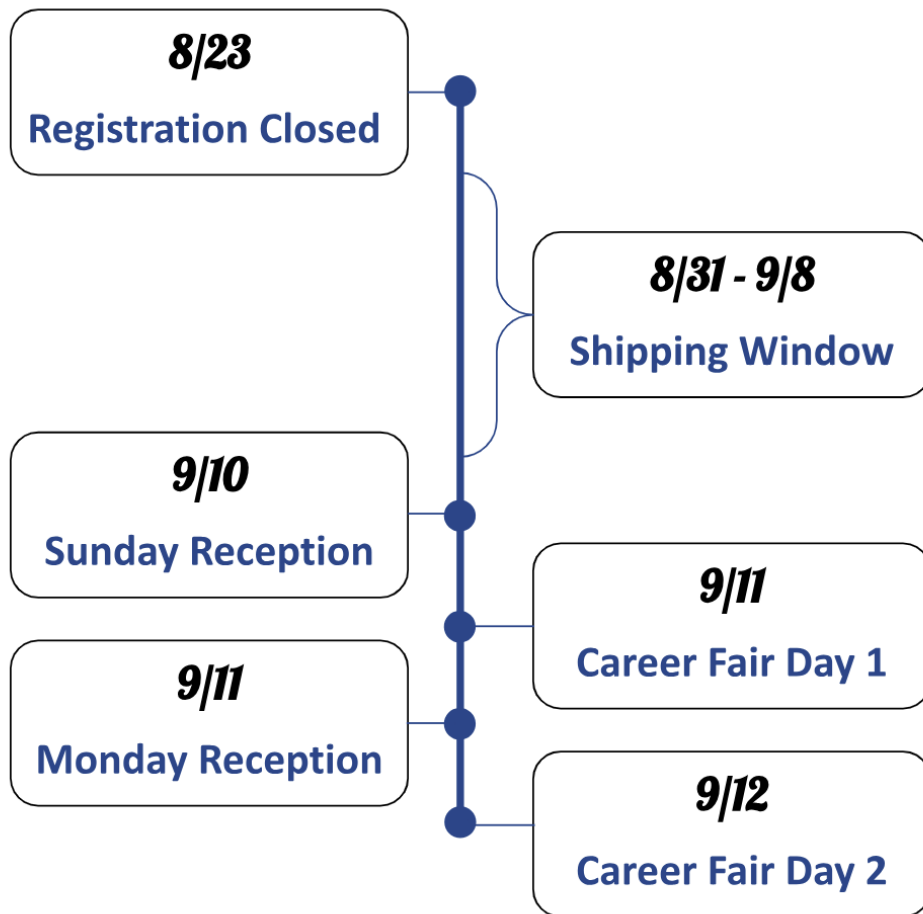




# Fall Engineering Career Fair

Hosted by SWE/TBP

## Recruiter Guide



# Registration

Sign Up

Register

- 1) Sign up for an account
- 2) Click "Register"; Navigate the tabs:  
**Events** → **Fall Engineering Career Fair** → **Register**
- 3) Confirm and submit your registration

**Registration Closes August 23rd 5:00 PM ET.**

Confirmation and an invoice will be sent within two business days.

## Shipping Packages

Dropoff, Inc. will receive, store, and deliver packages to campus and coordinate return shipping. You may contact Dropoff, Inc. directly at (877) 723-2996.

### Pre-Fair

Ship To



Dropoff, Inc.  
**Attn: UM Fall Engineering Career Fair - Your Company Name**  
29120 Airport Drive  
Romulus, MI 48174

#### All Packages Must:

- 1) Be clearly marked with your company name and "UM Fall Engineering Career Fair"
- 2) Arrive 3-12 days before the event (Shipping Window - **8/31-9/8**)
- 3) Include return shipping labels

### Post-Fair

#### Employers Must:

- 1) Tape and label your packages
- 2) Include a UPS/FedEx label with your return shipping address on the outside of each box
- 3) Deliver the packages to any **Employer Lounge** no later than 5:45 pm

Packages **will not** be accepted at any other location and will be shipped the following business day.

## Receptions

Optional opportunity to connect with students from 6:00-8:00 pm the evening before the Career Fair. Held in the Bob and Betty Beyster Building. Please only attend the evening before your scheduled day.

Please utilize [free visitor parking options](#) for this after-hours event.



# Event Arrival

- 0) Representative/Supply Drop-Off** - Arrive at the Pierpont Commons circle.

Prior to parking, you may drop off people and supplies here. You may not leave your vehicle unattended at any time in the Pierpont Commons circle, and the Fall Engineering Career Fair is not responsible for parking violation tickets.

## Primary Address

Pierpont Commons  
2101 Bonisteel Blvd  
Ann Arbor, MI 48109

- 1) Parking** - Two passes are included with registration; please plan ride sharing accordingly.

**Primary Parking** - NC100 Parking Structure

**Alternative Parking** - You may park at any U-M visitor parking lot (see map below). *You will be responsible for payment of an hourly parking fee, and shuttle service is not provided.*

## Primary Address

NC100 Parking Structure  
2800 Plymouth Rd  
Ann Arbor, MI 48109

- 2) Shuttle** - Take the shuttle from NC100 to Pierpont Commons between **8:00 and 10:00 am**.

