

## PRACTICAL INFORMATION

### EVENT: timetable

	07	08	09	10	11	12	13	14	15	16	17	18	19
SUN 29 nov													
MON 30 nov													
TUE 1 dec													

- **Occupation:** halls 1, 2, 3, 4, 5, 6 & Rambla
- **Locking up:** All drink dispensers should be shut at 19:00 hrs. Please do not serve any more drinks after 19:00 hrs! As of 19:00 hrs, the premises will be locked up by our Security staff !

### ACCESS TO THE PREMISES

► **Entrance:** XPO ZUID (side Kennedylaan/Kinopolis) and XPO NOORD (side E17/Parking P6)

► **Access for stand personnel and exhibitors:** only with exhibitor badge. The exhibitor badges will **NOT** be sent in advance. Shortly before the fair, after payment checks, you will be able to print your badges yourself.

- each day from 8:00 to 19:00 hrs

► **Entrance prices for visitors: Pre-registration is mandatory!**

- Prices with online registration in advance:
  - without invitation code: 10,00 €
  - with reduction code: 5,00 €
  - with free entrance code: free of charge.

### BUILD UP: timetable

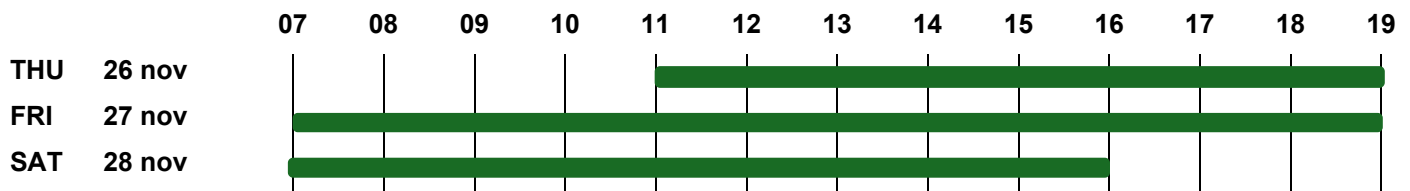
- **Access to the premises:** only possible if all invoices (for stand hire and services) have been paid in full.
- **Late orders:** please arrange to pay for these on the spot by **credit card**
- **Ordered services:** Protest for **non-delivery** of services must be made until no later than the 1<sup>st</sup> fair day at the fair office. Protest after the fair is not valid.

► **Exhibitors building their own stands & stand builders**

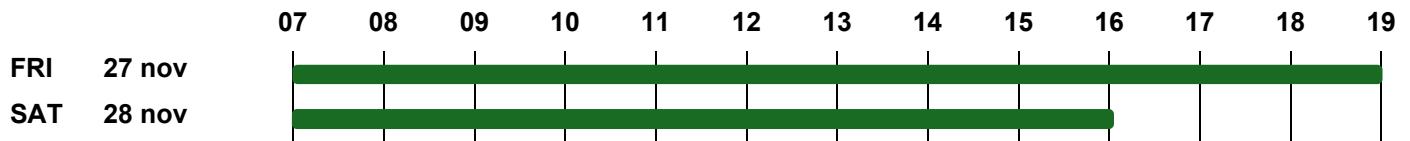
	07	08	09	10	11	12	13	14	15	16	17	18	19
THU 26 nov													
FRI 27 nov													
SAT 28 nov													

- Earlier start for build-up upon request (price: 550 EUR/day per stand, excl. VAT)

► Exhibitors hiring a shell scheme stand: Casa, Green, Thames, Taro, Rhone, Matrix, Truss



► Exhibitors hiring a shell scheme stand: Wood



- 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.
- 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.

► Placement of large and/or heavy machines on the stands: = 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](#).

► Your carpet

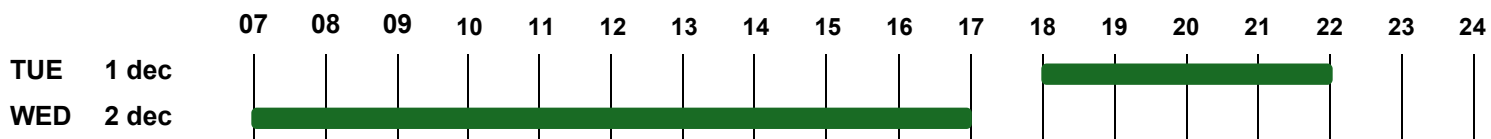
- the **plastic sheeting protecting your carpet, to be removed by yourselves before Saturday 28/11 at 12:00 hrs.**
- removal by the organization = 2 EUR / m<sup>2</sup> (+ VAT)

► **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

## PULL OUT: timetable

- **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.**
- **Avoid theft:** make sure that 1 person is always present on your stand

► Exhibitors having built their own stands & stand builders



► Exhibitors having hired a shell scheme stand

		07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
TUE	1 dec																		
WED	2 dec																		

### ► Special arrangement for clearing out on Tuesday night (1/12):

To guarantee a smooth pull out for everyone on Tuesday night and to avoid that the car parks are completely blocked, a large part of P2 and P3A and P3B will be closed during the day. As of 16:30 hrs both lorries and vans will be admitted to P2 and P3A & P3B.

