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

SHIPPING YOUR DISPLAY BEFORE THE CAREER FAIR

1. Please contact the CPDO team to inform us of the tentative delivery date.
2. Call 608.342.1183 or email: cpdo@uwplatt.edu
3. Mail your displays and/or boxes to:
   Central Receiving – UW-Platteville
   Attn: Career and Professional Development Office
   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 Career and Professional Development Office in 0200
   Ullsvik Hall after the career fair.
4. Inform an CPDO 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.
   - FedEx: items shipped via FedEx will be picked up at the CPDO the “day of” the career fair.
   - UPS: items shipped via UPS will ship in two to three days. UPS deliveries go through the
     UW-Platteville Central Shipping/Receiving Office.

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

Thank you!