

Shipping Information
Fall Engineering Career Fair, hosted by SWE/TBP
at the University of Michigan
Monday & Tuesday, September 12 and 13, 2022

If you choose to ship packages to and from the Fall Engineering Career Fair, *Rightaway Delivery/Dropoff, Inc.* will receive, store, deliver packages to campus, and return ship your packages. *Rightaway Delivery/Dropoff, Inc.* works with all delivery service companies and you may contact *Rightaway Delivery/Dropoff, Inc.* directly at (877) 723-2996.

Pre-Career Fair Instructions:

Rightaway Delivery/Dropoff, Inc. will receive and store packages for the Fall Engineering Career Fair, hosted by SWE/TBP at their location. Packages will be delivered directly to your career fair table the morning of the event.

Please note:

- All packages must be clearly marked with your Company Name (matching your Career Fair Registration) & “SWE/TBP Career Fair”
- Packages should arrive to the *Rightaway Delivery/Dropoff, Inc.* facility 3-12 days before the event. If packages arrive less 3 days before the fair, we cannot guarantee delivery by the start of the fair
- Please include return shipping labels and package return instructions for your attending recruiters

Please do not ship before August 22, 2022

Rightaway Delivery/Dropoff, Inc.

Attn: SWE/TBP Career Fair - Your Company Name (matching your Career Fair Registration)

29120 Airport Drive

Romulus, MI 48174

Post-Career Fair Instructions:

Rightaway Delivery/Dropoff, Inc. will pick up your package at the end of the fair in your assigned building’s Recruiter Lounge and ship it **using your UPS, FedEx or other delivery service account**. Please note that the cost of utilizing *Rightaway Delivery/Dropoff, Inc.* service was included in your career fair registration fee. Normal shipping charges will still be billed to your UPS/FedEx/etc. account.

Please note:

- **If you choose to have your packages shipped out at the end of the event, recruiters must take prepared packages to the Recruiter Lounge in your assigned building no later than 5:45pm**
- All packages must be taped, packed and labeled by company representatives
- Packages require a UPS/FedEx/etc. label taped to the top of the box containing shipping address information and your delivery service account information
- Packages collected by *Rightaway Delivery/Dropoff, Inc.* after the fair will be shipped the following business day

Packages will not be accepted at any University of Michigan location including the ECRC, Duderstadt Center, Chrysler Center, Pierpont Commons or the Beyster Building.

Contact careerfair@umich.edu with questions regarding the Fall 2022 Engineering Career Fair, hosted by SWE/TBP