

## Career & Job Fair Shipping Information

We are excited to have you join us for the Career & Job Fair on Tuesday, February 3, 2026. To ensure a smooth experience, please review the following important information regarding the shipment of your materials.

**Shipping Responsibilities:** All exhibitors are responsible for arranging the shipment of their display materials to and from the event venue.

### **Please address all materials as follows:**

- Your name and your organization
- “c/o Career Fair”
- Confederation College - Facility Services
- 1450 Nakina Drive, Thunder Bay, ON P7B 0E5
- A contact phone number for representative who will physically be on campus for the event
- **Email details of the shipment to [StudentCareerServices@confederationcollege.ca](mailto:StudentCareerServices@confederationcollege.ca)**

### **Liability Information**

- **Damage and Loss:** Confederation College is not responsible for any damage or loss of materials during shipping. If insurance is required, opt for it when creating your shipping labels.
- **Arrival Condition:** Ensure that all materials are securely packed to withstand transit. We are not liable for any items that arrive damaged.
- **DANGEROUS/REGULATED GOODS SHIPMENTS WILL NOT BE ACCEPTED.**

### **Important Dates**

- **Shipping Deadline:** Please try to arrange for items to arrive no earlier than Friday, January 31<sup>st</sup>, as space is limited in the Receiving Department.
- **Return Shipping:** Please arrange for return shipments to be packed upon completion of the event and to be picked up no later than Wednesday, February 4<sup>th</sup>.

### **Additional Information**

- **Storage:** Limited storage space is available and there are numerous exhibitors.
- **We may need to place your items in a public space near the event,** if you have items that will be placed on a standard pallet for shipment, please ensure they are wrapped securely as they may be placed in the corridor.
- Please notify us in advance if you require storage for your materials outside of the dates provided to see if we can accommodate.
- Unloading vehicles for the event should be completed at the East Entrance of the Shuniah Building.
- **Setup and Breakdown:** Exhibitors are responsible for setting up and breaking down their displays. Please adhere to the event schedule for setup and breakdown times.

Thank you for your cooperation. We look forward to a successful event!