

Career Fair Policies

STEM Career Fair – February 14, 2024

All Majors Career Fair – February 15, 2024



Career Fair Policies - Updated November 15, 2023

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, to which such changes shall be binding upon the registered companies.

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 a 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 if 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, Friday, January 5, 2024, will receive a 100% refund.

Cancellations received by 5:00pm, Friday, January 26, 2024, will receive a 50% refund.

Cancellations received after 5:00pm, Friday, January 26, 2024, 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 of 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

Important Dates

Early Bird Discount Ends – 5:00PM, Friday, December 15, 2023

Deadline for 100% Cancellation Refund – 5:00pm, Friday, January 5, 2024

Deadline for 50% Cancellation Refund – 5:00pm, Friday, January 26, 2024

Registration Closes – 5:00pm, Friday, February 9, 2024 (earlier if capacity is reached)

Payment Due Date – 5:00pm, Tuesday, February 13, 2024

Agenda:

STEM Career Fair – 2/14/2024 and All Majors Career Fair – 2/15/2024

(Same agenda for both days)

Employer Check-In: 9:00am - 12:30pm

Lunch: 11:00am - 12:30pm

Career Fair: 12:30pm - 4:00pm

Fees:

Registration fees include employer hospitality, door prizes, 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 tablecloth, and three chairs).

Standard Organization

- Attending STEM Career Fair only: \$800 (early bird rate of \$700 until 12/15/2023)
- Attending All Majors Career Fair only: \$800 (early bird rate of \$700 until 12/15/2023)
- Attending both career fairs: \$1,300 (early bird rate of \$1,100 until 12/15/2023)

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

- Attending STEM Career Fair only: \$500 (early bird rate of \$450 until 12/15/2023)
- Attending All Majors Career Fair only: \$500 (early bird rate of \$450 until 12/15/2023)
- Attending both career fairs: Only \$850 (early bird rate of \$750 until 12/15/2023)

OSU Department Standby Status

• OSU Departments may attend free of charge, dependent on availability and capacity restraints. Career Services will confirm registration availability by 5:00pm on Friday, February 24th. To ensure attendance at the event, OSU departments may pay to attend under the Grad School rate.

Additional Fees

Electrical Outlet: \$10

Additional Attendees: \$100 per

Shipping Materials:

Packages and displays should be shipped to arrive between Monday, January 8th and Friday, January 26th. 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: STEM Career Fair and/or All Majors 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 attached 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.