

A FULL SERVICE TRADE SHOW COMPANY



May 1st, 2017

University of Texas at Austin Fall Student Engineering Expo 2017
Frank Erwin Center
September 12th-13th, 2017

Dear Exhibitor,

Lone Star Decorating, LP (LDS) is the official service contractor for the University of Texas at Austin Fall Student Engineering Expo 2017.

Enclosed you will find shipping instructions and labels for the UT Fall Student Engineering Expo. Please make sure that there is a shipping label on all freight materials. **Note: All freight must be received no later than September 8th, 2017.** If you require display installation/removal or tv monitors please call us.

We look forward to working with you. Please contact us if we can assist you with anything at 806-762-4112. 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

www.lonestardecorating.com

LUBBOCK:

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



Show Information/Freight Handling Instructions

UT Fall Student Engineering Expo 2017
September 12th & 13th, 2017

- **Each (8' x 10') Booth Includes:**

8' Tall Back Drapes	1 – 8' Skirted Table	1 – ID Headsign
3' Tall Side Drapes	2 - Chairs	

Show Colors: Blue

- **Move-In Time for Exhibitors:** Tuesday, September 12th – 8:00am-11:00am
Wednesday, September 13th – 8:00am-10:00am
- **Move-Out Time for Exhibitors:** Tuesday, September 12th – 5:00pm-8:00pm
Wednesday, September 13th – 4:00pm-7:00pm
- **Freight Handling:** All Shipments must be marked and consigned to:
Lone Star Decorating c/o YRC
UT Fall Student Engineering Expo 2017
Company Name: _____
9018 Tuscany Way
Austin, TX 78754

NOTE: Please check appropriate Box Date on Freight Labels to clarify assignment date for Career Fair.

- **IMPORTANT: Please attach a freight label to your shipments.**
- **All shipments must be prepaid.** Collect shipments will not be accepted; they will be refused.
- **If you use a third party shipper, please forward them a freight label. It is very important to label your boxes due to the number of career fairs going on at the University of Texas for that week.**
- **All freight must be received no later than September 8th, 2017.**

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- The University of Texas has prepaid for the freight handling charges. **However, The University of Texas does not pay for the shipping costs to and from the show.** The prepaid freight handling service includes:
 1. Freight delivered to booth on either September 12th or 13th depending on your designated day.
 2. Empty crates removed and stored. Empty labels will be available at the Lone Star Decorating service desk. Be sure that all material is removed from the crates before labeling them as empty.
 3. Empty crates delivered back to booth at the end of show.
 4. Outgoing freight placed on designated carrier. Exhibitor must bring the outgoing freight to the Lone Star Decorating service desk and check it in.

**Lone Star Decorating is not responsible for loose freight. All shipments must be boxed or crated.
- **Outgoing freight services:** Lone Star Decorating is requiring all exhibitors to check-in their outgoing shipments at their service desk which will be located at the loading dock at the top of the ramp. **Do not simply drop off your outgoing freight in the area—items tend to be misplaced when not properly checked in.** For outgoing freight services, you must have outgoing labels and make prior arrangements with your carrier (UPS, FedEx, etc.) to pick up your material from the Frank Erwin Center between the hours of 5:00pm – 7:00pm. Your carrier must know which date to pick up, whether it is Wednesday or Thursday. UPS & FedEx require a 24 hour notice. All material must be completely cleared from the building by 8:00pm on Tuesday, September 12th and/or Wednesday September 13th. The address for the Frank Erwin Center is as follows:

Frank Erwin Center
1701 Red River Street
Austin, TX 78701
- **Other freight handling information:**
 1. Make certain all material is properly insured against fire, theft, and all hazards while in transit to and from your booth and for the duration of the exhibition.
 2. It is the exhibitor's sole responsibility to label each piece of outbound shipment and submit to Lone Star Decorating a completed bill of lading covering each outbound shipment. Lone Star Decorating will not be responsible for delay of rush shipments, which will be expedited to the best of their ability. Lone Star Decorating will not be responsible for conditions, count, or content until such time as exhibit or materials are picked up for removal after the close of the exhibition.

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3. Exhibitor routings on outbound shipments will be honored when possible, however the right is reserved to reroute any outbound shipment not picked up within allotted move-out period by exhibitor specified carrier. Exhibitor must arrange for special carrier. Exhibitor materials remaining after the move-out period without forwarding instructions will be forwarded to the permanent address for the exhibitor or his agent, freight collected, and no liability of any nature shall attach to exhibit management or to Lone Star Decorating. In any event, Lone Star Decorating will not be liable for exhibit materials abandoned at the exhibit site.

- **Assistance:** If you have any questions or need further assistance, please call us at (806)762-4112.

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Lone Star Decorating, LP

RUSH – DO NOT DELAY

Lone Star Decorating c/o YRC
UT Fall Student Engineering Expo 2017
Company Name: _____
9018 Tuscany Way
Austin, TX 78754
Check one: Sept 12th _____ Sept 13th _____ Both

WAREHOUSE

**PLEASE ATTACH A FREIGHT LABEL TO
YOUR SHIPMENTS**

EVENT: UT Fall Student Engineering Expo 2017
Number _____ of _____ pieces.
Carrier: _____

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