

CM CAREER EXPO

SHIPPING



SHIPPING YOUR BOOTH & MATERIALS IN:

- 📦 Ship your materials to the address below so they arrive by Wednesday, October 29th. Shipments arriving later than this date are not guaranteed to be received.

Address all shipped items to:

University of Washington
ATTN: CM Career Expo 2025
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 for picking up your items from Architecture Hall the day of the expo (November 4, 2025). CM staff will not 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 for arranging the pickup from the delivery address within 2 days after the fair, this will be **no later than Thursday, November 6, 2025**.
- 📦 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. *CM Staff 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 5:00 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 in the HUB 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