



# Career Fair

**Guide**

**2024**

**March 6, 2024 – Career Fair**

An event by the Career & Corporate Services of the University of St.Gallen

# Career Fair Guide

The HSG Talents is the University of St.Gallen's (HSG) official career event. Companies from a wide range of industries will be on campus for over three weeks to take part in the variety of modules on offer. The centrepiece of the HSG Talents is the career fair on March 6, 2024 at the Olma exhibition centre, where you will have the chance to present your company to over 2,000 students at your individually designed booth during a whole afternoon. This will allow you to give the students a better idea of what your company is all about and to answer their questions face to face. In this document you will find all the information about the HSG Talents 2024 career fair.

## **Registration – starting September 19, 2023**

You can register for the HSG Talents on our website [my.hsgcareer.ch](https://my.hsgcareer.ch). After logging in to our career platform you navigate via « all events » to the HSG Talents section. There you can register for the career fair and the modules starting September 19, 2023.

## **Booking your booth facilities**

Our new booking form guides you through all important areas of your career fair booking. From the initial selection of the booth option, to the selection of add-ons and the desired furniture.

After completing your booking, you will receive an automatic summary of your selection.



# Detailed Information

## General Information

### Career fair location

The career fair will be held in hall 9.1 at the Olma exhibition centre in St.Gallen.

### Parking

If travelling by car, you may park in the exhibition centre car park. Half-day tickets (CHF 6) and fullday tickets (CHF 12) can be purchased directly in the parking garage at the information desk.

### Refreshments

All company representatives receive a voucher at the information desk for one lunchtime meal in the exhibition centre restaurant, Rosso. Mineral water and coffee is provided during the whole day.

### WiFi

This year you will once again have access to free Wi-Fi anywhere in the Olma hall.

### Digital Job Wall

Take the opportunity to present your jobs digitally and free of charge on our screen.

### Exhibitors' Apéro

We invite you to round off a successful day at the exhibitors' Apéro from 17.30 - 21.00 h with us.

### Exhibitor liability insurance

For CHF 38.- you can conclude a compulsory liability insurance.

### 1:1 Meetings with students

In a specially separated area at the fair, we offer the opportunity to get to know students better in a one-on-one interview:

- 1:1 – 2 h (6 Slots a 20 min.) – CHF 750.-
- 1:1 – 4 h (12 Slots a 20 min.) – CHF 1'000.-

## Information For Assembly & Disassembly

### Setting up and clearing up times

#### March 5, 2024

**setting up**  
**7.00 am to 6.00 pm**  
booths are put together

#### March 6, 2024

**setting up**  
**7.00 am to 10.30 am**  
smaller items are delivered

**hall cleaning**  
**10.30 am to 12 noon**  
no further setting up work permitted

**career fair**  
**12 noon to 5.00 pm**

**clearing up**  
**5.30 pm to 9.00 pm**  
booths are dismantled

#### March 7, 2024

**clearing up**  
**7.00 am to 12 noon**  
all booths are dismantled

Any costs for extended opening times are to be borne by the exhibitors.

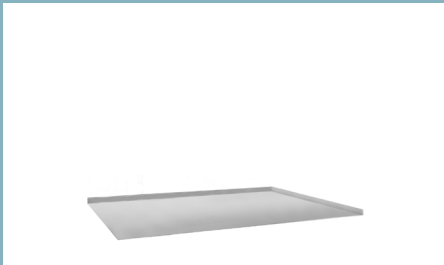
### Delivery via courier to the following address:

Olma Messen St.Gallen HSG Talents  
Halle 9.1 <Aussteller>/ <StandNr.>  
St. Jakobstrasse 94, CH-9000 St.Gallen

# Options & Price List

## Prices

All prices in CHF excl. VAT



### Option 1: Empty booth space

You have your own booth and only need the empty (unbuilt) floor space. The following services are included:

- Electricity connection (2 kW, 230 V)

