

Education Career Fair Policies

March 12, 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 on Friday, February 2, 2024, will receive a 100% refund.
- Cancellations received by 5:00PM on Friday, February 16, 2024, will receive a 50% refund.
- Cancellations received after 5:00PM on Friday, February 16, 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 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:

Early Bird Registration Discount Deadline – 5:00PM on Friday, January 26, 2024

Deadline for 100% Cancellation Refund – 5:00PM on Friday, February 2, 2024

Deadline for 50% Cancellation Refund – 5:00PM on Friday, February 26, 2024

Registration Closes – 5:00pm on Friday, March 8, 2024

Payment Due Date – 5:00pm, Monday, March 11, 2024

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 tablecloth, and three chairs).

Standard Organization

- Early Bird Rate- \$450 (10/19/2023-3/26/2024)
- Standard Rate - \$500 (10/19/2023-3/08/2024)

OSU Department Standby Status

- OSU Departments may attend free of charge, depending on availability and capacity restraints. Career Services will confirm registration availability by 5pm on Friday, March 1st.

Electrical Outlet: \$10

Shipping Materials:

Packages and displays should be shipped to arrive between Monday, March 4th and Friday, March 8th, 2024. 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 attached to all materials being mailed. OSU Career Services is not responsible for unlabeled or improperly labeled packages as well as lost packages.