



# SCIENCE Career Horizons 2025

## Guide for Exhibitors



SCIENCE  
**Career Horizons**

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# Welcome to SCIENCE Career Horizons 2025

Dear Exhibitors,

We look forward to welcoming you to SCIENCE's Career Horizons fair on Friday, October 3rd, from 10:00 AM to 3:00 PM. In the following guide, you will find practical information for exhibitors.

The deadline for submitting communication materials is **September 1<sup>st</sup>, 2025** (see detailed description on page 5).

## Stands

### Rental of Stands and Stand Equipment

All stands are 4,5 meters wide and 2 meters deep. During the fair, SCIENCE Career Horizons only provides the stand space. Additionally, up to two café tables will be provided free of charge if selected by the exhibitor. This must be selected in the registration module by the exhibitor. Other materials such as walls, tables, or other items must be brought by the company itself.

### Fair Area

- There will be a minimum of 3 meters to the ceiling throughout the fair area.
- All areas have stone/tile flooring.
- Entrance doors are 2.3 meters high.

## Guidelines for Stand Setup and Dismantling

### Friday, October 3th:

- 7:00 AM - 10:00 AM: Stand setup.
- 10:00 AM - 3:00 PM: Fair is open.
- 3:00 PM - 5:00 PM: Stand dismantling. Note: Dismantling must not begin before 3:00 PM; until then, the stand must be complete and staffed. Dismantling of café tables will begin at 4:00 PM and will be handled by KU.

**Waste:** Please use the container set up in the parking lot. We reserve the right to dispose of any left-behind materials.

No items may be permanently attached to the floor, walls, or ceiling in the fair area, i.e., no drilling, bolting, or similar.

SCIENCE does not provide tools for stand setup or dismantling.

If you wish to bring particularly heavy items, please contact SCIENCE.

## Electricity and Internet

- Guest access to the internet: There will be guest Wi-Fi access available.

- We provide one power strip with three sockets per stand.

## Distribution and Display of Materials

- Distribution of your own materials and setting up a material stand may only take place at your own stand.
- Exhibitors must stay within the marked stand area for fire safety reasons.

## The Stand

- All stands are 4,5 meters wide and 2 meters deep.
- The stand must be staffed throughout the fair's opening hours.
- To avoid overcrowding a maximum of five company representatives per stand is allowed.

## Miscellaneous

- SCIENCE provides sandwiches, beverages (hot and cold), cake, and snacks for company representatives. This is included in the participation fee.
- No storage or serving of beer, wine, or spirits is allowed at the stands.
- It is not allowed to prepare food at the stand during the fair.

# Practical Information

## Schedule for the Fair Day

<b>Friday, October 3rd</b>	Stand setup	7.00 AM - 10.00 AM
	Fair opens	10.00 AM
	Lunch (the fair remains open during lunch)	12.00 PM - 1.00 PM
	Fair closes	3.00 PM
	Stand dismantling	3.00 PM - 5.00 PM

## Catering

Coffee, tea, water, and snacks will be available from 9:00 AM and throughout the day in the catering area in Auditorium A2-70.02.

Lunch will be served in the form of sandwiches, which can be picked up between 12:00 PM and 1:00 PM. Cake will be served from 2:00 PM.

Catering is included in the participation fee regardless of the number of company representatives, with a maximum of five per stand.

## Security

Please note that the area is not monitored. There is free access to the building from 7:00 AM to 5:00 PM, and access with a key card thereafter. Therefore, do not leave valuables at the stand.

## Stand Plan

Before the fair day, you will receive information on your stand number, fair area, and parking area. Remember to inform any setup personnel about the stand number and which fair area your stand belongs to.

## Loading and Parking for the Fair

SCIENCE provides parking permits for the entire day of the event, but due to limited capacity, a parking space cannot be guaranteed. We recommend arriving early to secure a spot. Alternatively, regular street parking can be used; however, please be aware of the parking regulations for the selected area.

Additionally, loading and unloading will be possible at the Copenhagen Plant Science Center from Bülowsvej 21A, where parking is NOT allowed.

Please note that the large parking lot at Thorvaldsenvej 50 is closed due to renovation. Therefore, parking is only available in limited numbers at Grønnegårdsvej and Dyrølægevej through KU parking (note: parking is on a first-come, first-served basis).

## Communication Material for the Event

The fair is open to both Danish and international students, but communication will primarily be in English.

Students can find information on a website where we present all participating companies. For this, we need some details about your company.

Therefore, we kindly ask you to submit the following materials no later than **September 1, 2025**, to [career\\_horizons@science.ku.dk](mailto:career_horizons@science.ku.dk):

- A short **English text** (max 400 characters) describing the company
- A **link to your website**, if available, a link to your company profile on [KU Projekt og Job](#).
- A **high-resolution logo (minimum 200 pixels in height and 300 pixels in width)** in PNG format with a transparent background

In our communication materials, we will also use the information about academic interest areas and types of collaboration that you provided during registration.

## Use KU Project and Job

If you do not already have a profile in KU Project and Job, we recommend that you create a company profile:

[https://ucph.jobteaser.com/da/recruiter\\_account/sign\\_in](https://ucph.jobteaser.com/da/recruiter_account/sign_in)

Here you can post project ideas and job listings before the fair, so students can prepare to meet you.

## Promotion

We promote the event through our social channels and internally through our student information system and in teaching. If you would like to contribute to our SoMe campaign, you can write to us at [career\\_horizons@science.ku.dk](mailto:career_horizons@science.ku.dk). You are also very welcome to share your participation with your own followers.

## Address

The fair will be held at the University of Copenhagen's premises at Frederiksberg Campus, Thorvaldsensvej 40, 1871 Frederiksberg C.