Employer Information
Fall 2019 Fulton Schools Career Fair @ Tempe

Thank you for participating in our fair on Tuesday, September 17 and/or Wednesday, September 18! If you are also attending on September 19 @ Polytechnic, you will receive a separate email 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, Tempe, Memorial Union (MU), 2nd Floor Ballrooms
Interactive Map: http://www.asu.edu/map/interactive/

HOURS/AGENDA
The main event will be held from 12:00 p.m. - 5:00 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. in Mohave Room
Dean's Employer Welcome: 11:00 a.m. - 11:30 a.m. in Pima Room
Early Entry for Invited Students*: 11:30 a.m. - 12:00 p.m.
Hospitality Suite Open: 10:30 a.m. - 3:00 p.m. in Mohave Room
Career Fair Open: 12:00 p.m. - 5:00 p.m.
Booth Breakdown: 5:00 p.m. - 7:00 p.m.
*“By Invitation Only” for student volunteers and specialized student groups

***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 in Apache, Navajo, and Mohave rooms at the Memorial Union. Water fountains and/or bottle refill fountains are adjacent to the restrooms on the second floor. A limited supply of bottled water will be available upon request in Mohave.

EVENT PARKING/SHUTTLE SERVICE **Important - Please Read!!**
Event parking is located on the southwest corner of Rural Road and Terrace Mall in the Rural Road Parking Structure (see map on last page). Parking is limited to 2 spaces per employer registration. Attendees are encouraged to carpool. Enter the Rural Road Parking Structure from Terrace Mall. Pull a parking ticket from the machine. There will be a parking attendant to greet you and direct you where to park.

Bring your parking ticket with you to the event for validation. Please note, the parking structure is not equipped with an elevator. If you're transporting a large amount of materials, please drop them off at the Shuttle Service area on the west side of the parking structure before parking. Shuttles will be marked “Fulton Career Event
Employer Shuttle” and will transport you and your belongings to Memorial Union (MU) for the fair. Please add additional travel time to your schedule and plan to arrive early to avoid longer wait times. **Shuttle Service to and from the MU will be available from 8:30 a.m. - 7:00 p.m. Parking validation is for the Rural Road Parking Structure ONLY.** Other ASU parking lots or structures will not be validated.

**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.

**Please 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.

**Return Shipping:** Please be sure to have your return shipping label, complete with account information, attached to your shipment for next day shipping. If you are attending the fair at Polytechnic on 9/19, Mail Services will deliver your shipment to the Cooley Ballroom by 10am. **Note: ASU will not be financially responsible for items left at booths or missing proper delivery and/or 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 may not be permitted to be installed. Each employer should be respectful of neighboring employers by staying within their designated space allocation. To assist in these efforts, Line Management Volunteers will be assigned to some employers to help maintain orderly lines and address encroachment issues.

**HOTEL INFORMATION**
Check out: [https://visit.asu.edu/travel](https://visit.asu.edu/travel) for hotels near Arizona State University.

**CAPACITY**
This signature event draws an extremely large crowd. We must adhere to fire codes by keeping aisles clear and monitoring room capacity. When possible, gather a group together to provide information to expedite lines. The fire marshal reserves the right to close the event at any time.

**UNEXPECTED DELAYS**
Road construction is always a factor in Tempe. For the latest information on any significant traffic closures around ASU, please check [http://www.az511.com/adot/files/](http://www.az511.com/adot/files/) prior to your departure.
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.

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
(480) 965.2966| (480) 965.2910 fax | career.engineering.asu.edu

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

SCROLL DOWN – PARKING MAP ON NEXT PAGE!
Registration includes parking validation for Rural Road Parking Structure ONLY.

Event Parking:
Please park in Rural Road Parking Structure at the southwest corner of Rural Road and Terrace Mall. Enter the structure from Terrace Mall. Pull a parking ticket from the machine. There will be a parking attendant to greet you and direct you where to park. Bring your parking ticket with you to the event for validation. Please note, the parking structure is not equipped with an elevator. If you’re transporting a large amount of materials, please drop them off at the Shuttle Service area on the west side of the parking structure before parking. Shuttles will transport you and your belongings to Memorial Union (MU) for the fair. Please add additional travel time to your schedule and plan to arrive early to avoid longer wait times. Shuttle Service to and from the MU will be available from 8:30 a.m. - 7:00 p.m.

Event Registration:
Employer Check-In: 9:00 a.m. - 10:30 a.m. Memorial Union (MU), Mohave Room 236
Interactive Map: http://www.asu.edu/map/interactive/