

OSU Career Fair Policy

March 1 & 2, 2017



Career Fair Policies - Updated October 18, 2016

OSU Career Services requires pre-payment for career fair registration.

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

Registration for the OSU 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. 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 company will receive a 100% refund. (Please see specific fair registration page for associated rates and fees)

Cancellation Policy:

****Cancellation policies will apply to all registrations including registrations for both days. If a cancellation occurs for one of the days of a two-day registration, remaining registration will revert to full price.***

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 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.

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.

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. The contingent weather date to be announced. Please consult the following for official news regarding the fair schedule:

<http://HireOSUgrads.com>

OSU Career Services: 405-744-9644 or alicia.low@okstate.edu

OSU Career Fair (Day 1 & Day 2)

Location – Gallagher-Iba Arena

Registration Opens – Thursday, October 20, 2016

Early Registration Discount Deadline – 5:00PM on Friday, February 17, 2017

Payment Due Date – Monday, February 27, 2017

Deadline for 100% Cancellation Refund – 5:00PM on Wednesday, February 1, 2017

Deadline for 50% Cancellation Refund – 5:00PM on Monday, February 20, 2017

*To ensure that your company's name is listed on the map in the special Career Fair edition of the O'Colly newspaper, please register no later than 5pm on **Friday, February 17, 2017.**

Hours:

2017 OSU Career Fair

Wednesday, March 1 & Thursday, March 2, 2017

Employer Check-In: 9:00am - 11:00am

Lunch: 11:00am - 12:30pm

Career Fair: 12:30pm - 4:30pm

Fees:

• *Please note the registration fee options have changed for the 2017 OSU Career Fair.*

• Early Registration (October 20, 2016 – February 17, 2017)

• ***Communication regarding payment instruction (i.e. payment options) will be emailed following receipt of your registration request. Communication will be delayed during the University Holiday (Dec. 23 – Jan 1).***

• Your registration fee includes: Employer hospitality, parking, continental breakfast, lunch, refreshments, relaxation room, door prizes, advertising/marketing, and booth space (space includes 8ft table, black table cloth, and three chairs).

For-Profit Organization Registration Fee

- Attending Day 1 only: \$650 (standard fee after Feb 17, \$700)
- Attending Day 2 only: \$650 (standard fee after Feb 17, \$700)
- Attending Both Days: Only \$900 (standard fee after Feb 17, \$1,000)

First Time Attendee / Startup Registration Fee

• We are extending this offer to companies who are first time registrants or have not attended a career fair at OSU since December 1, 2013. Employers who have attended the Business, AFENS, CEAT, or OSU Career Fair during this time are not eligible for this reduced rate.

- Attending Day 1 only: \$350 (standard fee after Feb 17, \$400)
- Attending Day 2 only: \$350 (standard fee after Feb 17, \$400)
- Attending Both Days: Only \$500 (standard fee after Feb 17, \$600)

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

- Table space subject to location downstairs in the East Lobby of Gallagher-Iba.
- Attending Day 1 only: \$350 (standard fee after Feb 17, \$400)
- Attending Day 2 only: \$350 (standard fee after Feb 17, \$400)
- Attending Both Days: Only \$500 (standard fee after Feb 17, \$600)

Graduate School

- Table space subject to location downstairs in the East Lobby of Gallagher-Iba.
- Attending Day 1 only: \$350 (standard fee after Feb 17, \$400)
- Attending Day 2 only: \$350 (standard fee after Feb 17, \$400)
- Attending Both Days: Only \$500 (standard fee after Feb 17, \$600)

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 registrations were received only if space is available.
- Table space may be located downstairs in the east lobby. This registration does not include lunch for representatives.
- Standbys will find out no later than noon on Monday, February 20 if they will have a table.

No substitution of individuals is allowed (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).

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 Wednesday, February 22 and Tuesday, February 28. 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: **DAY ONE** Career Fair (or **DAY TWO** 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:

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.