

PRACTICAL INFORMATION

EXHIBITORS' LIST & STAND NUMBER

- » Stand number: mentioned in our confirmation mail
- » List of exhibitors: www.infopol-xpo112.be
- » Do you have other companies on your stand? You are obliged to inform the organizers. If you wish to add any more products and/or brands to those you have already registered to exhibit, you should contact the organization for approval of these additional exhibits.

EVENT: timetable

		07	08	09	10	11	12	13	14	15	16	17	18	19
TUE	28 April													
WED	29 April													
THU	30 April													

- **Occupation:** halls 1, 2, 3 & 6
- **Entrance:** XPO ZUID (side Kennedylaan/Kinepolis) and XPO NOORD (side E17/Parking P6)
- **Locking up:** All drink dispensers should be shut at 1800 hrs. Please do not serve any more drinks after 18:00 hrs! As of 18:00 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

The exhibitor badges will not be sent in advance. Shortly before the fair, after checking the payments, you will have the possibility to print your badges yourself. **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).

Access:

- On Tuesday from 8:00 hrs
- On Wednesday and Thursday from 8:30 hrs

» Entrance prices for visitors

- FREE with pre-registration at the website www.infopol-xpo112.be



the plastic sheeting protecting your carpet, to be removed by yourselves before Monday 27/04 at

On Monday 07/04 at 10:00 hrs, the staff will start clearing the sides. Please place **NOTHING** in the sides.

Don't forget to come back to see the new arrivals at the market, still on later in the month. 4th fair is at the fair office.



- **Hired furniture and fridges: collection on Thursday evening from 16:30 hrs onwards.**
- **Dismantling of hired prefab stands: Friday morning as from 8:00 hrs.** Please remove valuable material from the storage cupboard on Thursday evening.
- **It is strictly forbidden to start pull out before Thursday 30/04 at 16:00 hrs**

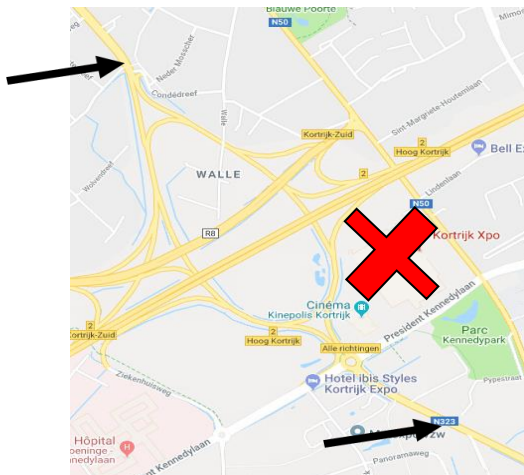
► **Avoid theft:** make sure that 1 person is always present on your stand.

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

INFOPOL XPO	KAART OPBOUW / ONTRUIMING CARTE DE MONTAGE / DÉMONTAGE VOOR 1 VOERTUIG LADEN / LOSSEN POUR 1 VÉHICULE (DÉ)CHARGEMENT	P2
FIRMA / SOCIÉTÉ : STANDNR. / N° DE STAND : POORT / PORTE : * Gelieve dit formulier goed zichtbaar achter de voorruit van uw voertuig te plaatsen. Veuillez placer ce formulaire bien en évidence contre le pare-brise de votre véhicule. * U wordt verzocht onmiddellijk na het lossen/laden van uw goederen, uw voertuig op de collectieve parking P5 te plaatsen. Het eerste uur parkeren is gratis. Nadien betaalt u 1,50 EUR/24u. Immédiatement après le (dé)chargement de vos marchandises, nous vous prions de déplacer votre véhicule vers la parking collectif P5. Vous pouvez vous garer gratuitement pendant 1 heure, après il faut payer 1,50 EUR/24h. * Plan met aanduiding van de halten, ophaalplekken en parkeerplaats op keerzijde. Plan avec indication des haltes, portes de montage et parkings au verso. GSM-NR. CHAUFFEUR / N° PORTABLE CONDUCTEUR : 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 HALLES POUR LE CHARGEMENT OU LE DÉCHARGEMENT		



- 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 Kortrijk Xpo.
- 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 €250,00 per opening day.
 - Vans, HGVs and other vehicles taking up more than one parking space, can be parked in the Beneluxlaan, the Condédrée 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 of hall 1 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

► **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 Saturday 25/04/2026.

► Postal address:

KORTRIJK XPO – INFOPOL I XPO112
 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 at the entrance of hall 1 and will be open permanently during the build up period, the event itself and the pull out period.

» **Contact:**

- Inge Hoste: T. +32 (0)56 24 11 25

» **Services:**

- to collect parking tickets, rubbish bags
- technical problems
- to collect the tablets, containers, sprinklers you may have ordered. These will be delivered to the stand on demand
- to ask for the forklift service (even if you passed your order in advance)
- to return the tablets, sprinklers
- practical questions (f.i. photocopies)
- First Aid post

PARKING TICKETS

» Place your order via the webshop > '**Parking**' (always guaranteeing the lowest tariff):

- **Build up – pull out tickets valid for 1 exit = €2,50 per exit**
: only during build up / pull out
- **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 per exit**

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 catering@kortrijkxpo.com - www.xpocatering.be
- 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.

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
 - ▶▶ **Toilets:** free of charge in halls 1 & 3 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 webshop - “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.

ALWAYS AT YOUR SERVICE !!

Please don't hesitate to contact the Infopol / XPO112 team if problems arise during the setting up period, the event itself or the clearing out period :

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Tine Pruuost, Account Manager, tinepruuost@xpogroup .com, T +32 (0)56 24 59 36
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