

## Education Career Fair Policies

March 11, 2025



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### Career Fair Policies – Updated October 22, 2024.

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, 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 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 provided that notification is given in writing to OSU Career Services. Cancellations must be sent via e-mail to [alicia.low@okstate.edu](mailto: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, January 10, 2025, will receive a 100% refund.
- Cancellations received by 5:00PM on Friday, February 14, 2025, will receive a 50% refund.
- Cancellations received after 5:00PM on Friday, February 14, 2025, 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:

- <https://careerservices.okstate.edu>
- 405-744-5253 [careers@okstate.edu](mailto:careers@okstate.edu)

#### **Important Dates:**

Early Bird Registration Discount Deadline – 5:00PM on Friday, January 10, 2025

Deadline for 100% Cancellation Refund – 5:00PM on Friday, January 10, 2025

Deadline for 50% Cancellation Refund – 5:00PM on Friday, February 14, 2025

Registration Closes – 5:00pm on Friday, March 7, 2025

Payment Due Date – 5:00pm, Monday, March 10, 2025

**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, Job & Interview Portal, and Career Fair Plus app for student research efforts, physical marketing at the event, and physical space (space includes 6ft table, black tablecloth, and three chairs).

**Standard Organization**

- Early Bird Rate- \$125 (10/31/2024- 1/10/2025)
- Standard Rate - \$150 (1/10/2025- 3/07/2025)

**OSU Department Standby Status**

- OSU Departments may attend free of charge, dependent on availability and capacity restraints. Career Services will confirm registration availability by 5pm on Friday, March 7<sup>th</sup>.

Electrical Outlet: \$10

**Shipping Materials:**

Packages and displays should be shipped to arrive between Monday, April 24<sup>th</sup> and Friday, March 7<sup>th</sup>, 2025. 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 attach to all materials being mailed. OSU Career Services is not responsible for unlabeled or improperly labeled packages as well as lost packages.