

**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: <u>http://transportation.wisc.edu/forms/visitoradvance2.aspx</u>

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 <u>http://www.union.wisc.edu/materials/Visit\_BuildingMap\_US.pdf</u> 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 <u>not</u> 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 <u>Space is limited</u>. Interviews will be held in several engineering buildings 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 receive lunch vouchers. <u>Please bring one for our attendance records/meals</u>. We will have blank forms for those who forget cards.

## 6. SHIPPING TO UNION SOUTH

YOU MUST USE THE FORM SUPPLIED IS THIS PDF. Send completed form to Stephanie at <u>diazdeleon@wisc.edu</u>

Material should arrive **no more than 2 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.

## 7. SCHEDULE FOR THE DAY

Career Connection is in the Varsity Hall at Union South – 1308 W Dayton St.

Set-up Lunch **Career Fair** Tear-down 9:30 a.m. – 11:00 a.m. At your convenience using a WiscCard **11:00 a.m. – 5:00 p.m.** 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 <u>with ACCOUNT numbers</u> 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.

#### **10. EXTRA REPRESENTATIVE FEE**

If additional representatives beyond the number scheduled participate, a revised invoice will be available on-line after the event. <u>Any</u> 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 Student Leadership Center at http://slc.engr.wisc.edu/index.html

#### 11. **RECEPTIONS** (RSVP via email to ecs@engr.wisc.edu)

*PhD* recruiter and student reception on Monday, Sept. 22

*Women in Engineering Reception* - professional women engineers and female engineering students, Tuesday, Sept. 23 Sponsor:





# ECS Premier Sponsorships

- Gold- \$25,000 (\$5000 for 5 years) [Alliant Energy 2007-2011] (AVAILABLE) Named Library Resource Provider Career Fair Table

   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) [Integrys 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

imagination at work









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 <u>http://www.supportuw.org/giving?seq=8547</u>

# Campus Event

## We plan your experiences for a lifetime.

	COMPANY NAME
	STREET ADDRESS
VENT NAME	CITY, STATE, ZIP
Engineering Career Connection/Career Fair	
EVENT DATE	PHONE
	EMAIL
	ON SITE CONTACT (name/phone)

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 <u>2</u> days prior to and <u>1</u> 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 2<sup>nd</sup> 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.
- Any packages for a Memorial Union event will be delivered to the 2<sup>nd</sup> 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.