



**ISM** | 2017  
**Career Night** | 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 ISM Career Night 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 September 19, 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](mailto:stephen.verity@wmich.edu)

-OR-

**Bill Price** | (269) 387-8817 | [william.price@wmich.edu](mailto:william.price@wmich.edu)