CIVIL/GEO FAIR – Sept. 23, 2015

Engineering Career Services is pleased to facilitate your career fair visit at the University of Wisconsin-Madison. You can confirm your reservation and print an invoice in your myECS account under the “visits” section. Separate confirmations and invoices are NOT sent. Table location is randomly assigned the day prior.

Following are important details for your campus visit. Please review carefully and then contact ECS (608.262.3471) with any questions regarding your visit.

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Event is targeted toward employers who hire civil and geological engineering graduates & students. We will also invite mechanical and electrical students. Ideal employers include engineering consulting firms, construction organizations, government contractors & agencies, transportation organizations, mining, environmental, and geological firms, oil/gas exploration, and related areas. (Career Connection is our all engineering majors fair.)

1. LODGING INFORMATION
There are several hotels convenient to the engineering campus:
Fluno Center, 608.441.7220, 601 University Ave. (walk/taxi) - Union South Hotel, 608.263.2600 (on campus)
Lowell Center - http://conferencing.uwex.edu/lodging_guestrooms.cfm
Hampton Inn & Suites – 608.255.0360  Bestwestern Intownter – 2424 University Ave, 608.233.8778, (shuttle)
Double Tree, 608.251.5511, 525 W. Johnson St. (shuttle)

2. CAMPUS PARKING (take a hotel shuttle/taxi or walk if possible)
On-campus parking is $12.00 per day. Advance permits are highly recommended. Day of, visitors should go to the UW Transportation Drive-thru at 21 N Park St to purchase a permit.

To obtain advance permits, please fill out this form from Transportation Services – Special Events: http://transportation.wisc.edu/forms/visitoradvance2.aspx

Parking and campus navigation will be EXTREMELY limited. You are STRONGLY encouraged to take a taxi/shuttle or walk from your hotel. We are an urban campus with limited parking.

A free metro shuttle picks up every 8 minutes and has a stop right by Engineering Hall on Randall Avenue. http://transportation.wisc.edu/transportation/bus_routes.aspx

3. INTERVIEWS DURING CAREER FAIR WEEK
Interviews may not be conducted on the day of your participation in the career fair. Interviews may occur the following day. To reserve space for interviews, contact John at arch@engr.wisc.edu  Interviews will be held in the ECB lobby. We no longer have an interview suite, so it is unlikely to have a private room.

4. DRESS CODE
Business casual is appropriate. Students will be visiting the fair between classes, so they will be dressed casually. Many representatives wear polo shirts with employer logos.
5. **INDIVIDUAL BUSINESS CARDS REQUIRED FOR CHECK-IN**

EACH recruiter attending will be required to supply a business card at check-in. Please bring one for our attendance records. We will have blank forms for those who forget cards. Reps attending for part of the day count as attendees, no substitutions permitted without the appropriate rep fee.

6. **SHIPPING TO ENGINEERING CENTERS**

Material should arrive **no more than 2 business days** in advance of participation date.

Items shipped in advance will be placed at your table by 3:30 on the day of the fair by student volunteers.

Ship to:

Engineering Career Fair  
HOLD FOR *YOUR DATE/Employer Name*  
Engineering Career Services  
UW-Madison  
1550 Engineering Drive  
Madison, WI 53706

Be sure to send shipping numbers with your representatives in case items need to be tracked.  
Be sure your boxes and displays clearly identify your organization name.  
Include return shipping labels for your representatives to return displays. NO PALLETES.

7. **SCHEDULE FOR THE DAY**

The Civil Engineering Career Fair is in the lobby of the Engineering Centers Building - 1550 Engineering Drive.

- **Set-up** 3:30 p.m. – 5:00 p.m.
- **Career Fair** 5:00 p.m. – 8:00 p.m.
- **Tear-down** 8:00 p.m.

8. **RETURN SHIPPING OF DISPLAYS**

FedEx and UPS are scheduled to pick up displays daily at ECB **the day after** the career fair. Please send return labels **COMPLETED with ACCOUNT numbers** with your recruiters or displays. All other vendors will need to be contacted directly by your representatives about picking up displays. For GROUND items, you will need to schedule pick-up.

9. **REGISTRATION FEE**

Registration fee is $895 and is due by participation date or a $100.00 late payment fee results.

10. **EXTRA REPRESENTATIVE FEE**

If additional representatives beyond the number scheduled participate, a revised invoice will be available on-line after the event. **Any attendee of your organization present must be registered and fee paid.** No part-time, pro-rated attendance fees. No shift coverage. If a “coordinator” attends to manage the booth, it is an additional representative fee. There is no additional fee if you have a current UW-Madison student who was a former co-op/intern with your organization assist at your booth. Please be sure to let us know if you have our students at your booth.