2020 Engineering Career Fair Shipping Information

If you plan to ship your career fair materials in advance, please review the information on this page. If you have any questions about this information, please contact Sammie Hillstock at shillstock@ksu.edu.

Shipping Instructions - before the career fair

Packages may arrive no earlier than **Friday, February 7, 2020**. Packages may be addressed as follows:

**College of Engineering Deans Office, package _ of _**
Attn: Career Fair – (Company Name)
1046 Rathbone Hall
1701 B Platt Street
Manhattan, KS 66506

If sending multiple packages, please indicate the total number of packages by labeling “package _ of _” (example: package 1 of 2) to assist with tracking.

Shipping/Pick-Up Instructions - after the career fair

1) **PRIOR to the end of the career fair**, please schedule/arrange for your company’s materials to be picked up between 4:00pm-5:00pm at the address below:
   
   **College of Engineering**
   1730 College Heights Road
   Manhattan, KS 66506
   Main Office: 785-532-5590

2) Please attach a completed **shipping form** to all package(s)

3) Transport your packages to the loading dock, located on the 1st floor of the engineering complex – take the elevator down to the first floor, turn left, and go all the way down the hall to reach the loading dock.

Volunteers will be available if you need assistance with disassembling your display, or transporting your materials to the loading dock. If you need additional assistance on the day of the career fair, please visit the Employer Registration Table. Please note the career fair committee cannot assume responsibility for shipping pick up nor guarantee next-day delivery.

Shipping Carrier Contact Information

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Contact Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx</td>
<td>1.800.GOFEDEX (1.800.463.3339)</td>
<td><a href="http://www.fedex.com/">http://www.fedex.com/</a></td>
</tr>
<tr>
<td>United Parcel Service (UPS)</td>
<td>1.800.PICKUPS (1.800.742.5877)</td>
<td><a href="http://www.ups.com">www.ups.com</a></td>
</tr>
</tbody>
</table>