

DISMANTLING NOTICE

TUESDAY EVENING 1 DECEMBER (last day of the fair)

- 5:00 PM: shutdown of beverage dispensing installations. From this moment onwards, no drinks may be served.
- 6:00 PM: exhibition closes. Visitors must leave the buildings so that dismantling can begin safely and the gates can be opened.

FAIR HALL

- Stands located in front of or next to the gates must clear the area in front of these gates as quickly as possible.
- As soon as the aisles are sufficiently clear, empty packing materials is returned to the stands using forklifts. The chains of the lighting trusses will be lowered by access platforms.
- Stands displaying large machines must follow the pre-arranged schedule for moving the machines out of the hall.

PARKING

- To ensure a smooth dismantling process, a large part of parking areas P2, P3A and P3B will be closed during the day on Tuesday, 1 December.
- From 4:00 PM onwards, the 'President Kennedylaan' will be closed to traffic and a queueing area for vans will be organised there. **Trucks and semi-trailers will only be permitted from 8:00 PM onwards.**
- Instructions given by the parking attendants must be strictly followed.
- On the parking areas, trucks and vans must always be parked with the loading platform/loading area facing the building.
- Vehicles may remain in the designated loading and unloading zones for a maximum of 1 hour (see plan below). Afterwards, they must be moved to parking area P7.

WEDNESDAY 2 DECEMBER

- 7:00 AM: opening of the gates.

FAIR HALL

- Stands displaying large machines must follow the pre-arranged schedule for removing the machines from the hall.
- The halls must be **completely cleared** by 5:00 PM. If a stand has not been fully dismantled by 5:00 PM, additional hall rental charges will be applied.
- Machines collected at a later date must be moved outside to the designated area in parking area P7 (see plan below) and must be collected no later than Friday, 4 December.
- All **waste** must be removed. Waste may either be taken away by the exhibitor or a container can be rented via the webshop or on-site at the Fair Office. Waste left behind will be charged to the exhibitor based on volume, plus a 25% surcharge.
- The stand area must be left in its original condition, free of tape, glue or paint residues and without any damage.

Charges for non-compliance:

- Adhesive or tape residues: €13.00 per linear metre
- Paint stains, etc.: €63.50 per m²
- Oil stains: €190.50 per m²
- Damage to walls/profiles: €56.00 per panel or profile

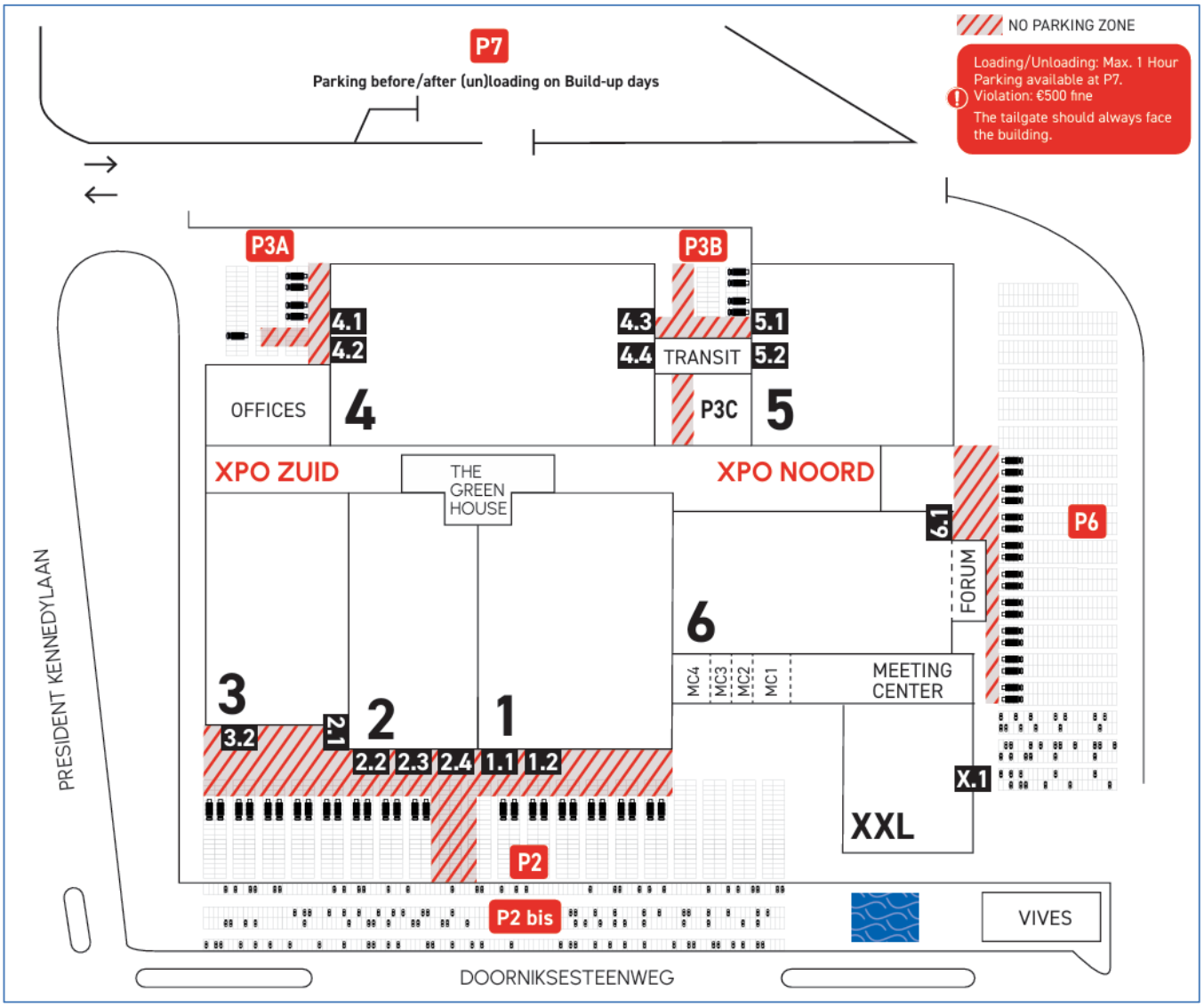
PARKING

- From 7:00 AM until noon, the 'President Kennedylaan' will be closed to traffic. A queueing area for trucks and vans will be organised there.
- Instructions given by the parking attendants must be strictly followed.
- Vehicles may remain in the designated loading and unloading zones for a maximum of 1 hour (see plan below). Afterwards, they must be moved to parking area P7.

FORKLIFT

- Exhibitors are required to use the forklift service provided exclusively by Kortrijk Xpo. The use of a privately owned forklift (or one rented from an external company) is not permitted.
- If you require a forklift, it must be ordered in advance via the webshop.
- Once your materials are ready for loading, please inform the Fair Office so that the forklift service can be notified.
- Forklift requests that have not been reserved in advance will be placed at the end of the waiting queue.

PLAN OF BUILD-UP / DISMANTLING AREAS



PLAN OF MACHINE STORAGE AREAS PENDING COLLECTION (no later than Friday, 4 December)

