

FAIR MANUAL

This manual contains all practical and technical information for your preparation. Please read this manual carefully and do not hesitate to contact us if you have any questions. We wish you a very successful exhibition.

Location	Kortrijk Xpo Doorniksesteenweg 216, 8500 Kortrijk
Hall	1, 2, 3, 4, 5, 6 and Rambla
Fair office	The fair office can be found in Xpo ZUID and will be open permanently during the build-up period, the event itself and the pull out period . **Contact:** Hall 4,5 & 6: Charlotte Galloo: T. +32 (0)56 24 59 33 Hall 1,2,3 & Rambla: Heidi Soete: T. +32 (0)56 24 11 47
Exhibitor list & side events	consult the website www.interpom.be

OPENING HOURS FAIR

	8u	9u	9u30	10u	11u	12u	13u	14u	15u	16u	17u	18u	19u	20u
SUN 29 NOV	EXHIBITORS													
			VISITORS											
MON 30 NOV	EXHIBITORS													
			VISITORS											
TUE 1 DEC	EXHIBITORS													
			VISITORS											

As of 19:00 hrs, the premises will be locked up by our security staff. All drink dispensers should be shut at 19:00 hrs, drinks cannot be served anymore.

Please put out the lights on your stand at the end of each fair day.

ACCES DURING THE FAIR

- Entrance to the premises via XPO ZUID (side Kennedylaan/Kinepolis) and XPO NOORD (side E17/Parking P6)
- Exhibitors only have acces with exhibitor badge.

  The exhibitor badges will NOT be sent in advance. Shortly before the fair, after checking the payments, you will receive a link that allows you to print your badges yourself.

This is only possible if all invoices (for stand hire and services) have been paid in full.
Payment by direct debit to the following account numbers: 2850 5821 6395 BIC GEBABEBB (Fortis Belgium) or IBAN 4696 1243 4197 – BIC KREDBEBB (KBC)

TIME TABLE BUILD-UP

<table>
<tr><th></th><th>7u</th><th>8u</th><th>9u</th><th>10u</th><th>11u</th><th>12u</th><th>13u</th><th>14u</th><th>15u</th><th>16u</th><th>17u</th><th>18u</th><th>19u</th><th>20u</th><th>21u</th><th>22u</th><th>23u</th></tr>
<tr><td rowspan="2">THU 26 NOV</td><td colspan="12">EXHIBITORS BUILDING THEIR OWN STAND & STAND BUILDERS</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="5"></td><td colspan="7">EXHIBITORS WITH A STAND OF THE ORGANISATION: CASA. GREEN, THAMES, MATRIX, TRUSS</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="3">FRI 27 NOV</td><td colspan="12">EXHIBITORS BUILDING THEIR OWN STAND & STAND BUILDERS</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="12">EXHIBITORS WITH A STAND OF THE ORGANISATION: CASA. GREEN, THAMES, MATRIX, TRUSS</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="12">EXHIBITORS WITH A STAND OF THE ORGANISATION: WOOD</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="3">SA 28 NOV</td><td colspan="9">EXHIBITORS BUILDING THEIR OWN STAND & STAND BUILDERS</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="9">EXHIBITORS WITH A STAND OF THE ORGANISATION: CASA. GREEN, THAMES, MATRIX, TRUSS</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="9">EXHIBITORS WITH A STAND OF THE ORGANISATION: WOOD</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

On Saturday 28/11 **the build-up gates will be closed at 16:00 hrs,** embellishing the stand/ displaying the products is allowed until 18:00 hrs**.** Only the Xpo ZUID and Xpo NOORD entrances will remain open**.**

- **Extra build-up day:** on request and subject to a charge (560,00 € per day per stand, excl. VAT)
- **Building longer in the evening** possible upon request and with written permission from the organizers. No material or equipment may be taken out, outside the official build-up hours. Our stewards are authorized to perform any checks that may be necessary
- **Start build-up:** only possible if all invoices (for stand hire and services) have been paid in full.

- **Orders**: payment possible on the spot with credit card
  Protest for non-delivery of services must be made until no later than the 1st fair day at the fair office. **Protest after the fair is not valid**.

- **Carpet** the **plastic sheeting protecting your carpet, to be removed by yourselves before Saturday 28/11 at 12:00 hrs**.

