Employer Information  
Fall 2023 ASU Fulton Schools of Engineering Career Fair @ Polytechnic  
Thursday, September 14 @ Polytechnic campus in Mesa

Tempe career fair employers received a separate event details email for  
Tuesday, September 12 (Masters/PhD) and/or Wednesday September 13 (Undergraduates)

We invite you to dress professionally and comfortably. Bring a re-fillable water bottle to stay hydrated. This event gets crowded and warm.

WiFi Network: “ASU Guest” is not encrypted and requires registration.

COVID PROTOCOLS  
Please follow current CDC guidelines at [www.cdc.gov](http://www.cdc.gov). Follow safe practices such as wearing a mask, using hand sanitizer, and avoiding overcrowding. Students may not wish to shake hands.

HOURS/AGENDA  
The event is self-contained in the Student Union, Cooley ballrooms.
9-10 AM Employer Check-In. Each representative must check-in.
9-10 AM Set-Up If you shipped items in advance, they should be at your table.
10:30 AM-2 PM Employer Catering, behind the screen in the back of the room.
10:30-11 AM Dean’s Welcome to Employers
11 AM-4 PM Career Fair
4-5 PM Booth Breakdown. Take shipments to employer check-in. Bring your own return shipping labels. Do not leave your items on your table.

LOCATION/DIRECTIONS  
Allow for extra time to get to campus. The Polytechnic campus in Mesa is approx. 30 miles from Tempe.
Using a map service, reference 7001 E Williams Field Rd, Mesa, AZ 85212 to navigate to campus.
   If taking AZ-202, use either Exit #40-E Williams Field Rd OR Exit #36-Power Rd.

Arizona State University, Student Union, Cooley Ballrooms 5999 S. Backus Mall, Mesa, AZ 85212

EVENT PARKING  
Parking is limited to approved lots. We strongly encourage you to carpool & allow additional travel time.
The parking map with designated parking lot and validation code will be sent soon.
At the parking validation kiosk, enter your license plate number and validation code, then select all day. Keep your receipt.

UNEXPECTED DELAYS  
Road construction is always a factor in the greater Phoenix area. For the latest information on any significant traffic closures around ASU, please check [https://www.az511.com/map](https://www.az511.com/map) prior to your departure.
SHIPPING INSTRUCTIONS
Shipments will be accepted between 08/28/23 and 09/08/23. Indicate the date(s) you are attending (09/12, 09/13 at Tempe and/or 09/14 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 Mail Services/Tempe Campus
ASU Fulton Engr Career Fair
(Date(s) Attending)
Company Name
734 W. Alameda
Tempe, AZ 85282

Items received after September 8, 2023, cannot be guaranteed to be delivered to the event. Bring your own return shipping labels.

DISPLAY SIZE LIMITS & NO ELECTRICITY
Displays should occupy a space which fits on a 6’ x 18” table. An excessively large booth setup may not be permitted to be installed. Each employer should be respectful of neighboring employers by staying within their designated space allocation. There is no electricity.

CAPACITY, FIRE CODE AND LINE MANAGEMENT
This signature event draws a crowd. We must adhere to fire codes by keeping aisles clear and monitoring room capacity. The fire marshal reserves the right to close the event at any time. To assist in these efforts, Line Management Volunteers will help maintain orderly lines and address encroachment issues.

HOTEL INFORMATION
For your stay, the Tempe Convention and Visitors Bureau website contains a comprehensive list of local hotels/motels and attractions. http://www.tempetourism.com/accommodations/

PAYMENT INFORMATION
Event fees were due upon receipt of confirmation email or no later than September 1, 2023. If paying by check, please make payable to:
Arizona State University, Fulton Schools Career Center. Mail the check 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
Employers may cancel their registration by September 1, 2023 at no charge. Cancellations after September 1, 2023, and day-of event no-shows are non-refundable. Cancellations must be in writing to fulton.industry@asu.edu to officially cancel your registration. Cancellations after this deadline must pay the full amount.
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CONTACT
For additional questions, contact the Fulton Schools of Engineering Career Center at fulton.industry@asu.edu. We look forward to seeing you at the fair!

Arizona State University, Fulton Schools of Engineering Career Center
http://career.engineering.asu.edu