

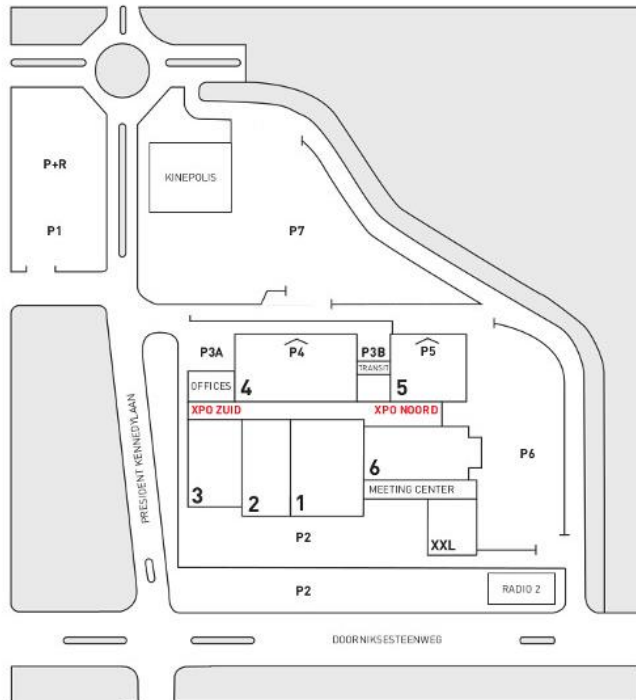
SMART & INTEGRATED SOLUTIONS FOR INDUSTRY!

PRACTICAL INFORMATION

IMPORTANT DEADLINES

1/12/2023	YOUR EXHIBITOR INFORMATOIN IN THE PRINTED FAIR CATALOGUE (and on the website – Online Search Engine)	<p>Make sure your details are filled in in the exhibitor portal (address, products, brand, logo, text) for your insertion in the official catalogue from Indumation.be 2024. It is not possible to make any adjustments after this date.</p> <p>Your modifications after 1/12/23 will continue to be applied on our website and the online search engine, so visitors can prepare their visit to your stand.</p>
13/12/2023	DEADLINE PREFERENTIAL RATE	<p>All services can be ordered through our webshop. Attention! For some orders, prices may raise after this date!</p>
13/12/2023	ORDERING SERVICES + TECHNICAL SCHEME (important if you ordered water, compressed air, electricity supply...)	<p>Deadline to order technical services and provide us your technical plan. Please indicate on the technical plan where you want to place your ordered technical services. You may mail the technical plan to elineaugustyn@industrialfairs.com.</p>
10/01/2024	EXHIBITOR BADGES	<p>Shortly before the fair, after checking the payments, you will receive a link which allows you to print your badges yourself. Please create your badges in time so that we can send the link as soon as possible.</p>
25/01/2024	WEBSHOP OFFLINE	<p>On Thursday 25 January, the webshop will close at noon. Please order all desired services before this time. You can still order services during the construction, these have to be paid on the spot with Bancontact/Visa/Mastercard.</p>

PLAN



Kortrijk **Xpo**

A. EXHIBITORS' LIST & STAND NUMBER

- ▶ Your final stand number was mentioned in our confirmation email regarding your participation or you can also find it in the list of exhibitors on the website: www.indumation.be
- ▶ The stand number is strictly for the exhibitor whose participation has been confirmed. It is strictly forbidden to allow another company to share your stand without prior permission from the organization.
- ▶ If you wish to add more products and/or brands to those you have already registered to exhibit, please contact the organizers for approval of these additional exhibits.

B. INSTRUCTIONS BUILD UP & PULL OUT

1. TIMETABLE OF THE BUILD UP PERIOD

▶ Exhibitors building their own stands & stand builders

Monday	29 January	from 8:00 to 24:00 hrs <i>An earlier start for build-up may be authorized if requested in advance, provided that the hall is available (price: 800 EUR/day per stand, excl. VAT)</i>
Tuesday	30 January	from 8:00 to 18:00 hrs

▶▶ **Exhibitors hiring a pre-assembled, all-in or start-up & step-in booth**

Tuesday 30 January from 10:00 to 18:00 hrs

These pre-assembled booths will be fully at your disposal on Tuesday 30 January at 10 AM. ;

- Your pre-assembled booth contains: walls, carpet, name panel, electricity: 3kW electrical supply + 1 multi-socket, 1 spot per 3m².
- Your all-in booth contains: walls, carpet, name panel, electricity: 3kW electrical supply + 1 multi-socket, 1 spot per 3m², 1 table + 3 chairs (high or low package indicated in the registration portal), 1 counter + bar stool, daily booth cleaning. For all-in stands larger than 16 m², the stand furnishing will be extended according to the stand surface.
- Your Start-Up / Step-In booth contains: carpet , printed cloth, power supply 2KW + multi-socket, furniture (1 high table + 2 bar stools), lighting.

