

# OSU Business Career Fair Policy

## September 17, 2015

**\*To ensure 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, September 4.**

**Marketed as a career fair for all majors at OSU, more than 1,900 students and alumni attend this event each fall. Representing a wide variety of majors and disciplines, attendees seek full-time opportunities, as well as internships and co-ops related to all areas of business.**

### **Career Fair Policies - Updated March 20, 2015**

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

Registration for the OSU Business 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:**

1. OSU 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 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 Career Services. Cancellations must be sent via e-mail to [mindy.walthall@okstate.edu](mailto:mindy.walthall@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).
- Using a purchase order for pre-payment will still incur cancellation charges.
- *Registration fees cannot be transferred to another, upcoming event.*

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. Please consult the following for official news regarding the fair schedule:

- <http://HireOSUgrads.com>
- OSU Career Services: 405-744-9644 [mindy.walthall@okstate.edu](mailto:mindy.walthall@okstate.edu)

## **OSU Business Fair - Thursday, September 17, 2015**

**Location - Gallagher-Iba Arena**

**Registration Opens: Wednesday, April 1, 2015**

**Early Registration Discount Deadline: 5:00PM on Friday, September 4, 2015**

**Payment Due Date : Monday, September 14, 2015**

**Deadline for 100% Cancellation Refund : 5:00PM on Tuesday, August 18, 2015**

**Deadline for 50% Cancellation Refund: 5:00PM on Tuesday, September 8, 2015**

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### **Hours:**

2015 OSU Business Career Fair Thursday, September 17, 2015

Employer Registration: 9:00am – 11:00am

Lunch: 11:00am – 12:30pm

Career Fair: 12:30pm – 4:30pm

### **Fees:**

- Early Registration (April 1, 2015 - September 4, 2015)
- **Communication regarding payment instruction (i.e. payment options & invoice) will be emailed within 24 business hours of receiving of your registration request.**
- 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 Company:**

- Early Table Registration (includes 3 representatives): \$650
- Standard Registration: \$700
- Additional Representatives: \$75 per person
- Must purchase an additional table if there will be over 5 representatives attending.

### **Graduate School:**

- Please note graduate schools will be located downstairs in the east lobby.
- Early Table Registration (includes 3 representatives): \$350
- Standard Registration: \$400
- Additional Representatives: \$75 per person
- Must purchase an additional table if there will be over 5 representatives attending.

### **Government Agencies/Charitable Non-Profit 501(c)(3)**

- Please note, this rate is subject to space availability on the concourse level and table space may be located downstairs in the east lobby.
- For non-profit entities that fall under the category of Government Agency or a Charitable Non-Profit 501(c)(3)
- Early Table Registration (includes 3 representatives): \$350
- Standard Registration: \$400
- Additional Representatives: \$75 per person
- Must purchase an additional table if there will be over 5 representatives attending.

**OSU Department Standby Status:**

- OSU Departments that would like to attend, but do not wish to pay a fee, can be placed on a standby list for no fee.
- Tables will be located downstairs in the east lobby
- Spaces will be distributed to standby departments in the order that registrations were received.
- This registration does not include lunch for representatives.
- Standby's will find out no later than noon on Monday, September 14<sup>th</sup> 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 ([mindy.walthall@okstate.edu](mailto:mindy.walthall@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, September 9th and Tuesday, September 15th. 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: Business 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.