

# Mailing & Loading Dock Instructions

## Mailing Instructions

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### To the Fair:

If you wish to send displays or literature for use during your visit,  
please send to the following address:

WorkForce 2011  
Marquette University  
Attn: Jillian Marx, Room 245  
Alumni Memorial Union  
1442 W. Wisconsin Avenue  
Milwaukee, WI 53233

### From the Fair:

**IMPORTANT: SHIPPING YOUR DISPLAY HOME AFTER THE FAIR?**

**If you have a display or box that you wish to have shipped out after the Fair, please follow these directions:**

- 1. Make sure that you have the necessary paperwork (UPS, FedEx form etc.) filled out with your company account number.**
- 2. Tape the form to your case/material to be shipped.**
- 3. Bring the display case to the Lynch Lounge (lobby of ballroom) after the Fair and register it with a WorkForce staff member.**

## Loading Dock Assistance

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WIPCCC volunteers will be available to help unload employer displays and materials brought to the Alumni Memorial Union loading dock between TIME and TIME.

The loading dock is off the circle-drive near the corner of Wisconsin Avenue and 14<sup>th</sup> Street. A campus map is available at: <http://www.marquette.edu/contact/CampusMap.pdf>. The Alumni Memorial Union is building 61.