Career Fair Policy
Brigham Young University hosts a variety of career fairs. This policy applies only to those fairs organized and hosted by BYU Career Services. A list of BYU Career Services fairs can be found on our website here. The policy, while written specifically for Career Fairs, works in conjunction with BYU Recruiting Guidelines found here.

Please note: BYU Career Services and all other departments/offices of BYU reserve the right to refuse service to any employer whose industry, recruiting practices, job postings do not adhere to BYU recruiting guidelines and/or policies.

Registration:
Employers wishing to register for a BYU Career Services 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 Brigham Young University prior to that employer’s fair registration being approved. If an employer does not have an approved status, they will need to work with the Employer Vetting Team to update their status before completing their registration.

Door-to-door, seasonal or summer sales positions will not be accommodated unless attending the Summer Job Fair. Employers wishing to recruit door-to-door, seasonal or summer sales positions may attend the Summer Job Fair. All other BYU Career Services recruiting services (information sessions, on-campus interviews, informational booth 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 exactly 8-feet wide, 5-feet deep and 7-feet high. It includes a 6-foot table, tablecloth, and two chairs. Out of respect for other employers, please keep your displays to 8 feet wide. If your display exceeds 8-feet, please order an additional booth for the same amount as your original 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.

Payment:
All payments are processed through your Handshake account. BYU Career Services 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 at the fair. 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.
If an employer registers the day of the fair or if additional lunch tickets are required at the fair, **payment must be processed at the fair**. Any issues with payment the day of the fair will be assessed by the Event Manager.

**Cancellations & No Shows:**
Should your circumstances change and you are unable to attend the career fair, you must contact University Career Services 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 University Career Services.