▶▶ During build up and pull out, we are counting on your cooperation to keep the aisles free to maintain easy passage for all exhibitors.

▶▶ **Last day of build-up – Tuesday 30 January:**

- All stands must be completely finished by Tuesday 30 January at 18:00 hrs.
The build-up gates will be closed at 18:00 hrs.; only the Xpo Zuid and Xpo Noord entrances will remain open. After 18:00 hrs, work on the stand itself is limited to decorating the stand and arranging the products on display.
- To protect the **carpet** you have hired from Indumation.be, there will be a **plastic sheeting on the carpet**. You should **remove this sheeting yourselves by 18:00 hrs on 30/01**. If not, the organizers will have it done for you at your expense at 2 EUR / m² (+ VAT).
- At 18:00 hrs. the staff will start cleaning the aisles and laying the aisle carpet. 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.

2. TIMETABLE OF THE DISMANTLING PERIOD

▶▶ **Exhibitors building their own stands & stand builders**

Friday 02 February from 16:15 – 17:00 hrs: clearance of small material (displays, leaflets...)
From 17:00 – 24:00: Dismantling through the gates

Saturday 03 February from 00:00 hrs till **18:00 hrs**
The buildings must be completely cleared by Saturday 3rd of February at 18:00 hrs. Equipment may under no circumstance remain in the halls. Equipment that hasn't been cleared by then, will be removed by our handling company at the request of the organization. The cost, including handling, transportation, and shipping, will be charged to the exhibitor. This removal will take place at the sole responsibility of the participating exhibitor.

▶▶ **Exhibitors hiring a pre-assembled, all-in or start-up & step-in village booth**

Friday 02 February from 16:15 till **20:00 hrs**

The dismantling of the pre-assembled and all-in stands starts on Saturday morning. Only large equipment (machines, crates, ...) may remain until Saturday afternoon 03 February for transport. In this case the walls must be In this case, the walls have to be cleared and accessible for the stand builder on Friday evening.

▶▶ Important:

- **Dismantling of hired prefab stands will start on Friday evening 20:00 hrs.** Please remove valuable material from the storage cupboard.
- **Furniture and fridges hired will be collected from the stands on Friday evening** from 20:00 hrs onwards.
- **It is strictly forbidden to start pull out before the event closes on Friday 02 February at 16:00 hrs**

A word of advice: make sure that 1 person is always present at the stand, to avoid theft.

3. ACCESS TO THE PREMISES: BUILD UP & PULL OUT: BUILD UP PERMITS

Build-up-/ dismantling permit ≠ parking ticket

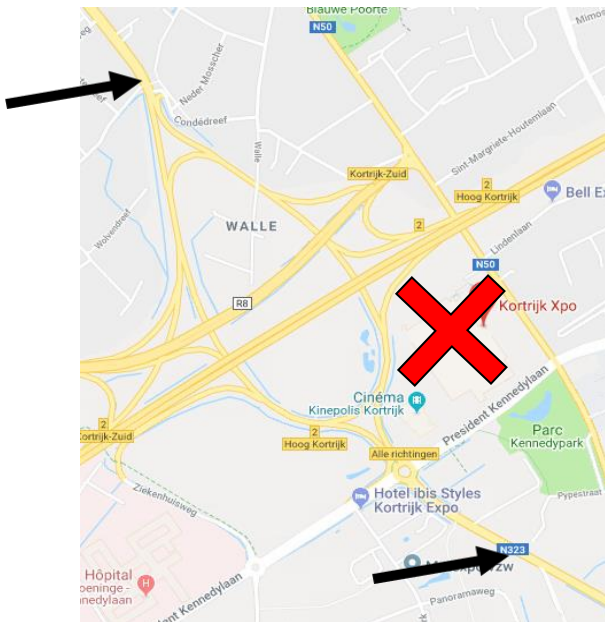
= these permits merely prove that you are an exhibitor and allow you to park close to the gates in order to load/unload. These permits should be placed behind the windscreen of every vehicle requiring access for build-up. **Only vehicles displaying a build-up permit are allowed to access the site of Kortrijk Xpo.**

▶▶ You will receive **3 build-up/pull-out permits** by post.

