Employer Information
Spring 2019 Fulton Schools Career Fair @ Polytechnic, Feb. 21

Thank you for participating in our fair on February 21! If you are also attending in Tempe on February 19 and/or February 20, a separate email was sent with event details for that location.

Parking is limited for this event! We strongly encourage you to carpool & allow additional time for travel.

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.

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
Early Entry for Invited Students:* 11:30 a.m. - 12:00 p.m.
Refreshments will be served in Cooley Ballroom throughout the day
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 specialized student groups

EVENT PARKING
Event parking is located in Lot 10, https://maps.asu.edu/?id=120&mrkIid=62767, which is just east of the Student Union Cooley Ballroom (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 10. Parking for up to 2 cars is included with each career fair registration. Please note: Event parking is for Lot 10 ONLY - no other parking lots will be validated.

***CAREER FAIR APP - GREEN EVENT - BRING REFILLABLE WATER BOTTLE***
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.

Help us meet our sustainability goals! In an effort to reduce plastic waste, we encourage all attendees to bring a refillable water bottle. Water stations will be available Cooley Ballroom and water fountains and/or bottle refill fountains are adjacent to the restrooms in the Student Union.

SHIPPING INSTRUCTIONS
Shipments are accepted between 2/1/19 and 2/15/19. Please be sure to indicate the date(s) you are attending (2/19, 2/20 at Tempe and/or 2/21 at Polytechnic) on your shipping label. Please ship all items to Tempe and ASU Mail Services will sort by date and location.
Ship your items to:
C/O Jennifer Shiffer-Mail Services/Tempe Campus
ASU Fulton Engr. Career Fair (Date(s) Attending)
Company Name
1711 S. Rural Rd.
Tempe, AZ 85281

Please note: Items arriving after February 15, 2019 may not be delivered to the event.
If you are attending the fair at Tempe on 2/19 and/or 2/20, Mail Services will deliver your shipment to Cooley Ballroom by 10am on 2/21.

RETURN SHIPPING
Please have your return shipping label (complete with account information) attached to your shipment for next day shipping. 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.

HOTEL INFORMATION
Check out: https://visit.asu.edu/travel for hotels near Arizona State University.

PAYMENT INFORMATION
Event fees were due upon receipt of confirmation email and no later than February 7, 2019. If payment is not received by February 7, 2019, your registration may be cancelled by ASU for non-payment. If paying by check, please make payable to Arizona State University, Fulton Schools Career Center and mail to:

Attn: Kevin Buck
Ira A. Fulton Schools of Engineering-Arizona State University
Fulton Schools Career Center
660 S. Mill Avenue, #107
Tempe, AZ 85281

If you would like to pay by Visa, MasterCard, Discover or American Express, you will find the payment link embedded in your invoice. Call Kevin Buck at (480) 965-8258 for any other payment questions.

CANCELLATION FEES
Per your registration information, there is no cancellation fee if your registration is cancelled by 5pm Arizona time on 2/7/19. Cancellations after this deadline, must pay the full amount. Cancellations must be in writing, please email kevin.buck@asu.edu and cher.stevens@asu.edu to officially cancel your registration. Unpaid invoices will result in being blocked in Handshake for future events until payment is received.
Welcome to the Fulton Schools Career Fair  
@ Polytechnic!  
February 21, 2019

AGENDA

- **Employer Check-In & Set-Up:** 9:00AM – 10:30AM in Cooley Ballroom
- **Dean's Employer Welcome:** 11:00AM – 11:30AM in Cooley Ballroom Light refreshments served on stage area
- **Early Entry for Invited Students:** 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 2/22.
- **WiFi Network:** “ASU Guest”

Save the date: Fall 2019 Fulton Schools Career Fair  
September 17-19, 2019 (Registration opens in July!)

CONTACTS
For additional questions, contact the Fulton Schools Career Center at (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, career.engineering.asu.edu