

SHIPPING INFORMATION

Hollins Exposition Services of Roanoke provides shipping services for employers to CSRC career fairs. Please **DO NOT ship career fair items using another vendor to computer science offices or to the event.** An exhibitor packet will be emailed from Hollins to companies registered for the career fair approximately one month in advance.

You do not need to contact Hollins unless you are shipping items ahead or want additional furnishings for your booth. If you need Hollins to ship your items back after the career fair, have a shipping label ready to place on the items when the career fair is finished. Hollins will pick them up at your booth site.

If you do not use Hollins Exposition Services for shipping (e.g., using UPS, FedEx, etc.), work directly with your service provider. **Employers are responsible for receiving these packages. CSRC and Hollins Exposition Services staff will not sign to accept packages or be responsible to move them.** After the career fair, your materials must be picked up no later than the posted career fair closing time.

Questions about shipments should be directed to:

Kris Peter

Hollins Exposition Services

540.362.3940, x 115

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10/16/18