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 2020 Engineering Career Fair’. If you do not yet have an account created in Engineering Careers, you may request an account by selecting ‘Sign Up’ at engineering-umich-csm.symplcity.com/employers.

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 registration will close when capacity is reached or on January 7.

REGISTRATION FEE: $750 for Profit / $250 Non-Profit/Government organizations
Includes: One table, publicity, parking, package delivery services, continental breakfast/lunch/refreshments for up to 4 representatives

REPRESENTATIVES/TABLES/BOOTH LOCATION: 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, and the option for a second table is not available to Non-Profit/Government organizations.
- Tables will be arranged alphabetically each day. You will be notified of your assigned table location upon check-in.

PAYMENT POLICY: Payments are due in full by January 7, 2020.
- A $100 late fee charge will be added if payment is not received by this date.

Additional Payment Notice: Organizations with outstanding fees from any Engineering Career Fair will not be permitted to attend future Engineering Career Fairs until their account is paid in full.

CANCELLATION AND REFUND POLICY: Career fair expenses are incurred based on the commitments of registrants. Cancellations must be submitted in writing to eng-careerfair@umich.edu. Cancellations will be confirmed via email from eng-careerfair@umich.edu. Payment is due in full if you cancel after January 7, 2020, or do not attend the day of the event.

The career fair will be held regardless of inclement weather, no refunds will be issued for this reason. Refunds will be made as follows, regardless of the reason for cancelling:
- On or before January 7, 2020 - full refund on payments received.
- After January 7, 2020 - no refunds will be made after this date.

UNIVERSITY CLOSURE: In the rare case that the University is closed, messaging will be sent via email to the person who registered for the career fair with more details regarding the event.

DIRECTIONS/PARKING/CHECK-IN: 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, parking/shuttle service and check-in details are available at: career.enginein.umich.edu/CFCarPark

SHIPPING: Shipping details are available at career.enginein.umich.edu/CFShipping

HOTEL: A list of local hotels is available at career.enginein.umich.edu/CFHotels

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