

FINAL EVENT DETAILS - IMPORTANT- PLEASE READ!!
(IF YOU ARE NOT THE EVENT ATTENDEE, PLEASE FORWARD AS APPROPRIATE)

Employer Information
Spring 2023 Fulton Schools Career Fair @ Polytechnic, Feb. 16th

Thank you for participating in our fair on Thursday, February 16! If you are also attending in Tempe on February 14 and/or 15, a separate email was sent with event details for that location.

In general, we invite you to dress professionally and comfortably, and please bring a re-fillable water bottle to stay hydrated.

COVID PROTOCOLS

Please follow current CDC guidelines at www.cdc.gov. Follow safe practices such as wearing a mask, using hand sanitizer, and avoiding overcrowding. Students may not wish to shake hands.

LOCATION/DIRECTIONS

Arizona State University, 7332 E. Sun Devil Mall, Mesa, AZ, (Student Union, [Cooley Ballrooms](#))

Map: https://www.asu.edu/map/pdf/asu_map_poly_current.pdf

HOURS/AGENDA

The main event is from 11:00 a.m. - 4:00 p.m., with the pre-events starting at 10:30 a.m.

- Employer Check-In & Set-Up: 9:00 a.m. - 10:00 a.m., Cooley Ballrooms
- Dean's Welcome to Employers: 10:30 a.m. - 11:00 a.m., Cooley Ballrooms
- Refreshments will be served throughout the day
- Career Fair Open: 11:00 a.m. - 4:00 p.m.
- Booth Breakdown: 4:00 p.m. - 5:00 p.m.

EVENT PARKING

Refer to the map at the end of this document. Primary event parking is located in **Lot 10**, which is next to the Student Union (Cooley Ballrooms). Parking for up to 2 cars is included with each career fair registration. Overflow parking in Lot 49 and 6. Please note: Event parking is for Lot 10, 49 or 6 ONLY - no other parking lots will be validated. If you forgot your parking validation code which was emailed to you, ask for it at employer check-in. You must return to your parking to enter the code. Do not wait until the end of the day, you will be ticketed and may be towed.

PARKING MAP Attached.

SHIPPING INSTRUCTIONS

Shipments will be accepted **between 1/30/23 and 2/10/23**. Indicate the date(s) you are attending (2/14, 2/15 at Tempe and/or 2/16 at Polytechnic) on your shipping label. Ship all items to Tempe. ASU Mail Services will sort by date and location.

Ship all items to:

C/O Jennifer Shiffer-Mail Services/Tempe Campus

ASU Fulton Engr Career Fair

(Date(s) Attending)

Company Name

734 W. Alameda

Tempe, AZ 85282

Please note: Items received after February 10, 2023 cannot be guaranteed to be delivered to the event. Bring your own return shipping labels.

DISPLAY SIZE LIMITS & LINE MANAGEMENT VOLUNTEERS

Displays should occupy a space which fits on a 6' x 18" table. 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. There is no electricity.

HOTEL INFORMATION

Check out: <https://visit.asu.edu/travel> for hotels near the Polytechnic campus.

PAYMENT INFORMATION

Event fees were due upon receipt of confirmation email or no later than January 31, 2023. If paying by check, please make payable to:

Arizona State University, Fulton Schools Career Center and mail to: Attn: Career Fair Payments, Ira A. Fulton Schools of Engineering, Arizona State University-Fulton Schools Career Center, P.O. Box 875811, Tempe, AZ 85287-5811.

CANCELLATION FEES

Per your registration information, the cancellation deadline is January 31, 2023. Cancellations after this deadline must pay the full amount.

CONTACT

For additional questions, contact the Fulton Schools Career Center at (480) 965-2966.

We look forward to seeing you at the fair!

Employer Relations Team

Arizona State University, Fulton Schools Career Center

(480) 965.2966 | (480) 965.2910 fax | <http://engineering.asu.edu/career/>

Polytechnic Campus Lot 10, 49, 6 Parking for Student Union, Cooley Ballrooms

