

INTER POM'24

KORTRIJK XPO
BELGIUM



24, 25 & 26 NOV

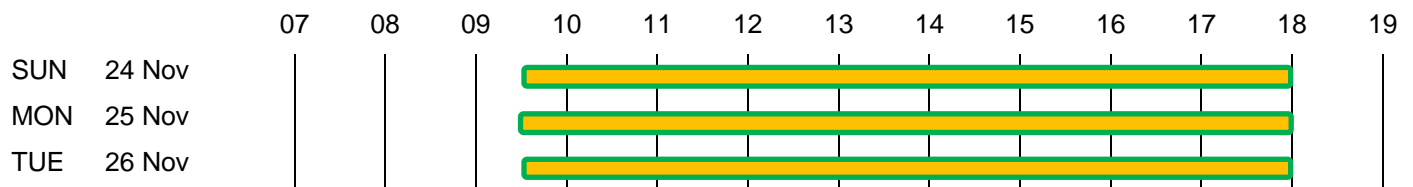
European indoor trade event for
the potato chain from growing
to processing & marketing

PRACTICAL INFORMATION

EXHIBITORS' LIST & STAND NUMBER

- ▶ Stand number: mentioned in our confirmation mail
- ▶ List of exhibitors: www.interpom.be
- ▶ Do you have other companies on your stand? You are obliged to inform the organizers. Co-exhibitors can also be stated in the official exhibitor lists (print, website, plan) after payment of 385 €.

EVENT: timetable



- **Occupation:** halls 1, 2, 3, 4, 5, 6 & Rambla
- **Entrance:** XPO ZUID (side Kennedylaan/Kinepolis) and XPO NOORD (side E17/Parking P6)
- **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.

ACCES TO THE PREMISES DURING THE EVENT

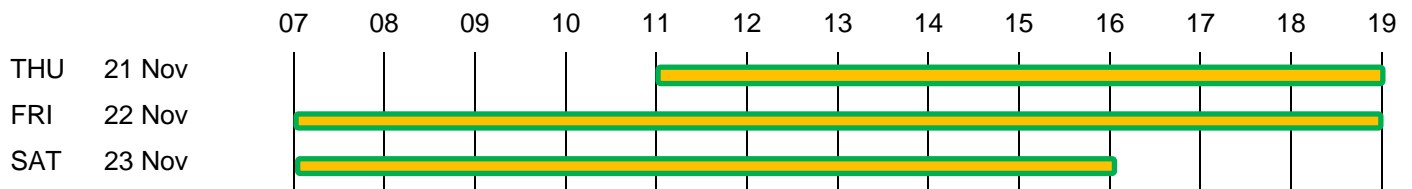
- ▶ **Access for stand personnel:** only with exhibitor badge
 - each day from 8:00 to 19:00 hrs
- ▶ **Entrance prices for visitors**
 - **Pre-registration is mandatory**
 - Prices with online registration in advance:
 - without invitation code: 10,00 €
 - with reduction code: 5,00 €
 - with free entrance code: free of charge.

BUILD UP: timetable

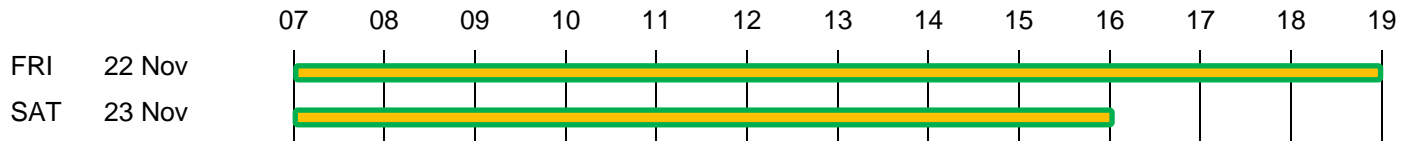
▶ Exhibitors building their own stands & stand builders



▶▶ Exhibitors hiring a shell scheme stand: type Casa, Green, Thames, Taro, Rhone, Matrix or Truss



▶▶ Exhibitors hiring a shell scheme stand: type Wood



- Earlier start for build-up upon request (price: 500 EUR/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.
- Saturday 23/11: **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 20/11** (without starting to build up the stand). Please fill in the **order form** via the webshop > [Unloading heavy machinery on 20/11](#).

▶▶ Your carpet

- the **plastic sheeting protecting your carpet, to be removed by yourselves before Saturday 23/11 at 12:00 hrs**
- removal by the organization = 2 EUR / m² (+ VAT).

▶▶ Aisles

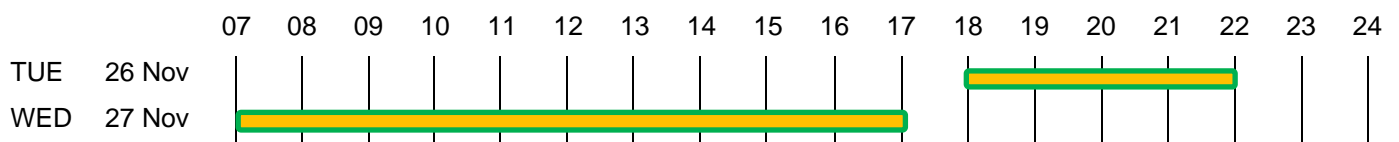
- On Saturday 23/11 at 16:00 hrs. the staff will start cleaning the aisles. Please place NOTHING in the aisles after this time.

