

Engineering Career Services

608-262-3471
608-262-7262 (Fax)

M1002 Engineering Centers
1550 Engineering Drive
Madison, WI 53706-1691

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. Location is randomly assigned on the floor 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.

1. LODGING INFORMATION

There are several hotels convenient to the engineering campus (most rate guarantees end around 8/23):
Fluno Center, 608.441.7220, 601 University Ave. (walk/taxi)
Union South Hotel, 608.263.2600 (on campus)

Hampton Inn & Suites – Downtown 608.255.0360 - \$134 (New 2014)
http://hamptoninn.hilton.com/en/hp/groups/personalized/M/MSNBJHX-ECC-20140921/index.jhtml?WT.mc_id=POG

Bestwestern Inntowner – 2424 University Ave, 608.233.8778, Block “career”-\$119 (Renovated ‘14) (shuttle)

Double Tree, 608.251.5511, 525 W. Johnson St. (shuttle) - \$169 – Code FEC

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 navigation will be **EXTREMELY** limited. You are **STRONGLY** encouraged to take a taxi/shuttle or walk from your hotel.

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 300 miles or ECS Corporate Sponsor. Space is limited, so those within 300 miles are asked to return to campus at a later date. To reserve space for interviews, contact John at arch@engr.wisc.edu Space is limited. Interviews will be held in several engineering buildings and will be Expo style spaces.

ECS Premier Sponsorships

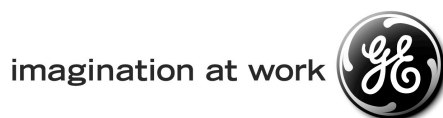
- **Gold**- \$25,000 (\$5000 for 5 years) [*Alliant Energy 2007-2011*] **(AVAILABLE)**
Named Library Resource Provider
Career Fair Table
1 per fair, no extra rep charges, first choice of location
Choice of on-campus recruiting dates
- **Gold**- \$25,000 (\$5000 for 5 years) [*Spectrum Brands 2010-2014*]
ECS Job Search Handbook Sponsor [*Bosch 2009-2013*]
Career Fair Table
1 per fair, no extra rep charges, first choice of location
Choice of on-campus recruiting dates



- **Silver** - \$12,000 (\$4000 for 3 years) [*Integrays 2008-2013*]
Named Student Job Search Communications Center Provider
(provides fax, internet, land-line services for students)
Career Fair Table – 1 per fair, no extra rep charges



- **Bronze** - \$5,000 (1 year)
Corporate Day On Campus
Customer tailored recruiting visit/event in the College of Engineering.
Career Fair Table – 1 per fair, no extra rep charges



Corporate logo posted on ECS website for all sponsorships.

To discuss these or customized giving opportunities based on your objectives, please contact John Archambault, Assistant Dean for Student Development – 608.262.3471.

All donations will be coordinated through the UW Foundation. Checks should be payable to UW Foundation.

- On-line payment available at <http://www.supportuw.org/giving?seq=8547>

Campus Event SERVICES

We plan your experiences for a lifetime.

EVENT NAME Engineering Career Connection/Career Fair
EVENT DATE
EVENT LOCATION <input type="checkbox"/> MEMORIAL UNION <input type="checkbox"/> UNION SOUTH

COMPANY NAME	
STREET ADDRESS	
CITY, STATE, ZIP	
PHONE	
EMAIL	
ON SITE CONTACT <i>(name/phone)</i>	

SHIPPING DATE	EXPECTED ARRIVAL DATE	ESTIMATED ARRIVAL TIME	SHIPPING COMPANY

QUANTITY	DESCRIPTION (SIZE, WEIGHT, COLOR, ETC)	TRACKING NUMBER

****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 2 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: _____

PACKAGE SHIPPING PROCEDURE FOR EVENTS AT THE WISCONSIN UNION

RECEIVING

1. COMPLETE SHIPPING INFORMATION (see 2nd page)
 - a. The Wisconsin Union will not accept packages without a completed form that has been returned to your Campus Event Services Event Planner.
2. CORRECTLY LABEL BOXES FOR RECEIVING

First and last name of recipient

Company Name

Name of Event/Date

Location of Event: Memorial Union or Union South

Union South

1308 W. Dayton St.

Madison, WI 53715

Exhibitor: (Jane Smith)

Exhibitor Company: (Happy to Serve You, Inc.)

Event Name: (L&S Fair, August 2, 2011)

Location of Event: (Memorial Union)

Union South

1308 W. Dayton St.

Madison, WI 53715

3. MOVEMENT OF BOXES ONCE RECEIVED
 - a. All packages are received at the Union South warehouse. Packages will only be accepted (2) business 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.*
 - b. Any packages for a Memorial Union event will be delivered to the 2nd floor Campus Event Services Office (1) business day prior to the event.
 - c. The Wisconsin Union Event Manager will deliver all boxes to the event location on the day of the event.
4. INFORMATION ON UW TRUCK SERVICE (*internal departments only*)
 - a. Organizer must inform Campus Event Services of the exact time, date, and building where the boxes will be delivered.
 - i. The Wisconsin Union Event Manager will meet truck services at the event location building.
 - ii. Please note, boxes will only be accepted (2) business days in advance.
 - b. All boxes must be labeled and numbered.
 - c. These will be checked in with the Wisconsin Union loading dock staff (at Union South) or with an Event Manager (at Memorial Union), stored (if needed), and brought to the event room.

RETURNING

1. PACKING AND LABELING BOXES
 - a. Customer/company/department is responsible for packing up all boxes to be shipped.
 - b. All boxes are required to have pre-paid shipping labels
 - c. Customer/company/department must call either UPS or Federal Express for pickup
 - i. UPS: 1-800-742-5877
 - ii. Federal Express: 1-800-463-3339
2. MOVEMENT OF BOXES ONCE PACKED AND LABELED
 - a. Customer must contact an event manager for assistant in moving boxes to correct pick-up location.
3. INFORMATION ON UW TRUCK SERVICE (*internal departments only*)
 - a. All boxes must be labeled and numbered.
 - b. Organizer needs to inform Campus Event Services of the exact time, date, and location the boxes will be picked up from truck services.
 - c. The Wisconsin Union Event Manager will bring it to the correct location at the loading dock to be stored for pick-up.
 - d. The Wisconsin Union maintains no liability for boxes that Truck Services doesn't pick up on the day and time that was arranged or if boxes get damaged due to weather.