



## OSU-Tulsa Career Fair Policies

### OSU-Tulsa Career Services requires pre-payment for career fair registration

Registration for the OSU-Tulsa Fall Career Fair and the OSU-Tulsa Spring Career Fair will not be confirmed until payment is received. This pre-payment is required to secure a table(s) for the fair.

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

1. OSU-Tulsa 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-Tulsa 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-Tulsa Career Services. Cancellations must be sent via e-mail to [tulsa.careerservices@okstate.edu](mailto:tulsa.careerservices@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 9 days before the scheduled fair will receive a 50% refund.
- » Cancellations received less than 9 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 reps, etc.).
- » Registration fees cannot be transferred to another upcoming event.

OSU-Tulsa 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-Tulsa Career Services will reschedule the date and all fees as well as cancellation policies will apply. Registered employers will be notified of any changes. Please consult the following for official news regarding the fair schedule: <http://HireOSUGrads.com>, 918-594-8353 or [tulsa.careerservices@okstate.edu](mailto:tulsa.careerservices@okstate.edu).

**OSU-Tulsa Career Fair** – Tuesday, October 1, 2019

**Location** - OSU-Tulsa Main Hall Commons, 700 North Greenwood, Tulsa

**Registration Opens** - Monday, April 1, 2019

**Early Registration Discount Deadline** - 5:00PM, Monday, September 23, 2019

**Payment Due Date** – Monday, September 30, 2019

**Deadline for 100% Cancellation Refund** - 5:00PM, Tuesday, September 3, 2019

**Deadline for 50% Cancellation Refund** - 5:00PM, Tuesday, September 24, 2019

### Hours

**OSU-Tulsa Fall 2019 Career Fair - Tuesday, October 1, 2019**

Employer Registration: 12:00pm – 2:00pm;

Employer Lunch: 12:30pm – 2:00pm;

Career Fair: 2:00pm – 4:00pm

### Fees

**Early Registration (Before 5:00pm on Monday, September 23, 2019)**

Communication regarding invoice and payment instructions (i.e. payment options) will be emailed following receipt of your registration request.

### Standard Registration

Early Table Registration (includes three representatives): \$250

Standard Registration: \$300

NOTE: An additional \$100 discount will be applied for those companies who also attend any Fall OSU Career Fair in Stillwater, OK.

Additional Representatives: \$75 per person

Must purchase an additional table if there will be over five representatives attending.

### Government/Non-Profit/Education

Early Table Registration (includes three representatives): \$100

Standard Registration: \$150

Additional Representatives: \$75 per person

Must purchase an additional table if there will be over five representatives attending.

### OSU Departments

OSU Departments that would like to attend will not be charged a fee but will be placed on standby status. Spaces will be distributed in the order that registrations were received. Departments will find out no later than noon on Monday, September 23 if they will have a table.

No substitution of individuals is allowed (i.e. if a total of four representatives attend, you will be charged for four, even if only two are at your table at any one time).

Table assignments 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 ([tulsa.careerservices@okstate.edu](mailto:tulsa.careerservices@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.

### Shipping Materials

Packages and displays should be shipped to arrive between Monday, March 4<sup>th</sup> and Monday, March 11<sup>th</sup>. 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-Tulsa Career Services  
ATTN: OSU-Tulsa Career Fair  
130 North Hall  
700 N Greenwood Ave  
Tulsa, OK 74106

### Return Shipping

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

### Career Fair Security

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