

Exhibitors' manual

EXHIBITORS' LIST & STAND NUMBER

- Stand number: mentioned in our confirmation mail
- List of exhibitors: https://www.fugare.be/en/plan-your-visit/exhibitors/
- 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 organizers.
- 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.

EVENT: timetable

Saturday 13 February 2026 : 9h00 – 18h00
Sunday 14 February 2026: 9h00 – 15h00
Occupation: hall 6

- **Entrance**: XPO ZUID (side Kennedylaan/Kinepolis) en XPO NOORD (side E17/Parking P6)
- **Locking up**: As of 19:00 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**

- on Saterday 13/02 from 8:00 hrs
- on Sunday 14/02 from 8:00 hrs

⏩ **Entrance prices for visitors**

- 12,00€
- Free for children under 12 years

BUILD UP: timetable

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

- Thursday 11 February: 8h00 – 20h00
- Friday 12 February: 8h00 – 20h00

⏩ **Exhibitors hiring a shell scheme stand**

- Friday 12 February: 8h00 – 20h00

❖ Building longer in the evening is 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.

❖ All stands must be completely finished by Friday 13 February at 20h00. **The build up gates will be closed at 19h00.** Only the Xpo Zuid and Xpo Noord entrances will remain open.

⏩ **Placement of large and/or heavy goods on the stands:**

= goods or elements which will be difficult to transport to the stand:

- To be reported to the organization in advance!

- Only possible during the first construction day on Thursday 11 February; timing in agreement with the organization.

Your carpet

- **The plastic sheeting protecting your carpet, has tob e removed by yourselves before 12/02 at 19h00.**
- Removal by the organization = 2,00€ /m^2 (excl VAT).

Aisles

- At 19h00 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

- Sunday 14 February: 15h30 – 20h00
- Monday 15 February: 8h00 – 16h00

Exhibitors having hired a shell scheme stand.

- Sunday 14 February: 15h30 – 20h00
- Monday 15 February: 8h00 – 10h00

Important:

- **Dismantling of hired prefab stands: Monday Morning.** Please remove valuable material from the storage cupboard on Sunday evening.
- **Hired furniture and fridges: collection on Sunday evening** from 16h00 onwards**.**
- **It is strictly forbidden to start pull out before Sunday 14/02 at 16h00.**

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
- 2 coloured build up permits per exhibitor. Extra permits upon demand. If you have a stand builder and have given us his contact details, he will also receive 2 build-up permits.
- **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

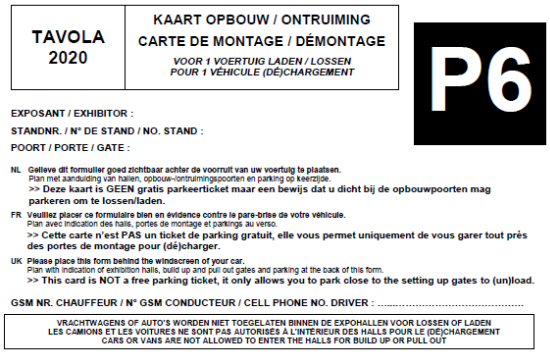
TAVOLA 2020

KAART OPBOUW / ONTRUIMING
CARTE DE MONTAGE / DÉMONTAGE
VOOR 1 VOERTUIG LADEN / LOSSEN
POUR 1 VÉHICULE (DÉ)CHARGEMENT

P6

EXPOSANT / EXHIBITOR :
STANDNR. / N° DE STAND / NO. STAND :
POORT / PORTE / GATE :

NL Gelieve dit formulier goed zichtbaar achter de voorruit van uw voertuig te plaatsen.
Plan met aanduiding van hallen, opbouw–ontruimingspoorten en parking op keerzijde.
>> Deze kaart is GEEN gratis parkeerticket maar een bewijs dat u dicht bij de opbouwpoorten mag parkeren om te lossen/laden.

FR Veuillez placer ce formulaire bien en évidence contre le pare-brise de votre véhicule.
Plan avec indication des halls, portes de montage et parkings au verso.
>> Cette carte n'est PAS un ticket de parking gratuit, elle vous permet uniquement de vous garer tout près des portes de montage pour (dé)charger.

UK Please place this form behind the windscreen of your car.
Plan with indication of exhibition halls, build up and pull out gates and parking at the back of this form.
>> This card is NOT a free parking ticket, it only allows you to park close to the setting up gates to (un)load.

GSM NR. CHAUFFEUR / N° GSM CONDUCTEUR / CELL PHONE NO. DRIVER : .....

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 HALLS POUR LE (DÉ)CHARGEMENT
CARS OR VANS ARE NOT ALLOWED TO ENTER THE HALLS FOR BUILD UP OR PULL OUT

- People who are only coming to check the progress of standbuilding 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 (see exhibitorportal category 'webshop'. For this service the exhibitor is obliged to make exclusive use of BV XPO GROUP.
- If you leave vans, HGV's or other vehicle staking up more than 1 parking space, on the car park during the opening days after build up:
  - You will be charged 250,00€ per opening day.
  - Vans, HGV's and other vehicle staking up more than 1 parking space can be parked in the Beneluxlaan, the Condédreef or at the border on the E17: GPS 50°44'59"N – 3°10'5"E.

ACCESS TO PERSONS DURING BUILD UP AND PULL OUT

- Please report to the **fair office** in hall 6 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

⏩ **Exhibitor bracelets:** The exhibitor bracelets will NOT be sent in advance. You can pick these up as from the first day of build up 11/02/2027.

