

Education Career Fair Policies

March 22, 2022



Submission of online registration initiates understanding of event policies and acknowledgement of the organization's financial obligation for all fees associated with the event. 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.

We are excited to welcome employers back to campus for the Spring 2022 semester and look forward to providing a safe in-person recruiting experience. We appreciate your willingness to remain flexible as plans may change at any time. We remain dedicated to providing excellent customer service and will communicate updates as they are available.

Career Fair Policies – Updated November 18, 2021.

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 company 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 and must be received by the stated cancellation deadlines listed below. **Career Services reserves the right to uphold these cancellation policies regardless of a company's unique situation, including but not limited to: travel restrictions, personal illness, staffing changes or shortages, and instances of force majeure.**

- Cancellations received by 5:00PM on Friday, February 25, 2022 will receive a 100% refund.
- Cancellations received by 5:00PM on Friday, March 11, 2022 will receive a 50% refund.
- Cancellations received after 5:00PM on Friday, March 11, 2022 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.
- Using a purchase order for pre-payment will still incur cancellation charges.
- Registration fees cannot be transferred to another, upcoming event.

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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. Should inclement weather occur and the career fair continues, all payments will be collected, regardless of a company's decision not to attend or inability to attend. Please consult the following for official news regarding the fair schedule:

- <http://HireOSUgrads.com>
- OSU Career Services: 405-744-5253 careers@okstate.edu

Important Dates:

OSU Education Career Fair - Tuesday, March 22, 2022

Registration Opens – 10/26/2021

Early Registration Discount Deadline – 1/14/2022

Deadline for 100% Cancellation Refund – 2/25/2022

Deadline for 50% Cancellation Refund – 3/11/2022

Payment Due Date – 3/21/2022

Fees:

Your registration fee includes: Employer hospitality, parking, lunch and refreshments for up to three representatives. Also, marketing efforts before the fair, company details featured on website, Hire System and Career Fair Plus app for student research efforts, physical marketing at the event, and physical space (space includes 8ft table, black table cloth, and three chairs). – No more than three representatives per company will be allowed to attend due to social distancing and limited capacity restrictions.

Standard Organization

- Early Bird Rate- \$450 (10/26/2021-1/14/2022)
- Standard Rate - \$500 (1/15/2022-3/18/2022)

OSU Department Standby Status

- OSU Departments may attend free of charge, dependent on availability and capacity restraints. Career Services will confirm registration availability by 12pm on Wednesday, February 16th.

Electrical Outlet: \$10

Shipping Materials:

Packages and displays should be shipped to arrive between Monday, February 14th and Friday, February 18th, 2022. Last minute shipping may cause delays in recruiters receiving their packages for the fair. All packages for the Business 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.