

## Participating in the fair

We reserve the right to select the exhibitors participating in the fair. Only organizations that offer employment and internship opportunities that correspond with the studies of Aalto University students can be accepted as exhibitors. Fair marketing must be targeted towards recruitment and employer branding. Product demonstrations and/or selling products and services in the fair is forbidden.

Aalto University may require that the exhibitor provides information e.g of ownership and beneficiaries and whether any exhibitor related entity is under sanctions set by the European Union and/or the United Nations. The activities of the participating organizations must be in accordance with the ethical principles and code of conduct of Aalto University. Please consult the Aalto code of conduct through the following link: [Code of conduct - values into practice | Aalto University](#).

Aalto University reserves the right to postpone or cancel the event in case of a force majeure. Any reason that prevents the organization of the event or deems the organization of the event financially or otherwise unreasonably risky or unprofitable is considered a force majeure. Examples of these types of reasons include war, uprising, cataclysmic event, failure of public power supply, fire, strike, blockade, restriction or guideline set in the budget of the Finnish government, restrictions and/or guidelines regarding the conduct of Aalto University set by the Finnish government that relates to for example a pandemic, an epidemic and/or a widespread infectious disease, a person necessary for the service transitioning from Aalto University or other equally significant reason.

The square meter area of the stand can not be exceeded. Decorations and furniture brought into the fair must fit the stand area. Should your fair supplies require additional space, the fair organizer is entitled to charge You an additional fee for the extra space. The exact sizes of the stands can be found on our website. Building a stand is only possible on 10.11.2022 between 7 - 11 am. The exhibitors must provide this schedule for any potential subcontractors. The fair organizer reserves the right to charge an additional fee if this schedule is not followed. Detailed instructions and information regarding stand building will be provided on our website. The space must be cleared out between 5 - 9 pm. All trash and supplies must be cleaned from the stand area. You may not rent the fair stand. Pyrotechnics, food preparation supplies, potentially dangerous equipment and furniture or fire is not permitted in the area.

For the virtual part of the fair, each exhibitor is responsible for providing a suitable and secure video meeting platform for 1:1 video meetings and for their own virtual events. The CV and LinkedIn – clinic, speed mentoring and portfolio review sessions will be held using MS Teams and co-ordinated by the Aalto Talent Expo Team.

The fair is organized sustainably. All exhibitors commit to taking into account sustainability when planning their involvement in the fair.

Guidelines and restrictions set by the Finnish government relating to the Covid-19 pandemic are followed in the fair. Exhibitors agree to follow both the general guidelines and guidelines relating to large-scale events (e.g handwashing) set by the Finnish government.

### **Terms of cancellation**

General registration period ends on 16.9.2022

**Until 16.9.2022** No cancellation fee You may cancel your registration free of charge until 16.9.2022.

**Until 23.9.2022** 50 % cancellation fee Any cancellations made in the time period between 17.9.2022 – 23.9.2022 will be charged with 50 % of the price of the reservation made in the registration. Any extra services that were reserved will not be charged.

**Until 10.11.2022** 100 % cancellation fee Any cancellations made in the time period between 24.9.2022 – 10.11.2022 will be charged 100 % of the price of the reservation made in the registration.

Extra services reserved on the registration will be charged based on the amount of completed work.