⏩ **Access to the premises is only possible if all invoices (for stand hire and services) have been paid in full.** Payment by direct debit to the following account numbers:

- BNP Parisbas Fortis: IBAN: BE76 2850 5821 6395 – BIC: GEBABEBB
- KBC: IBAN: BE54 4696 1243 4197 – BIC: KREDBEBB

⏩ **Late orders:** please arrange to pay for these on the spot by **credit card**

STAND DESIGN

Exhibitors employing their own stand builder are requested to submit a plan of their stand to: Nathanaëlle Verdruye – nathanaelleverdruye@xpogroup.com, before 13 January 2027.
Hou rekening met:

- 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 portal – category 'plans'
- Take into account the pillars in the building: http://www.kortrijkxpo.com/space-for-fairs.

SEPARATION WALLS – STAND HEIGHT & ELEVATED FLOOR

- You can either foresee seperation walls yourself or you can order them via the webshop.
- The **uniform stand height has been set at 2.50metres.** If you wish to build a higher (**max.6.**00metres), 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 19h00 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 2.50metres 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 suspenions or stand parts higher than 2.50metres 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.

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).

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.

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.

- **Important:** Order enough capacity according to the arrangement of your devices that nee dan electricity supply (e.g. 5spost x 150Watt + a coffee machine 1.500Watt + refrigerator 550Watt etc.). Take into account the safety measures for the extra capacity that the devices need during the start up!

CONSULTATION WITH SUPPLIERS

The suppliers of the material/services you ordered through Xpo Group 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

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 (rate of 27€/16m^2 with a maximum of 135€).

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

Please consult the Kortrijk Xpo safety manual on our exhibitor portal – Part B. All requests for suspensions should be made via suspensions@kortrijkxpo.com

EXHIBITION HALL FLOOR 1 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 adhisve / adhesive tape: 13,00 €/r.m.
- Paint stains etc: 63,50 €/m^2
- Oil stains: 190,50 €/m^2
- Damage to the walls/profiles: 56,00 €/panel or profile

Can be obtained from the fair office:

- Double sided tape (type 'exhibtion tape', which is easy to remove after the event): 9,70 €/rol (50m)
- Double sided tape for the walls: 10,80 €/rol (25m)
- Red tape for cables: 8,70€/rol

TRANSPORT AND DELIVERY OF YOUR GOODS

From the first day of the build-up on Thursday 11/02/2027

⏩ **Postal address:**
KORTRIJK XPO – FUGARE 2027
Doorniksesteenweg 216
8500 KORTRIJK (Belgium)
+ name of exhibitor
+ stand number
+ name of standmanager
+ phone number of standmanager

⏩ **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 hall 6 and will be open permanently during the build-up period, the event itself and the pull-out period.

⏩ **Contacts:**
- Virginie Deneckere: T. +32 (0)56 24 59 46

⏩ **Services:**
- To collect parking tickets, rubbish bags,…
- Technical problems
- To collect the tablets and standards, 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 and standards, sprinklers
- Photocopies
- First Aid post

PARKING TICKETS

⏩ Place your order through the exhibitor portal– category 'webshop', parking tickets (always guaranteeing the lowest tariff):
- **Build up – pull out tickets valid for 1 exit = 3,00 € per exit:** only possible for build-up/pull-out days
- **Multi-tickets** (Multi use tickets) **valid for 2 exits = 10,00 € (5,00€ per exit)**: only possible for the opening days of the fair

⏩ 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

⏩ **During the event**
- **Fugare Café** in the fair hall: a broad selection of drinks, sandwiches and snacks
- **Fries and Hamburger Bar**: you can find the stand in the forum of hall 6.

- **Bar Meeting Center**: have something to eat and/or to drink in a pleasant atmosphere (only on Saturday).
- Prefer a warm dish? **Meeting Center self-service restaurant**: warm dishes from 12.00 - 15.00 o'clock (only on Saturday).

SABAM

Playing music or other sound amplification (micro, …) on your stand is allowed provided your neighbouring stands are not disturbed. The use of amplification must be limited in time and not exceed 75 dB. If music is played on your stand then you must report this in our exhibitor portal , category '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 with SABAM https://www.unisono.be/nl/contact

CORKAGE

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

REFUSE

⏩ Each exhibitor will be given 1 red rubbish sacks 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 EUR 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 EUR (incl. delivery and collection from the stand)
Order during build up or clearing out: 92 EUR
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.

⏩ **Important:** If an exhibitor **fails to comply with the refuse regulations** at Kortrijk Xpo, after 19h00, his refuse will be removed by our staff and the exhibitor will be charged for min. 1 container with a 25% surcharge.
The aisles must be keep free of encumbrance at all times to allow unhindered passage.

SAFETY MANUAL KORTRIJK XPO

On the exhibitor portal you can consult the safety manual of Kortrijk Xpo. Be sure to read it if you have questions on the following topics:

- Fire regulations (part D)
- Legionella (part G)
- Suspension works to structures of the building (part B)
- Expo floor & walls / profiles module stands (part C)
- Storey building (part A)

MISCELLANEOUS

- **Paging:** Messages will not be announced over the loudspeakers during the event
- **Publicity & sampling outside your stand:** Not allowed
- **Online catalogue:** to be consulted and to be downloaded via the website
- **Show guide:** the show guide is handed out free to visitors. One copy will be delivered to each exhibitor's stand.
- **Toilets:** free of charge in halls 3, 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 officeVerwittig het beurssecretariaat
        - Insurance with the organization: insurance company is informedndien verzekering via de organisatie afgesloten wordt de verzekeraar verwittigd
    - The insurance agent will take over the matter directly with the exhibitor
    - Declare the theft with the local police.
- **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.