

**University of California, Irvine Division of Career Pathways
Event Participation Policies**

The Division of Career Pathways (DCP) welcomes you to our campus to participate in our recruiting events including information sessions, visibility tables, office chats, and career fairs. To ensure a productive and seamless experience for both you and our students, we expect all guests to campus to adhere to the following policies.

Participation

All recruiting events hosted by The Division of Career Pathways are exclusively for employers to recruit student and alumni candidates, and for students and alumni to explore career and internship opportunities. Business solicitation is not permitted. Employers found engaging in activities other than recruiting will be asked to leave the event, forfeiting any fees, and facing denial of future services.

Event Registration

To participate in on-campus or virtual recruiting events, employers must submit requests through the Handshake portal. All requests are subject to approval. Organizations must be recruiting to fill at least one current or soon to be anticipated position within your organization.

The Division of Career Pathways requires that all attending organizations, as well as their specific representatives, follow all applicable Federal, State, and Local employment laws, including Equal Employment Opportunity Commission laws, University of California rules and regulations, and the National Association of Colleges and Employers (NACE) Principles of Professional Conduct for Career Services. Attendees are also expected to adhere to the Employer Recruiting Policies and Guidelines outlined to participate in a campus event.

The Division of Career Pathways reserves the right, at any time, and for no stated reason, to allow or deny any organization, or individual, access to any of our events.

Registration Payments

Upon approval of your event registration, payment obligation is incurred. The full balance must be received no later than 14 business days following approval of request to secure your space. Any registrations approved within a month of the fair date must be paid in full by the event date.

Payment by credit card is preferred. Manual payments may be requested by emailing uciemployers@uci.edu. All manual payments must be confirmed enroute to our office before the payment deadline.

Failure to submit payment by the deadline may result in The Division of Career Pathways revoking your registration for the event, affecting your recruiting privileges at UCI. Additionally, failure to respond to communication regarding outstanding payment will result in suspension of your organization's Handshake account until full payment is received.

Cancellations/Refunds

Cancellations requests must be received before the deadline specified on your registration form to receive a full refund. Any cancellations made after this deadline will not be refunded.

A late cancellation or no-show will incur a \$100 fee in addition to any outstanding registration amounts. Please refer to your registration confirmation email or invoice for specific dates and times regarding the cancellation deadline.

To request a cancellation and refund, please send a written request via email to uciemployers@uci.edu Note that no refunds will be provided to any employer that has violated policy and is denied services. In such cases, fees paid will be forfeited, and outstanding fees will remain due.

Certificate of Insurance

[UC Policy](#) requires all off-campus entities participating in events to provide an annual Certificate of Insurance. Upon approval of your event registration, you agree your organization will submit a Certificate of Insurance evidencing general liability and automobile insurance, listing “The Regents of The University of California” as an Additional Insured (AI status) and meeting the [minimum insurance](#) requirements. Certificates are required per organization per calendar year and are not required to be resent if previously resubmitted. Certificates may be submitted at any time of the year, but no less than THREE weeks prior to the event date. Current certificated must be submitted to uc@instracking.com

The Certificate Holder address should read:

c/o Office of Risk Services
UC Irvine
204 Aldrich Hall
Irvine, CA 92697

CAREER FAIR SPECIFIC POLICIES

In addition to the policies outlined above, all employers and their representatives attending a Division of Career Pathways Career Fair event, must adhere to the following:

Participation

The Division of Career Pathways career fairs are open to currently enrolled UCI students and UC alumni registered for UCI Division of Career Pathways [Alumni Services](#). Outside participants may not attend career fairs except our Graduate and Professional School Fairs, which are open to all UCI students, UC alumni, and community members.

The Division of Career Pathways does not encourage walk-in registrations as we cannot guarantee table availability.

Third parties (e.g., employment agencies, contracted consultants, search firms) interested in recruiting at career fairs are required to register at the 3rd Party Registration rate. Employers identified as third-party recruiters and/or staffing agencies, as well as companies offering independent contractor positions, may be limited to participation in career fair events on a waitlist basis.

Network Marketing Companies, as outlined in the Employer Recruiting Guidelines and Policies, are not eligible to participate in the Division of Career Pathways career fair events. Online Job Posting Companies, recruiting and/or promoting positions on their platform, are not eligible to participate in career fair events.

The Division of Career Pathways reserves the right to deny career fair participation to employers as deemed necessary.

No Shows

Registered organizations that fail to attend their career fair will be deemed as no shows and will incur a \$100 No Show Fee, in addition to any outstanding balances. This financial obligation must be settled with the Division of Career Pathways office upon request. Failure to remit payment or to respond to communication about outstanding payment may result in the discontinuation of services at the Division of Career Pathways' discretion.

