Information for Shipping and Handling (if shipping exhibit to or from the Iowa State Business, Industry and Technology Career Fair):

Thank you for planning to attend the Business, Industry and Technology Career Fair. All employers are responsible for packing and applying pre-paid shipping labels to all packages upon load out. Due to increased parameters from carriers, it is the responsibility of the exhibitor to arrange for package pick up with appropriate carrier. Please see below for steps to ship to/from the Business, Industry and Technology Career Fair.

Arrange pre-paid packages to be delivered to Hilton Coliseum no earlier than Monday, September 17th, using the following address:

Iowa State University
Hilton Coliseum
1705 Center Drive
Ames, IA 50011
Attn: {Name of Exhibiting Company}
Hold for: {Name of first career fair attending}

**In the hold for line, please indicate the first career fair you are attending (either Engineering Career Fair or Business, Industry and Technology Career Fair).

Items shipped will be delivered to your booth (Please ensure your company's name is clearly marked on the package).

At conclusion of event, affix pre-paid outbound shipping labels to exhibit items and leave them at your booth. All materials must be packaged and ready to ship at the conclusion of the fair. Please note the event staff will move packaged items from your booth to the shipping location. Employers must arrange a pickup with UPS or Fed Ex. All packages must be scheduled to be picked up within 3 days of the career fair.

Please let us know if you need further assistance. We look forward to having you at the Business, Industry and Technology Career Fair!

Business Career Services
On Behalf of the Business, Industry & Technology Career Fair
isucareerfairs@iastate.edu