Thursday, September 20, 2018

CAREER FAIR FEES

Base Registration Fees
Base organization registration fee includes employer hospitality, parking pass(es), continental breakfast, lunch for two representatives, refreshments throughout the day, opportunities for door prizes, inclusion in event advertising (guaranteed only if registration received on or before September 1, 2018), and one exhibit space with 8-ft. clothed table (minimum space dimensions of 8-ft. X 6-ft.).

- For-Profit Company
  - Standard Registration: $300
  - Small Business Discount Rate: $200 (organizations with fewer than 250 employees nation-wide)
- Government Agencies
  - Standard Registration: $200
- Graduate and Professional School Programs
  - Standard Registration: $200
- Education/Charitable Non-Profit - 501(c)(3)
  - Standard Registration: $200
- OSU Department/Program/Branch (OSU-Stillwater, OSU-Tulsa, OSU-Oklahoma City, and OSU Institute of Technology)
  - Standard Registration: $0

NOTE: An organization must purchase an additional exhibit space if there will be more than 5 representatives attending to represent that organization. See Additional Fees section below for information regarding charges for additional exhibit spaces.

Registration Substitutions and Changes
No substitution of individuals is allowed (i.e. if a total of 4 representatives are registered to attend, organizations will be charged for 4, even if only 2 oversee a booth at any one time).

Table assignments, reserved parking spaces, and food orders are based on the number of attendees indicated on organization registration forms; therefore, please inform CASNR Career Services if these numbers changes after initial registration. If more representatives attend than the number for which an organization has paid, the organization will be invoiced for the additional representatives after the fair.

Additional Fees
- Late Registration Penalty for ALL Registration Categories (after August 15, 2018): $100
- Electrical Outlet: $25
- Additional Exhibit Space: $150 (increases to $200 after August 15, 2018)
- Additional Representatives: $25/representative (Two representatives are automatically included in base registration fee for all categories of exhibitors.)
- Late Payment Penalty for ALL Registration Categories (after September 20, 2018): $50
PAYMENT POLICY
All registration fees should be submitted on or before the date of the CASNR Career and Internship Fair. In accordance with University fiscal policy, fees not submitted before or on the career fair date will be processed through the Oklahoma State University Billing and Receivable System (BRS), or the OSU Bursar Office, and may be subject to additional fees or interest. For ease of both registering organization and CASNR record-keeping, **CASNR respectfully requests that career fair participation fees be submitted on or before the career fair date.**

- Checks may be made payable to Oklahoma State University. Check payments should be mailed to: CASNR Career Fair, c/o Ag Conference Services, 430 Student Union, Stillwater, OK  74078.
- To pay by purchase order, submit a copy of the purchase order to Ag Conference Services at the postal address above or email a copy to Ag Conference Services, ATTN: Career Fair, at agconferences@okstate.edu.
- Credit card payments may be submitted online at HireOSUgrads.com/Payment/CASNR. Visa, Mastercard, American Express and Discover are accepted.
- The Oklahoma State University FEI number is 73-6017987.
- If a registered participant cannot attend, someone else may attend in his/her place.
- If CASNR Career Services cancels the fair, the registered organization will receive a 100% refund.

CANCELLATION POLICY
Cancellations for the CASNR Career and Internship Fair will be accepted provided that notification is given in writing to CASNR Career Services. **Cancellations must be sent via e-mail to casnr@okstate.edu and must be received by the stated cancellation deadlines listed below.** CASNR Career Services reserves the right to charge any costs incurred prior to cancellation and the following registration fees:

- Cancellations received at least 30 calendar days before the scheduled fair will receive a 100% refund.
- Cancellations received at least 10 calendar days before the scheduled fair will receive a 50% refund.
- Cancellations received less than 10 calendar 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.).
- Registration fees cannot be transferred to another, upcoming event.

Registration fee charged will be based on the total of the original registration request. CASNR Career Services reserves the right to change or modify these Career Fair Policies as it deems necessary without notice to any other party; such changes shall be binding upon the registered companies.

INCLEMENT WEATHER
Should inclement weather prevent the CASNR Career and Internship Fair from occurring on the scheduled date, CASNR Career Services will reschedule the date and all fees as well as cancellation policies will apply to the newly rescheduled date. Please consult the following for official news regarding the fair schedule:

- casnr.okstate.edu or HireOSUgrads.com
- CASNR Career Services - 405-744-9464 or casnr@okstate.edu

EXPANDING MINDS. INSPIRING PURPOSE.
College of Agricultural Sciences and Natural Resources (CASNR) Career Services
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