- **Aisles**: On Saturday 28/11 at 16:00 hrs. the staff will start cleaning the aisles. Please place NOTHING in the aisles after this time

PLACEMENT LARGE / HEAVY MACHINERY

= = goods or elements which will be difficult to transport to the stand

> To be reported to the organization in advance
> All large and/or heavy machines should be brought in on Wednesday **25/11** (without starting to build up the stand). Please fill in the **order form** > Unloading heavy machinery on 25/11.

TIME TABLE PULL OUT

<table>
<tr><th></th><th>7u</th><th>8u</th><th>9u</th><th>10u</th><th>11u</th><th>12u</th><th>13u</th><th>14u</th><th>15u</th><th>16u</th><th>17u</th><th>18u</th><th>19u</th><th>20u</th><th>21u</th><th>22u</th><th>23u</th></tr>
<tr><td rowspan="2">TUE 1 DEC</td><td colspan="11"></td><td colspan="4">EXHIBITORS BUILDING THEIR OWN STAND & STAND BUILDERS</td><td></td><td></td></tr>
<tr><td colspan="11"></td><td colspan="4">EXHIBITORS WITH A STAND OF THE ORGANISATION</td><td></td><td></td></tr>
<tr><td rowspan="2">WED 2 DEC</td><td colspan="10">EXHIBITORS BUILDING THEIR OWN STAND & STAND BUILDERS</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="7">EXHIBITORS WITH A STAND OF THE ORGANISATION</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

- **Hired furniture and fridges: collection on Tuesday evening from 18:00 hrs onwards**. Please empty the rented material beforehand.
- **Dismantling of hired prefab stands: Wednesday morning as from 7:00 hrs.** Please remove valuable material from the storage room and walls on Tuesday evening.
- **It is strictly forbidden to start pull out before Wednesday 1/12 at 18:00 hrs.**

Special arrangement for clearing out on Tuesday night (1/12): see dismantling note

ACCESS DURING BUILD-UP AND PULL OUT

VEHICLES

- Access with **build- up/pull out card**. This card is sent via e-mail. kaart wordt per mail doorgestuurd. One card is required per vehicle. You can print the number of cards you need. Provide this card also to your stand builder..
  Place the card in plain view behind the windscreen of each vehicle. This card is **not a parking ticket**, but a permit to park close to the gates for un/loading. Your gate number is indicated on the permit.


INTER BELGIË POM'26 29, 30 NOV & 1 DEC

P2

KAART OPBOUW / ONTRUIMING
CARTE DE MONTAGE / DÉMONTAGE
CARD BUILD UP / PULL OUT

EXPOSANT / EXHIBITOR :
STANDNR. / N° DE STAND / NO. STAND :
POORT / PORTE / GATE : Poort 3.1 via P2

NL Gelieve dit formulier goed zichtbaar achter de voorruit van uw voertuig te plaatsen.
Plan met aanduiding van hallen, opbouw-/ontruimingspoorten en parking op keerzijde.
>> Deze kaart is GEEN parkeerticket maar een bewijs dat u dicht bij de opbouwpoorten mag parkeren om te lossen/laden.

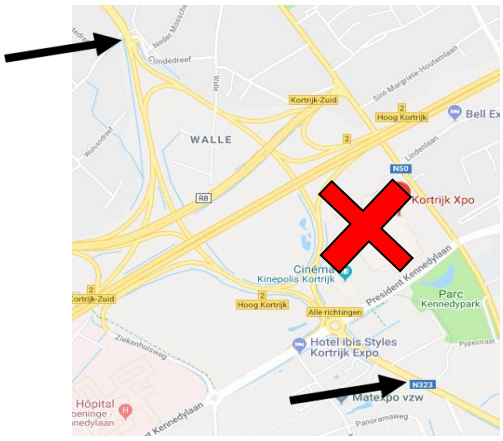
FR Veuillez placer ce formulaire bien en évidence contre le pare-brise de votre véhicule.
Plan avec indication des halls, portes de montage et parkings au verso.
>> Cette carte n'est PAS un ticket de parking, elle vous permet uniquement de vous garer tout près des portes de montage pour (dé)charger.

UK Please place this form behind the windscreen of your car.
Plan with indication of exhibition halls, build up and pull out gates and parking at the back of this form.
>> This card is NOT a parking ticket, it only allows you to park close to the setting up gates to (un)load.