## BUILD UP INSTRUCTIONS

### ACCESS VEHICLES

- 1 permit = 1 vehicle  
The build up permit will be sent to you digitally; you may print as many copies as needed. If you have a stand builder and have given us his contact details, he will also receive a build up permit.
- Build up permit ≠ parking ticket:** these permits merely prove that you are an exhibitor and allow you to park close to the gates in order to load/unload
- Your gate number is indicated on the permit
- Place the permit behind the windscreen

**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 Condéreef or at the border on the E17: GPS 50°44'59.6"N 3°10'31.5"E°

### ACCESS 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



### ► **Postadres:**

KORTRIJK XPO – INTERPOM

Doorniksesteenweg 216

8500 KORTRIJK – Belgium

+ **name of exhibitor**

+ **stand number**

+ name of stand manager

+ telephone number of stand manager

### ► **Bezorg-/leveringsadres:**

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

# TECHNICAL INFORMATION

## 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](mailto:anneliesdetavernier@xpogroup.com)), Kortrijk Xpo, before 16 October 2026.

When designing your stand, take into account:

- ▶ the possibilities of electricity and water supply, which you can see on the technical plan on the exhibitor gate.
- ▶ Take into account the pillars in the building: [www.kortrijkxpo.com/space-for-fairs](http://www.kortrijkxpo.com/space-for-fairs).

## RESTRICTIONS ON CLOSING OFF PERIMETER WALLS OF YOUR STAND

No more than 60% of the length of any side of your stand that is adjacent to an aisle may be closed off.  
This rule applies to each stand wall individually.

## SAFETY MANUAL KORTRIJK XPO

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)

## 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).

## SUSPENSIONS TO THE ROOF STRUCTURE

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

## FLOORING & SEPARATION WALLS - STAND HEIGHT & ELEVATED FLOOR

- ▶ You can either foresee flooring and separation walls yourself or you can order them via the webshop.
- ▶ 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 rear of your stand neatly and in a neutral style (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), 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 of 750 EUR (including the inspection cost) will be charged for two-storey stands.

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

## CONNECTIONS TO THE WATER GRID AND ELECTRICITY GRID OF KORTRIJK XPO

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►► 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.).

Take into account the safety measures for the extra capacity that the devices need during the start-up!

## INSPECTION OF ELECTRICAL EQUIPMENT

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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 (26.50 EUR/16m<sup>2</sup> with a maximum of 132.50 EUR).

## FORK LIFT TRUCK

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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!

## EXHIBITION HALL FLOOR & WALLS / PROFILS SHELL SCHEMES

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►► 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.

►► 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. 62,00 € /m<sup>2</sup>
- oil stains 186,00 € /m<sup>2</sup>
- damage to the walls/profiles: 55,00 € /panel or profile

►► Purchase possible at the fair office of:

- Double-sided tape ('exhibition tape', which is easy to remove after the event): 9,50 €/roll (50m)
- Double-sided tape for the walls: 10,50 € /roll (25m).
- Red tape for securing cables: 8,50 € /roll

## CONSULTATION WITH SUPPLIERS

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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

# MISCELLANEOUS

## 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

### ► Services:

- to collect work bracelets, rubbish bags,...
- technical problems
- photocopies
- First Aid post

## PARKING

- Visitor car park during the event (parking P2, P6, P7): **9,00 EUR per exit**
- 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)

► **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.

### ► Place your order via the webshop > 'Parking' (always 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 = 3,00 € per exit**  
only **after** official build up / pull out hours
- **Multi-ticket (multiple exits) valid for 3 exits = 27,00 € (9,00 € per exit)**  
only possible for the opening days of the fair
- **FLEX-ticket with season ticket = 45,00 € for the 3 opening days**  
only possible for the opening days of the fair. Unlimited access – place guaranteed.

## CATERING

### ► Build up period

- **The Greenhouse:** open 11:30 hrs till 14:00 hrs

### ► During the event

- **The Greenhouse**
- **Xpo catering card:** your electronic payment card for all your refreshments during the event
- **Stand catering via Xpo Catering:** place your order via [catering@kortrijkxpo.com](mailto:catering@kortrijkxpo.com) – [www.xpocatering.be](http://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**.

## SIDE EVENTS

The side events at INTERPOM can be consulted via [www.interpom.be](http://www.interpom.be) – "PROGRAM";



## SABAM

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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>

## CORKAGE

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

## AFVAL

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➤ Each exhibitor will be given **2 red rubbish sacks and 1 blue rubbish sack free of charge** (handed over to the stand manager during build up). The red rubbish sacks are for mixed refuse and the blue for plastic bottles, cans... during build up and the event itself. The sacks should be placed at the edge of your stand at 19:00 hrs for collection.

Extra rubbish sacks: 4 EUR each (includes the cost of collection, handling and the collective container).

Cardboard boxes (for paper and cardboard): available free of charge at the fair office.

Any other refuse will not be collected and should be taken away by exhibitors themselves.

➤ Exhibitors may dump mixed refuse in **1100 L containers** which can be hired from Kortrijk Xpo. The hire price: 72 EUR (incl. delivery and collection from the stand)

Order during build up or clearing out: 90 EUR

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 kept free of encumbrance at all times to allow unhindered passage.

## MISCELLANEOUS

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➤ **Paging:** Exhibitors cannot ask to announce messages over the loudspeakers during the event

➤ **Publicity & sampling outside your stand:** Not allowed

➤ **Online directory:** to be consulted via the website

➤ **Show guide:** the show guide is handed out free to visitors.

➤ **Toilets:** free of charge in hall 1, 3, 5, 6 and the Rambla

➤ **Lights:** please put out the lights on your stand at the end of each day

➤ **Theft – to do?**

- Alert the fair office
  - Insurance with the organization : insurance company is informed
  - The insurance agent will take over the matter directly with the exhibitor
- Declare the theft with the local Police

➤ **Wi-Fi 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.