



CENTER FOR VETERINARY HEALTH SCIENCES
Healthy Animals – Healthy People

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 provided that notification is given in writing to CVHS. Cancellations must be sent via e-mail to hireadv@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 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, additional representatives, etc.).
- » Registration fees cannot be transferred to another upcoming event.

Registration fee based on the total of the original registration request.

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: 405-744-7672
emily.snow@okstate.edu

CVHS Career Day – Saturday, March 31, 2018

Location – McElroy Hall, Farm Road, Stillwater

Registration Opens – January, 2018

Early Registration Discount Deadline - 5:00PM, Friday, March 2, 2018

Payment Due Date – Upon Receipt of Invoice,
but no later than Monday, March 26, 2018

Deadline for 100% Cancellation Refund - 5:00PM, Wednesday, February 28, 2018

Deadline for 50% Cancellation Refund - 5:00PM, Tuesday, March 20, 2018

Hours:

2018 CVHS Career Day (Browse Session)

Saturday, March 31, 2018

Employer Registration: 10:00am - 11:30am

Career Fair: 12:00pm – 2:30pm

Open Interviews: 2:30pm - 5:30pm (as needed)

4th Year Interviews will begin at 8:00am and run through 12:30pm or until completed.

Fees:**Early Registration (Before 5:00 pm on Friday, March 2, 2018)**

Communication regarding invoice and payment instructions (i.e. payment options) will be emailed following receipt of your registration request. We accept Visa, MasterCard, Discover, 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 3 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.

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 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, March 22nd and Friday, March 24th. 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: K-HOP
205C 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.

Career Day Security:

Please note that CVHS will have OSU Police throughout the venue during the day of the fair as a deterrent to theft, but neither CVHS nor OSU is liable for lost or stolen goods.

Inclement Weather:

Should inclement weather prevent the fair from occurring on the scheduled date, CVHS will reschedule the date and all fees as well as cancellation policies will apply. Registered employers will be notified of any changes. Please consult the following for official news regarding the event schedule:

<http://cvhs.okstate.edu/hireosuvets>