Shipping of Company Displays
Before -and- After the Career Fair Events

**SHIPPING YOUR DISPLAY BEFORE THE CAREER FAIR**

1. Please contact the ACAC team to inform us of the tentative delivery date.
2. Call 608.342.1183 or email: acac@uwplatt.edu
3. Mail your displays and/or boxes to:
   Central Receiving – UW-Platteville
   Attn: Academic and Career Advising Center
   1680 Greenwood Ave
   Platteville, WI 53818-3099

**MAKE SURE YOUR BOXES and DISPLAYS ARE PROPERLY MARKED WITH YOUR COMPANY NAME FOR EASY IDENTIFICATION!**

**SHIPPING YOUR DISPLAY HOME AFTER THE CAREER FAIR?**

1. Make sure you have the necessary paperwork completed with your company account number prior to your arrival to the career fair:
   - UPS
   - Fed. Ex. Form
   - USPS
   - Other
2. Tape the form to your case/material to be shipped.
3. Bring the material to be shipped to the Academic and Career Advising Center in 0200 Ullsvik Hall after the career fair.
4. Inform an ACAC team member that your items have been called in and they are ready for pick-up.

- **Employers you are responsible for making the shipping arrangements to have display items returned to company headquarters.**
- Your items will be held, for shipment, in the ACAC until pick-up or delivery.

If you have questions related to shipping items, please call the ACAC team at 608.342.1183.

*Thank you!*