- 3) Check In** - Walk from Pierpont Commons to Employer Check-In.

# Day of the Fair

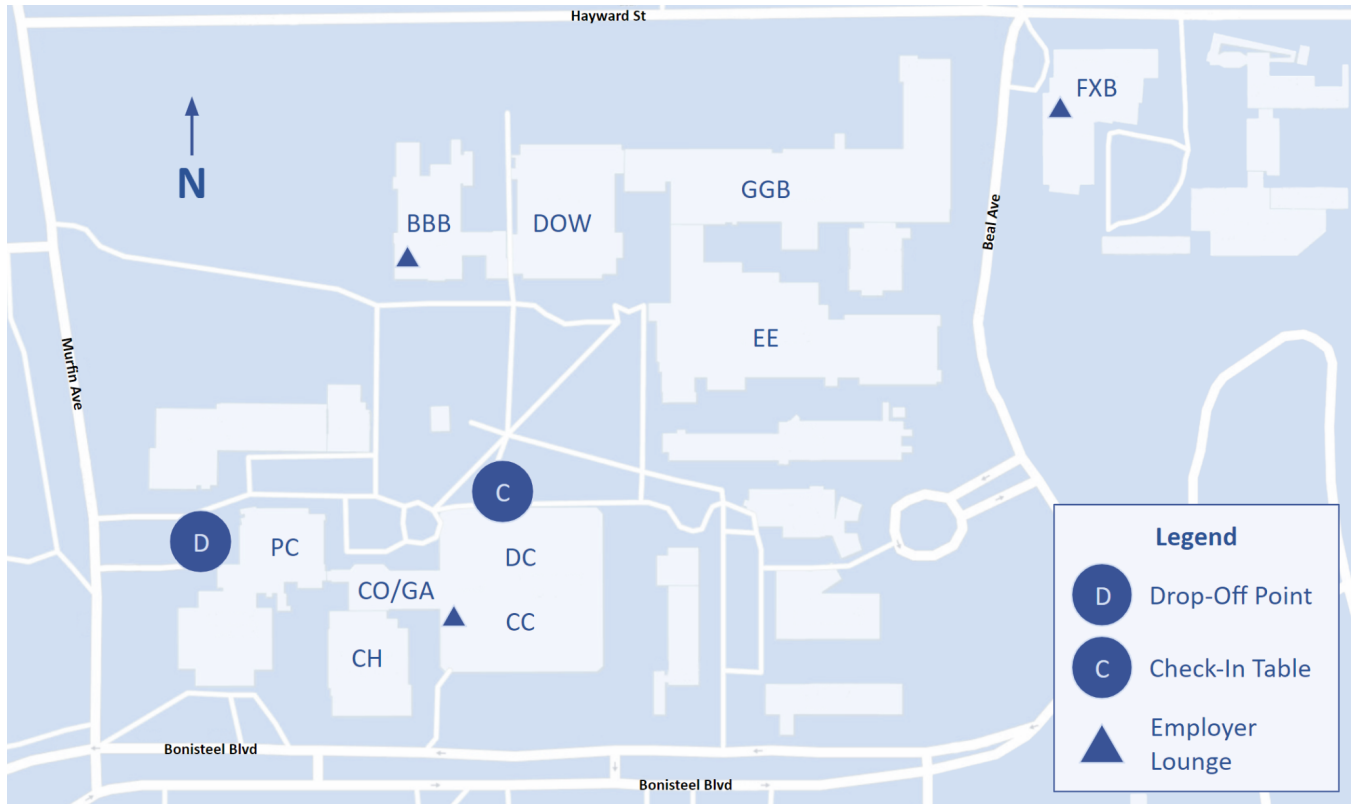
- 1) WiFi** - Please use the MGuest network provided by the University of Michigan.
- 2) Continental Breakfast** - Available in all Employer Lounges from **8:00-10:00 am**.
- 3) Lunch** - 1 box per representative available in all Employer Lounges starting at **12:30 pm**.
- 4) Return Shipping** - Follow the above instructions and drop off at any Employer Lounge.
- 5) Parking Structure Shuttle** - Runs between Pierpont Commons and the NC100 structure until **6:15 pm**. Please wait for pickup at the drop-off point outside Pierpont Commons.

Please visit any Employer Lounge or contact [careerfair@umich.edu](mailto:careerfair@umich.edu) with any questions.



# Maps

## Buildings



<b>BBB</b>	<b>Bob &amp; Betty Beyster Building</b>
<b>CC</b>	<b>Central Collaboration Area</b>
<b>CH</b>	<b>Chrysler Center</b>
<b>CO</b>	<b>Duderstadt Connector</b>
<b>DC</b>	<b>Duderstadt Center</b>
<b>DOW</b>	<b>Dow Engineering Building</b>
<b>EE</b>	<b>Electrical Engineering &amp; Computer Science Building</b>
<b>FXB</b>	<b>Francois-Xavier Bagnoud Building</b>
<b>GA</b>	<b>Duderstadt Center Gallery</b>
<b>GGB</b>	<b>G.G. Brown Laboratory</b>
<b>PC</b>	<b>Pierpont Commons</b>

