

BUSINESS | 2017 Career Day | 1/7 SHIPPING GUIDE

Employers are welcome to send packages containing career fair materials to WMU prior to the event.

WMU Logistical Services will ensure that your materials are at the Bernhard Center when you arrive.

Send packages to:

**Western Michigan University
c/o Business Career Day 2017
1201 Oliver Street
Kalamazoo, MI 49008-5342**

- **FedEx and UPS** are the only vendors that can be used for shipping to WMU.
- To ensure that packages are at the Bernhard Center on the morning of the career fair, **please arrange delivery to WMU on or before October 10, 2017.**
- Employers should record the tracking number for packages shipped to WMU and **have them ready at the career fair** in order to arrange return shipping, otherwise it is the employers responsibility to make alternative arrangements.
- Return labels MUST BE printed by the employer and attached to outgoing packages for shipment. **Packages cannot be sent without the return label.** *WMU Logistical Services* will gather the return packages the morning after the career fair and packages will be sent out.



WESTERN MICHIGAN UNIVERSITY
Zhang Career Center

Questions regarding *WMU Logistical Services* and delivery of packages to the career fair should be directed to:

Steve Verity | (269) 387-8811 | stephen.verity@wmich.edu

-OR-

Bill Price | (269) 387-8817 | william.price@wmich.edu