

A large indoor event space with a wooden ceiling and walls. The floor is blue. Many people are walking around, some wearing face masks. There are several exhibition booths with various displays and signs. The text 'AALTO UNIVERSITY' is overlaid in white on a semi-transparent grey rectangle in the upper middle part of the image. Below it, the text 'Talent Expo' is also overlaid in white on a similar semi-transparent grey rectangle. In the background, there are signs for 'ECONOMY 4.0' and 'Joukkueem odottaa sin'.

**AALTO
UNIVERSITY**

**Talent —
Expo**

Joukkueem
odottaa sin

Let talk
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AALTO UNIVERSITY

Talent — Expo

— 2022

Exhibitor's guide

Live event: 10.11.2022 at 11-17

Otahalli, Otaranta 6, Espoo

Virtual Fair: 8-9.11.2022

JobTeaser

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

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In cooperation with:



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Schedule

To ensure a smooth and on-time building process, the following the schedule must be obeyed. The fair organizers have the right to collect additional fees from exhibitors who don't follow the timetables provided.

Building the stands

The exhibitors can build their stands on Thursday, November 10th from 7 am onwards. All additional orders from the fair constructor will be delivered to the stands by this time.

Note, that in the morning next to the loading doors can be cold. The loading doors will be closed during the event.

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

Deconstructing the stands

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

Please note 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 in the hall for storage, so all your own material 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.

Fair Stands

Otahalli's limitations

The floor of the hall has special structures which limit 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.

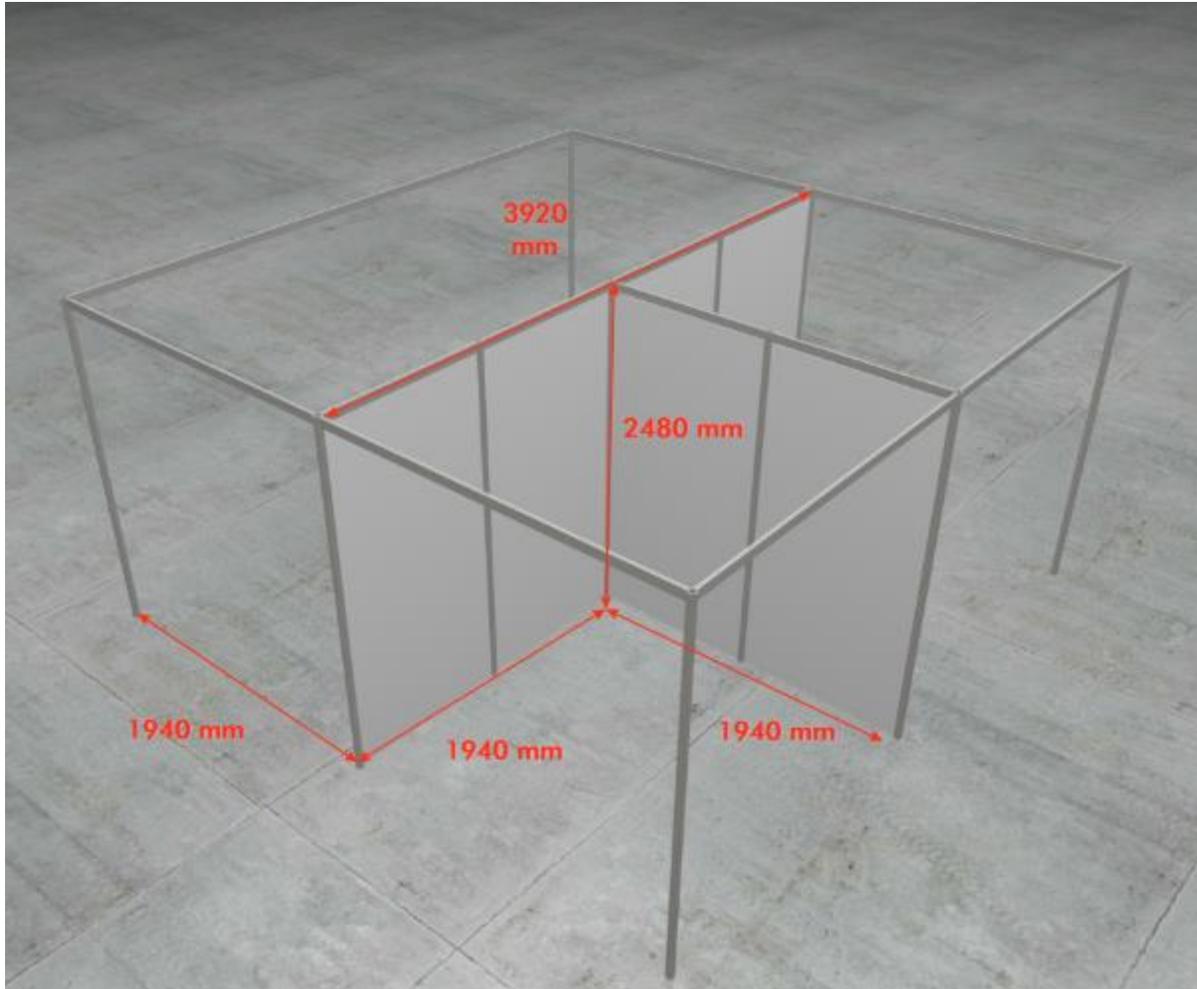
You are not allowed to attach anything to the walls or the ceiling of the hall. If you need to tape for example a carpet to the floor, only easy-to-erase tape such as 3M tape 471 is allowed.

