

BUSINESS<<<<<

CAREER FAIR

Wednesday, September 18th, 2024

Stillwater, OK - Gallagher-Iba Arena

WELCOME

Thank you for registering! We are so excited to welcome you back to campus this Fall. If you have any questions regarding the Business Career Fair, please contact, Events Manager, Alicia Low at 405-744-9644 or alicia.low@okstate.edu.

On the day of the event, please contact Alicia by cell at 972 978-8022. Text messages will get the fastest response.

AGENDA

The schedule for both events is as follows:

- 9:00am - 12:30pm: Check-In at Gallagher-Iba Arena (South East Lobby)
- 11:00am - 12:30pm: Lunch in O-Club Room at Gallagher-Iba Arena
- 12:30pm - 4:00pm: Career Fair at Gallagher-Iba Arena

PARKING

Parking instructions are located on page 3.

SHIPPING

- Packages and displays should be shipped to arrive between Monday, September 2nd, and Friday, September. 13th.
- All shipping will be brought to the event and will be waiting at your assigned table.
- Last-minute shipping may cause delays in recruiters receiving their packages for the fair.
- It is very important that you indicate which career fair the materials/displays are for.
- All packages for the career fair should be shipped to:

OSU Career Services
ATTN: Business Career Fair
360 Student Union
Stillwater, OK 74078

If you are attending multiple fairs (ex. CEAT, Business and Agriculture) please put "ATTN: to" the FIRST fair you are attending, and we will ensure your displays arrive at the first fair, and remain at all fairs you plan to attend.

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.

WI-FI INFORMATION

- Wi-Fi information will be given to attendees at the event.
- Wireless internet in Gallagher-Iba Arena can be unreliable. If your company's recruiting strategy relies heavily on Wi-Fi access, please be prepared to bring your own Wi-Fi hotspot.

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 as planned, all fees and no show policies will apply.
- All inclement weather communications will come from alicia.low@okstate.edu, please contact if you have questions.

FEE SCHEDULE

Career Fair	Day, Date
Location	Gallagher-Iba Arena
Registration Opens	Wednesday, April 16, 2024
Early Bird Discount Deadline	Friday, July 19, 2024 at 5:00pm
Payment Due Date	Tuesday, September 17, 2024
Deadline for 100% Cancellation Refund	Friday, July 19, 2024 at 5:00pm
Deadline for 50% Cancellation Refund	Friday, August 23, 2024 at 5:00pm

PARKING

Please note, there is NO open parking on campus. All lots used for career fairs are reserved and have parking attendants present at entrances. Do not park on campus without speaking to a parking attendant first.

Drop Off Items

- To unload displays and other supplies before parking, make your way to the south side of Gallagher-Iba Arena. Enter Matthews Street from Duck Street.
- Volunteers will be present to help you unload your items, we will then bring your items to your table as you proceed to park.
- Once unloading is complete, further parking instructions will be given based on open lots.
- **Do not attempt to park on campus after dropping off items, there is no open parking on campus.**

Park Only (Quickest Option)

- If you do not need to unload displays, please make your way to O'Brate Stadium, the OSU baseball complex on the Northeast corner of McElroy Road and Washington Street.
- Staff will be stationed at each entrance to give you a parking pass and provide further direction.
- Park and locate the tailgate tent on the southwest side of the lot to board the shuttle.
- Multiple shuttles will be running to and from O'Brate Stadium and Gallagher Iba Arena.

All shuttles will run from 9am - 1pm and 3:30pm - 5pm. Shuttles will not run from 1pm - 3:30pm to allow our staff a lunch break, and to help out in other areas.

