Thank you for participating in our fair on September 27! If you are also attending in Tempe on September 25 and/or September 26, 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

EVENT PARKING
Event parking is located in Lot 49, https://www.asu.edu/map/interactive/?id=120&mrkIid=62768, which is east of the Student Union Cooley Ballroom off of Utah Ave (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 49. Unloading is most convenient from Lot 10. You may unload at Lot 10 and then, park in Lot 49. 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 Career Fair 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 Career Fair 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 9/7/18 and 9/21/18. Please be sure to indicate the date(s) you are attending (9/25, 9/26 at Tempe and/or 9/27 at Polytechnic) on your shipping label. If you are attending fairs at both Tempe Campus and Polytechnic Campus, please ship your items to Tempe Campus. If you are attending ONLY the Polytechnic fair, please ship your items to Polytechnic Campus. Thank you!
For Polytechnic fair, please ship your items to:
C/O Jennifer Shiffer-Mail Services/Polytechnic Campus
ASU Fulton Engineering Career Fair (Attending 9/27/18)
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 9/25 and/or 9/26, Mail Services will deliver your shipment to Cooley Ballroom by 10 am on 9/27.

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 were due upon receipt of confirmation email and no later than September 11, 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
660 S. Mill Ave., Suite 107
Tempe, AZ 85281
If you would like to pay by Visa, MasterCard, Discover or American Express 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. If you need to cancel your registration, please notify the Fulton Schools of Engineering Career Center immediately at 480-965-2966 and email engineering.careers@asu.edu. Unpaid invoices will result in being blocked in Handshake for future events until payment is received.
Welcome to the Fulton Schools Career Fair @ Polytechnic!
September 27, 2018

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 9/28.
- **WiFi Network**: “ASU Guest”

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 of Engineering Career Center, [http://career.engineering.asu.edu](http://career.engineering.asu.edu)