

# Education Career Fair Policies



## March 27, 2019

Updated October 4, 2018

***Submission of the online registration triggers acknowledgement of the organization's financial obligation for all fees associated with the event.***

Registration for the Education Career Fair will not be **confirmed** until payment is received. Although pre-payment is required to secure a table(s) for the fair, not pre-paying or no showing does not qualify the registration for a cancellation refund. Please see cancellation policy below.

### **Pre-Payment Policy Requirements to be met by OSU and the registering organization:**

- OSU Career Services will provide a discount for early registration payment.
- If registered participant cannot attend, someone else may attend in his/her place.
- If OSU Career Services cancels the fair, the organization will receive a 100% refund. (Please see specific fair registration page for associated rates and fees)

### **Cancellation Policy:**

Cancellations will be accepted provided that notification is given in writing to OSU Career Services. Cancellations must be sent via e-mail to [alicia.low@okstate.edu](mailto:alicia.low@okstate.edu) and must be received by the stated cancellation deadlines listed below. Career Services reserves the right to charge any costs incurred prior to cancellation and the following registration fees:

- Cancellations received at least 30 days before the scheduled fair will receive a 100% refund.
- Cancellations received at least 10 days before the scheduled fair will receive a 50% refund.
- Cancellations received less than 10 days before the event will be charged the full registration fee.
- No-show, no cancellation will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request (extra tables, electricity, additional representatives, etc).
- Registration fees cannot be transferred to another, upcoming event.
- Using a purchase order for pre-payment will still incur cancellation charges.

Registration fee based on the total of the original registration request.

### **Inclement Weather:**

Should inclement weather prevent the fair from occurring on the scheduled date, OSU Career Services will reschedule the date and all fees as well as cancellation policies will apply. Please consult the following for official news regarding the fair schedule:

- [www.HireOSUgrads.com](http://www.HireOSUgrads.com)
- OSU Career Services: 405-744-9644 or [alicia.low@okstate.edu](mailto:alicia.low@okstate.edu)

**Education Career Fair** - Wednesday, March 27, 2019

**Location** - Wes Watkins Center

**Registration Opens** - Monday, October 22, 2018

**Early Registration Discount Deadline** - 5:00PM on Friday, March 15, 2019

**Payment Due Date** - Monday, March 25, 2019

**Deadline for 100% Cancellation Refund** - 5:00PM on Monday, February 25, 2019

**Deadline for 50% Cancellation Refund** - 5:00PM on Monday, March 18, 2019

**Hours:**

2019 Education Career Fair

Wednesday, March 27, 2019

Employer Check-In: 7:30am – 9:00am

Career Fair: 9:00am – 11:00am

Lunch: 11:00am – 12:00pm

Optional Afternoon Interviews: 12:00pm – 4:00pm (at the Wes Watkins Center)

**Fees:**

- Early Registration (October 5, 2018 – March 15, 2019)
- Communication regarding payment instructions (i.e. payment options) will be emailed following receipt of your registration request. Communication will be delayed during University Holidays (November 23-24 and Dec. 22 – Jan 1).
- Your registration fee includes: Employer hospitality, parking, continental breakfast, lunch, refreshments, advertising/marketing, and booth space.
- Early Table Registration (includes 3 representatives): \$100
- Standard Registration: \$125
- Additional Representatives: \$25 per person

**OSU Department Standby Status:**

- OSU Departments that would like to attend can be placed on a standby list for no fee.
- Spaces will be distributed to standby departments in the order that registrations were received only if there is a space available.
- This registration does not include lunch for representatives.
- Standbys will find out no later than noon on Wednesday, March 20 if they will have a table.

Substituting attendees will not reduce attendee fees (i.e. if a total of 4 representatives attend, you will be charged for 4, even if only 2 are at your table at any one time).

Table assignments, reserved parking spaces, and food orders are based on the number of attendees you indicate on your registration form, so please inform us if this number changes after your initial registration ([alicia.low@okstate.edu](mailto:alicia.low@okstate.edu)). If more representatives attend than the number for which your company has paid, you will be invoiced for the additional reps after the fair.

**Additional Fees:**

Electrical Outlet: \$10

**Shipping Materials:**

Packages and displays should be shipped to arrive between 8:00am, Wednesday, March 20, 2019 and 5:00pm, Monday, March 25, 2019. Last minute shipping may cause delays in recruiters receiving their packages for the fair. All packages for the career fair should be shipped to:

OSU Career Services

**ATTN: Education Career Fair**

360 Student Union

Stillwater, OK 74078

**Return Shipping:**

OSU Career Services will schedule a FedEx and UPS pickup for the end of the fair. You should have all materials boxed up with labels properly completed (including company account number) and attach to all materials being mailed. OSU Career Services is not responsible for unlabeled or improperly labeled packages as well as lost packages.

**Career Fair Security:**

OSU Career Services is not liable for lost and stolen goods.

OSU Career Services reserves the right to change or modify these Career Fair Policies as it deems necessary without notice to any other party, which such changes shall be binding upon the registered companies.