

**Updated Recruiter Information/Itinerary**  
**Houston Diversity/Bilingual**  
**Professional Career Fair**

**Wednesday, December 3, 2008 – Westin Galleria Hotel**  
**10:00AM - 2:30PM - Woodway 1- 4<sup>th</sup> Floor**

*Produced by*



Dear Recruiters:

Thank you for participating in the Houston Diversity Career Fair. Following is detailed information.

**Address**

Westin Galleria Hotel  
5060 West Alabama Street  
Houston, TX 77056  
Telephone (713) 960-8100

Vicky Carragher is our contact person at the Westin.

The job fair runs from 10:00 am until 2:30 pm in Woodway 1 on the 4<sup>th</sup> floor. Recruiter Set-up begins at 8:30 am. Breakfast is served from 8:30 am until 9:30 am. Lunch is provided for (2) recruiters per company and served between noon and 1:30 pm.

Additional lunches are available for \$55.00 per person and may be purchased via credit card. For additional lunch tickets or questions Contact: Jim Carter @ (770) 881-7620 Email: [jim@diversityhiringexpos.com](mailto:jim@diversityhiringexpos.com)

**Parking**

**Free Parking in Houston Galleria Mall with easy access to Westin Galleria Hotel!** Park in Entrance #5 off Post Oak Blvd., or Entrance #10 off West Alabama, or Entrance #20 off Westheimer.

**Shipping & Receiving**

The hotel does not have storage space for crates, pallets or large shipments. **Any materials to be sent to Hotel may arrive no earlier than 3 days in advance.** There will be a handling and storage charge assessed to all packages received by and/or shipped out of the Hotel. The amount may be applied to a guestroom folio, credit card or approved master account. Please note that charges are not round trip, and will be applicable for receiving or shipping, or both.

All incoming packages should be addressed to your Catering Manager and numbered appropriately (package 1 of 3, box 2 of 3, etc.). Please put the name and date of your function prominently on each package.

**SHIPPING AND STORAGE FEES**

## **INBOUND PACKAGE HANDLING FEES**

<b>Range of pounds</b>	<b>Minimum Fee to be applied to all incoming packages</b>
0 to 5 pounds	\$ 5.00 each
6 to 20 pounds	\$ 10.00 each
21 to 50 pounds	\$ 15.00 each
Over 50	\$ 25.00 each
Crates	Not allowed
Pallets	\$ 75.00 each

### **Shipping Instructions**

Send C/O Westin Galleria

Attn: Vicky Carragher

Diversity Hiring Expos – December 3, 2008 – Woodway 1

5060 West Alabama Street

Houston, TX 77056

**BEFORE SHIPPING, You MUST inform Vicky Carragher Catering Manager at the Westin so your packages will be expected. Phone # (713) 960-8100**

### **Electricity, Phone Lines, & AV Equipment**

Your booth space does not include electricity. If you require any of these items please Email: [jim@diversityhiringexpos.com](mailto:jim@diversityhiringexpos.com) or call Jim Carter @ (770) 881-7620 and we will price out the service you need with the vender. Please Note: It's usually cheaper to order electricity prior to the beginning of the job fair.

### **Driving Instructions**

From William P. Hobby Airport

Take I-45 North to Loop 610 West. Exit at Westheimer and turn left.

Proceed 2 blocks and turn left onto Sage, then turn left onto West Alabama.

The hotel is on the left.

From West

Take Interstate 10 East to Loop 610 South and exit at San Felipe/Westheimer.

Turn right onto Westheimer, and then turn left onto Sage.

From Sage, turn left onto West Alabama.

The hotel is on the left.

From George Bush Intercontinental Airport

Take Interstate 45 South to Loop 610 West, which will become Loop 610 South.

From Loop 610 South, exit right at Westheimer, proceed 2 blocks, and turn left onto Sage.

Proceed 1 block and turn left onto West Alabama.

From South

Take Highway 59 North to Loop 610 North and exit at Westheimer.

**Turns left onto Westheimer, and then turn left onto Sage.  
Turn left onto West Alabama, and the hotel is on the left.**

**We know there are other choices available and thank you for your loyalty  
and support!**

**Sincerely,  
Jim Carter  
CEO**

**Diversity Hiring Expos, Inc.**

**4006 Dorchester Walk NW**

**Kennesaw, GA. 30144**

**Office Phone: (770) 881-7620**

**Fax: (404) 474-0559**

**Email: [jim@diversityhiringexpos.com](mailto:jim@diversityhiringexpos.com)**

**URL: [www.diversityhiringexpos.com](http://www.diversityhiringexpos.com)**