Exhibitor’s guide

Live event: 11.11.2021 at 11-17
Otahalli, Otaranta 6, Espoo

Virtual Fair: 9-10.11.2021 at 11-17

JobTeaser

Aalto Talent Expo brings together students and employers of arts, business, design and technology.

Contact

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In cooperation with:
Following the schedules below is essential for the building of the expo area to go as smoothly as possible. The fair organizers have the right to collect additional fees if the timetables are not followed.

Building the stands

The exhibitors can build their stands on Thursday November 11 from 7am onwards. All additional orders from the fair constructor will be delivered to your stand by this hour.

Otahalli has no storage room so they can't store exhibitors' materials beforehand. Shipments will be accepted only when agreed beforehand and mainly from international companies. If you need to send something beforehand, please contact the expo team at talentexpo@aalto.fi.

Deconstructing the stands

The exhibitors can start to deconstruct their stand earliest at 5pm and the deconstruction should be finished by 9pm.

Please notice that the area needs to look the same as it did when arriving; i.e. all trash and own material need to be cleaned. Nothing can be left into the hall for storage, so all own materials need to be collected when leaving.

The fair organizers have the right to collect additional fees if the timetables are not followed. If the exhibition stands have not been cleaned according to instructions, we will charge a fee for cleaning.
Otahalli’s limitations

The floor of the hall has special structures which limits the transport of heavy objects on the floor of the hall. Please contact the fair organizers (talentexpo@aalto.fi) if you need to bring in objects that weigh more than 200 kg.

You are not allowed to attach anything on the walls or the ceiling of the hall. If you need to tape for example a carpet to the floor, only easy-to-erase-tape such as 3M tape 471 is allowed.

The floor of the hall is blue-green and has colorful sport tracks.

Please take into consideration, that the event will be photographed. The pictures will be used in the communication and marketing of Aalto University.
Specific measures of the stands

Please notice that it is not allowed to attach tape directly to the wall of the stand. If you want to attach something to the wall, you need to use base tape to ensure that the tape is easy to remove from the wall. Below, you will find some pictures of the different sizes and forms of the stands.

Own structures

It is extremely important that you send the full Exhibitor’s Guide (in PDF) to your subcontractors! All subcontractors must follow the fair timetables and rules.

Please notice that the stand structures can’t be left out. There will be a wall between each exhibitor. The size of your stand structures cannot exceed the millimeter limits for each stand.
Refrigerators, freezers and other equipment that use a lot of electricity

If you are planning to bring an equipment that needs extra electricity (refrigerator, popcorn machine, freezer, cotton candy machine etc.) to your stand, you need to inform the organizers beforehand (talentexpo@aalto.fi). This way the fair constructor can plan the electricity correctly and we can minimize the problems during the fair day.

All stands have electricity with three outlets. If you need more plugs, you should order the extra electricity from the fair constructor. You will find the link for the additional orders from your order confirmation.

Help

For the building and deconstructing hours, we have booked a few students to help you with carrying the materials to your stands. Please notice that there are only few students, so reserve enough time and be prepared to wait a while if you need some help.

Wi-Fi

You may use wireless AaltoOpen network without any logins. The capacity of the open network is limited, so if you need a fast connection, please bring your own wireless network.

Trash

There is a dumpster at the back door of Otahalli (loading door B on the map). Inside the hall, there are also trash bins which will be emptied into the dumpster. We request you to take the larger rubbish directly to the dumpster at the backyard.

Trash will be sorted at a waste collection point and recycled according to the material. For this reason, no non-recyclable waste (substances classified as hazardous waste, such as paint / glue, etc.) may be placed into the dumpster.

Please notice that every exhibitor needs to clean their own stand at the end of the fair and the trash are asked to be taken directly to the dumpster.
Otahalli is a sports hall which is managed by Unisport. Some of their normal sports activities, for example the gym, is working normally during the fair.

The expo takes place in Otahalli big hall “Monitoimihalli” where the exhibitors’ stands are.

Location

The address of Otahalli is Otaranta 6, 02150 Espoo.

[Link to google maps]
[Link to Otaniemi campus map]

Please, take into consideration that due to the development of the campus and the wide construction works, Otaniemietie is closed and it’s no longer possible to drive through Otaniemietie along it. Please make sure you know how to approach the venue.

Entrance and loading doors

The entrance to the expo is through the side doors directly from Luolamiehentie. The entrance is marked with an A in the map below. The loading doors are located on the back of the hall; these are marked with a B in the map. **CHANGE!** Entrance A is not in use 11.11 between 7 am - 9 am due to the construction of the tent. Entrance either through the main entrance of Otahalli (note! stairs) or through loading door B!
Parking

There’s only a limited amount of parking places in front of the Otahalli and thus, we recommend you arrive by public transportation or taxi.

For parking at parking places reserved only for the use of Aalto University, you can print a parking permit, which you will find on the last page of this guide. Please note, that the parking permit should be printed beforehand.

Cloakroom

There’s a guarded cloakroom in Monitoimihalli next to the entrance. The cloakroom is open on the fair day from 7am until 10pm. You can also use the lockers situated in the locker rooms at the downstairs. Please take your own lock with you, since there are only few locks, which can be borrowed (deposit) from the lobby of Unisport.
During the fair day, there is a room reserved for exhibitors to relax from 8am until 5pm. Snack and salad lunch (catering tickets required) will be served at the lounge.

