



## 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](mailto: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 Ariel Riccardi at [ariccardi@mtech.edu](mailto:ariccardi@mtech.edu) or 406.496.4628 with any questions.