

# OSU Business Career Fair Policies

## September 22, 2021

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**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 Fall 2021 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 May 17, 2021.**

Registration for the OSU Business 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. Please see cancellation policy below.

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

1. OSU Career Services will provide a discount for early registration payment.
2. If registered participant cannot attend, someone else may attend in his/her place.
3. If OSU Career Services cancels the fair, the company will receive a 100% refund.

### **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 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, Friday, August 20<sup>th</sup>, 2021, will receive a 100% refund.
- Cancellations received by 5:00pm, Friday, September 10<sup>th</sup>, 2021 will receive a 50% refund.
- Cancellations received after 5:00pm, Friday, September 10<sup>th</sup>, 2021 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.
- Using a purchase order for pre-payment will still incur cancellation charges.
- Registration fees cannot be transferred to another, upcoming event.

**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 if a company decides not 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](mailto:careers@okstate.edu)

**Important Dates:**

OSU Business Fair - Wednesday, September 22, 2021

Registration Opens: 5/18/2021

Early Bird Discount Ends: 7/9/2021

Deadline for 100% Cancellation Refund: 8/20/2021

Deadline for 50% Cancellation Refund: 9/10/2021

Registration Closes: 9/17/2021

Payment Due Date: 9/21/2021

**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 booth 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- \$700 (5/18/2021 – 7/9/2021)
- Standard Rate - \$800 (7/10/2021 – 9/17/2021)

**Government Agency/ Charitable Non-Profit 501(c)(3)**

- Early Bird Rate - \$400 (5/18/2021 – 7/9/2021)
- Standard Rate - \$500 (7/10/2021 – 9/17/2021)

**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 Friday, September 17<sup>th</sup>.

**Graduate and Specialty Schools**

- All graduate and specialty schools are encouraged to register for the Virtual OSU Career Fair on Thursday, September 30<sup>th</sup>, in lieu of an in-person fair.

Electrical Outlet: \$10

**Shipping Materials:**

Packages and displays should be shipped to arrive between Monday, September 13, 2021 and Friday, September 17, 2021. 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: Business Career Fair**  
360 Student Union  
Stillwater, OK 74078

**Multiple Fair Shipping:**

If you are attending multiple in-person fairs at OSU, please insert the FIRST fair you are attending in the ATTN: line (example above). We are happy to store your shipping overnight and ensure it is in the correct place for your next OSU fair.

**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:**

Please note that OSU Career Services staffs OSU Police throughout Gallagher-Iba Arena during the day of the fair as a deterrent to theft, but neither OSU Career Services nor OSU Athletics is liable for lost or stolen goods.