Engineering Career Services

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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1. LODGING INFORMATION
Madison hotels are limited due to a large event in Madison. BOOK EARLY.
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 – Downtown 608.255.0360 - (New 2014)
- Bestwestern Intown – 2424 University Ave, 608.233.8778, (Renovated ‘14) (shuttle)
- Double Tree, 608.251.5511, 525 W. Johnson St. (shuttle)

You may need to look at area communities like Sun Prairie, DeForest, Cottage Grove and Stoughton.

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.

You are invited to unload displays at Union South and then park your vehicle. Pull in to the “Drive Turnaround” off of Dayton Street to unload. See the Union South Map – pg 2 at http://www.union.wisc.edu/materials/Visit_BuildingMap_US.pdf
Plan ahead, this process will take 45 min to 1 hour to park and get back to engineering.

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 for employers traveling more than 200 miles or ECS Corporate Sponsor. Space is limited, so those within 200 miles are asked to return to campus at a later date. Space is limited. Schedule interview spaces through myECS in the CAMPUS VISITS section. Interviews will be held in several engineering buildings and will be Expo style spaces. We no longer have an interview suite, so it is unlikely to have a private room.
Locations for Career Fair Interviews – Fall 2015
Wendt Commons, 215 N Randall Ave (8 spaces)
College Library, 600 N Park St (10 spaces)
Pyle Center, 702 Langdon St (40 spaces)
Engineering Centers (ECB) - 1550 Engineering Drive (25 spaces)
Wisconsin Idea Room, Education Building, 1000 Bascom Mall (18 spaces)
Due to myECS software limitations, all your schedules must be at the same location.

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.

6. SHIPPING TO UNION SOUTH
YOU MUST USE THE FORM SUPPLIED IN THIS PDF. Send completed form to Stephanie at diazdeleon@wisc.edu 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: Engineering Career Fair
         HOLD FOR *YOUR DATE/Employer Name*
         Union South
         UW-Madison
         1308 W Dayton
         Madison, WI 53715

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 PALLETs accepted.

7. SCHEDULE FOR THE DAY
Career Connection is in the Varsity Hall at Union South – 1308 W Dayton St.
Set-up                                           9:30 a.m. – 11:00 a.m.
Lunch                                           At your convenience using a WiscCard
Career Fair                                    11:00 a.m. – 5:00 p.m.
Tear-down                                       5:00 p.m.

8. RETURN SHIPPING OF DISPLAYS
FedEx and UPS are scheduled to pick up displays daily at Union South 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 fees are 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.
PACKAGE SHIPPING PROCEDURE FOR EVENTS AT THE WISCONSIN UNION

SHIPPING TO UW-Madison
1. COMPLETE SHIPPING INFORMATION FORM
The Wisconsin Union will not accept packages without a completed form that has been returned to your Campus Event Services Event Planner. - Stephanie at diazdeleon@wisc.edu

2. CORRECTLY LABEL BOXES FOR RECEIVING

Engineering Career Fair
HOLD FOR “YOUR DATE/Employer Name”
Union South
UW-Madison
1308 W Dayton
Madison, WI 53715

3. MOVEMENT OF BOXES ONCE RECEIVED
All packages are received at the Union South warehouse. Packages will only be accepted (2) business days prior to the event. The Union has no storage facilities and therefore packages received prior to two (2) business days before the event date will result in a $50.00 per day, per box storage fee. Storage fees will be added on to the organizer of the event’s invoice.

No pallets accepted.

RETURNING
1. PACKING AND LABELING BOXES
   a. Customer/company is responsible for packing up all boxes to be shipped. All boxes are required to have pre-paid shipping labels
   b. Customer/company must call either UPS or Federal Express for pickup GROUND pick-ups.
      ECS will call for express shipping
      UPS: 1-800-742-5877
      Federal Express: 1-800-463-3339

2. MOVEMENT OF BOXES ONCE PACKED AND Labeled
Package items and leave at your table. ECS and the Union staff will bring to the loading dock.
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**The Wisconsin Union will not accept packages without a completed form that has been returned to your Campus Event Services Event Planner. Once your form has been accepted and recorded, you will receive a confirmation within 48 hours. If you do not receive a written confirmation, contact Campus Event Services at the phone number or email below. We will accept and store packages 3 days prior to and 1 day following your event without charge. Packages arriving or stored outside of those time perimeters will be subject to a $50 per package fee. It is the customer's responsibility to coordinate shipping in and out directly with their shipping agent.**

Signature ________________________________

WISCONSIN UNION  
1308 W. Dayton  
Madison, WI 53715

PHONE (608) 262-2511  
FAX (608) 265-8299  
E-MAIL events@union.wisc.edu  
WEB SITE union.wisc.edu

Received by: __________  
Date Received: __________