

Career Fair Policy

 BYU Careers & Experiential Learning

Brigham Young University (BYU) hosts a variety of career fairs throughout the semesters. This policy applies only to those fairs organized and hosted by BYU Careers & Experiential Learning (CXL). A list of CXL fairs can be found on careers.byu.edu. The policy, while written specifically for CXL Career Fairs, works in conjunction with the BYU Recruiting Policy found [here](#).

Please Note: BYU Careers & Experiential learning and all other departments/offices of BYU reserve the right to refuse service to any employers whose industry, recruiting practices, and/or job postings do not adhere to BYU recruiting policies.

Registration

To register for a CXL fair, employers must have an **active** Handshake account. It is the employer's responsibility to maintain the accuracy of their Handshake account, including ensuring that all information is up to date and the contact details are correct. This is essential because all communication related to the fairs will be sent to the contact information listed in Handshake. Additionally, the employer's Handshake account must be **approved** by BYU before their registration for the fair can be confirmed. If the employer's account is not yet approved, they must contact Employer Vetting at recruiting@byu.edu to resolve this issue before completing the registration process.

Please note that **door-to-door, seasonal, summer sales, or similar positions** are only eligible for the Summer Job Fair. These positions will not be accommodated at other CXL fairs. For such positions, the Summer Job Fair is the designated event. Other CXL recruiting services (such as information sessions, on-campus interviews, information booths outside the fair, and job postings in Handshake) are not available for these types of positions.

We reserve the right to decline any registration.

Booth Space

Each booth space measures 8 feet wide, 5 feet deep, and 7 feet high, and includes a 6-foot table and two chairs.

To ensure a professional environment for all employers, please keep your display and recruiters within the confines of your designated booth space. If your display exceeds 8 feet in width or if you have more than 4 recruiters at your booth at any time, you must reserve an additional booth. Failure to do so, and if your display encroaches on another organization's space, may result in the removal of your display.

Please note that pipe and drape will not be provided. Therefore, any branded materials visible from the booth directly behind yours should be printed on only one side.

Payment

All payments for the career fairs are processed through your Handshake account. CXL accepts credit card payments. If you have a special circumstance regarding payment, please reach out to the Event Manager at byucareerevents@byu.edu.

To guarantee your spot at the fair, payment must be received **prior to the event**. If payment is not received at least one week before the fair, your booth will not be reserved, and your registration will be canceled. For registrations made within a week of the fair, immediate payment is required to secure your spot. A fee will be applied for registrations made after the official registration period has closed.

Cancellations & No Shows

If your circumstances change and you are unable to attend the career fair, you must notify CXL no later than 7 days before the event. Cancellations made by this deadline will receive a full refund, with no cancellation fee. Refunds will be processed within 60 days after the fair.

Cancellations made less than 7 days before the event, or failure to attend the fair, will not be eligible for a refund. Employers who do not cancel their registration and do not attend the fair (No Show) may be ineligible for future fair registrations.

Parking

Please note that information about parking for the career fairs is included in our [Employer FAQs](#). Parking tickets cannot be waived or appealed through CXL.