



# Career Fair



# Guide

# 2025

**March 5, 2025 – Career Fair**

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

# Exhibition booking

The HSG Talents is the leading recruitment event at the University of St. Gallen (HSG). Over a period of more than three weeks, companies from various industries have the opportunity to be present on campus and participate in a variety of event modules. The highlight of HSG Talents is the career fair on 5 March 2025 at the Olmaexhibition centre in St. Gallen. Present your company at a custom-designed stand in front of over 2,000 students. This offers you the chance to inform students about your company and answer their specific questions directly on-site. This document contains all the important information regarding the HSG Talents 2025 career fair.

## Your registration – starting October 8, 2024

Registration to participate in the HSG Talents career fair is done through our career platform [my.hsgcareer.ch](https://my.hsgcareer.ch). After logging in, you can navigate to the HSG Talents section via „view all events.“ There, you can register for the fair and the various event modules starting from 8 October 2024.

## Booking your booth facilities

Our booking form guides you through all the important areas of your fair booking: from the initial selection of stand options to choosing additional services and the desired furnishings. Upon completion of your booking, you will automatically receive a summary of your selection.



# Detailed information

## General information

### Career fair location

The career fair will be held in SGKB hall B 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

You will 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 with us at the exhibitors' Apéro from 5:30 pm to 9:00 pm.

### 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 hours (6 slots of 20 minutes each) – CHF 750
- 1:1 – 4 hours (12 slots of 20 minutes each) – CHF 1,000

### Talents Guide

Position your company as an attractive employer in the HSG Talents Guide (both online and in print) and directly target top talent – with a personalised A5 advert for only CHF 850.

### Monitoring of the premises

The event rooms are not monitored. Please never leave valuables unattended!

## Information for assembly & disassembly

### Setting up and clearing up times

#### March 4, 2025

**setting up**  
**7:00 am to 6:00 pm**  
booths are put together

#### March 5, 2025

**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 6, 2025

**clearing up**  
**7:30 am to 12 noon**  
booths are dismantled

Any costs for extended setting up and clearing up times are to be borne by the exhibitors.

### Delivery

Packages can be delivered to the following address starting from 27 February 2025:

Olma Messen St.Gallen  
HSG Talents  
SGKB-Halle B <Exhibitor> / < Stand No.>  
St. Jakob-Strasse 94  
CH-9000 St.Gallen

### Contact

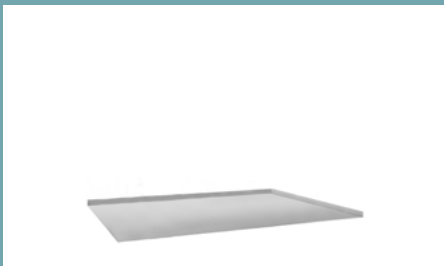
For on-site support during set-up, the event, and dismantling, please do not hesitate to contact the HSG Talents fair team.

Karin Peer & Sascha Gerlach  
T +41 71 224 3951

# 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 (2kW, 230V)

Please note that all booths must feature solid back and side walls. Folding exhibition walls or roller banners are not sufficient.

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:

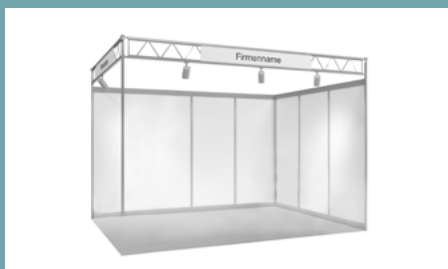
- Back and side walls (painted white on one side)
- Carpeting (3 color options available)
- High quality booth construction with
- Lighting (one spotlight per full 3 m<sup>2</sup> of booth space)
- White fascia for company name
- Company logo on fascia
- Electricity connection (2kW, 230V)

Furniture included in this option:

- Bar table
- Bar stools (1× for SMART & EASY 4; 2× 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



