

**Penn State ASCE  
 Career Fair  
 Shipment Handling Form**



Thank you for your interest in attending our career fair and hiring our students! This form is to give you information on sending shipments prior to our event and information regarding outbound shipping. **Packages must be sent at least 1 week prior to the event** to allow for timely handling by your carrier and by the Penn State University staff.

Unfortunately, ASCE will not offer outbound shipping services. All employers are responsible for their company’s packages at the end of the event. **No packages may be left at the Bryce Jordan Center.** Rather, employers must arrange to take packages with them at departure. If you must ship your materials, consider the following carrier drop off location:

FedEx (Closes at 7 PM): <https://local.fedex.com/en-us/pa/state-college/office-1211>

UPS (Closes at 7 PM): <https://locations.theupsstore.com/pa/state-college/210-w-hamilton-ave>

*Please Note: The American Society of Civil Engineers at Penn State Student Organization is not responsible for damage or loss of any shipments. The student organization is not responsible for any outbound shipments at the end of the event.*

**Arriving Shipments Info.**

|                                       |   |
|---------------------------------------|---|
| Email Form To:                        | <b>Jordan Davis – jad6954@psu.edu</b>   |
| Full Name:                            |   |
| Company Name:                         |   |
| Phone:                                |   |
| Email:                                |   |
| # of Packages:                        |   |
| Package Details (weight and/or type): |   |
| Outbound Address:                     | Address: <b>105 Sackett Building</b><br>City & State: <b>University Park, PA</b><br>Zip Code: <b>16802</b><br>Phone: <b>N/A</b> |
| Return Address:                       | Address:<br>City & State:<br>Zip Code:<br>Phone:  |