June 14th, 2019

UT Fall Technology & Sciences Career Fair 2019
Frank Erwin Center
September 19th, 2019

Dear Exhibitor,

Lone Star Decorating, LP (LDS) is the official service contractor for the 2019 UT Fall Technology & Sciences Career Fair.

Enclosed you will find shipping instructions and labels for the 2019 UT Fall Technology & Sciences Career Fair. Please make sure that there is a shipping label on all freight materials. **Note: All freight must be received no later than September 13th, 2019.** If you require display installation or removal, please call us and we will gladly give you a quote.

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.*
Show Information/Freight Handling Instructions
2019 UT Fall Technology & Sciences Career Fair
September 19th, 2019

- Each (8’ x 10’ ) Booth Includes:
  8’ Tall Back Drapes   1 – 8’ Skirted Table   1 – ID Head Sign
  3’ Tall Side Drapes  2 - Chairs
  Show Colors: Blue; Sponsors: Gold; Technology Start-up Village: Silver

- Move in time for exhibitors: Thursday, September 19th, 2019; 9:30am
  Move out time for exhibitors: Thursday, September 19th, 2019; 5:00pm

- Freight Handling: All Shipments must be marked and consigned to:
  Lone Star Decorating c/o YRC
  2019 UT Fall Technology & Sciences Career Fair
  Company Name: _____________________
  9018 Tuscany Way
  Austin, TX 78754

  **IMPORTANT:** Please attach a freight label to your shipments.

- All shipments must be prepaid. Collect shipments will not be accepted; they will be refused.

- All freight must be received no later than September 13th, 2019.

  This year, 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 September 19th, 2019.
  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 – 7:30pm on September 19th, 2019. UPS & FedEx require a 24-hour notice. 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.  
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.

**IMPORTANT:** Please attach a freight label to your shipments. If you are using a third-party shipper, please forward them a copy of the freight labels. This will help ensure that your materials are delivered to the correct career fair. During this week there are five other career fairs going on

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

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

**EVENT:** 2019 UT Fall Technology & Sciences Career Fair

Number __________ of __________ pieces.

Carrier: ______________________________

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