form**

Company Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone#: _____ **Fax#:** _____ **Email:** _____

Ordered By: _____ **Title:** _____

Signature: _____ **Date:** _____

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: _____		

QTY	CARPET SHOW SPECIAL	PRICE	TOTAL
_____	1 – 9 X 10 Carpet <u>Please Circle Color:</u> Red Black	\$100.00	_____

Subtotal:	
6.75% Tax:	
Total:	

Please remit this 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

