



## PRACTICAL INFORMATION

### EXHIBITORS' LIST & STAND NUMBER

- ▶▶ Stand number: mentioned in our confirmation mail
- ▶▶ List of exhibitors: [www.anido.be](http://www.anido.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 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

		07	08	09	10	11	12	13	14	15	16	17	18	19
SUN	25 Jan													
MON	26 Jan													

- **Occupation halls:** 4 and 5
- **Entrance:** XPO ZUID (side Kennedylaan/Kinepolis) and 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

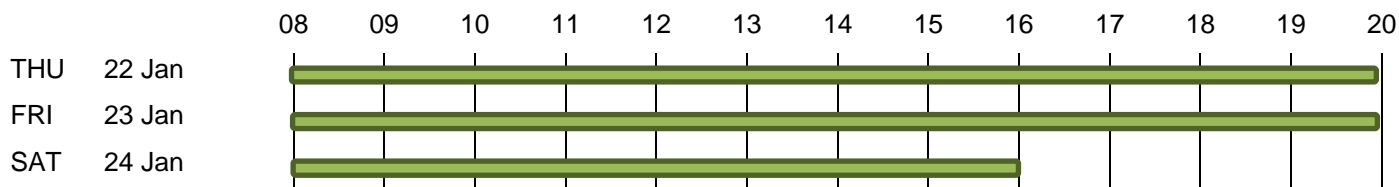
- ▶▶ **Access for stand personnel:** only with exhibitor badge
  - each day from 8:00 to 19:00 hrs

#### ▶▶ Entrance prices for visitors

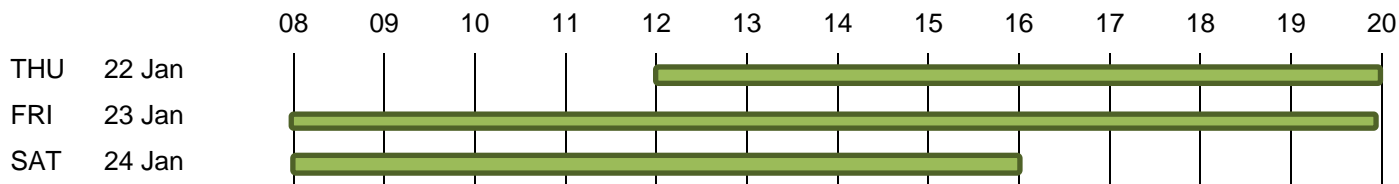
**Pre-registration is mandatory:** Free if the visitor has pre-registered at the website [www.anido.be](http://www.anido.be) by entering your personalized code or via the personal link for free registration of an exhibitor.

## BUILD UP: timetable

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



### ▶ Exhibitors hiring a shell scheme stand



- Earlier start for build-up upon request (price: 500 EUR/day per stand, excl. VAT)
- 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.
- Saturday 24/1: **The build-up gates will be closed at 16:00 hrs - embellishing the stand is allowed until 18:00 hrs.** Only the Xpo ZUID and Xpo NOORD entrances will remain open.

### ▶ Your carpet

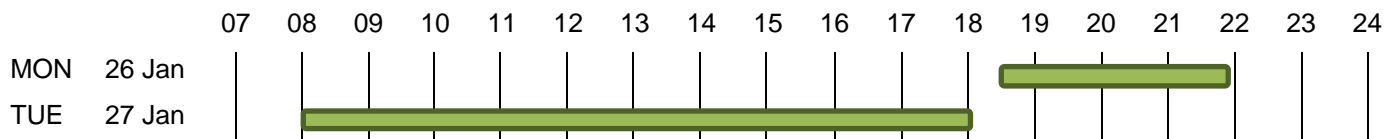
- the **plastic sheeting protecting your carpet, to be removed by yourselves before Saturday 24/1 at 16:00 hrs**
- removal by the organization = 2 EUR / m<sup>2</sup> (+ VAT).