**Catering tickets**

Each ministand and basic unit includes 2 meal packages (2 snack tickets and 2 lunch tickets). These catering tickets will be at your stand on the fair morning in a closed envelope.

You can also order more catering tickets through email: talentexpo@aalto.fi. Please, order the additional catering tickets by 28.10.2021 at 2pm. 14% VAT will be added to the prices.

Catering package (snack + salad lunch): 17 €

Breakfast ticket: 8 €

Salad lunch ticket: 10,50 €
Menu

Snack available throughout the day

Caramelized onion, Otaniemi beanit härkis pie (VE) (Gluten free will be accounted for separately), House vegan berry smoothie (M+G+VE), Apple juice and citrus- watermelon soda, Nordqvist organic tea, Wilson coffee 100% Arabica -coffee from Kenya, water

Plentiful & Delicious Factory Salad Lunch

Available from 8 am – 5 pm

Smoked salmon mozzarella salad (L+G)

Veggie-bean croquette – sweet potato salad (VE+G)

Chicken Feta Salad (L+G)

Served with Baguette

The dishes are prepared by the restaurant Factory Otaniemi.

You can also eat at your own cost in Otaniemi’s restaurants and student cafeterias.

If you need to handle work matters during the fair day, you can use the benches of the audience at Monitoimihalli. You will also find Aalto University’s main building Dipoli and Oppimiskeskus near the Otahalli. Both buildings have some working spaces for quieter and more comfortable working.

Link to Otaniemi campus map
Tips for fair exhibitors

Before the expo, it’s recommended to carefully plan the fair stand, for example the open positions should be clearly presented at the stand and all the distributed materials should be also in English. Interactivity always attracts students’ attention. Remember to deliver fair materials to the organizers on time and brief the personnel at your stand.

On the fair day, remember to be active and easily approachable as well as describe concretely your organization and work tasks.

Sustainability

When planning the fair day, please keep in mind that sustainability is a key element of the fair. Please, avoid using paper brochures and minimize all the unnecessary trash related to candy and other distributed material. Use minimal lighting and minimize other energy-intensive features at the stand as well as sort your waste properly. If possible, fair stand should be made of environmentally friendly materials and all materials should be fit for recycling.
Although there are currently no known corona restrictions related to the events, we follow general hygiene guidelines at the fair. The current guidelines for fairs are listed below.

- The mask recommendation is valid for all participants. There are masks provided for students in the area, but please bring enough masks for your own staff.
- There are several hand sanitizers in the area. However, please bring hand sanitizer to your department as well.
- We place tapes to avoid congestion in the exhibition area.
- More open space: There will be fewer exhibition stands in the hall this year, making it easier to keep a distance from other participants at the event.

If you decide to distribute candy to students, these should be individually wrapped. If there is any material divided on the stand, hand sanitizers should also be available. Please instruct & remind others to use hand sanitizer.

There will be virtual program from 9th to 10th of November 2021. The virtual fair program includes webinars, 1:1 video meetings, CV and LinkedIn clinics, portfolio evaluations and speed mentoring sessions. If you have registered for one of these, you can find out more about the services on our website.
1:1 video meetings

1:1 video meetings are conducted in two-hour sessions, during which you have time to meet up to 8 students. For 1:1 video meetings, you must have a suitable video meeting platform (such as Zoom or MS Teams) where the meetings will take place. Registrations are handled conveniently in JobTeaser (see JobTeaser instructions: https://www.aalto.fi/en/talent-expo/student-marketing-and-jobteaser). You can provide links and instructions for students either through JobTeaser or by email. We recommend using the same link for all individual appointments.

For appointments, you will edit the pre-created event template in JobTeaser. You should add event description to your template. In the description, we recommend telling students what you want to discuss in the meetings, who in your organization will attend the meetings and of course, mentioning open job, internship, and summer job opportunities and / or thesis assignments. It is a good idea to include instructions about the meeting in the description too.

Webinars

For webinars, you will have access to a template event in JobTeaser which you will need to customize to suit your own use. The event itself uses a suitable video platform (such as Zoom or MS Teams) used in your organization. Registrations can be included in the webinar, but the webinar link can also be made visible to everyone.

The topics of the webinars can be related to, for example, employment opportunities in your organization, career stories or the presentation of the trainee program, or current topics that are important to you.

The event description of the webinar (see JobTeaser instructions: https://www.aalto.fi/en/talent-expo/student-marketing-and-jobteaser) should be written carefully: well-written event descriptions attract students to the place. In the event description, it is a good idea to state clearly what kind of participation students are expected to take (note: as a minimum, students should have the opportunity to comment in a chat), and whether students are expected to have some prior information about the webinar topic, for example.
Fair participation and all the additional orders will be invoiced after the event. The invoices will be sent during November and December, and the due date is at the end of this year. Aalto University’s payment term is always 30 days net and unfortunately, we cannot differ from this.

Please, update your invoicing details by **18th November 2021**. After this, we will begin to prepare the invoices according to the information we possess. If you need to update or complete the invoicing details you have provided when you have registered as an exhibitor, please send us the new invoicing details by email at talentexpo@aalto.fi. Please enclose “Invoicing details / the name of your company” as the title of the email.
Parking permit

Aalto-yliopisto
Pysäköintilupa

Vierailijalupa. Voimassa vain lupaan merkityn päivän.

11.11.2021