

# CM CAREER EXPO

## SHIPPING



### SHIPPING YOUR BOOTH & MATERIALS IN:

- 📦 Ship your materials to the address below so they arrive by Tuesday, October 31<sup>st</sup>. Shipments arriving later than this date are not guaranteed to be received.

Address all shipped items to:

University of Washington  
ATTN: CM Career Expo 2023  
3943 W Stevens Way NE  
Architecture Hall, Suite 120  
Seattle, WA 98195

- 📦 All packages sent directly to the HUB will be refused and returned.
- 📦 Consider shipping to your hotel or a local office in advance.
- 📦 **\*\*Please Note:** *You are responsible to pick up your items the day of the fair (Tuesday, November 7, 2022). We are not able to transport your items from Architecture Hall to the HUB for you.*

### SHIPPING YOUR BOOTH & MATERIALS OUT:

- 📦 Nothing can be left in the HUB
- 📦 You are responsible to arrange for pickup from the delivery address within 2 days after the fair, this will be **no later than Thursday, November 9, 2023.**
- 📦 Items cannot be accepted for hold by the department without a return shipping label already filled out and attached to your materials.
- 📦 A company representative **MUST** remain with the items and return them to the office at Architecture Hall for pick up. *We will not be able to transport your items from the HUB back to Architecture Hall for you.*

### ADDITIONAL INFORMATION:

- At all times, your organization is responsible for its own property.
- Your organization is required to remove all property from the venue by 6:00 p.m. the day of the event.
- Your organization is responsible to deliver their outgoing shipment back to the CM office for pick up by your selected carrier and may not leave any of its property unattended at the conclusion of the fair.
- UWCM shall have no responsibility for any property of the organization and the organization agrees to release and hold harmless UWCM for any such damage or loss of property.
- Any property left in venue after above specified time shall be disposed of by the cleaning crew.



CONSTRUCTION  
MANAGEMENT AT THE  
UNIVERSITY of  
WASHINGTON