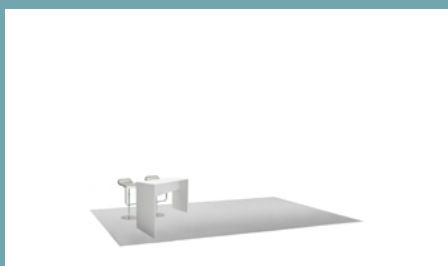
**Option 3: Customized exhibition booth (former Eco X)**

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 (2kW, 230V)

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>



\* Illustrative image

**Option 4: Start-up Corner**

The Start-up Corner will take place in a separate, designated area. Please note that this option is exclusively available to start-ups that are up to 36 months old since their founding.

Furniture included in this option:

- Bar table (1x)
- Bar stools (2x)

Please note that you can bring your own individual roll-ups or beach flags. Additionally, you have the option to book storage space, but booking extra furnishings is not possible.

CHF 850

**Additional services & information**

**Corner booth (bookable for all options except the Start-up Corner)**

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 (applies to all options except the Start-up Corner)**

Additional costs may apply if the booth height exceeds 3 meters.

**Storage space (bookable for all options)**

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.

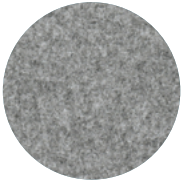

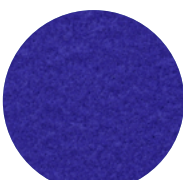
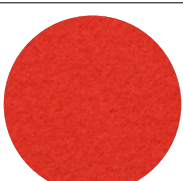
**Anchor Anker (applies to all options except the Start-up Corner)**

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




# Exhibition material

## Carpet colors



Preview	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>
	Carpet Podium – Prestige <ul style="list-style-type: none"> <li>· Scarlet</li> <li>· Needle felt</li> <li>· Laid</li> <li>· Covered with foil</li> </ul>	CHF 25/m <sup>2</sup>

## Rear and side walls



Preview	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 107/lfm

# Furniture




## Tables

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

## Chairs

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

## Bar element, cupboard, rack, showcase

Preview	Description	Price (excl. VAT)
	Bar element · White · Middle · Lockable · 103x53x110 cm	CHF 164
	Cupboard · White · Lockable · 95x47x90 cm	CHF 152
	Rack · White · 95x47x180 cm	CHF 162

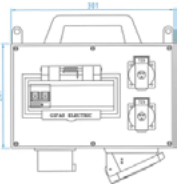
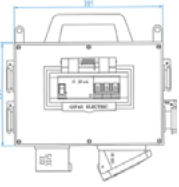

## Miscellaneous

Preview	Description	Price (excl. VAT)
	Waste-paper basket · Ø 33x30 cm	CHF 11
	Brochure display stand Real Zip · 25 x 29 x 155 cm	CHF 102
	Clothes rack · 160 cm	CHF 50







# Technical equipment

## Electricity connections

Preview	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>· 230/400V</li> </ul>	CHF 174
	Electricity connection <ul style="list-style-type: none"> <li>· 10 kW</li> <li>· 230/400V</li> <li>· With CEE16</li> </ul>	CHF 198

## Event technology

Preview	Description	Price (excl. VAT)
	LCD flat screen <ul style="list-style-type: none"> <li>· 40"</li> <li>· 1920 × 1080 Pixel</li> <li>· 918 × 530 × 55 (W × H × D)</li> </ul>	CHF 715
	LCD flat screen <ul style="list-style-type: none"> <li>· 55"</li> <li>· 1920 × 1080 Pixel</li> <li>· 1238 × 712 × 69 (W × H × D)</li> </ul>	CHF 1,030
	LCD flat screen <ul style="list-style-type: none"> <li>· 75" Full HD</li> <li>· 1920 × 1080 Pixel</li> <li>· 1681 × 959 × 82 (W × H × D)</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

