



TECHNICAL INFORMATION

All services can be ordered via the webshop.

Please note that the deadline for orders is 25 November 2025

Official approval of stand design

Exhibitors employing their own stand builder are requested to submit a plan of their stand to the organisation before 25 November 2025:

halls 1, 2, 3 & 6: Mrs Annelies Detavernier (anneliesdetavernier@xpogroup.com)

halls 4, 5 & Rambla: Mrs Ellen Naessens (ellennaessens@xpogroup.com)

►► 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 – category 'Info & documents'.

►► Take into account the pillars in the building: www.kortrijkxpo.com/space-for-fairs.

SAFETY REGULATIONS

We refer to the 'Build up and safety regulations at Kortrijk Xpo', which can be found on the exhibitor portal – category 'Practical & technical information'.

FLOORING & SEPARATION WALLS - STAND HEIGHT & ELEVATED FLOOR

►► You can either foresee yourself flooring and separation walls 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 €750,00 (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.

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. Deviations from this must be expressly requested; the organization will decide on the basis of stand location and visibility of the surrounding stands.

TECHNICAL PLANS BUILDINGS

The technical plan showing electricity cable ducts and drains can be downloaded from the exhibitor gate – category 'Info & documents'. Full technical details of the exhibition premises can be downloaded from www.kortrijkxpo.com/space-for-fairs.

CONNECTIONS TO THE WATER GRID AND ELECTRICITY GRID OF KORTRIJK XPO

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.

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

ELECTRICITY SUPPLY

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

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.

FORK LIFT TRUCK

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.

SUSPENSIONS

THE ROOF STRUCTURE IS STRICTLY OUT OF BOUNDS FOR UNAUTHORISED PERSONS.

▶▶ Material may only be suspended from the structure of Kortrijk Xpo (roof structure, pillars etc.) if the suspension work is carried out by the official technician under the supervision of its safety officer. Applications for suspension work must be submitted in advance by means of the webshop.

You find more information in the Exhibition Safety Manual via <https://www.kortrijkxpo.com/en/kortrijk-xpo/general-documents/>.

REGULATIONS FOR STANDS IN AREAS WITH SPRINKLER INSTALLATIONS = HALLS 4 – 5 & RAMBLA NOORD & ZUID

▶▶ If your stand is in one of these areas and is completely or partially covered by a solid roof construction or waterproof fabric of over 12m², this will prevent the sprinklers from operating effectively.

▶▶ You should therefore ensure that your stand covering is porous. The use of porous vellum fabric is one solution. The fabric must also be fire retardant (minimum M1). If the roof or ceiling of your stand is not porous, it must be equipped with its own internal sprinkler installation.

▶▶ You have the possibility to rent sprinkler devices which have to be built in (webshop). They can be collected at the fair office of Kortrijk Xpo Services during the construction of the fair. One sprinkler device suffices for a surface area of 12m².

REFUSE

▶▶ Each exhibitor will be given **1 red rubbish sack and 1 blue rubbish sack free of charge** (handed over to the stand manager during build up) and 1 cardboard box (for paper and cardboard). 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: €4,00 each (includes the cost of collection, handling and the collective container).

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 (via the webshop). 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.

» 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.

EXHIBITION HALL FLOOR & WALLS / PROFILES PREFAB STANDS

» 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 /m²
- oil stains: €186,00 /m²
- damage to the walls/profiles: €55,00 /panel or profile

Double-sided tape ('exhibition tape', which is easy to remove after the event) can be obtained from the fair office:

- for the floor: €9,50/roll (50 metres)
- for the walls: €10,50/roll (25 metres)

STOREY CONSTRUCTION

» For stands with different storeys, the stand constructor must produce a brief risk analysis. This risk analysis must state the risks which will occur whilst the stand is being constructed. In addition, he or she also lists the measures to be taken to eliminate or limit these risks. The organiser must receive this analysis at least four weeks before construction work starts. The organiser sends this analysis to Kortrijk Xpo within a week.

» **Certificates to be presented during the stability inspection.**

- Technical data regarding the maximum loading capacity of the materials used.
- Application of the rules of professional expertise for the assembly and erection of the materials used.
- Data regarding the stability of the construction.
- Conditions regarding the anchorage of the structure.
- Board at the bottom of the stairs stating the maximum number of persons allowed on the construction.
- If the reception area is too dark, safety lighting must be provided.
- If flammable materials are present, a fire extinguisher is obligatory.

» **Points of attention.**

- Minimum width of the stairs: 80cm.
- The maximum rise of a step is 18cm.
- The minimum length of a step is 20cm.
- The stair gradient is no more than 37°.
- It must be fitted with a parapet, railing, and plinth.
- Children must be accompanied at all times.
- The procedure for working with third parties must be followed.
- The procedure for temporary and mobile work stations must be followed.
- Staying overnight is not permitted.

» **Cost: €750,00**

- Can be ordered via the webshop.

FIRE REGULATIONS

» 4 weeks before the opening, the organiser of the event sends a floor plan with the stands marked to Kortrijk Xpo for approval.

» **The points to be noted are:**

- The emergency exit doors must always be accessible.
- The rear walls of the stands must be at least 1 metre from the wall so that: the fire reels on the walls are accessible; the emergency telephones can be used; the fire alarms can be pressed in the event of a fire; and the electricity switch cupboards are accessible.
- Fire class of:
 - vertical walls (curtains) must be at least class A2;
 - horizontal walls (ceiling) must be at least class A1.

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

Operations Manager H4-5-Rambla: Ellen Naessens, ellennaessens@xpogroup.com, T. +32 (0)56 24 78 94

Director Fairs & Events : Pieter Desmet, pieterdesmet@xpogroup.com, T. +32 (0)56 24 11 29

Kortrijk Xpo - velofollies@xpogroup.com - T. +32 (0)56 24 11 11