



Shipping & Receiving

RECEIVING:

Ship your materials ahead of time to Career Services. **Please contact Career Services at careerservices@mtech.edu or (406) 496-4140 to let us know how many packages you are shipping.** Our office will make sure your materials are at your booth on the day of the career fair. The physical address for mailing packages to our office:

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

*Please be sure that **your company name** is clearly marked on the outside of the package so we know it has arrived and are clearly able to identify where to deliver the package.*

SHIPPING:

Career Services at Montana Tech is not responsible for the return shipment of exhibitors' materials. However, we are able to assist in sending information out the day after the career fair. ***Please make sure that you have your company's shipping account information (UPS, FedEx) and forms completed by the end of the day.*** Do not leave your packages at your booth; rather contact Career Services for specific details and location.

**Federal Express 1-800-463-3339
UPS 1-800-742-5877
US Postal Service 1-800-275-8777**

If your organization uses another carrier, please let Career Services know as soon as possible. Special arrangements will need to be made for a pick up from Butte. You may want to allow for additional time for your package to reach its destination.

Any questions or comments, please contact Heather Lingle,
Program Coordinator of Career Services at
hlingle@mtech.edu or by phone 406.496.4628.

Thank you!

