

ECRC COMPANY DAY CANCELLATION, FOOD AND SHIPPING POLICIES

CANCELLATION POLICY:

Cancellations must be submitted in writing to eng-careerfair@umich.edu.

FOOD POLICY:

Serving food during a Company Day event is not required or expected, however per University policy, advance approval is required to serve food served on campus. Companies interested in serving food must notify the ECRC at least two weeks prior to the event date of the exact items to be served, the timeline for serving food, and the vendor providing the food.

SHIPPING POLICY:

Companies interested in shipping items in advance of a Company Day event **must first email eng-careerfair@umich.edu** with the number of packages to ship and the approximate dimensions of each package for approval. Packages not approved in advance may not be accepted.

Once the shipping request is approved by the ECRC, shipment of any packages for a Company Day event can be sent to the ECRC, you will be provided with shipping details including a shipping address.

Company representatives are responsible for any packages needing to be shipped back upon conclusion of the event; representatives must repackage, label and **CONTACT CARRIER to arrange pick up from the ECRC (Monday-Friday; 9:00 AM-4:00 PM ET).**