

Employer Shipping Recommendations

University of Wisconsin - Green Bay Career Services

Organizations may have job fair displays and materials shipped in advance to the UW-Green Bay campus. To facilitate this process and ensure that your materials and/or display are here **PRIOR** to the event date, please adhere to these recommendations below:

- Make sure to address all materials clearly and accurately. Use the guideline below.
- All shipping carriers deliver to a central point on campus. This delays delivery of these items directly to our office until after 10 a.m. the following day of delivery.
- **To ensure that materials will be available for the Fair event, make sure we receive your items *at least three (3) business days prior to the event.***
- Keep track of all routing and tracking numbers and bring with you the day of the event in case you need to track your materials.
- Contact our staff in advance by e-mail (careers@uwgb.edu) or phone (920.465.2163) to alert us that you will be shipping materials. This will allow us to communicate with our Receiving staff and watch for the arrival of your materials.
- **Please keep our booth space guidelines in mind as you prepare your displays and materials for shipment!** Each Job Fair booth space includes a 5' length table with two chairs within an approximate 7-8' space. We are not able to accommodate displays that extend beyond these space limitations.
- After the fair, you will be responsible for packaging and arranging your items to be shipped from our campus.

Addressing Materials to be Shipped:

ATTN: JOB FAIR on XX/XX/XX
Career Services, SS 1600
University of Wisconsin - Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001

If you have questions, please contact Career Services at careers@uwgb.edu or 920.465.2163.

Thank you!