GSM NR. CHAUFFEUR / N° GSM CONDUCTEUR / CELL PHONE NO. DRIVER :

VRACHTWAGENS OF AUTO'S WORDEN NIET TOEGELATEN BINNEN DE EXPOHALLEN VOOR LOSSEN OF LADEN
LES CAMIONS ET LES VOITURES NE SONT PAS AUTORISÉS À L'INTÉRIEUR DES HALLS POUR LE (DÉ)CHARGEMENT
CARS OR VANS ARE NOT ALLOWED TO ENTER THE HALLS FOR BUILD UP OR PULL OUT

- ATTENTION! **Self-driving exhibition vehicles and flatbed trailers are obliged to unload on car park P7** (more space to manoeuvre). Afterwards, the exhibition vehicles can be driven into to halls by a driver.



- NO vans or vehicles may drive into the exhibition halls
- Please bring your own trolleys etc. to transport your materials
- A fork-lift truck service is available (place your order via the webshop). For this service, the exhibitor is obliged to make exclusive use of BV Xpo Group.
- If you leave vans, HGVs or other vehicles taking up more than 1 parking space, on the car parks during the opening days after buildup:
  - you will be charged 250 EUR per opening day.
  - Vans, HGVs and other vehicles taking up more than one parking space, can be parked in the Beneluxlaan, the Condédreef or at the border on the E17: GPS 50°44'59.6"N 3°10'31.5"E°
  - °

PERSONS

- People who are only coming to check the progress of stand building are kindly requested to park their cars in car park P7
- Please report to the fair office at the entrance XPO ZUID *(side Kennedylaan/Kinepolis)* upon arrival
- Everyone should wear a special bracelet authorizing their presence > inspections in order to prevent theft
- Exhibitors may clear their stand if they are in possession of their exhibitor badge

PARKING

- **2 multiple exit tickets for the opening days of the fair are included in your participation fee** (2 cars, 3 exits per ticket).
- Parking tickets must be collected on-site at the fair office.
- Additional parking tickets can be ordered via the webshop > **'Parking'**. These are guaranteeing the lowest tariff:
  - **During build-up / pull out = free**
    only **during** official build-up/pull out hours
  - **Build-up / pull out tickets valid for 1 exit**
    only **after** official build-up/pull out hours
  - **Multi-tickets** (multiple exits) **valid for 3 exits**
    only for fair days
  - **FLEX-ticket with season ticket**
    only possible for the fair days - unlimited access – place guaranteed

- Pay at the exit with your credit / debit card > receipt possible
- Buy an exit ticket at the ticket machine (cash, credit card, debit card > receipt possible

INFORMATION ON STAND CONSTRUCTION

GENERAL INFORMATION

The closed sides of a stand must consist of continuous walls or a continuous (promotional) canvas/fabric with a minimum height of 2.5m. Furthermore, each stand must have its own floor covering and the stand must be sufficiently illuminated.

STAND DESIGN

Exhibitors who build their stand themselves or work with an external stand builder are requested to submit a plan of their stand to the organisation, attn. Mrs Annelies Detavernier (anneliesdetavernier@xpogroup.com), Kortrijk Xpo, before 16 October 2026

When designing your stand, take into account:
- the possibilities of electricity and water supply: see the technical fair plan on the exhibitor gate.
- Take into account the pillars in the building: **www.kortrijkxpo.com/space-for-fairs**

CLOSING OFF OPEN SIDES

No more than 60% of an open side may be closed off. This rule applies to each stand wall individually. Any walls adjacent to an aisle must be finished in an attractive way.

STAND HEIGHT

The uniform stand height has been set at 2.50 metres.

If you wish to build a higher (max. 6.00 metres), you should first submit a plan for approval. After approval to build a higher stand, you must finish the back of your walls higher than 2.50 metres in a neat, even and neutral way (white, grey or black – no logos or promotions). Failure to complete this by 14:00 hrs on the last day of build-up will mean that the organizers will finish the work at your expense.

In case of suspensions or stand parts higher than 2.50 metres that are not neutral (colours, logos, other promotions), and that directly face the side of the neighbouring stand, a distance of 1 metre in between the stand and the neighbouring stand needs to be respected. Neutral suspensions or stand parts higher than 2.50 metres are allowed against the back wall of the stand.

