Thank you for registering for the Spring 2018 Whitacre College of Engineering Job Fair. We are pleased that your company will be participating in this event on Wednesday, February 14, 2018 at the Lubbock Memorial Civic Center.

This letter serves as your confirmation of registration for the event. Booth space will be reserved accordingly. Cancellation of this registration will be accepted through 5:00 p.m. on 2/7/2018 via email at coe.careers@ttu.edu after which time you are responsible for charges in full even if your company representatives are not present at the event. In addition, any unpaid balance as of 5:00 p.m. on 2/7/2018 will be subject to a $50 late fee.

Included in this confirmation are an invoice, an agenda, and shipping instructions. Other important items are as follows:

**Time Commitment** – This event begins with set-up at 8:00 a.m. We ask that all companies be completely set-up by 9:30 a.m. and keep their booths open for the entire event. Many students visit the fair around their class schedule and it is crucial we give every student the opportunity to meet with you during the advertised time. The event will conclude at 4:00 p.m.

**Employer Check-In** – Recruiters will be asked to check-in individually at the WCOE recruiter registration booth as they arrive. Please make sure your attendees plan adequate time for check-in. Every recruiter will need to go through the check-in process unless they pre-register attendee names through the survey we will send out closer to the Fair.

**Company Profiles** – Students will be viewing your company information on Job Grid prior to the Job Fair and will see the information exactly as you enter it. Therefore, it is important to keep this information updated at all times, especially the section indicating the majors you are seeking. You may log back into Job Grid at any time to update your profile.

**Interview Rooms/Job Listings** – You can request interview space on Job Grid under the “OCI and Job Listings” tab. Rooms can only be reserved from 8:30 am - 5 pm per WCOE policy. Job Grid will also host all of your job postings!

**Admittance of Non-Engineering Students** – In an effort to accommodate the engineering students for which this event is planned, only students and alumni of the Whitacre College of Engineering (as their major) will be admitted from 10am-2pm. Starting at 2pm, other majors including pre-engineering and business will be admitted as well.

**Hotel Reservations** – We have reserved a special rate at the Overton Hotel, located near the Texas Tech Campus and the Civic Center. To reserve your room, please use this link: https://reservations.travelclick.com/74387?groupID=2062892. The rate is $129/night and the registration deadline is Tuesday, 1/30/17. You may also call for reservations at 806-776-7000. Please let them know that you are reserving for the TTU Engineering Spring Job Fair to receive the special rate.

**Pre-Job Fair Happy Hour** – Each of your representatives are invited to join the faculty and staff of the Whitacre College of Engineering at the Pre-Job Fair Happy Hour on February 13. This is a student-free event and provides the opportunity to network and learn what great things the College is doing!
Spring 2018 College of Engineering Job Fair Agenda

TUESDAY, February 13, 2018

5:00pm – 7:00pm

**Pre-Job Fair Happy Hour** at Jones AT&T Stadium – West Club Level

*To RSVP, please email coe.careers@ttu.edu with the subject line "Happy Hour RSVP" and include the number of recruiters who will be attending. Please RSVP by 2/7/18.*

WEDNESDAY, February 14, 2018: LUBBOCK MEMORIAL CIVIC CENTER

8:00am

**Complimentary Continental Breakfast** served in the Exhibit Hall

8:00am – 9:30am

**Employer Check-In and Display Set-Up**

(All employers must be checked in and set-up by 9:30am at the latest)

10:00am

**Student walk-through begins**

(Undergraduate & Graduate WCOE students and alumni only)

12:00pm – 2:00pm

**Lunch:** A complimentary hot lunch is available in the Banquet Hall on a rotating basis in order to allow you to have someone at your booth continuously.

2:00pm

**Student walk-through opens to all majors**

(This includes pre-engineering, business, construction management, etc.)

4:00pm

**Student walk-through ends**

4:00pm – 5:00pm

**Booth tear down** (Please do not tear down early.)

CIVIC CENTER DIRECTIONS & PARKING

The Lubbock Memorial Civic Center is located at 1501 Mac Davis Lane, Lubbock, TX 79401.

Parking at the Lubbock Memorial Civic Center is free; however, all normally reserved spaces (e.g. handicap spaces) are monitored by the city. Please do not park in these spaces without a permit, even to unload.

More information on the Civic Center can be found at [http://lmcc.ci.lubbock.tx.us](http://lmcc.ci.lubbock.tx.us).
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 the WHITACRE COLLEGE OF ENGINEERING.**

All packages **must** be received by **Lone Star Decorating** by **Monday, February 12, 2018.**

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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SHOW SITE
Event: The College of Engineering Job Fair

Number ________ of _________ Total Pieces

Shipping Company (ex. FedEx, UPS) ________________________________
November 14, 2017

Texas Tech College of Engineering – Spring
Job Fair 2018 Lubbock Memorial Civic
Center – Exhibit Hall – Lubbock, TX
February 14, 2018

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the Texas Tech College of Engineering Spring 2018 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 February 13, 2018. 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. Lone Star will have a service desk available during setup for any additional assistance you might need. Thank You.

Sincerely,

Lone Star Decorating, L.P.
Texas Tech College of Engineering Career Fair Spring 2018 Exhibitor Show Special Order Form

Company Name: ____________________________________________

Address: ____________________ City: _______________________ State: ______ Zip: ______

Phone#: ____________________ Fax#: ____________________ Email: ____________________

Ordered By: ____________________ Title: __________________________

Signature: ____________________ Date: _______________________

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CARD NUMBER: ____________________ Exp. Date: ___________ SECURITY CODE: _______

BILLING ADDRESS: __________________________ ZIP CODE: ___________

NAME ON CARD: __________________________

CARDHOLDER SIGNATURE: __________________________

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Please Circle Color:

Red    Black

Subtotal: [Blank]

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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