Employer Information for Spring 2016 Fulton Schools Career Fair @ Tempe

Thank you for participating in our fair on Monday, February 29th and/or Tuesday, March 1st! If you are also attending on March 2nd @ 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. Pima Room
Special Preview* 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 student organization leadership

CAREER FAIR APP
Download Recruiter Connect Plus, a full-featured iPhone, iPad and Android app that puts event information such as employers attending, floorplans, announcements, and logistics at your fingertips.
iOS link: https://geo.itunes.apple.com/us/app/recruiterconnectplus/id984593791?mt=8

EVENT PARKING/SHUTTLE SERVICE **Important-Please Read!!**
Event parking is located on the southeast corner of 6th Street and Packard Drive in the Packard Drive South Parking Structure just west of Rural Road off 6th Street (Map Below). This lot is located about 2 miles north of the event site, please allow additional time for shuttle transport. Parking is limited to 2 spaces per employer registration. We ask that all attendees carpool whenever possible. Enter the driveway from 6th Street before you reach Packard Drive. There will be an attendant to greet you at the structure entrance and give you a parking permit. Our Shuttle Service team will then transport you and your belongings by van to the Memorial Union (MU) for the fair. Shuttle Service to and from the MU will be available from 8:30 a.m. - 7:00 p.m. Please be aware that no other parking lots will be validated.

View our Career Fair Programs for each day of the fair!

SHIPPING INSTRUCTIONS
Shipments will be accepted between 2/10/16 and 2/24/16. Please be sure to indicate the date(s) you are attending (2/29 and/or 3/1 at Tempe; 3/2 at Polytechnic) on your shipping label. If you are attending fairs at both Tempe and Polytechnic, please ship your items to Tempe. If you are attending ONLY the Polytechnic fair, please ship your items to Polytechnic. Thank You!
For the Tempe fair, please ship your items to:
C/O Jennifer Shiffer-Mail Services/Tempe Campus
ASU Fulton Engineering Career Fair (Date(s) Attending)
Company Name
1711 S. Rural Road
Tempe, Arizona 85281

For Polytechnic fair, please ship your items to:
C/O Jennifer Shiffer-Mail Services/Polytechnic Campus
ASU Fulton Engineering Career Fair (Attending 3/2/16)
Company Name
7041 E. Unity Ave.
Mesa, AZ 85212

Please note: Items received after 2/24/16 cannot be guaranteed to 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 3/2, Mail Services will deliver your shipment to the Sun Devil Fitness Complex by 10am. 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 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 for helping 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. More options are also available at: http://www.tempetourism.com/accommodations/ and http://engineering.asu.edu/sites/default/files/pdfs/career-hotelinfo.pdf

CAPACITY
This event is sold out on 3/1/16 and well attended. We must adhere to fire codes by keeping aisles clear and monitoring room capacity. As possible, gather a group together to provide information to expedite lines. The fire marshal reserves the right to close the event early.

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/ prior to your departure.

PAYMENT INFORMATION
Event fees are due upon receipt of confirmation email or no later than February 15, 2016. If paying by check, please make payable to Arizona State University, Engineering Career Center and send to this address:

Attn: Kevin Buck
Ira A. Fulton Schools of Engineering-Arizona State University
Fulton Schools Career Center
PO Box 875506
Tempe, AZ 85287-5506
If you would like to pay by Visa, MasterCard, Discover or American Express please follow the instructions at the bottom of your invoice or call Kevin Buck at (480) 965-8258.
CANCELLATION FEES
There is no cancellation fee if you cancel your registration 14 business days prior to the fair date. Cancellations after this deadline, must pay the full amount.

CONTACTS
For additional questions, contact (480) 965-2966. We look forward to seeing you at the fair!

Cher Stevens and Lauren Majure, Industry Relations Team
Arizona State University, Fulton Schools Career Center
(480) 965.2966| (480) 965.2910 fax | http://engineering.asu.edu/career/
Event registration includes parking for the Packard Drive South Structure ONLY.

Event Parking:
Please park in the Packard Drive South Parking Structure just west of Rural Road off 6th Street
Located at the southeast corner of 6th Street and Packard Drive. Enter the driveway from 6th Street before you reach Packard Drive. There will be an attendant to greet you at the structure entrance and give you a parking permit. Our Shuttle Service team will then transport you by van to the 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, Mohave Room 236
Interactive Map: http://www.asu.edu/map/interactive/