FINAL EVENT DETAILS - IMPORTANT- PLEASE READ!!
(IF YOU ARE NOT THE EVENT ATTENDEE, PLEASE FORWARD AS APPROPRIATE)

Employer Information
Fall 2017 Fulton Schools Career Fair @ Polytechnic, Sept.14th

Thank you for participating in our fair on September 14th! If you are also attending in Tempe on Sept. 12th and/or Sept. 13th, a separate email was sent with event details for that location.

LOCATION/DIRECTIONS
Arizona State University, Mesa, Cooley Ballroom, Student Union [Map]
Interactive Map: https://www.asu.edu/map/interactive/

HOURS/AGENDA
The main event is from 12:00 p.m. - 4:00 p.m., with the pre-events starting at 11:00 a.m.
The agenda is as follows:

Employer Check-In & Set-Up: 9:00 a.m. - 10:30 a.m., Cooley Ballroom, Student Union
Dean’s Employer Welcome: 11:00 a.m. - 11:30 a.m., Cooley Ballroom, Student Union
Special Preview* 11:30 a.m. - 12:00 p.m.
Refreshments will be served in Cooley Ballroom
Career Fair Open: 12:00 p.m. - 4:00 p.m.
Booth Breakdown: 4:00 p.m. - 5:00 p.m.
* “By Invitation Only” for student volunteers and student organization leadership

View our Career Fair Programs for each day of the fair!

EVENT PARKING
Event parking is located in Lot 10, just east of the Student Union and Lot 49 (see map and agenda on last page). Look for event parking signage once you arrive at Williams Field Road; signage will direct you to Lots 10 & 49. Unloading is most convenient from Lot 10. If Lot 10 is full, you can unload at Lot 10 and then, park in Lot 49. Parking for up to 2 cars is included with each career fair registration. Please note: no other parking lots will be validated.

SHIPPING INSTRUCTIONS
Shipments accepted between 8/25/17 and 9/8/17. Please be sure to indicate the date(s) you are attending (9/12 and/or 9/13 @ Tempe; 9/14 @ Polytechnic) on your shipping label. If you are attending fairs at both Tempe and Polytechnic, please ship your items to Tempe. If you are attending ONLY the Polytechnic fair, please ship your items to Polytechnic.

For Polytechnic fair, please ship your items to:
C/O Jennifer Shiffer-Mail Services/Polytechnic Campus
ASU Fulton Engineering Career Fair (Attending 9/14/17)
Company Name
7041 E. Unity Ave.
Mesa, AZ 85212
For the Tempe fair, please ship your items to:
C/O Jennifer Shiffer - Mail Services/Tempe Campus
ASU Fulton Engineering Career Fair (Date(s) Attending)
Company Name
1711 S. Rural Road
Tempe, Arizona 85281

Please note: Fair delivery of items received after 9/8/17, is not guaranteed.

RETURN SHIPPING: Please have your return shipping label (complete with account information) attached to your shipment for next day pick up. If you are attending the fair at Polytechnic on 9/14, Mail Services will deliver your shipment to the Cooley Ballroom by 10:00AM. Note: ASU will not be financially responsible for items left at booths or missing proper delivery/account information.

BOOTH SIZE LIMITS & LINE MANAGEMENT VOLUNTEERS
Displays should occupy a space no larger than 8' x 5' for each 6' x 3' table purchased through registration. An excessively large booth setup may be subject to additional charges or not permitted. Each employer should be respectful of neighboring employers by staying within their designated space allocation. To assist in these efforts, Line Management Volunteers are available to some employers to help maintain orderly lines and address encroachment issues.

PAYMENT INFORMATION
Event fees are due upon receipt of confirmation email or no later than September 1, 2017. If paying by check, please make payable to Arizona State University, Engineering Career Center and send to this address:
Attn: Weze Cullen
Ira A. Fulton Schools of Engineering-Arizona State University
Fulton Schools Career Center
PO Box 875811,
Tempe, AZ 85287-5811

If you would like to pay by credit card, please follow the instructions at the bottom of your invoice or call Weze Cullen at (480) 727-5823.

CANCELLATION FEES
There is no cancellation fee if you cancel your registration 14 business days prior to the fair date. Cancellations after this deadline, must pay the full amount.

CONTACTS
For additional questions, contact (480) 965-2966.

We look forward to seeing you at the fair!

Lauren Majure and Cher Stevens, Employer Relations Team
Arizona State University, Fulton Schools Career Center
(480) 965.2966 | (480) 965.2910 fax | http://career.engineering.asu.edu/career/
Welcome to the Fulton Schools Career Fair @ Polytechnic! September 14, 2017

AGENDA

- **Dean's Employer Welcome:** 11:00AM – 11:30AM – Fair Room (Cooley Ballroom). Light refreshments served on the stage area
- **VIP Student Preview:** 11:30AM – 12:00PM, please be at your table
- **Career Fair Open:** 12:00PM - 4:00PM
- **Lunch/Snack:** Lunch will be served in Cooley Ballroom after 11:00AM with an afternoon snack around 2:00PM.
- **Restrooms:** Located in the Student Union just west of Cooley Ballroom
- **Shipments from Tempe:** Delivered by 10:00AM to Cooley Ballroom
- **Outgoing Shipments:** Bring to Employer Check-In with preprinted shipping label prior to leaving the fair. Items will be shipped out on 9/15.
- **WiFi Network:** “ASU Guest”