Employer Information  
Fall 2019 Fulton Schools Career Fair @ Polytechnic, Sept. 19

Thank you for participating in our fair on September 19! If you are also attending in Tempe on September 17 and/or 18th, 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 (PLEASE READ-THIS IS NEW INFORMATION)  
Event parking is located in Lot 49, directions, which is south west of the Student Union Cooley Ballroom (also 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. Parking for up to 2 cars is included with each career fair registration. Please note: Event parking is for Lot 49 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 9/3/19 and 9/16/19. Please be sure to indicate the date(s) you are attending (9/17, 9/18 at Tempe and/or 9/19 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 September 16, 2019 may not be delivered to the event.
If you are attending the fair at Tempe on 9/17 and/or 9/18, Mail Services will deliver your
shipment to Cooley Ballroom by 10am on 9/19.

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 September 3,
2019. If payment is not received by September 7, 1919, 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: Victoria Cervantes
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 Victoria Cervantes at (480) 727-5822 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 9/3/19. Cancellations after this deadline, must pay the full amount.
Cancellations must be in writing, please email victoria.cervantes@asu.edu and
lauren.majure@asu.edu to 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!
September 19, 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 9/20.
- **WiFi Network:** “ASU Guest”

**Save the date: Spring 2020 Fulton Schools Career Fair**
February 18-20, 2020 (Registration opens in December!)

**CONTACTS**
For additional questions, contact the Fulton Schools Career Center at (480) 965-2966.
Lauren Majure and Cher Stevens, Employer Relations Team
Arizona State University, Fulton Schools Career Center, career.engineering.asu.edu