Engineering Student Development
608-262-3471
608-262-7262 (Fax)
Rm 170, 1410 Engineering Drive
Madison, WI 53706

Engineering Student Development is pleased to facilitate your career fair visit at the UW-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. Location is randomly assigned on the floor the day prior.

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

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NEW LOCATION FOR 2016 – GORDON DINING & EVENT CENTER on Dayton Street.
Find Gordon Dining and Events on the campus map - http://map.wisc.edu - search Gordon

1. LODGING
There are several hotels convenient to the engineering campus:
Fluno Center, 608.441.7220, 601 University Ave. (Two blocks away)
Union South Hotel, 608.263.2600 (Free Bus 80)
Hampton Inn & Suites – Downtown 608.255.0360 (New 2014 – Four blocks away)
Bestwestern Inntowner – 2424 University Ave, 608.233.8778 (Renovated ‘14) (shuttle)
Double Tree, 608.251.5511, 525 W. Johnson St. (One block from fair site)

2. CAMPUS PARKING (take a hotel shuttle/taxi or walk if possible)
We are an urban campus and parking is EXTREMELY limited. You are STRONGLY encouraged to take a taxi/shuttle or walk from your hotel. On-campus parking is $12.00 per day. Advance permits are STRONGLY recommended. If you do not have advance parking, 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:

A City of Madison ramp is located near University Ave. Entrances are on both Lake and Francis Street.

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. Space is limited and first come/first served. To reserve space for interviews, see “campus visits” in my ECS and select Feb 2 or 4 from the calendar. Space is limited. Interviews will be at Gordon Dining and Event Center and will be Expo style spaces.

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 asked to supply a business card to the ECS office in order to attend and to receive lunch vouchers. Please bring one for our attendance records/meals. We will have blank forms for those who do not have business cards. There is a limit of one voucher per representative. WI State meal per diem rules prevent us from giving “extra” meal vouchers for non-attending representatives.

6. SHIPPING TO GORDON DINING AND EVENT CENTER
Material should arrive no more than 2 business days in advance of participation date.

Ship to: Attn: Frank Hoppe
         HOLD FOR *YOUR DATE/Employer Name*
         Gordon Dining and Event Center
         UW-Madison
         770 W Dayton St
         Madison, WI 53715

Be sure to send shipping numbers with your representatives in case items need to be tracked. Your items must clearly identify your organization name.
Include return shipping labels for your representatives to return displays.
NO PALLETs are accepted. LARGE ITEMS must have wheels or will not be handled by Gordon event staff.

7. SCHEDULE FOR THE DAY
Career Connection is in the second floor ballrooms at Gordon Dining & Event Center – 770 W Dayton St

- **Set-up**: 9:30 a.m. – 11:00 a.m.
- **Lunch**: At your convenience using a voucher
- **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 Gordon Dining & Event Center the day after the career fair. UPS and FedEx GROUND require you to request a pick-up. 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 not paid within 2 weeks after the event result in a late payment fee of $100.00.

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 UW-Madison past/current co-ops or interns who are currently enrolled as full-time engineering students assist at your booth. Please be sure to let us know if you have our students at your booth.

11. STUDENT ORGANIZATIONS
Interested in connecting with student organizations or their leaders while on campus? Information on organizations available through the Engineering Student Development at http://sle.encegr.wisc.edu/index.html