9 m <sup>2</sup> to 20 m <sup>2</sup>	CHF 250/m <sup>2</sup>
21 m <sup>2</sup> to 30 m <sup>2</sup>	CHF 230/m <sup>2</sup>
over 31 m <sup>2</sup>	CHF 210/m <sup>2</sup>



### Option 2: Fully equipped booth«SMART & EASY» (former ECO 4-12)

You rely on the proven modular construction system and want as little effort as possible and an excellent result. Our fully equipped exhibition booths include the following services:

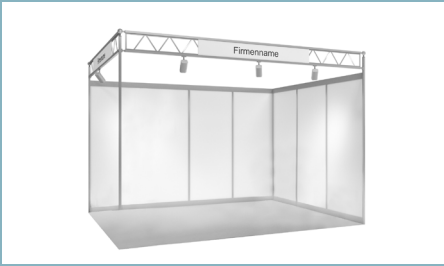
- Back and side walls (painted white on one side)
- Carpeting (3 color options available)
- High quality booth construction with
- Lighting (one spotlight per full 3 m<sup>2</sup> of booth space)
- White fascia for company name
- Company logo on fascia
- Electricity connection (2 kW, 230 V)

Furniture included in this package:

- Bar table
- Bar stools (1x for SMART & EASY 4; 2x for SMART & EASY 9-12)
- Large brochure stand
- Paper basket

Please note that the SMART & EASY 4 booth is ONLY available to SMEs (up to max. 250 employees), start-ups and NGOs.

SMART & EASY 4 – 4 m <sup>2</sup>	CHF 1'900.–
SMART & EASY 9 – 9 m <sup>2</sup>	CHF 3'600.–
SMART & EASY 10 – 10 m <sup>2</sup>	CHF 4'000.–
SMART & EASY 12 – 12 m <sup>2</sup>	CHF 4'600.–



### Option 3: Customized exhibition booth (former Eco X)

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You want to customize your exhibition booth to your individual needs? No problem, we offer you maximum flexibility.

This option includes:

- Back and side walls (painted white on one side)
- Carpeting (3 color options available)
- High quality booth construction with aluminum profiles
- Lighting (one spotlight per full 3 m<sup>2</sup> of booth space)
- White fascia for company name
- Company logo on fascia
- Electricity connection (2 kW, 230 V)

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9 m <sup>2</sup> to 20 m <sup>2</sup>	CHF 360/m <sup>2</sup>
21 m <sup>2</sup> to 30 m <sup>2</sup>	CHF 340/m <sup>2</sup>
over 31 m <sup>2</sup>	CHF 320/m <sup>2</sup>

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### Additional services & information for all options

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#### Corner booth

For a surcharge of at least CHF 400 (excl. VAT) or 10% on the booked booth area, you can book a corner booth subject to availability.

#### Booth height

Additional costs may apply if the booth height exceeds <sup>3</sup> meters.

#### Storage space

You have indicated that you need storage space during the career fair. How many square meters do you need? Additional costs CHF 50.- per m<sup>2</sup> excl. VAT

#### Anchor

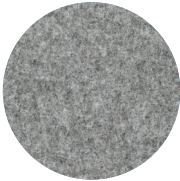

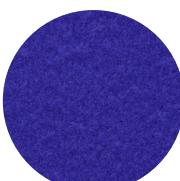
To accommodate your specific requests regarding anchor/hanging points, our show manager will contact you.

#### Please note:


- All booths must feature solid back and side walls. Folding exhibition walls or roller banners are not sufficient.
  - The maximum booth height is three meters.
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# Exhibition Material

## Carpet Colors



Image	Description	Price (excl. VAT)
	Carpet Podium – Prestige <ul style="list-style-type: none"> <li>· Frost grey</li> <li>· Needle felt</li> <li>· Laid</li> <li>· Covered with foil</li> </ul>	CHF 25.-/m <sup>2</sup>
	Carpet Podium – Prestige <ul style="list-style-type: none"> <li>· Charcoal</li> <li>· Needle felt</li> <li>· Laid</li> <li>· Covered with foil</li> </ul>	CHF 25.-/m <sup>2</sup>
	Carpet Podium – Prestige <ul style="list-style-type: none"> <li>· Royal blue</li> <li>· Needle felt</li> <li>· Laid</li> <li>· Covered with foil</li> </ul>	CHF 25.-/m <sup>2</sup>