An additional fee will be charged for two-storey stands.

FLOORING - RAISED FLOOR – FLOOR LOAD

You can either foresee flooring yourself or order it via the webshop.

If you provide an elevated floor in your stand please make sure there is an inclined plane so your stand is accessible for wheelchairs.

Floor load: In Hall 5, half of Hall 4 and in Rambla Noord the floor load is more limited. Please consult the Kortrijk Xpo safety manual – Part C – available on our exhibitor portal.

EXHIBITION HALL FLOOR & WALLS / PROFILS SHELL SCHEMES / WORKING HOURS

If you're not hiring a shell scheme stand of the organisation, you need to provide your own separation walls.

The floors and walls / profiles you might hire will be clean when handed over to you. They should be left in their original state after the event, i.e. without any traces of adhesive tape, paint etc. If this is not the case, the following charges will be payable :

- traces of adhesive / adhesive tape 13,00 € /running metre

- paint stains etc. 63,50 € /m²
- oil stains 190,50 € /m²
- damage to the walls/profiles: 56,00 € /panel or profile

Purchase possible at the fair office of double-sided tape for the floor (roll of 50m) end/of for the walls (roll of 25m).

Any modifications to the modular stand construction (e.g. relocating a storage room), electrical and/or water connections, or electrical equipment, work will be carried out on a time and materials basis at a rate of 69,00 / hour.

SUSPENSIONS

All suspension requests must be submitted via suspensions@kortrijkxpo.com. Please consult the Kortrijk Xpo safety manual – Part B – available on our exhibitor portal

WATER & ELECTRICITY

The connection of the stand to the electricity grid (: distribution box) and to the water grid of Kortrijk Xpo needs to be accessible at all times. For example, if the connection to the input and the output of the water grid is situated under your heightened floor, you need to make sure that the floor boards can be removed, also during the fair itself.

Order enough capacity according to the arrangement of your devices that need an electricity supply (e.g. 5 spots x 150 Watt + a coffee machine 1.500 Watt + refrigerator 550 Watt etc.)

The electrical equipment on all stands will be inspected by an official inspection body. For using own appliances or material hired from an external stand builder (distribution box, spots, sockets etc) the cost of this inspection will be invoiced to the exhibitor or the stand builder.

Please note that any repairs to sinks, dishwashers, or other installations that were not supplied or installed by Kortrijk Xpo's official supplier will be carried out on a time-and-materials basis at a rate of €100.00 per hour.

FORKLIFT

For the fork lift service, the exhibitor is obliged to make exclusive use of BV Xpo Group. Please report to the fair office if you need a fork lift truck, even if this has already been booked in advance.
Prior orders will always have priority over orders placed on the spot.

CONSULTATION WITH SUPPLIERS

The suppliers of the material/services you ordered through Kortrijk Xpo will be available to answer your questions and help you solve any problems at the following times:

- shell scheme stands: during build up
- electricity and water: during build up, opening days and clearing out

TEMPORARY MOBILE CONSTRUCTION SITE

Setting up and dismantling a trade fair or event falls under the category of temporary and mobile construction sites. Anyone carrying out activities on the construction site must have the necessary basic safety training for this (Attestation of Basic Safety or equivalent). For additional information, please click here (only available in French).

SAFETY MANUAL

On the exhibitor portal, you can consult the Kortrijk Xpo safety manual. Please be sure to review it if you have any questions regarding the following topics::

- Regulations for stand construction in a sprinklered area = hall 4, 5 and Rambla (part D)
- Fire safety (part D)
- Legionella (part G)
- Suspensions (part B)
- Floor load (part C)
- Multi-storey construction (part A)

GENERAL INFORMATION

RUBBISH

- **Rubbish bags**:
  Two red garbage bags (for residual waste) and one blue garbage bag (for PMD) are included in your participation. You can collect these bags at the fair office. The full bags, together with cardboard boxes (filled with paper/cardboard or glass), can be placed at the edge of your stand at the end of each exhibition day.
  Any other refuse will not be collected and should be taken away by yourself.

  You can order extra rubbish bags via the webshop or on site at the fair office.

- **Containers**:
  During build-up/pull out you can dump mixed refuse in **1100 L containers.**

Containers can be ordered in advance via the webshop or on site at the fair office (at a higher rate).