Registrant & Representative Communication

The Handshake registrant is responsible for submitting payment and communicating all event information received from The Division of Career Pathways to attending representatives. Changes in registrant contact information must be submitted to ucemployers@uci.edu

Representatives Attending

The total number of representatives attending must be indicated in your Handshake registration for the event and finalized at least THREE WEEKS before the fair. No additional representatives may attend the fair on the day of the fair due capacity regulations and policies.

Participation Requirement

To ensure all students engage with your organization, please have a representative at your booth for the entire career fair. Students arrive at various times, so having continuous representation ensures maximum interaction.

Parking Permits

Parking permits are issued per the information provided in your registration confirmation. Additional permits may be purchased at the Permit Kiosks located throughout campus parking lots. This is not an expense we will reimburse. The Division of Career Pathways is not liable for parking citations issued due to a failure to retrieve a parking permit, for parking at an incorrect location or for failure to abide by posted parking rules. We are not responsible for any lost, stolen, or damaged property.

Shipping Materials

The Division of Career Pathways is not responsible for damaged or undelivered parcels. We will make every effort to deliver your materials to your table but cannot be held responsible for issues that may arise in the shipping process. By choosing to ship your supplies and materials, you agree to these terms.

Permitted Items

The safety and well-being of our participants is our top priorities. We are committed to providing a safe and productive environment at our fairs. To achieve this, we reserve the right to request the immediate removal of any items that may pose a risk to participants. This includes any hazardous materials, potentially offensive materials, or items that could disrupt the fair's orderly conduct.

Open food or beverage samples are prohibited. Only individually wrapped, commercially prepacked foods (candy, chips, cookies, bottled water, etc.) are permitted.

Space Limitations

In consideration of neighboring booths, your company display needs to fit within the space provided by your table(s). Displays must fit either on or directly behind table(s). Please limit any floor displays to three feet by six feet. Music is not permitted. Displays in outdoor spaces are limited to a height of ten feet. Displays cannot block aisles, doors, or walkways.

Extra Tables and Chairs: Because of California fire code and facility restrictions, participants must adhere to the pre-determined layouts for the career fair. There are only a limited number of spaces for tables and chairs, and the configurations are therefore limited. Requests for extra tables or chairs are not able to be fulfilled.

Booth Placement

For accurate placement please thoroughly complete the "Looking For" section on your Handshake registration. Indicating information such as Job Types, Positions Available, School Years, and Majors will help us market you to the right candidates before the event.

Utilities

Electricity may not be available for outside events. For indoor events, electricity requests are only allowed for career fair sponsoring organizations.

Wi-Fi connectivity at events is subject to potential disruptions due to interference, obstacles, and network congestion. Attendees are advised to acknowledge its limitations and have backup plans for critical operations.

Alcoholic Beverages

In compliance with the University's policy prohibiting the use of alcoholic beverages, employers should not serve alcoholic beverages at any employer-related functions held on or off campus.

Disclaimer

By registering your company or organization with us, you agree to accept and comply with the policies and procedures of the career fair regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of both institutions. If we determine that an employer has practiced recruiting techniques that are inconsistent with the requirements set forth in this policy, the employer will not be allowed to attend future career fairs or will be asked to leave if already present.

All decisions concerning registration of companies and organizations are made at our sole discretion.

Guidelines for Faculty Staff:

We are delighted to welcome faculty/staff to attend our career fairs. Your presence and support are invaluable in fostering connections between our students and potential employers. To ensure a positive and productive experience for everyone involved, we ask that faculty staff adhere to the following guidelines:

- The primary purpose of the career fair is to provide students with opportunities to engage with employers. Faculty/staff should avoid any actions that might detract from the student's experience.
- Faculty staff should always maintain professional conduct, serving as role models for students in interacting with employers.
- If students are waiting to speak with an employer, please limit your interactions. Engage in brief conversations and allow students to have priority access. Save detailed discussions for times when no students are waiting or arrange to speak with employers outside the career fair.
- Refrain from discussing personal career interests or research projects unless directly relevant to the student experience and beneficial to the employer's understanding of the academic environment.
- You may be asked to leave a conversation or to speak with an employer later if your presence is impacting the flow of student interactions. We appreciate your cooperation in maintaining a student-centered environment.
- Wear your university identification badge to ensure you are easily recognizable to students and employers.
- Coordinate with the Division of Career Pathways Employer Relations team before the event to understand the goals of the career fair and any specific roles they might play.