18th Annual Montana Tech Career Fair
Shipping and Receiving

Receiving
Ship your materials ahead of time to Career Services and our office will make sure your materials are at your table on the day of the career fair. The physical address for mailing packages to our office is:

Montana Tech Career Services
Attn: Career Fair
1300 West Park Street
Butte, MT  59701

Make sure your company name is clearly marked on the outside of the package(s) and please let Career Services know how many packages you are shipping by emailing careerservices@mtech.edu or calling 406.496.4140.

Shipping
Career Services is not responsible for the return shipment of materials. However, we are able to assist in sending the information out the day after the career fair. Please make sure you have your company’s shipping account information (UPS or FedEx) and forms completed by the end of the career fair. Do not leave your packages at your table, please take them to the designated shipping area.

The numbers are as follows for FedEx, UPS, and USPS:

FedEx 1-800-463-3339 (1-800-Go-FedEx)
UPS 1-800-742-5877 (1-800-PICK-UPS)
US Postal Service 1-800-275-8777 (1-800-ASK-USPS)

If your company uses another carrier, please let Career Services know as soon as possible. Special arrangements will need to be made for pick up from Butte and you may want to allow for additional shipping time for your package(s).

Please contact Career Services at careerservices@mtech.edu or 406.496.4140 with any questions.