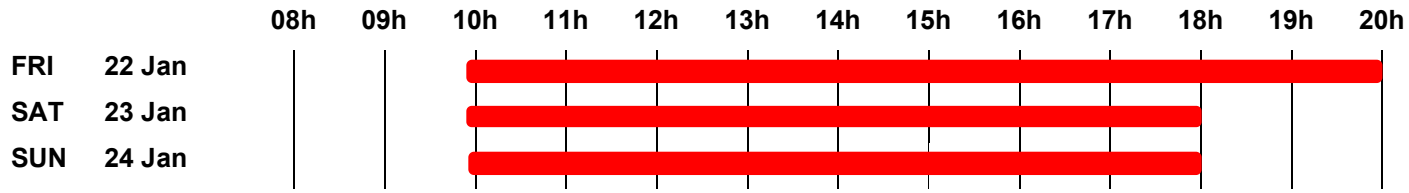
PRACTICAL INFORMATION

EVENT: timetable



- **Occupation**: halls 1, 2, 3, 4, 5, 6 & Rambla
- **Locking up:** All drink dispensers should be shut at 20 hrs. Please do not serve any more drinks after 20 hrs! As of 20 hrs, the premises will be locked up by our Security staff !

ACCESS TO THE PREMISES

Entrance: XPO ZUID (side Kennedylaan/Kinepolis) and XPO NOORD (side E17/Parking P6)

Access for stand personnel and exhibitors: only with exhibitor bracelet. **We can only give you the bracelets if all invoices (for stand hire and services) have been paid in full.**

- Free exhibitor bracelets at the rate of :
- 3 exhibitor bracelets for stands until 24m²
- 6 exhibitor bracelets for stands until 64m²
- 12 exhibitor bracelets for stands until 96m²
- 20 exhibitor bracelets for stands until 144m²
- 30 exhibitor bracelets for stands until 200m²
- 35 exhibitor bracelets for stands > 200m
- Each day from 8 hrs onwards

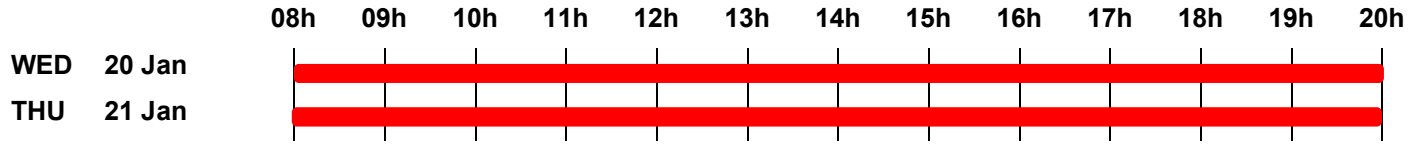
Entrance prices for visitors

- 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 21/01/2027 - €17.00 in online sale during the days of the fair - €20.00 cash ticket
- Children < 6 years : free

BUILD UP: timetable

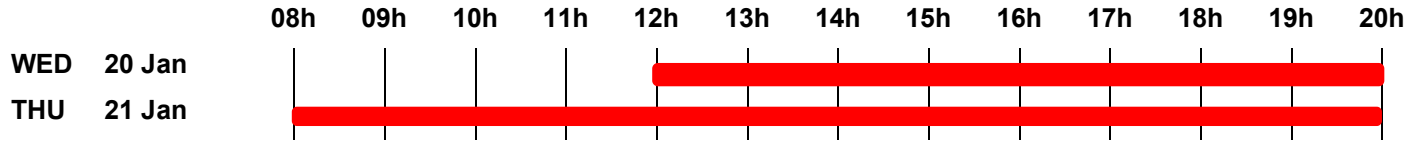
- **Access to the premises:** only possible if all invoices (for stand hire and services) have been paid in full.
- **Late orders**: please arrange to pay for these on the spot by **credit card**
- **Ordered services:** Protest for **non-delivery** of services must be made until no later than the 1st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

Exhibitors building their own stands & stand builders



- Earlier start for build-up upon request (price: €560.00/day per stand, excl. VAT)

Exhibitors hiring a shell scheme stand



- 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.
- Thursday 21/01: **The build-up gates will be closed at 20 hrs**

Your carpet

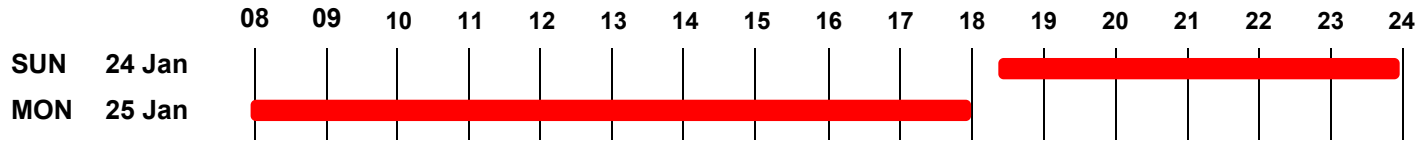
- the **plastic sheeting protecting your carpet, to be removed by yourselves before Thursday 21/01 at 20 hrs**.
- removal by the organization = €2.00/m^2 (+ VAT)

Aisles: On Thursday 21/01 at 18 hrs. the staff will start cleaning the aisles. Please place NOTHING in the aisles after this time

