Engineering Career Services is pleased to facilitate your career fair visit to UW-Madison.

You may confirm your reservation and print an invoice in your myECS account under “visits”. 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 contact ECS (608.262.3471) with any questions regarding your career fair visit.

**NEW TIME – 1 p.m. - 7 p.m. at Gordon Dining & Event Center**

*Find Gordon Dining and Events on the campus map - [http://map.wisc.edu](http://map.wisc.edu) - search Gordon*

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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](http://conferencing.uwex.edu/lodging_guestrooms.cfm)
- Hampton Inn & Suites – Downtown 608.255.0360 - (New 2014)
- Bestwestern Inntowner – 2424 University Ave, 608.233.8778, (Renovated ’14) (shuttle) Group Code ECF1, ECF2, ECF3 – day 1, 2 or 3.

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 without advance permits should go to the UW Transportation Drive-thru at 21 N Park St to purchase a permit.

To obtain advance permits, please fill out the form at Transportation Services – Special Events: [http://transportation.wisc.edu/forms/visitoradvance2.aspx](http://transportation.wisc.edu/forms/visitoradvance2.aspx) Select lot 46 – Lake & Johnson Ramp.

Parking and campus navigation will be **EXTREMELY** limited. You are **STRONGLY** encouraged to take a taxi/shuttle or walk if you have a local hotel. We are an urban campus with limited parking. **A free metro shuttle – Route 80 –circulates campus.** [http://transportation.wisc.edu/transportation/bus_routes.aspx](http://transportation.wisc.edu/transportation/bus_routes.aspx)

You are invited to unload displays at Gordon Dining and Event Center and then park your vehicle. Pull in to the “Drop-Off Zone” southwest corner of the building to unload. Look for signs and see map below.

3. **INTERVIEWS DURING CAREER FAIR WEEK**

Interviews may **not** be conducted on the day of your participation in the career fair. Interviews may be held the day after. **Space is limited.** To schedule an interview space, email John Archambault at john.archambault@wisc.edu with your request. Interviews will be expo style tables at Gordon Dining and Event Center in the same ballrooms as the career fair the day prior. We no longer have an interview suite. Interviews are “table only” which means no advance/on-line scheduling. You will build your schedule based on interaction with students/alums at the fair. No electronic sign up.

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 with out the appropriate rep fee. State meal per diem rules prohibit us from giving “extra” meal vouchers for non-attending representatives.

6. **SHIPPING TO GORDON DINING & EVENT CENTER**

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 9:30 on the day of the fair by student volunteers.

**Ship to:**

ATTN: Frank Hoppe  
HOLD FOR *YOUR DATE/EMPLOYER NAME*  
Gordon Dining & Event Center  
UW-Madison  
770 W Dayton  
Madison, WI 53715

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

7. **SCHEDULE FOR THE DAY**

Career Connection is on the 2nd floor at Gordon Dining & Event Center – 770 W Dayton St.

<table>
<thead>
<tr>
<th>Set up</th>
<th>11 a.m. – 1:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>At your convenience using a food card</td>
</tr>
<tr>
<td>Career Fair</td>
<td><strong>TIME CHANGE</strong> 1:00 p.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Tear down</td>
<td>7:00 p.m.</td>
</tr>
</tbody>
</table>

8. **RETURN SHIPPING OF DISPLAYS**

FedEx and UPS GROUND are **NOT SCHEDULED** to pick up displays, you must schedule directly. FedEx and UPS express are scheduled to pick up daily at Gordon **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.

9. **REGISTRATION FEE**

Registration fees are due by participation date or a $100.00 late payment fee results. (Excludes government.)

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, enrolled 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.

11. **PHOTOCOPIES**

Please come with the supplies you need. We do not have photocopy capabilities. We can direct you to Bob’s Copy Shop on University Avenue to make copies if needed. See map below.

12. **STUDENT ORGANIZATIONS**

Interested in connecting with student organizations or their leaders while on campus? Information on organizations available through the Engineering Student Development at https://www.engr.wisc.edu/academics/beyond-the-classroom/student-organizations/
Campus Ramps and Garages
$12 max per day
- Lake & Johnson Ramp – Located diagonally across the street from Gordon Dining and Event Center and just south of the Fluno Center. (301 North Lake Street)
- Fluno Center Garage – This garage is part of the Fluno Center. (314 North Frances Street)
- Grainger Hall – Three blocks northwest from Gordon Dining and Event Center. The parking entrance is on North Brooks between University Avenue and Johnson Street. (325 North Brooks Street)
- North Park Street Ramp – Three blocks southwest from Gordon Dining and Event Center. The parking entrance is on North Park Street. (21 North Park St) DRIVE-UP WINDOW FOR UW PARKING ASSISTANCE.

Other Parking Ramps
- University Square Parking – Located across Johnson Street in the glass University Square/Lucky building. Enter from Lake Street. (338 North Lake Street)
  • $2 first hour + $1 per 30 minutes thereafter
- City of Madison State Street Garage – North of the Fluno Center with parking entrances on both North Frances Street and North Lake Street. (430 North Frances Street)

UW Madison Permit and Pricing Information: https://transportation.wisconsin.edu/resources/policies.aspx

Copies
- Bob’s Copy Shop, Hours: 9 am - 5 pm
  616 University Ave