## Rear & Side Walls



Image	Description	Price (excl. VAT)
	Rear and side walls <ul style="list-style-type: none"> <li>· Painted white on one side</li> <li>· 100 x 250 x 4 cm</li> <li>· Installed</li> </ul>	CHF 69.-/lfm
	Rear and side walls <ul style="list-style-type: none"> <li>· Painted coloured on one side</li> <li>· 100 x 250 x 4 cm</li> <li>· Installed</li> </ul>	CHF 100.-/lfm

# Furniture




## Tables

Image	Description	Price (excl. VAT)
	Table · White · Feet aluminium · 120x80x75 cm	CHF 84.-
	Round table · Grey · Ø 60 cm x 110 cm	CHF 125.-

## Chairs

Image	Description	Price (excl. VAT)
	Chair · Black	CHF 52.-
	Bar stool Z-Form · Black	CHF 70.-

## Bar Element, Cupboard, Rack, Showcase

Image	Description	Price (excl. VAT)
	Bar element · White · Middle · Lockable · 103 x 53 x 110 cm	CHF 164.-
	Cupboard · White · Lockable · 95 x 47 x 90 cm	CHF 152.-
	Rack · White · 95 x 47 x 180 cm	CHF 162.-

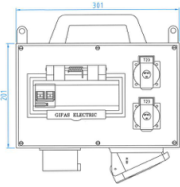
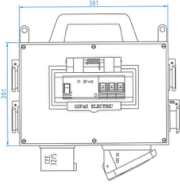
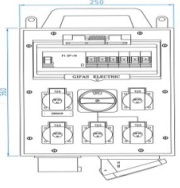
## Miscellaneous

Image	Description	Price (excl. VAT)
	Waste-paper basket · 33 x 30 cm	CHF 11.-
	Brochure display stand Real Zip · 25 x 29 x 155 cm	CHF 102.-
	Clothes rack · 160 cm	CHF 50.-
	Bayleafe · 2 m high	CHF 38.-







# Technical Equipement

## Electricity Connections

Image	Description	Price (excl. VAT)
	Electricity connection <ul style="list-style-type: none"> <li>· 2 kW</li> <li>· 230 V</li> </ul>	CHF 148.-
	Electricity connection <ul style="list-style-type: none"> <li>· 6 kW</li> <li>· 230/400 V</li> </ul>	CHF 174.-
	Electricity connection <ul style="list-style-type: none"> <li>· 10 kW</li> <li>· 230/400 V</li> <li>· With CEE16</li> </ul>	CHF 198.-

## Event Technology

Image	Description	Price (excl. VAT)
	LCD flat screen <ul style="list-style-type: none"> <li>· 40"</li> <li>· 1920 x 1080 Pixel</li> <li>· 918x530x55 (BxHxT)</li> </ul>	CHF 715.-
	LCD flat screen <ul style="list-style-type: none"> <li>· 55"</li> <li>· 1920 x 1080 Pixel</li> <li>· 1238x712x69 (BxHxT)</li> </ul>	CHF 1'030.-
	LCD flat screen <ul style="list-style-type: none"> <li>· 75" Full HD</li> <li>· 1920 x 1080 Pixel</li> <li>· 1681x959x82 (BxHxT)</li> </ul>	CHF 1'410.-
	Floor stand Audipack for LCD flat screen <ul style="list-style-type: none"> <li>· 40" bis 75"</li> </ul>	CHF 155.-

## Contact

Do not hesitate to contact us. If you have any questions about the exhibition, the HSG Talents team will be happy to help you.

[talents@unisg.ch](mailto:talents@unisg.ch)  
[hsgtalents.ch](http://hsgtalents.ch)