

TALENT EXPO

6.11.2025
DIPOLI & ONLINE

Aalto Talent Expo 2025

Exhibitor's Guide

**Talent Expo 6.11.2025 at 11-17
Dipoli, Otakaari 24, 02150 Espoo**

**Virtual programme 4.-5.11.2025
JobTeaser**

In this Exhibitor Guide, you'll find all essential information about participating as an exhibitor at Aalto Talent Expo 2025. **Please take the time to read through the guide carefully in advance.** You are asked to share this guide with any subcontractors you are working with, as all event-related instructions and guidelines apply to both exhibitors and subcontractors.

A warm welcome to Talent Expo 2025!

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Schedule

It is essential to follow the given schedules to ensure smooth construction and deconstruction of the exhibition area. Please note that if the schedule is not followed, the event organizer reserves the right to charge an additional fee for any extra time used. Thank you for respecting the given timetable!

If you require any special arrangements, please contact both the exhibition builder and the Talent Expo team well in advance at talentexpo@aalto.fi.

As a rule, all stand materials should be brought to Dipoli on the day of the event. An exception applies to exhibitors coming from abroad, who can send their materials in advance, if needed. In these cases, there are specific instructions that must be followed, so please contact us as soon as possible. Please email talentexpo@aalto.fi to receive the detailed guidelines.

Stand construction time

Exhibitors may begin setting up their stands on Thursday, 6 November, starting at 8.00 AM. By this time, the exhibition builder will have delivered all pre-ordered furniture to the stands and completed the construction of the entire exhibition area.

All stands must be fully set up by 11.00 AM when the event begins. Please make sure to allocate enough time for preparing your own stand!

Deconstructing time and cleaning

Stands may not be deconstructed before 5.00 PM on the event day, and your own deconstructing must be completed by 8.00 PM.

Please ensure that the exhibition area is left in the same condition as when you arrived. This means all your materials and waste must be removed from the space. It is not permitted to leave any items or materials at Dipoli after the event. All waste generated during the event must be sorted according to the provided instructions.

Waste from the exhibition stands should be sorted into mixed waste, plastic and cardboard. The mixed waste container, as well as the plastic and cardboard bins, are located to the left of the Juhla-aula exit.

If the stand is not cleaned up according to the instructions, the event organizer reserves the right to charge an additional cleaning fee.

Exact dimensions and illustrations of the exhibition stands

The allocated square meter space for each stand must not be exceeded. Please also note that nothing may be attached to the floor, walls or ceiling structures of Dipoli.

Below, you will find layout images of the exhibition stands. Please note that there is no layout image for the mini stand, as it does not include fixed walls.

Basic stand: Size: 4m², width 2 m - depth 2 m - height approx. 2.5 m



Basic stand includes:

- One back wall branded according to the material you supply
- Bar table
- Lighting for the stand
- Electricity, 3-place socket
- Fair carpet
- Info board marked with your target groups
- 2 food vouchers

Double stand: Size: 8m2, width 4 m – depth 2 m – height approx 2,5 m



Double stand:

- One back wall branded according to the material you supply
- Bar table
- Lighting for the stand
- Electricity, 3-place socket
- Fair carpet
- Info board marked with your target groups
- 4 food vouchers

Extra stand, Size: 8m2, width 4 m – depth 2 m – height approx 2,5 m



Extra stand:

- One back wall branded according to the material you supply
- Lightwall branded according to the material you supply (half of the back wall)
- Illuminated counter
- Electricity, 3-place socket
- Fair carpet
- Info board with your select target groups
- 6 food vouchers

Mini stand, Size: 3m2, no walls

- Bar table
- Lighting for the stand
- Electricity, 3-place socket
- Fair carpet
- Info board with your select target groups
- 1 food voucher

Instructions for Exhibition Stands

Exhibition Stands

Our exhibition builder, Maiseri Oy, is primarily responsible for constructing all exhibition stands.

If you have your own exhibition structures that you wish to use instead of those provided by our exhibition builder, **you must contact Maiseri at jarkko@maiseri.fi as well as us at talentexpo@aalto.fi by 19 October at the latest.** Please include both email addresses as recipients in your message.