If you will be using more than 3 vehicles, you can request additional permits.

If you have a stand builder and have given us his contact details, he will also receive 2 build-up permits.

Attention: People who are only coming to check the progress of stand building and do not need to load or unload are kindly requested to park their cars in car park P7, in the interest of all exhibitors.



▶▶ If you leave vans, HGVs or other vehicles taking up more than 1 parking space,

- on the car parks during the opening days after build up, 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 E17: GPS 50°44'59.6"N 3°10'31.5"E°

4. ACCESS TO THE HALLS: BUILD UP & PULL OUT

▶▶ **Build-up gates**

The gate through which you have to construct your stand is indicated on your build-up permits.

▶▶ **No vans or vehicles may drive into the exhibition halls.**

- Please bring your own trolleys etc. to transport your material.
- A fork lift service is available (see webshop).

Attention: we can only admit you to the premises if all invoices (for stand hire and services) have been paid in full.

- These amounts can be paid by direct debit to the following account numbers: IBAN: BE58 7350 5548 3479 – BIC KREDBEBB (KBC)
- If you have to make late orders, please arrange to pay for these on the spot in **cash** or by **credit card**. Cheques will NOT be accepted.

5. TRANSPORT & DELIVERY

» Post address:

KORTRIJK XPO – Indumation.be

Doorniksesteenweg 216

8500 KORTRIJK (België)

+ name of exhibitor

+ stand number

+ name of stand manager

+ telephone number of stand manager

» Delivery / Pick up address:

Kortrijk Xpo

President Kennedylaan 100

8500 Kortrijk

Give your transporter clear instructions and ensure that there is someone present at your stand when the goods are to be delivered.

- We do not sign for receipt of your goods and cannot be held responsible for their loss.
- All unloading costs must be met by the exhibitor.
- Goods may not be delivered before the first day of the build-up period (Monday 29 January, 2024).

C. OPENING DAYS OF THE EVENT

1. EVENT OPENING DAYS & TIMES

» Visitors

Wednesday 31 January 2024 from 10:00 hrs until 18:00 hrs

Thursday 1 February 2024 from 10:00 hrs until 22:00 hrs

Friday 2 February 2024 from 10:00 hrs until 16:00 hrs

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

Occupation: halls 1, 4, 5 & 6

» Locking up

We ask you, insofar as a customer contact does not prevent you from doing so, to leave the halls at the latest one hour after the fair has closed. Afterwards, the buildings will be closed for security reasons.

2. ACCESS TO THE PREMISES: EVENT

» Access for stand personnel

= only with exhibitor badge

The stand manager can print the exhibitor badges two weeks before the construction. This will only be possible after payment of all invoices.

Wednesday 31 January 2024 8:00 – 20:00 hrs

Thursday 1 February 2024 8:00 – 22:00 hrs

Friday 2 February 2024 8:00 – 17:00 hrs

» Entrance prices for visitors

FREE if the visitor has pre-registered at the website www.indumation.be by entering the code quoted on an invitation or via the personal link for free registration of an exhibitor.

3. DELIVERY OF PRODUCTS

▶ Deliveries (only with a valid service card)

: each day before the opening of the fair between 8h00 and 9h30. On Thursday 1 February catering deliveries are exceptionally allowed between 16h00 and 18h00 (with valid service card).

D. FAIR OFFICE

The fair office can be found in Xpo Zuid and will be permanently open from 8:00 – 20:00hrs during the build up period, the event itself and the dismantling period.

Come to the fair office:

- to collect all badges and parking permits (see above)
- for any technical problems during build up
- for all practical matters such as photocopies, fax, etc.
- the First Aid post

Responsible person + direct telephone number in the fair secretariat :

- Eline Augustyn: T. +32 (0) 56 24 59 37

E. PARKING

▶ Through the exhibitor gate – category ‘place your orders’, you can order **parking tickets** (always guaranteeing the lowest tariff):

- **Build-up – Dismantling tickets valid for 1 exit = 2,5 € / exit**
: only possible for fair days
- **Multi-ticket** (multiple exits) **valid for 3 exits = 21,00 € (7 € / exit)**
: only possible for the opening days of the fair
- **VIP car park with season ticket = 60,00 € for 3 fair days**
: only possible for the opening days of the fair. Max. 300 cars - unlimited loading and unloading - space guaranteed.

▶ You pay at the exit with your credit card or debit card. You can ask for a receipt.

▶ You buy an exit ticket at one of the ticket machines (cash, credit card, debit card). You can ask for a receipt.

