UW-Stout Career Conference Terms of Use

Event Management
The Career Conference is coordinated by the Career Services Office at UW-STOUT. The Career Services Office reserves the right to design policies and procedures as necessary to ensure the success of the event. This event is for hiring purposes of Co-op/Intern students and graduates by bona fide employers only.

Registration & Financial Responsibilities
- The registration process will occur through the organization’s account within the CareerLink system. Registration includes a limit of 2 representatives per booth at any given time unless an additional booth is purchased.
- Submitting an online registration triggers acknowledgement of the organization’s financial responsibilities for all fees associated with the event. All fees paid will be refunded ONLY if the registration is cancelled by the applicable date.
- Any organization, whose registration fees have not been received by the day of the event, MUST pay said fees by credit card, check, or cash at the time of event check-in.

Contingencies
- If UW-STOUT closes due to inclement weather or any other unforeseen campus emergency, the event will be cancelled and up to 50% of the organization’s registration fee will be refunded.
  - For official news of UW-STOUT closings, please consult: UW-STOUT Website (www.uwstout.edu), Radio outlet, and Career Services Website.
- In the event an organization cancels because of inclement weather in their location or any other unforeseen circumstance, the Career Services Office will determine if a 50% refund is to be made.
- No refunds are given to organizations who “no show” the day of the event for any reason.

Use of Space
- Organizations will be provided one 6 ft. table and two chairs in an approx. 10 ft. x 7 ft. space and asked to keep representatives and all materials within that space.
- Organizations should bring their own extension cords, power strips and equipment.
- All aisles must be kept clear of exhibit material.
- Nails, tacks, screws, bolts, or tape may not be used on university property, including floors and walls.
- Fire exits must be kept unobstructed at all time.

Current as of June, 2015

CAREER SERVICES
Learn more at careerconference.uwstout.edu
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