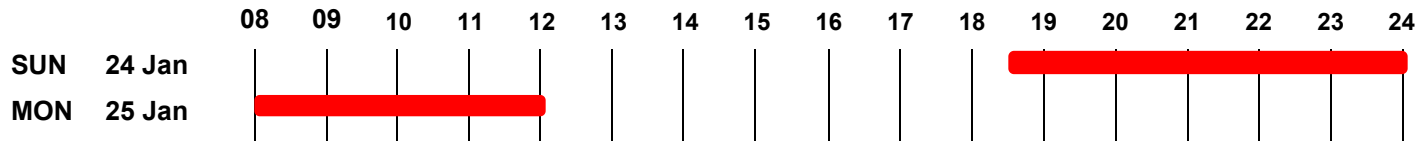
PULL OUT: timetable

- **Hired furniture and fridges: collection on Sunday evening from 18 hrs onwards**. Please empty the rented material beforehand.
- **Dismantling of hired prefab stands: Monday morning as from 8 hrs.** Please remove valuable material from the storage cupboard on Sunday evening.
- **It is strictly forbidden to start pull out before Sunday 24/01 at 18 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

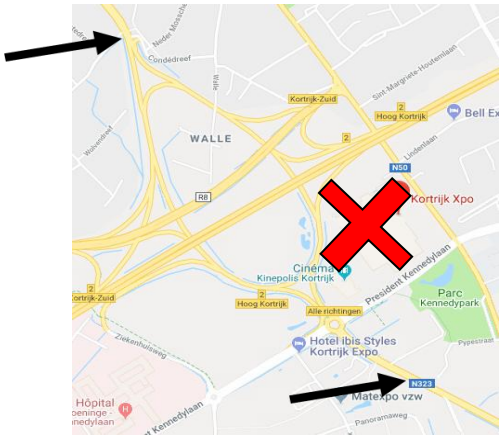


BUILD UP INSTRUCTIONS

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





- 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 €250.00 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°

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 bracelet

TRANSPORT AND DELIVERY OF YOUR GOODS : from the first day of the build up

» Postadres:
KORTRIJK XPO – VELOFOLLIES
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

GENERAL INFORMATION STAND CONSTRUCTION

The closed sides of a stand must consist of continuous walls or a continuous (promotional) canvas/fabric with a minimum height of 2.5m. Furthermore, each stand must have its own floor covering and the stand must be sufficiently illuminated.

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 before 1. December 2026:
halls 1, 2 & 3: Mrs Annelies Detavernier (anneliesdetavernier@xpogroup.com)
halls 4, 5, 6 & 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.

RESTRICTIONS ON CLOSING OFF OPEN SIDES

No more than 60% of an open side may be closed off. This rule applies to each stand wall individually. Any walls adjacent to an aisle must be finished in an attractive way.

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.

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 back of your walls higher than 2.50 metres in a neat, even and neutral way (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), and that directly face the side of the neighbouring stand, 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 €770,00 (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.

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.
⏩ 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!
⏩ Please note that any repairs to sinks, dishwashers, or other installations that were not supplied or installed by Kortrijk Xpo's official supplier will be carried out on a time-and-materials basis at a rate of €100.00 per hour.

WORKING HOURS

Any modifications to the modular stand construction (e.g. relocating a storage room), electrical and/or water connections, or electrical equipment, work will be carried out on a time and materials basis at a rate of €69.00 per hour.

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 (€27.00/16m² with a maximum of €135.00).

FORK LIFT TRUCK

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

⏩ 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. €63.50 /m²
- oil stains €190.50/m²
- damage to the walls/profiles: €56.00/panel or profile

⏩ Purchase possible at the fair office of:

- Double-sided tape (‘exhibition tape’, which is easy to remove after the event): €9.70/roll (50m)
- Double-sided tape for the walls: €10.80/roll (25m).
- Red tape for securing cables: €8.70/roll

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

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.

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: €770.00**

- 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.

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

Services:
- to collect work bracelets, exhibitor bracelets, rubbish bags,…
- technical problems
- photocopies
- First Aid post

PARKING

- Visitor car park during the event (parking P2, P6, P7): **€5.00 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

Place your order via the webshop > '**Parking'** (always guaranteeing the lowest tariff):
- **Build up – pull out tickets valid for 1 exit = €3.00 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-ticket (parking P4) with season ticket = €65.00 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 hrs

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 – 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 Velofollies can be consulted via www.velofollies.be – "DISCOVER THE PROGRAM";

SABAM

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

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

RUBBISH

⏩ Each exhibitor will be given 1 **red rubbish bag and 1 blue rubbish bag free of charge** (handed over to the stand manager during build up) and 1 cardboard box (for paper and cardboard). The red rubbish bags are for mixed refuse and the blue for plastic bottles, cans… during build up and the event itself. The bags should be placed at the edge of your stand at 18 hrs for collection.
Extra rubbish sacks: €4.100 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. The hire price: €74.00 (incl. delivery and collection from the stand)
Order during build up or clearing out: €92.00
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 keep free of encumbrance at all times to allow unhindered passage.

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.
⏩ **Show guide**: the show guide is handed out free to visitors.
⏩ **Toilets**: 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** – Unfortunately, theft is an unavoidable issue, particularly during setup and dismantling. You can do a lot to minimize the risk. Only bring valuable items into the venue on the final day of setup. Do not leave items (such as laptops, bags, etc.) unattended; instead, store everything in lockable cabinets or storage areas. Secure theft-sensitive items to your stand. Ensure that all valuable items are removed from your stand immediately after the final day of the fair. Make sure that at least one person remains at your stand at all times until all materials have been cleared out. Make sure that you have a good insurance.
What to do in case of theft:

- 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 70 210 929.