CVHS Career Day Policies

CVHS requires pre-payment for career day registration.
Registration for the CVHS Career Day will not be confirmed until payment is received. This pre-payment is required to secure a table(s) for the event.

Pre-Payment Policy Requirements to be met by OSU and the registering organization:
1. CVHS will provide a discount for early registration payment.
2. If registered participant cannot attend, someone else may attend in his/her place.
3. If CVHS cancels the event, the company will receive a 100% refund.

Cancellation Policy:
Cancellations will be accepted only if notification is given in writing to CVHS. Cancellations must be sent via e-mail to hireadvm@okstate.edu and must be received by the stated cancellation deadlines listed below. CVHS reserves the right to charge any costs incurred prior to cancellation and the following registration fees:
» Cancellations received at least 15 days before the scheduled fair will receive a 100% refund.
» Cancellations received at least 5 days before the scheduled fair will receive a 50% refund.
» Cancellations received less than 5 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, additional representatives, etc.).
» Registration fees cannot be transferred to another upcoming event.

CVHS reserves the right to change or modify these Career Day Policies as it deems necessary without notice to any other party, which such changes shall be binding upon the registered companies.

CVHS Career Day Contact
Info: 405-744-5630
sworrel@okstate.edu

CVHS Career Day – Saturday, March 2, 2019
Location – McElroy Hall, Farm Road, Stillwater
Registration Opens – February 1, 2019
Early Registration Discount Deadline - 5:00PM, Friday, February 15, 2019
Payment Due Date – Upon Receipt of Invoice, but no later than Monday, February 25, 2019
Deadline for 100% Cancellation Refund - 5:00PM, Friday, February 15, 2019
Deadline for 50% Cancellation Refund - 5:00PM, Monday, February 25, 2019

Hours:
2019 CVHS Career Day (Browse Session)
Saturday, March 2, 2019
Employer Registration: 12:00pm - 1:00pm
Career Fair: 1:00pm – 3:00pm
Open Interviews: 2:30pm – 5:30pm (as needed)

4th Year Interviews will begin at 8:00am and run through 1:00pm or until completed.
Fees:

**Early Registration (Before 5:00 pm on Friday, February 15, 2019)**
Communication regarding invoice and payment instructions (i.e., payment options) will be emailed following receipt of your registration request. We accept Visa, MasterCard, Discover, AMEX and checks. Your registration fee includes: Employer hospitality, parking, marketing/advertising, and booth space (6 or 8 ft table, black tablecloth, 2-3 chairs).

---

**Browse Session/Open Interviews--For-Profit Company:**
Early Table Registration (includes 4 representatives): $125
Standard Registration: $175
Additional Representatives: $25 per person
Must purchase an additional table if there will be over 5 representatives attending.

---

**Browse Session/Open Interviews--Government/Non-Profit/Education:**
Early Table Registration (includes 3 representatives): $50
Standard Registration: $85
Additional Representatives: $25 per person
Must purchase an additional table if there will be over 5 representatives attending.

---

**4th Year Interviews ONLY**
No fee for this service; however, you must meet pre-registration requirements.
Access to 4th year student resume bank prior to event for pre-scheduled interviews of impending graduates.

---

Table assignments 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 (hireadv@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 event.

---

**Shipping Materials:**
Packages and displays should be shipped to arrive between Wednesday, February 27, and Friday, March 1. Tracking information should be forwarded to hireadv@okstate.edu. Last minute shipping may cause delays in recruiters receiving their packages for the event. All packages for the career day should be shipped to:

CVHS Career Day
ATTN: Sharon Worrell
308 McElroy Hall
Stillwater, OK 74078

**Return Shipping:**
CVHS will assist in scheduling a FedEx and UPS pickup for the end of the fair upon request. You should have all materials boxed up with labels properly completed (including company account number) and attach to all materials being mailed. CVHS is not responsible for unlabeled or improperly labeled packages as well as lost packages.