Please report to the fair office if you need the container, even if this has already been booked in advance. The container will be collected and emptied in the collective container no later than 1 hour after delivery to the stand.

⏩ Oil can be left behind free of charge, but must be placed in a sealed container at your stand.
Important: The oil must be left in completely leak-proof packaging.

⏩ If an exhibitor **fails to comply with the refuse regulations** at Kortrijk Xpo, after 19:00 hrs, his refuse will be removed by our staff and the exhibitor charged for min. 1 container with a 25% surcharge.
The aisles must be keep free of encumbrance at all times to allow unhindered passage.

⏩ The aisles must be keep free of encumbrance at all times to allow unhindered passage.

CATERING

- **Stand catering via Xpo Catering:** place your order via catering@kortrijkxpo.com – www.xpocatering.be – T. +32 (0)56 23 20 17 – or via the exhibitor portal, section 'webshop catering'.

- **Catering via your own company or an external partner:** If you choose to take care of your catering yourself (with a tap) or to have it delivered by an external partner (a stand builder, a drinks supplier (brewery), a caterer), you are obliged to pay **catering rights**. Obviously, you have to make sure that you comply with the necessary HACCP standards. You will find further information via the **webshop Catering**.

THEFT

Unfortunately, theft is an unavoidable issue, particularly during setup and dismantling. You can do a lot to minimize the risk. Only bring valuable items into the venue on the final day of setup. Do not leave items (such as laptops, bags, etc.) unattended; instead, store everything in lockable cabinets or storage areas. Secure theft-sensitive items to your stand. Ensure that all valuable items are removed from your stand immediately after the final day of the fair. Make sure that at least one person remains at your stand at all times until all materials have been cleared out. Make sure that you have a good insurance.

Victim of a theft?

- If your equipment is insured through the organization, please inform the fair office so that the insurer can be notified.
- If you have your own insurance, please inform your insurer.
- Report the incident to the police

INTERNET

Free WiFi is offered. The free Wifi can generate a data traffic of 1mbit download and 0,5 mbit upload. If you require a faster/stronger Internet connection, you have the option to order fixed and/or wireless internet through the webshop.

Prohibition own WiFi network: : Setting up your own wireless Wi-Fi networks (2.4 and 5 GHZ frequencies) is strictly prohibited both inside the premises and in the car parks at Kortrijk Xpo. The only Wi-Fi networks permitted are the in-house “Xpo Free” and “Xpo Full” networks and the Wi-Fi hotspots ordered through the exhibitor zone – ‘Place your orders’ - “Professional internet solutions – with & without cable”.
This regulation has been introduced to reduce interference and improve the quality and stability of the existing Wi-Fi network. Unofficial hotspots, which cause interference, will be found and shut down, and sanctions imposed. For any further information, do not hesitate to contact our partner Citymesh on telephone number +32 70 210 929.

DELIVERY OF GOODS

Possible from the first build-up day

Postal address:
KORTRIJK XPO – INTERPOM
Doorniksesteenweg 216
8500 KORTRIJK (België)
+ **name of the exhibitor**
+ **stand number**
+ name of the stand manager
+ telephone numberof the stand manager

Delivery address:
Kortrijk Xpo
President Kennedylaan 90
8500 Kortrijk

- The organization will not sign for receipt of your goods and cannot be held responsible for their loss.
- All unloading costs must be met by the exhibitor.
- Ensure that there is someone present on your stand when the goods are due to be delivered

MUSIC

Playing music or using sound amplification (microphones, etc.) at your stand is permitted, provided that neighbouring stands are not disturbed.
Sound amplification must be limited in duration and may not exceed a maximum volume of 75 dB.
If music will be played at your stand, this must be reported via the Exhibitor Portal under the section ‘Webshop’ – **Music.**

- Background music in the halls and on the stands: organized by the organizers
- Movies without music: No SABAM applicable
- Movies with music / CD or DVD sampling / live performances: to be dealt with by the exhibitor via https://www.unisono.be/en/contact

Licensing fee for playing music in combination with (free) drinks = settled by the organizers.

PROMOTION & SAMPLING

Handing out flyers or other promotional materials is only allowed within and from your booth. It's not allowed to hand out materials in the aisles or in other communal areas.

You cannot ask to announce messages over the loudspeakers during the event.