WMU Aviation Outlook Day Exhibitor Information

Event Address
Aviation Education Center
237 Helmer Rd N
Battle Creek, MI 49037

Schedule
- 9 – 10 am: Arrive and unload materials, exhibitor breakfast
- 10 am: Students begin circulating
- 12 – 1 pm: Exhibitor lunch (event continues during lunch)
- 2 pm: Day concludes

Parking
Parking for exhibitors will be available in the lot directly in front of the Aviation Education Center.

Package Shipping Instructions
Exhibitors are welcome to send their materials to the College of Aviation prior to the event. Any materials must be sent by FedEx or UPS only, and WMU is not responsible for any shipping costs. WMU staff will ensure materials are ready and at your booth upon your arrival.

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Attn: Aviation Outlook Day

- FedEx and UPS are the only vendors that can be used for shipping to WMU.
- Arrange delivery to WMU between March 27th and April 2nd to ensure that packages are here before your arrival.
- Record the tracking number for packages shipped to WMU to have at Outlook Day.
- Return labels MUST BE PRINTED by the employer and attached to outgoing packages for shipment. Packages cannot be sent without a return label.
- WMU will gather return packages after the event, and send out packages no later than April 4th.
• Questions about shipping and packaging can be directed to the College of Aviation at (269)-964-6375.

Cancellation and Tobacco Policies
Cancellation: Exhibitors needing to cancel their registration are asked to notify Reina Cooke at Reina.T.Cooke@wmich.edu, or by phone at (269)-964-7846 on or before March 27th, 2020 for a full refund.

Tobacco Policy: Effective September 1st 2014, the use of tobacco products is only permitted in enclosed personal vehicles. The use of tobacco products is not permitted indoors or outdoors on a University property.

Hotels and Restaurants
Hotel Accommodations
Many area hotels offer discounts for WMU alumni, students, employees and visitors to campus. In most cases, local discounts are not available for rooms reserved online or through national toll-free numbers. Use the local (269) number and ask if you are eligible for a WMU discount when making reservations.

View a list of hotels in Kalamazoo and Portage: https://wmich.edu/visit/hotels
View a list of hotels in the Battle Creek area:
https://www.battlecreekvisitors.org/item_category/hotel/

Restaurants
Discover Kalamazoo’s dining guide: https://www.discoverkalamazoo.com/eat/
Discover Battle Creek’s dining options:
https://www.battlecreekvisitors.org/item_category/dining/