▶ Visitors' car park during the fair (car parks P2, P6 P7): **7,00 € per exit**

F. CATERING

▶ Build-up period

The Greenhouse - open 11:30 till 14:00 hrs – for drinks & beverages, bread rolls, hot & cold snacks, plus soup and dishes of the day, fresh daily.

▶ Fair

The Greenhouse for drinks & beverages, bread rolls and hot & cold snacks.

▶ **Xpo catering card:** your electronic payment card for all your refreshments during the event.

▶ **Stand catering:** delivery of drinks & beverages, bread rolls and snacks to your stand.

To place orders: contact: catering@kortrijkxpo.com - www.xpocatering.be - T. +32 (0)56 23 20 17.

▶ Catering via your own company or an external partner

Because it is our policy to aim for the best possible quality and full compliance with strict food hygiene for all activities at Kortrijk Xpo, Xpo Catering is the only company authorized to deliver drinks, food, snacks and similar items on the premises. This applies both to catering services for exhibitors and visitors and to any refreshments offered by the exhibitor on his stand.

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 supplier of drinks (brewery), a caterer), you are obliged to pay a **catering right**. Obviously, you have to make sure that you comply with the necessary HACCP standards. You will find further information in the Catering Webshop.

G. SABAM

SABAM, together with the organization, takes care of the background music in the halls and around the stands. Movies without music are not subject to copyrights.

In case you, as an exhibitor, work with movies containing music or if you hand out a CD/DVD to the visitors, you have to settle everything pertaining to the rights with SABAM. In that case, you will need the following information:

- number of permission of SABAM
- Nr. SO/...
- date of permission

It is best to ask the producers/suppliers of the videos for these data.

For music groups, combos, singers and other live performances, copyright needs to be settled with SABAM separately every time. For more information, you can always contact SABAM, Steltoperstraat 11, BE-9000 Ghent, T. +32 (0)9 222 52 61.

EXHIBITORS WHO INTEND TO ORGANIZE A HAPPENING AT THE FAIR USING AN AMPLIFIER, ARE BOUND TO INFORM THE ORGANISATION OF THIS IN ADVANCE. ALSO THEY HAVE TO ORDER AN EXTRA POWER SUPPLY FOR THE AMPLIFIER. IF AN EXHIBITOR DOES NOT INFORM THE ORGANISATION IN ADVANCE AND HASN'T ORDERED AN EXTRA POWER SUPPLY, THE ORGANISATION WILL NOT GIVE PERMISSION.

H. CORKAGE – SABAM – LEGITIMATE REIMBURSEMENT

If you play music or a video at your stand, possibly in combination with serving (free) drinks, then normally you have to report this to the competent service for the Fair Fee. **As organizers of the event, we have signed a contract with these authorities and you therefore do not need to make a declaration yourself.**

J. MISCELLANEOUS

▶▶ Paging

Messages for exhibitors will not be announced over the loudspeakers during the event.

▶▶ Publicity

No advertising material may be placed or handed out outside the limits of your stand, nor may you undertake any other promotional activity outside your stand.

▶▶ Hotels

You can find several hotels in the neighbourhood of Kortrijk Xpo. We recommend you to book your hotel room well in advance for you and your colleagues!

▶▶ Online search Engine

Online via www.indumation.be.

▶▶ Toilets

The toilets are in hall 1, 5, 6 and the Rambla. Free of charge.

▶▶ Lights

Please put out the lights on your stand at the end of each day.

» **Theft**

If a theft has taken place during the build up period, opening days or pull out, please notify the fair office immediately and present a report listing what has been stolen and its purchase price. An official report should then be drawn up by the police.

If you have taken out an insurance policy through Kortrijk Xpo, the insurance company will be notified immediately and they will take over straight away and deal with the matter directly with your company.

» **Elevated floor – providing wheelchair ramp**

When working with an elevated floor in your booth, please provide an inclined plane in order to make your booth accessible for wheelchair users.

ORGANIZATION

For any further questions while preparing your participation, during the build-up, during the fair or when dismantling your stand, you can always contact a member of the Indumation.be-team of Industrialfairs:

Exhibition supports: Eline Augustyn
Sales team: Evelien Desmyttere, Iris Devos
Sales & Operations: Mario Dejaegher
Exhibition Manager: Patricia Huygelier
Content Manager: Sven Mollie
Managing Director: Karl D'haveloose

Industrialfairs (by Invent Media BV) - indumation@industrialfairs.com - T. +32 (0)56 21 30 32 - www.indumation.be