

FALL 2017 WCOE JOB FAIR REGISTRATION CONFIRMATION

Thank you for registering for the **Fall 2017 Whitacre College of Engineering Job Fair**. We are pleased that your company will be participating in this event on **Wednesday, September 20, 2017** 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 9/13/2017** via email at coe.careers@ttu.edu after which time you are responsible for **charges in full** whether your company representatives are present or not at the time of the event. In addition, any unpaid balance as of 5:00 p.m. on 9/13/2017 will be subject to a \$50 late fee.

Included in this confirmation are an invoice, an agenda, and shipping instructions. Please read each document carefully. 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. In addition, please make sure your attendees plan adequate time for check-in. Every recruiter will need to go through the check-in process.

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 – You will request interview space on Job Grid under the “My On-Campus Interviews” tab. In addition, 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, **NO** student other than those registered in the undergraduate or graduate program in the Whitacre College of Engineering (as their major) will be admitted between the hours of 10:00 a.m. – 2:00 p.m. After 2:00 p.m., non-engineering students will be admitted.

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 today, please use this link: <https://reservations.travelclick.com/74387?groupID=1999843>. The rate is \$129/night and the **registration deadline is Tuesday, 9/5/17**. You may also call for reservations at 806-776-7000. Please let them know that you are reserving for the College of Engineering 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. This is a student-free event and provides the opportunity to network and learn what great things the College is doing!

Fall 2017 College of Engineering Job Fair Agenda

TUESDAY, September 19, 2017

5:00 pm – 7:00 pm **Pre-Job Fair Happy Hour**
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 9/13/17.
Jones AT&T Stadium – West Club Level

WEDNESDAY, September 20, 2017: LUBBOCK MEMORIAL CIVIC CENTER

8:00 am **Complimentary Continental Breakfast** served in the Exhibit Hall

8:00 am – 9:30 am **Employer Check-In and Display Set-Up**
(All employers **must** be checked in and set-up by 9:30 am at the latest)

10:00 am **Student walk-through begins**
(Undergraduate & Graduate WCOE students only!)

12:00 pm - 2:30 pm **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 **Non-engineering majors student walk-through begins**
(This includes non-engineering students: pre-engineering, business, construction management, etc...)

4:00 pm **Student walk-through ends**

4:00 pm – 5:00pm **Booth tear down (Please do not tear down early.)**

CIVIC CENTER PARKING & MAP

There is unlimited parking at the Lubbock Memorial Civic Center. Please See map at <http://lmcc.ci.lubbock.tx.us>

Directions: The Lubbock Memorial Civic Center is conveniently located in downtown Lubbock at Mac Davis Lane (formerly 6th Street) & Avenue O. Visitors will find posted signs along Interstate 27 and 4th Street which will direct you to the facility. If traveling Interstate 27, exit 4th Street (US 62) and turn west. Go approximately 1/2 mile west and turn left (south) to Mac Davis Lane & Ave O.

Fall 2017 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 the WHITACRE COLLEGE OF ENGINEERING.**

All packages **must** be received by **Lone Star Decorating** by **Friday, September 15, 2017.**

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!



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

**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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A FULL SERVICE TRADE SHOW COMPANY



July 10, 2017

Texas Tech College of Engineering – Fall Job
Fair 2017 Lubbock Memorial Civic Center –
Exhibit Hall – Lubbock, TX
September 20, 2017

Dear Exhibitor:

Lone Star Decorating (LDS) is the official service contractor for the **Texas Tech College of Engineering Spring 2017 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 19, 2017.** 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.

AUSTIN:

100 Congress Ave., Ste 2000
Austin, Texas 78701
ph: 512.469.3545
fax: 512.469.6306

LUBBOCK:

P.O. Box 1890
Lubbock, TX 79408
ph: 806.762.4112
fax: 806.762.4099

www.lonestardecorating.com

Lone Star Decorating, LP

PO BOX 1890 – Lubbock, TX 79408

Phone: (806) 762-4112
orders@lonestardecorating.com

Fax: (806) 762-4099



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

Texas Tech College of Engineering Career Fair Fall 2017 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 Please Circle Color: 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