

Display/Booth Materials SHIPPING INSTRUCTIONS

Engineering & Technology Career Fair
February 18, 2010
University of Delaware
Sponsored by: Career Services

Instructions:

All displays/material for your exhibit can be shipped in advance to the following address **by Friday, February 12th 2010.**

Shipping Address:

Attn: Charles Mosley
Receiving Department
University of Delaware
222 S. Chapel Street
Newark, DE 19716

Clearly labeled: **HOLD FOR THE ENGINEERING & TECHNOLOGY
CAREER FAIR**

UD Receiving Department: 302-831-8507

**Career Services will arrange for your display and materials to be moved from the Receiving Department to your company table at the Bob Carpenter Center.

Return Shipping Instructions:

Employers are responsible for arranging pick up of all displays and materials after the Fair. **All displays & materials must have a return shipping label and a proper container.** The pick-up location will be at the front registration desk and pick-up time is up until 5:00pm. Major carriers such as: DHL, FedEx, and UPS are familiar with the University of Delaware and the Bob Carpenter Center.

Pick-up address is as follows:

**Bob Carpenter Center
631 S. College Avenue
Newark, DE 19716
Hours of Operation: 8:00am – 5:00pm**

NOTE: Career Services and/or the Bob Carpenter Center are not responsible for ensuring that your materials are shipped after the fair.