**Date Assignment:** You may choose one day, January 28 or 29, when filling out the registration form. Dates are available on a first come, first served basis, and the schedule will close when capacity is reached or on January 14.

**Table Assignment:** Tables will be arranged alphabetically each day.

**Availability of Electricity:** Electricity will NOT be available.

**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 Janice Laughlin at tjlaugh@umich.edu. Refunds will be made as follows (regardless of reason for cancellation):
- Before January 14, 2015 - refunds on total fee (minus 25% processing fee)
- After January 14, 2015 - partial refunds in the amount of $150 for profit / $75 for non-profit

**Registration Fee:** $625 for profit / $225 non-profit
- Includes: One 6 ft. table at fair site, publicity, parking, package delivery from Rightaway Delivery the day of the fair, lunch / refreshments for up to 4 representatives.
- Please bring display and promotional materials that fit the table size.
- A $100 late fee charge will be added to the total career fair fee, for payment not received by January 29, 2015.

**Number of Representatives per Company:** Each registration fee includes lunch and refreshments for 4 representatives. Additional lunch/refreshments are available for $20 per representative. If more than 4 representatives will be attending, we ask that you purchase a second table ($100). These tables will be located next to each other, and will provide more room and greater publicity for your company. No more than 2 tables may be purchased per company.

**Lunch and Refreshments:** Lunch will be available between 11:30-2:00 pm. Lunches will be based on the total number of representatives indicated when you register. Snack bags will be provided and 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/CFParking](http://career.engin.umich.edu/CFParking)

**Shipping:** Shipping details can be found at [http://career.engin.umich.edu/RightawayShipping](http://career.engin.umich.edu/RightawayShipping)

**Hotel Information:** Hotel recommendations available at [http://career.engin.umich.edu/Hotels](http://career.engin.umich.edu/Hotels)

**Registration:** [https://engineering-umich-csm.symplicity.com/events/WECF15](https://engineering-umich-csm.symplicity.com/events/WECF15)

UM Federal Tax ID # 386006309  Regents of the University of Michigan doing business with ECRC