



PRACTICAL INFORMATION

EXHIBITORS' LIST & STAND NUMBER

- » Stand number: mentioned in our confirmation mail
- » List of exhibitors: www.velofollies.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 €250,00.

EVENT: timetable

		08	09	10	11	12	13	14	15	16	17	18	19	20
FRI	16 Jan													
SAT	17 Jan													
SUN	18 Jan													

- **Occupation:** halls 1, 2, 3, 4, 5, 6 & Rambla
- **Entrance:** XPO ZUID (side Kennedylaan/Kinepolis) and XPO NOORD (side E17/Parking P6)
- **Locking up:** As of 20:00 hrs (on Friday as of 21:00 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 bracelet

We can only give you the bracelets 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:

- each day from 8:00 hrs

» Entrance prices for visitors

- With a free entrance ticket : free (each bike shop receives 2 free entrance tickets if we have received their data)
- Day ticket : €15,00 in online presale until Thursday 15/01/26 - €17,00 in online sale during the days of the fair - €20,00 cash ticket
- Children < 6 years : free

BUILD UP: timetable

▶ Exhibitors building their own stands & stand builders

		08	09	10	11	12	13	14	15	16	17	18	19	20
WED	14 Jan													
THU	15 Jan													

▶ Exhibitors hiring a shell scheme stand

		08	09	10	11	12	13	14	15	16	17	18	19	20
WED	14 Jan													
THU	15 Jan													

- Earlier start for build-up upon request (paying service)
- 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.

▶ Important note :

All stands must be completely finished by Thursday 15/01 at 20:00 hrs. **The hall complex closes definitively at 20:00 hrs.** No exceptions are allowed.

▶ Your carpet

- the **plastic sheeting protecting your carpet, to be removed by yourselves before Thursday 15/01 at 20:00 hrs**
- removal by the organization = €2,00/ m² (+ VAT).

▶ Aisles

- On Thursday 15/01 at 18:00 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

		08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
SUN	18 Jan																	
MON	19 Jan																	

▶ Exhibitors having hired a shell scheme stand

		08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
SUN	18 Jan																	
MON	19 Jan																	

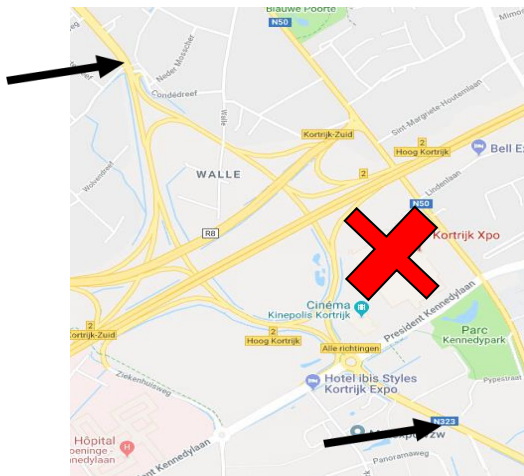
- **Hired furniture and fridges: collection on Sunday evening from 18:00 hrs onwards.**
- **Dismantling of hired prefab stands: Monday morning as from 8:00 hrs.** Please remove valuable material from the storage cupboard on Sunday evening.
- **It is strictly forbidden to start pull out before Sunday 18/01 at 18:00 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



- 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 or HGVs on the car parks during the opening days after buildup:
 - the vehicle will be towed away
 - vans or HGVs 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/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 bracelet.

► **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 Wednesday 14/01/2026

► Postal address:

KORTRIJK XPO – VELOFOLLIES

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:**

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

» **Services:**

- to collect all bracelets, 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 = €15,00 (€5,00 per exit)**
: only possible for the opening days of the fair
- **VIP car park (parking P4 and P5) with season ticket = €60,00 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): **€5,00 per exit**

CATERING

» **Build up period**

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

» **During the event**

- **The Greenhouse** - for drinks & beverages, bread rolls and hot & cold snacks.
- **Bar Rambla** – for drinks & beverages, bread rolls
- **Kwaremont Koerse Kaffee** – for drinks & beverages
- **Snackbar** (Rambla) – for hamburgers and French fries
- **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
- » **Contest on your stand:** keep in mind that a contest online or at your booth must meet certain conditions. Games of chance or a lottery are prohibited by law.
- » **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 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.

ORGANIZATION

Team Leader Exhibition Support: Inge Hoste, ingehoste@xpogroup.com, T. +32 (0)56 24 11 25
Exhibition Manager: Leon Vromant, leonvromant@xpogroup.com, T. +32 (0)56 24 81 85
Operations Manager H1-2-3-6: Annelies Detavernier, anneliesdetavernier@xpogroup.com, T. +32 (0)56 24 16 95
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