

# Display/Booth Materials SHIPPING INSTRUCTIONS

---

**ENGINEERING, SCIENCE & TECHNOLOGY CAREER FAIR**

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 24<sup>th</sup> 2012.**

## **Shipping Address:**

Receiving Department  
University of Delaware  
222 S. Chapel Street  
Newark, DE 19716

Clearly labeled: **HOLD FOR THE ENGINEERING 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.