FINAL EVENT DETAILS - IMPORTANT- PLEASE READ!!
(If you are not the event attendee, please forward as appropriate)

Employer Information
Spring 2020 Fulton Schools Career Fair @ Polytechnic, Feb. 20

Thank you for participating in our fair on February 20! If you are also attending in Tempe on February 18 and/or 19, a separate email was sent with event details for that location.

Parking is limited for this event! Carpooling is encouraged & allow additional time for travel.

LOCATION/DIRECTIONS
Arizona State University, 7332 E. Sun Devil Mall, Mesa, AZ, Sun Devil Fitness Complex
Interactive Map: https://www.asu.edu/map/interactive/

HOURS/AGENDA
The main event is from 11:00 a.m. - 3:00 p.m., with the pre-events starting at 10:30 a.m.

Employer Check-In & Set-Up: 9:00 a.m. - 10:30 a.m., Sun Devil Fitness Complex
Employer Welcome: 10:30 a.m. - 11:00 a.m., Sun Devil Fitness Complex
Refreshments will be served in the Wellness Center throughout the day
Career Fair Open: 11:00 a.m. - 3:00 p.m.
Booth Breakdown: 3:00 p.m. - 4:00 p.m.

EVENT PARKING (PLEASE READ-THIS IS NEW INFORMATION)
Event parking is located in Lot 49, which is southeast of Sun Devil Fitness Complex (see map on next 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. Green Event: Carpool if possible. 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 and/or bottle refill fountains are near the Sun Devil Fitness Complex restrooms and in the Wellness Center.

SHIPPING INSTRUCTIONS
Shipments are accepted between 2/3/20 and 2/14/20. Please be sure to indicate the date(s) you are attending (2/18, 2/19 at Tempe and/or 2/20 at Polytechnic) on your shipping label. Please ship all items to Tempe and ASU Mail Services will sort by date and location. Green Event: Send shipments with little or no excess packaging.
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 14, 2020 may not be delivered to the event.
If you are attending the fair at Tempe on 2/18 and/or 2/19, Mail Services will deliver your shipment to the event by 10am on 2/20.

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 4, 2020. If payment is not received by the deadline, 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) 727-5823 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 2/4/20. Cancellations after this deadline, must pay the full amount. Cancellations must be in writing, please email victoria.cervantes@asu.edu and cher.stevens@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!
February 20, 2020

Polytechnic Campus Lot 49 Parking for Sun Devil Fitness Complex

AGENDA

Employer Check-In & Set-Up: 9:00AM – 10:30AM in Sun Devil Fitness Complex
Employer Welcome: 10:30AM – 11:00AM in Sun Devil Fitness Complex
Career Fair Open: 11:00AM - 3:00PM
Refreshements: Food will be served in the Wellness Center from 9:00AM - 2:30PM
Restrooms: Located in Sun Devil Fitness Complex and Wellness Center
Shipments from Tempe: Delivered by 10:00AM to Sun Devil Fitness Complex
Outgoing Shipments: Bring to Employer Check-In with preprinted shipping label prior to leaving the fair. Items will be shipped out on 2/21.
WiFi Network: “ASU Guest”

Save the date: Fall 2020 Fulton Schools Career Fair
September 15-17, 2020 (Registration opens on Handshake in July!)

CONTACTS
For questions, call the Fulton Schools Career Center at (480) 965-2966 or visit our website:
https://career.engineering.asu.edu/