The use of own exhibition structures must be agreed upon separately. It is important to ensure that these structures are fire-safe, structurally stable, securely installed, and do not cause any danger to other event participants. Additionally, the structures must comply with current safety regulations and the technical requirements of the exhibition area.

The exhibitor is fully responsible for the safety of their own structures and any damage or dangerous situations caused by them.

Carrying stuff to the stand & carrying assistance

Only materials that can be carried up the stairs on the morning of the event are allowed at second floor stands (unless agreed separately).

A few student volunteers will also be available to assist exhibitors who need help carrying their items in the morning. You can recognize them by the Talent Expo Staff signs? However, please note that the number of student helpers is limited, so we recommend setting aside enough time and bringing sufficient helping hands to get your materials to the stand.

Electrical equipment in the exhibition area

Bringing heat-emitting equipment such as popcorn machines or cotton candy machines to the exhibition stand is not allowed. This is due to Dipoli's automatic fire alarm system, which is triggered by heat.

Small equipment like refrigerators or coolers are permitted. However, please notify us in advance by email at talentexpo@aalto.fi so that our exhibition builder can plan the

electrical installations accordingly and we can avoid issues such as power outages on the event day.

Dipoli location & Exhibition area

Dipoli is located on the Otaniemi campus at Otakaari 24. You can [explore the Otaniemi campus map here](#) and [view the Google map here](#).

Talent Expo 2025 will be held at Dipoli on the 1st and 2nd floors. There are also exhibition stands (mini stands) located on the stairway landings. During the event, entrance is through the main doors of Käpy Hall (A). During setup and dismantling times, either of the exterior doors may be used. For extra stands E1-E6, the main entrance of Käpy Hall (A) is closer, so we recommend its use for exhibitors at those stands.

The waste bins are located to the left of the Juhla Halls' doors (B).



Accessibility at Dipoli

Unfortunately, Dipoli is not a fully accessible venue.

The fair is held on two floors, and the upper floor is only accessible by stairs. However, accessible entrance, for example with a wheelchair, is possible via the elevator at the Käpy entrance. Some stands are located on the intermediate floor between the stairs, which is not accessible.

We want to ensure that everyone can participate in the event smoothly. If you require an accessible route, carrying assistance, or any other support to attend, please contact us in advance at: talentexpo@aalto.fi. We are happy to help!

Parking

We recommend arriving at the event primarily by public transport or taxi, as there is limited parking space in front of Dipoli. Otaniemi campus is conveniently accessible by metro (Aalto University station) or bus line 510 (Aalto University stop).

Free parking is only available in parking area P1, located behind Otahalli, where there is limited number of places. Parking area P2, in front of Dipoli, is a paid parking area. Each exhibitor/organization is responsible for covering their own parking costs. You can find both areas marked on the map above (P1 and P2).

There are additional paid parking options in Otaniemi according to general parking regulations. You can find [more information about parking in Otaniemi here!](#)

Wi-Fi

The AaltoOpen wireless network is available throughout the event area and can be used without login credentials. However, please note that the capacity of this open network is limited. If you require a fast or stable connection, we recommend using your own wireless connection.

Cloakroom & exhibitor lounge

There is a dedicated break room for exhibitors at Dipoli, located in the **Palaver** room. In the break room, coffee and light snacks are available with a snack voucher. A cloakroom is available on the first floor, where exhibitors can leave their personal

belongings and outwear. **The cloakroom will be attended until 7.00 PM on the day of the fair.**

Exhibitor meals & meal vouchers

Your stand package automatically includes a set number of meal packages.

Each meal package includes:

- One lunch ticket (includes coffee)
- One snack ticket (includes coffee)

You can check the number of tickets included with your stand under *Exact dimensions and illustrations of the exhibition stands*.

Lunch is served at Dipoli's restaurant between 11.00 and 15.00.

Lunch includes a hot meal, a vegan meal option, a salad buffet, bread and lunch coffee. There is no need to queue for payment, simply hand in your lunch ticket at the cashier and proceed directly to the serving line. The restaurant is located on the second floor of Dipoli and can be accessed via the Käpy lobby on the ground floor.