▶▶ Ordered services

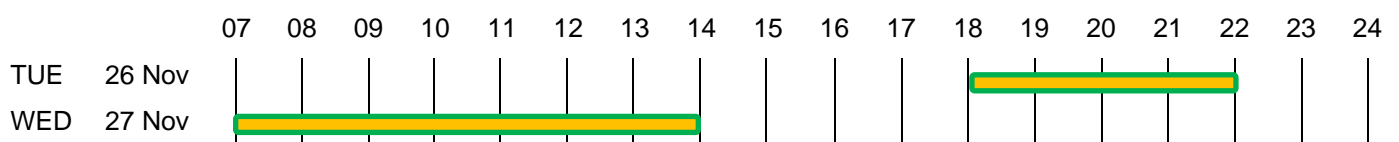
- Protest for non-delivery of services must be made until no later than the 1st fair day at the fair office.
- Protest after the fair is not valid.

PULL OUT: timetable

▶▶ Exhibitors having built their own stands & stand builders



▶▶ Exhibitors having hired a shell scheme stand



- **Hired furniture and fridges: collection on Tuesday evening from 18:00 hrs onwards.**
- **Dismantling of hired prefab stands: Wednesday morning as from 7:00 hrs.** Please remove valuable material from the storage cupboard on Tuesday evening.
- **It is strictly forbidden to start pull out before Wednesday 26/11 at 18:00 hrs**

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

▶▶ **Special arrangement for clearing out on Tuesday night (26/11):**

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.

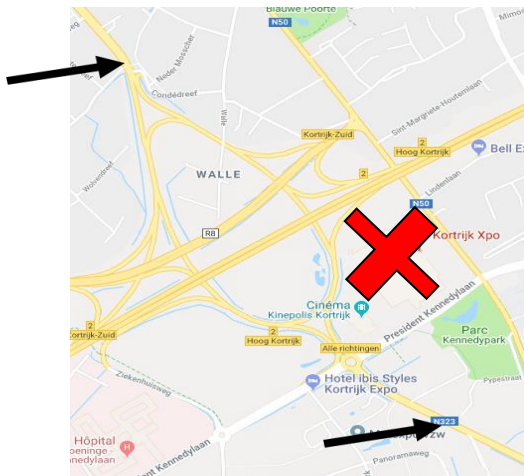
BUILD UP INSTRUCTIONS

ACCES TO THE PREMISES DURING BUILD UP AND PULL OUT

- 1 permit = 1 vehicle
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
- People who are only coming to check the progress of stand building are kindly requested to park their cars in car park P7



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°

ACCES TO PERSONS DURING BUILD UP AND PULL OUT

- Please report to the fair office at the entrance XPO ZUID (*side Kennedylaan/Kinopolis*) 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

▶▶ **Exhibitor badges:** 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.

▶▶ **Access to the premises 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).

▶▶ **Late orders:** please arrange to pay for these on the spot by **credit card**

TRANSPORT AND DELIVERY OF YOUR GOODS: from the first day of the build up on Thursday 21/11

▶ **Postal address:**

KORTRIJK XPO – INTERPOM 2024
Doorniksesteenweg 216
8500 KORTRIJK – Belgium

+ **name of exhibitor**

+ **stand number**

+ name of stand manager

+ telephone number of 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.

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:**

- Charlotte Galloo: T. +32 (0)56 24 59 33
- Virginie Deneckere: T. +32 (0)56 24 59 46
- Heidi Soete: T. +32 (0)56 24 11 47

▶ **Services:**

- to collect parking permits, rubbish bags,...
- technical problems
- photocopies
- First Aid post

PARKING TICKETS

▶ 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 = 2,50 € per exit**
: only **after** official build up / pull out hours
- **Multi-ticket (multiple exits) valid for 3 exits = 21,00 € (7,00 € per exit)**
: only possible for the opening days of the fair
- **VIP car park (parking P4 and P5) with season ticket = 60,00 € for the 3 opening days**
: only possible for the opening days of the fair. Max. 300 cars – 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)

▶ Visitor car park during the event (parking P2, P6, P7): **7,00 EUR per exit**

▶ **2 multiple exit tickets for the opening days of the fair are included in your participation fee** (2 cars, 3 exits per ticket).

CATERING

▶ **Build up period**

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

▶ **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 the **webshop Catering** - T. +32 (0)56 23 20 17.
- **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 – “Program”

SABAM

- 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

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

MISCELLANEOUS

- ▶▶ **Paging:** Messages will not be announced 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. One copy will be delivered to each exhibitor's stand.
- ▶▶ **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
- ▶▶ **Elevated floor – providing wheelchair ramp:** when working with an elevated floor in your booth, please provide an inclined ramp in order to make your booth accessible for wheelchair users.
- ▶▶ **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