Final Event Details - Forward to All Attendees

Employer Information

Fall 2023 ASU Fulton Schools of Engineering Career Fair @ Tempe
Tuesday, September 12 (Masters/PhD) and/or Wednesday September 13 (Undergraduates)
Thursday, September 14 @ Polytechnic campus attendees will receive a separate event details email.

We invite you to dress professionally and comfortably. Bring a re-fillable water bottle to stay hydrated. This event gets crowded and warm. The morning will be cold- we cool the building in anticipation of the crowd.

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 http://www.asu.edu/map/interactive/
Arizona State University, Tempe, Memorial Union (MU), second floor ballrooms
301 E Orange St., Tempe, AZ 85281

Hours/Agenda
8:30 AM-6:30 PM Shuttle to/from the Rural Road Parking Structure and the Memorial Union
9-11 AM Employer Check-In La Paz (MU 242) Each representative must check-in here.
9-11 AM Set-Up If you shipped items in advance, they should be at your table.
10:30 AM-3 PM Employer Catering, La Paz (MU 242), dine in Apache & Navajo (MU 238 & 240)
11-11:30 AM Dean’s Welcome to Employers, Pima Room (MU 230)
11:30 AM-5 PM Career Fair various rooms on second floor
5-5:30 PM Booth Breakdown. Take shipments to Copper (206). If you attended Graduate Day and are returning for Undergraduate Day, you can leave your non-valuables at your booth overnight.

Event Parking/Shuttle Service
Parking is limited. We strongly encourage you to carpool & allow additional time for travel.
Parking is located at 1100 S. Rural Road, Tempe, AZ 85287, on the southwest corner of Rural Road and Terrace Mall in the Rural Road Parking Structure (see map on last page). Enter the Rural Road Parking Structure from Terrace Mall.
Parking validation is for the Rural Road Parking Structure ONLY. Get your parking validated at employer check-in, La Paz (MU 242). We will not validate for other ASU parking lots or structures.

Shuttle Service to and from the MU will be available from 8:30 AM-6:30 PM.
The Shuttle Service pickup area is on the west side of the parking structure. Shuttles will transport you and your belongings to Memorial Union (MU). You may also walk from the parking structure to the Memorial Union.

Unexpected Delays
Road construction is always a factor in Tempe and the greater Phoenix area. For the latest information on any significant traffic closures around ASU, please check 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 2.5’ 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 an extremely large 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.
Event Parking: [http://www.asu.edu/map/interactive/](http://www.asu.edu/map/interactive/)

Park in Rural Road Parking Structure ONLY.
1100 S. Rural Road, Tempe, AZ 85287 Southwest corner of Rural Road and Terrace Mall.
Enter the structure from Terrace Mall.

Shuttle Service to and from the MU will be available from 8:30 AM-6:30 PM.
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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