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

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

Specific measures of the stands

Please note 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 note that some 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 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.

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 a few students, so reserve enough time and be prepared to wait a while if you need some help.

Wi-Fi

You may use the 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 take the larger rubbish directly to the dumpster in 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 stand at the end of the fair, and the trash is asked to be taken directly to the dumpster.

Otahalli

Otahalli is a sports hall that Unisport manages. Some of their normal sports activities, for example, the gym, are working normally during the fair.

The expo takes place in Otahalli's big hall "Monitoimihalli" where the exhibitors' stands are.

Location

The address of Otahalli is Otaranta 6, 02150 Espoo.

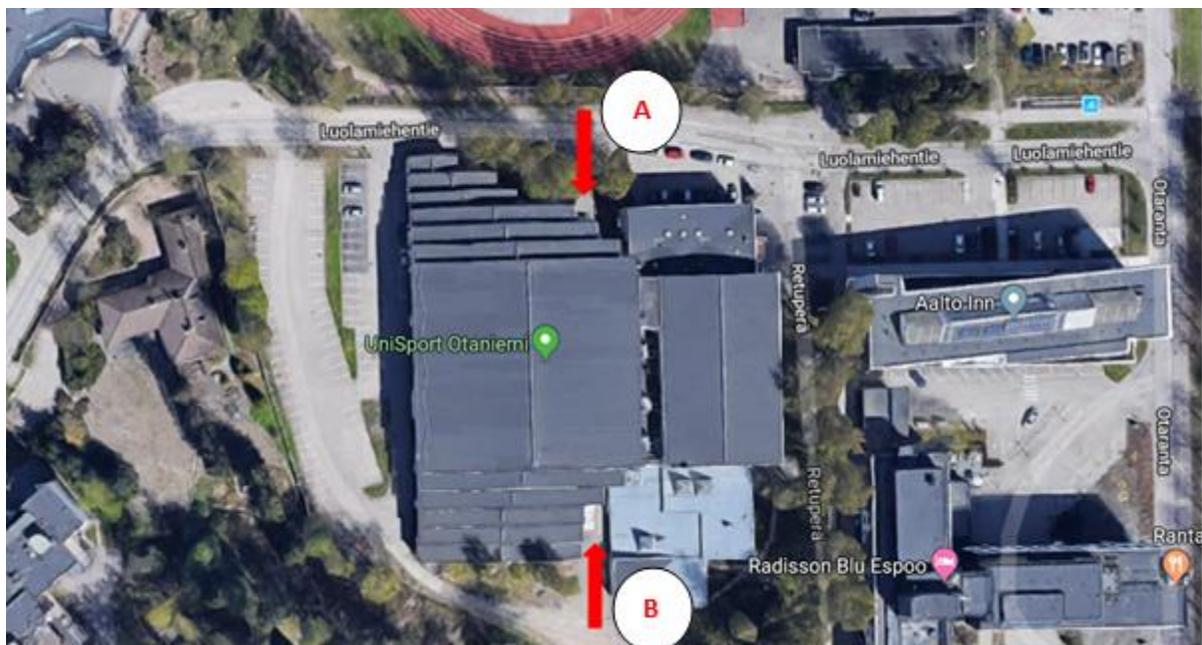
[Link to google maps](#)

[Link to Otaniemi campus map](#)

Please, take into consideration that due to the development of the campus and the wide construction works, Otaniementie is closed and it's no longer possible to drive through Otaniemi 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 on the map below. The loading doors are located at the back of the hall; these are marked with a B on the map. However, you can also use the A-entrance during the construction and deconstruction of the stands. **Please note that a tent will be built on the A-entrance during the fair morning roughly between 6.30 am – 10 am, so A-entrance may be blocked during this time.**



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 7 am until 9 pm. You can also use the lockers situated in the locker rooms downstairs. Please take your own lock with you, since there are only a few locks, which can be borrowed (deposit) from the lobby of Unisport.

Catering & Breakroom for exhibitors

During the fair day, there is a room reserved for exhibitors to relax from 8 am until 5 pm. Breakfast, lunch, and snacks (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 this link:

<https://link.webropolsurveys.com/S/6F04AC72C94CA0B8>. Please order the additional catering tickets by October 28th, 2022. 14% VAT will be added to the prices.

Catering package (snack + salad lunch): 17,5 €

Snack ticket: 8,5 €

Salad lunch ticket: 11 €

Menu

Snack

Available from 8 am – 5 pm

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

Hearty & 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](#)

Fair Day

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, the fair stand should be made of environmentally friendly materials and all materials should be fit for recycling.

Virtual fair

There will be a virtual program from 8th to 9th of November 2022. The virtual fair program includes 1:1 video meetings, CV and LinkedIn clinics, portfolio evaluations, and quick 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 an 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.

Invoice

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 2022**. 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 provided when you 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