Ordering Additional Meals:

It is possible to order additional meal packages using [this form](#). Any extra meal packages will be invoiced afterward on the same invoice as your event participation fee. You may also order only lunch or snack tickets through the form. **Please note that additional meals must be ordered by Wednesday, 15 October 2025.** Unfortunately, we cannot make exceptions to this deadline, so please make sure to place your order in time. Self-paid meals are also available on-site at the restaurant.

Virtual Talent Expo Program

As part of Talent Expo, virtual program will also take place on November 4-5, 2025.

The virtual program will be held on the JobTeaser platform. It includes CV and LinkedIn clinic sessions, portfolio reviews, and quick mentoring sessions with alumni for students. As a new service, we also offer quick mentoring sessions with doctoral students.

If you have registered for any of the virtual additional programs, we will contact you by email with schedules and practical instructions. You can learn more [about the additional programs here](#).

Invoicing

Participation in the event, as well as any additional services ordered (e.g. marketing add-ons, extra meal packages), will be invoiced after the event day.

Invoices will be sent during November–December. Aalto University’s payment term is 30 days net, and unfortunately, we are unable to make exceptions to this.

Please make sure to update your billing details by 13 November 2025, if you have not already provided them via the registration form.

If you need to complete or update the billing information you submitted during registration, please send the updated details to us by email at talentexpo@aalto.fi. Kindly include “Billing Information / Your Company Name” in the subject line. Thank you!

Photography at the Event

Please note that photos and videos will be taken at the event for Aalto University’s communications and marketing purposes. If you do not wish to appear in the official photos, please inform the photographer directly at the event.

However, please keep in mind that this is a public event, and many participants may also take photos for their own social media or communication channels. Notifying the photographer will only apply to Aalto University’s official event photography.

For more information on how we handle personal data related to university communications [via this link](#).

Tips for a successful fair participation

A well-planned stand is key to a successful fair day! We recommend setting aside time to carefully plan your stand well before the event. Make sure your open job positions are clearly visible - both at the stand and on JobTeaser - so that students can easily find them.

Pay attention to the language of your materials: it is recommended to provide them either in English or in both Finnish and English to give as many visitors as possible a comprehensive view of your organization.

Interactive and engaging elements are excellent ways to stand out and capture students' interest. For example, small activities, quizzes, and prize draws often leave a lasting impression and lower the barrier to start conversations.

On the fair day, we encourage you to be especially **active and approachable**. Students appreciate clear examples of the roles you offer and what it's like to work with you. Genuine interaction makes a real impact.

We sent **you an exhibitor tips package** along with your registration – please make sure to review it carefully before the event!

Sustainable Talent Expo

Talent Expo is organised in accordance with the principles of sustainable development. All participants are expected to act in an environmentally responsible way. As an exhibitor, we ask that you reflect this in both the design and implementation of your stand. Here are some ways to promote sustainability:

- Prefer digital materials (e.g. QR codes linking to additional information) instead of printed ones. If you do use print materials, we encourage ecological alternatives, such as recycled paper or reused materials.
- Consider in advance whether giveaway items are truly necessary and impactful. Could a different method be more effective in communicating your message to students? We also encourage using existing materials instead of ordering new ones.
- If you do distribute items, choose ones that are practical, long-lasting, and made from sustainable materials (e.g. recycled or reusable materials) – and ensure their use at the event is well-justified.
- Students always appreciate food and drinks.

Let's work together to minimise the environmental impact of the event by making responsible choices. Even small actions make a difference – let's build a sustainable and environmentally friendly Talent Expo together!

Aalto University's principles for a safer space

We require all participants to follow [Aalto University's principles for a safer space](#). We do not tolerate any disrespectful behaviour, bullying or harassment. As an exhibitor and participant, you commit to respecting these guidelines. If you notice or experience any disrespectful conduct, please report it immediately to the event organisers or security personnel.

Let us know if you have any questions!

Please don't hesitate to contact us,

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