Thank you for participating in our fair on February 22! If you are also attending in Tempe on February 20 and/or February 21, a separate email was sent with event details for that location.

**LOCATION/DIRECTIONS**
Arizona State University, Mesa, Cooley Ballroom, Student Union [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

**EVENT PARKING**
Event parking is located in Lot 16A, [https://maps.asu.edu/?id=120&mrkKID=62768](https://maps.asu.edu/?id=120&mrkKID=62768), which is northeast of the Student Union Cooley Ballroom near the soccer field (see map and agenda on last page). Look for event parking signs once you arrive at Williams Field Road; signs will direct you to Lot 16A. Unloading is most convenient from Lot 10. You may unload at Lot 10 and then, park in Lot 16A. Please do not park in Lot 10. Parking for up to 2 cars is included with each career fair registration. Please note: no other parking lots will be validated.

**CAREER FAIR APP – GREEN EVENT**
This is a Green event! Download Recruiter Connect Plus, a full-featured iPhone, iPad and Android app that puts event information such as employers attending, floorplans, announcements, and logistics at your fingertips. Search Recruiter Connect Plus on the App Store and Google Play Store or click one these links: available for iOS or for Android.

**SHIPPING INSTRUCTIONS**
Shipments accepted between 2/2/18 and 2/16/18. Please be sure to indicate the date(s) you are attending (2/20 and/or 2/21 @ Tempe; 2/22 @ 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. Please note: Items arriving after February 16, 2018 may not be delivered to the event.
For Polytechnic fair, please ship your items to:
C/O Jennifer Shiffer-Mail Services/Polytechnic Campus
ASU Fulton Engineering Career Fair (Attending 2/22/18)
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

If you are attending the fair at Tempe on 2/20 and/or 2/21, Mail Services will deliver your shipment to Cooley Ballroom by 10 am on 2/22.

RETURN SHIPPING: Please have your return shipping label (complete with account information) attached to your shipment for next day pick up. 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 and no later than February 8, 2018. 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
ASU, Fulton Schools Career Center, http://career.engineering.asu.edu/career/
AGENDA

- **Dean's Employer Welcome**: 11:00AM – 11:30AM – Fair Room (Cooley Ballroom). Light refreshments served on 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 2/23.
- **WiFi Network**: “ASU Guest”