

## ECRC COMPANY DAY

### CANCELLATION, FOOD AND SHIPPING POLICIES

#### **CANCELLATION POLICY:**

Cancellations must be submitted in writing to [eng-careerfair@umich.edu](mailto:eng-careerfair@umich.edu) by the cancellation date listed at <https://career.engin.umich.edu/career-fairs-employers/>.

#### **FOOD POLICY:**

Due to requirements for serving food at the University of Michigan, organizations are prohibited from serving food to students during the Company Day event.

#### **SHIPPING POLICY:**

Companies interested in shipping items in advance of a Company Day event **must first email [eng-careerfair@umich.edu](mailto: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).**