

**SHIPPING NOTIFICATIONS FOR EXHIBITS, GIVEAWAYS
FOR NJIT CAREER FAIR**

Pre-shipment of Materials

Materials may be shipped to arrive only during the last two weeks and no later than 2:00 pm, the Friday before the career fair to this address:

Attn: Career Fair Ph: 973.596.3646

New Jersey Institute of Technology
Career Development Services
136 Bleeker Street
Newark, NJ 07102-1982

We strongly encourage you to ship by UPS or FedEx and to confirm with us the arrival of your pre-shipped materials. Please complete this form and return it to Denise Thomas at thomd223@njit.edu.

Company Name:	
Name of Shipper:	(Please circle or underline one) UPS FEDEX FEDEX GROUND Other: _____
Your Company Account #:	
Number of Boxes:	
Approximate Weight:	
Overnight or 2nd Day:	

**INSTRUCTIONS FOR RETURNING AND SCHEDULING PICK-UP OF MATERIALS
AT CAREER FAIR CONCLUSION**

Please note that displays or other materials being shipped back after the fair by UPS or FedEx will be stored overnight at NJIT mailroom to be shipped back the next day. Please be sure to bring your shipping forms with account number to place on your shipment.

If you are shipping with courier other than UPS or FedEx, please call your shipper the day before the fair to arrange pick-up prior to 5:30 pm at **NJIT Gym, 80 Lock Street, Newark, NJ 07102**.