

Career Fair Policy

Brigham Young University hosts a variety of career fairs. This policy applies only to those fairs organized and hosted by BYU Careers & Experiential Learning (CEL). A list of CEL fairs can be found on our website [here](#). The policy, while written specifically for CEL Career Fairs, works in conjunction with 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 employer whose industry, recruiting practices, and/or job postings do not adhere to BYU recruiting policies.

Registration:

Employers wishing to register for a CEL fair need to have a Handshake account. Employers are responsible for their Handshake account, which includes ensuring all information is current and the contact information is correct. This is important because all communication regarding details of the fairs is sent to the contact information listed in Handshake. An employer's Handshake account must also have an **approved** status with BYU prior to that employer's fair registration being approved. If an employer does not have an approved status, they will need to work with Employer Vetting (scottg@byu.edu) to update their status before completing their registration.

Door-to-door, seasonal, summer sales, or similar positions will not be accommodated unless attending the Summer Job Fair. This is the purpose of the Summer Job Fair. All other CEL recruiting services (information sessions, on-campus interviews, information booths outside the fair, and job postings in Handshake) are not available for these positions.

We reserve the right to decline any registration.

Booth Space:

Each booth space is 8-feet wide, 5-feet deep and 7-feet high. It includes a 6-foot table and two chairs. **Out of respect for other employers, please keep your displays and recruiters to fit within your own space.** If your display exceeds 8-feet, or more than 4 recruiters are present at a time, you must order an additional booth. If you do not order a second booth and your display impedes another organization's space, you will be asked to take down your display. Pipe and drape will NOT be available so please ensure that any branded materials that are visible from the booth directly behind yours are printed only on one side.

Payment: All payments are processed through your Handshake account. CEL accepts credit card payments for our career fairs. If you have a special circumstance regarding payment, please contact the Event Manager. Payment must be received **prior to the fair** to guarantee a spot. If payment is not received one week prior to the fair, a booth will not be reserved, and your registration will be cancelled. If you have registered within a week of the fair, immediate

payment will be required to guarantee a spot. There will be a fee assessed if you choose to register after registration closes.

Cancellations & No Shows:

Should your circumstances change, and you are unable to attend the career fair, you must contact CEL no later than 7 days prior to the event. There will be no cancellation fee and payment will be refunded in full if registration is cancelled by that date. Your refund will be processed within 60 days after the date of the fair. Should you cancel less than 7 days prior to the commencement of the fair or do not attend the fair, no refund will be given.

Employers who do not cancel their registration and do not attend the career fair (No Show) may be denied a registration to future fairs.

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 CEL.