Registration Fee: $100
- Includes: One 6 ft. table, publicity, parking, package delivery from Rightaway Delivery the day of the fair, lunch/refreshments for up to 2 representatives.
- Please bring display and promotional materials that fit the table size.
- Payment is expected at time of registration, contact Janice Laughlin at 734-647-7163 to make payment. Payment will be accepted the morning of the event, however note that all registration fees must be paid by the start of the event in order to participate.

Table Assignment: Tables will be arranged alphabetically each day.

Availability of Electricity: Electricity may NOT be available at all tables.

Cancellation Policy: Event expenses are incurred based on commitments of registrants. The event will be held regardless of weather unless the University is closed. All cancellations must be submitted in writing to Janice Laughlin at tjlaugh@umich.edu. Refunds will be made as follows (regardless of reason for cancellation):
- Before March 24, 2016 - refunds on total fee
- After March 24, 2016 - no refunds

Number of Representatives per Company: Each registration fee includes lunch and refreshments for 2 representatives. Additional lunch/refreshments are available for $25 per representative.

Lunch and Refreshments: Lunch will be available between 11:00-2:30 pm. Lunches are provided based on the total number of representatives indicated when you register. Beverages will be available throughout the Fair.

Parking: Parking is available on a first come, first served basis. We strongly suggest the use of carpooling, airport/hotel shuttle and/or taxi services, in order to avoid the challenges of parking. Directions to campus and parking details can be found at http://career.engin.umich.edu/EventParking

Shipping: Shipping details can be found at http://career.engin.umich.edu/SpringRightawayShipping

Hotel Information: Hotel recommendations available at http://career.engin.umich.edu/Hotels

Registration: https://engineering-umich-csm.symplicity.com/events/Spring16

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