



# WMU Paper Industry Night

What you need to know

## 1. Shipping

- **You must provide your shipping/tracking information** on the form provided in your confirmation email, if you are shipping materials to the Engineering Expo and want your materials at Paper Industry Night. *Failure to do so may result in missing packages.*
- Ship packages to 1201 Oliver Street, Kalamazoo MI 49008 with the notation of ENGINEERING EXPO on the shipping label.

## 2. Parking

- To unload, you may pull up to the circle in front of the Fetzer Center (2251 Business Court, Kalamazoo, MI 49008).
- FREE parking in (Lot 72F) in front of the Fetzer Center.
- Use this [link](#) to find the map.

## 3. Set Up

- You may arrive for set up as early as 1:00 pm.
- Bring your own company tablecloth.
- We recommend 2-3 company representatives per table.

## 4. Next Day Interview Packets

If you are signed up for Next Day Interviews, we will have your packets at the registration table.

## 5. Getting Your Materials to Expo

- **If you need your materials at Engineering Expo the next day**, you must box them and drop them off in the designated area. Items left unboxed or on the ground at your table will not be delivered to Expo. Know your tracking number & keep your packing slip if you want your materials returned to your company after Expo.
- **If you need your materials shipped back after Paper Night:** re-box materials, tape your shipping slip on the box and take it to the designated area.

Thank you for joining us!



**Paper Technology  
Foundation**