Date Assignment: You may choose one day, January 29 or 30, when filling out the registration form. Dates are available on a first come, first served basis, and registration will close when capacity is reached or on January 11.

Table Assignment: Tables will be arranged alphabetically each day. You will be notified of your assigned table location upon check-in the day of the fair.

Cancellation Policy: Career fair 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 eng-careerfair@umich.edu. Refunds will be made as follows (regardless of reason for cancellation):
- On or before January 11, 2019 - refunds on total fee
- After January 11, 2019 - no refunds will be made after this date (Please Note: Payment will be expected in full even if you should cancel after January 11 or not show up the day of the event)

Registration Fee: $750 for profit / $250 non-profit
- Includes: One table, publicity, parking, package delivery services, continental breakfast/lunch/refreshments for up to 4 representatives
- Payment is due January 11, 2019. A $100 late fee charge will be added to the total career fair fee for payment not received by January 11, 2019. See cancellation policy above for details

Number of Representatives per Company: Your registration includes up to 4 representatives. You will be charged $25 for each additional representative. If more than 4 representatives will be attending, we ask that you purchase a second table ($350). The cost of the second table will include 4 additional representatives (8 total), and the 2 tables will be located next to each other. No more than 2 tables may be purchased per company.

Lunch and Refreshments: Continental breakfast and lunch will be provided for the total number of representatives indicated in your registration.

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 will be available closer to January at https://career.engin.umich.edu/CFParking.

Shipping: Shipping details will be available closer to January at http://career.engin.umich.edu/CFShipping.

Hotel Information: Hotel recommendations available at https://career.engin.umich.edu/CFHotels.

Registration: Employers may register through Engineering Careers, by Symplicity. Within your account select 'Events', 'Career Fairs’ from the menu on the left, and then click ’Register’ to the left of the ’Winter Engineering Career Fair’. If you do not yet have an account created in Engineering Careers, you may request an account at https://engineering-umich-csm.symplicity.com/employers/ by selecting ‘Sign Up’.

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