

# ENGINEERING CAREER FAIR

## SHIPPING INFORMATION

We realize that you may need to send materials in advance of the career fair. In order to provide the smoothest transition of those materials, we offer the following shipping information:

### SENDING MATERIAL

If you wish to send materials prior to the event, please use the address below. The McKimmon Conference and Training Center is located on the corner of Western Boulevard and Gorman Street.

McKimmon Conference AND Training Center  
c/o Engineering Career Fair - [Company Name]  
NC State University  
1101 Gorman Street  
Raleigh, NC 27606

## IMPORTANT

Materials may be received up to three business days prior to the event; you may contact the McKimmon Center at 919.515.2277 to verify shipment.

### RETURNING MATERIAL

Materials to be shipped back may be picked up at the following address:

McKimmon Conference AND Training Center  
1101 Gorman Street  
Raleigh, NC 27606

FedEx and UPS will arrive for general pick-up around 5 p.m. on the day of the event.

**Note:** Volunteers will bring shipping labels to your booth around 2 p.m. Please complete the labels and place all items-to-be-shipped on your booth for pick-up. Include the following:

- Legible account numbers
- Shipping address
- Approximate weight of package
- Contact person and phone number

**To save time, we recommend using automated labels.**

Please note that the College of Engineering, the Engineers' Council and NC State University do not take responsibility for payment of delivered/returned items. Individual companies are responsible for arranging delivery and pick-up of all materials shipped. Due to a lack of storage space and multiple deliveries, items will be discarded if they are not shipped by close of the next business day.