I would like to personally thank you for registering to attend the Spring 2019 Rawls Career Fair! Enclosed in this packet of information, you will find all the logistics you will need to ensure your visit to Lubbock is a success. If you should need anything or have any questions, please do not hesitate to reach out to me.

The Rawls College of Business Spring 2019 career fair is on Wednesday, February 13, 2019, from 11:00 am to 4:00 pm. The event will take place at the Lubbock Memorial Civic Center located at 1501 Mac Davis Lane, Lubbock, TX 79401.

If you are interested in hosting on-campus interviews on February 14th or February 15th, we have limited interview rooms available. Please let us know as soon as possible so we may reserve a room for you. Employers interviewing on February 14th will be restricted to 2 rooms to accommodate as many employers as possible. These room run out fast! All interviews taking place on February 14th will be Room Only Reservations, meaning recruiters will be responsible for filling out their own schedules with students they meet at the career fair.

Employer set-up for the career fair will begin at 9:00 am. The student walk-through of the fair is from 11:00 am to 4:00 pm. Career fair times have been set according to student class schedules, as well as flights in and out of Lubbock. We ask that all companies keep their booths set-up for the entirety of the event. Since many students visit the fair around their class schedules, it is crucial we give every student the opportunity to meet with you during the advertised time.

If you are interested in shipping your career fair materials prior to the event, you may begin sending your items on Friday, February 1, 2019. Please see the included documents for complete shipping information. ***Please notice the shipping address has changed this semester.

We truly appreciate having the opportunity to service your recruiting needs and look forward to hosting you at the Rawls College of Business Career Fair!

Thank you,

Barry Broughton
Senior Director
barry.broughton@ttu.edu
Shipping to the career fair: *(please notice the shipping address has changed this semester)*

1. All packages must be labeled and shipped to the Lone Star Decorating (LSD) warehouse.
2. Packages **MUST** be received by February 11, 2019. LSD will transport packages to the career fair on February 13\(^{th}\).
3. Please **DO NOT** ship packages to the Lubbock Memorial Civic Center, to the CMC, or your hotel.
4. Please limit your packages to 200 lbs. if you are shipping through LSD.

**Lone Star Decorating**
2212 Clovis Rd.
Lubbock, TX 79415

Hold for: Rawls College of Business Spring 2019 Career Fair
**Your box MUST be marked with your Company Name AND “Please hold for the Rawls College of Business Career Fair on 2/13/2019”***

Shipping from the career fair:

1. Lone Star Decorating will only have representatives from FedEx for outgoing freight. Please ensure you have return labels with your account number included.
2. If you prefer other carriers, please arrange to have them arrive at the career fair on February 13\(^{th}\) between 4:00 and 5:30 PM.

To easily access event info, please download the Career Fair Plus app. The app will include all information in this packet. Information in the app will be available in January.
Payment Information:

Check Payment:
Please make checks payable to "Texas Tech University System - Rawls College of Business Career Management Center" and send to:

Texas Tech University System
Rawls College of Business Career Management Center
ATTN: Barry Broughton
Box 42101
Lubbock, TX 79409-2101

Credit Card Payment:
You can pay with your credit card through our Handshake system. To access your invoice please click on the Handshake link, this will take you directly to the Career Fair registration page. Click on the down arrow next to Registered, then View Registration.

Payment Deadlines:

Monday, January 21, 2019: Last day to cancel and receive a refund. All cancellations after January 21, 2019 (including no-shows) will be billed in full.

Friday, February 8, 2019: Payment due date. Invoices not paid by February 8, 2019 will be charged a $50 late fee.

**There will be a $25 charge for all processed refunds.**

If you have any questions regarding your invoice please contact the Rawls Career Management Center at 806-742-4530.
Career Fair Event Timeline:

- **9:00am - 10:30am - Employer Check-In**: We recommend you plan to arrive during this time to get set up in time before students enter at 11:00am.
  - To avoid long employer check-in lines, we encourage you to pre-register *every* representative attending the career fair by clicking [HERE](#).
- **11:00am - 4:00pm - Career Fair**: We ask that all companies keep their booths set up for the entirety of the event.
- **11:30am - 1:30pm - Lunch**: Buffet lunch will be provided for all recruiters
- **4:30pm - 6:30pm - Employer Appreciation Happy Hour**: Come join your fellow recruiters and some of the Rawls faculty and staff for complimentary food and drinks overlooking the field on the west side of the Jones AT&T Football Stadium. If you would like to attend, please [RSVP HERE](#).

Directions:

Lubbock Preston Smith International Airport is located approximately 15 minutes from the Lubbock Memorial Civic Center. As you exit the airport on Martin Luther King Blvd., turn right (west) onto Regis St. Take I-27 south to Exit 6A (Ave. Q). Follow Ave. Q to Mac Davis Lane (across from Walmart). Turn left (east) onto Mac Davis Lane. The Lubbock Memorial Civic Center will be on the right.

UBER is available in Lubbock!!
Hotel Accommodations:

We have a block of rooms reserved at the Overton Hotel & Conference Center. This is a great central location to both the Civic Center and the Rawls College of Business. Rooms can be reserved for $129 per night. Guests can also call 806-766-7000 for reservations. Be sure to ask for TTU Rawls College Spring 2019 Career Fair to receive the special rate. The deadline for reservations will be January 29th. Please click on the link below to book your reservation.

https://reservations.travelclick.com/74387?groupId=2405673#/guestsandrooms

There are also several other great hotels in Lubbock. Please see the list below for additional accommodations. Please click on logos for links to the various hotels.

<table>
<thead>
<tr>
<th>MCM Elegante Hotel</th>
<th>Embassy Suites Hotels</th>
<th>Hawthorn Suite by Wyndham</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homewood Suites- Hilton</td>
<td>Hyatt Place</td>
<td>Holiday Inn and Suites Lubbock Central-University Area</td>
</tr>
</tbody>
</table>


Employer Appreciation Happy Hour:

We want the chance to thank you for recruiting Rawls College of Business students. Come and relax after the career fair with food, drinks, and networking with Rawls CMC staff and faculty. Please let us know you are coming by clicking HERE to RSVP.