

TEXAS JOB FAIR 2010 EVENT SHIPPING INFORMATION

ADVANCE SHIPPING OF COMPANY RECRUITING MATERIALS:

- Company materials will be stored at the Houston Baptist University Career Center. HBU representatives will transport all shipped materials to the career fair location and have it at your booth for your arrival and set-up.
- Storage space is extremely limited. Please keep your shipment to a minimum. We will receive shipments March 1-3 only. Please plan for your materials to arrive no later than March 3. We will not be processing shipments on the event date.
- Place a label with the following information on ALL shipped packages: "Texas Job Fair" and your "ORGANIZATION'S NAME".
- Remember to prepare an ample supply of recruiting materials (we expect approximately 1500-2000 student participants). **A copier will not be available at the career fair site.**

Ship Company Materials To:

Houston Baptist University
Attn: Career Center
7502 Fondren Road
Houston, Texas 77074

RETURN SHIPPING INSTRUCTIONS AFTER THE CAREER FAIR:

- Companies are responsible for packing and making arrangements for return shipping of any materials.
- Bring a return shipping label to return your items.
- Please direct carriers to pick up your materials from the Houston Baptist University Post Office, 7502 Fondren Road, Houston, TX 77074. **Materials will be ready for shipment on Friday, March 5.**