
WHERE SHOULD I SHIP BOXES/DISPLAYS FOR THE CAREER FAIR?

Please have your boxes/displays shipped to Alfred University for delivery **NO LATER THAN WEDNESDAY, FEBRUARY 22, 2012**, to the address below:

Alfred University Career Development Center Telephone: (607) 871-2164
Attention: Jill Crandall
148 North Main St.
Alfred, NY 14802

We will hold your boxes/displays until the day of the Career Fair and then deliver them to your organization's designated table to be unpacked by your representative(s).

WHAT SHOULD I DO WITH BOXES/DISPLAYS I WOULD LIKE TO SHIP BACK TO MY OFFICE?

Your representative(s) will be responsible for packing display items to be shipped back to your office, labeling them with your appropriate **completed** freight bill and leaving them at the table. We will store them overnight at the Shipping Center (Motor Pool), where your designated shipping company will pick them up the next day.

In addition, it is the responsibility of your representative(s) to make arrangements with your shipping company for pick-up of the boxes/display items.

Please have all materials picked up at the Shipping Center (Motor Pool) on **MONDAY, FEB 27TH, 2012**, between the hours of 9 a.m. and 3:30 p.m.

Alfred University
Shipping Center (Motor Pool)
148 North Main St.
Alfred, NY 14802

Telephone: (607) 871-2803