### ▶ Aisles

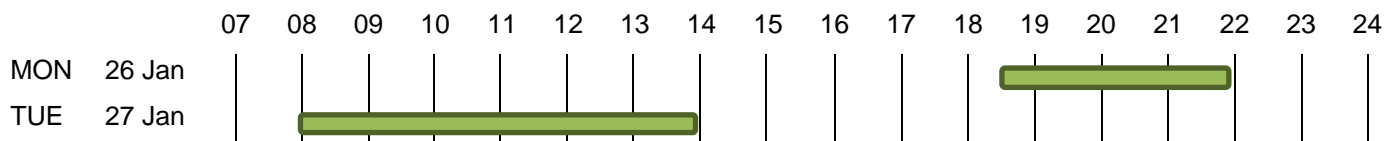
- On Saturday 24/1 at 16:00 hrs. the staff will start cleaning the aisles and laying the aisle carpet. Please place NOTHING in the aisles after this time.

## PULL OUT: timetable

### ▶ Exhibitors having built their own stands & stand builders



### ▶ Exhibitors having hired a shell scheme stand





- **Hired furniture and fridges: collection on Monday evening from 18:30 hrs onwards.**
- **Dismantling of hired prefab stands: Tuesday morning as from 8:00 hrs.** Please remove valuable material from the storage cupboard on Tuesday evening.
- **It is strictly forbidden to start pull out before Monday 26/1 at 18:00 hrs**

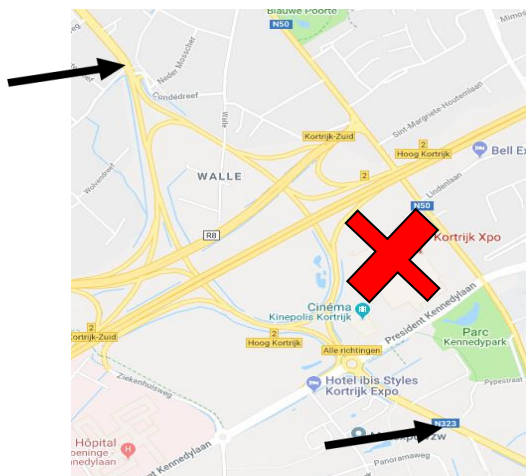
### ▶ Avoid theft: make sure that 1 person is always present on your stand.

# BUILD UP INSTRUCTIONS

## ACCES TO THE PREMISES DURING BUILD UP AND PULL OUT

- 1 permit = 1 vehicle  
Buildup permit will be sent to you by e-mail. You can print as many as you need.
- **Build up permit ≠ parking ticket:** these permits 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

 KAART OPBOUW / ONTRUIMING CARTE DE MONTAGE / DÉMONTAGE CARD BUILD UP / PULL OUT	
EXPOSANT / EXHIBITOR : STANDNR. / N° DE STAND / NO. STAND : POORT / PORTE / GATE :	
<small>NL: Gelieve dit formulier goed zichtbaar achter de voorruit van uw voertuig te plaatsen. Plan met aanduiding van hal(en), opbouw/ontuimingspoorten en parking op te tekenen. &gt;&gt; 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 démontage au verso. &gt;&gt; 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. &gt;&gt; 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</small>	



- 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)
- 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 EUR per opening day.
  - Vans, HGVs and other vehicles taking up more than one parking space, can be parked in the Beneluxlaan, the Condédrée or at the border on the E17: GPS 50°44'59.6"N 3°10'31.5"E°

## PERSON ACCESS DURING BUILD UP AND PULL OUT

- Please report to the fair office at the entrance XPO ZUID (*side Kennedylaan/Kinopolis*) 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 badge

► **Exhibitor badges:** The exhibitor badges will **NOT** be sent in advance. Shortly before the fair, after checking the payments, you will receive a link that allows you to print your badges yourself.

► **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: 2850 5821 6395 BIC GEBABEBB (Fortis Belgium) or IBAN 4696 1243 4197 – BIC KREDBEBB (KBC).

► **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 Thursday 22/1

### ► Postal address:

KORTRIJK XPO – ANIDO  
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:**

- Loes Brouckaert: T. +32 (0)56 24 11 60

» **Services:**

- Collection of parking tickets, rubbish bags,...
- Assistance for technical problems
- Requesting any tablets, containers, sprinklers ordered (these will be delivered to the stand on demand)
- Request for forklift service (also if ordered in advance)
- Returning any tablets, sprinklers ordered after the fair
- 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 = 3,00 € per exit**  
: only possible for build-up/pull-out days
- **Multi-ticket (multiple exits) valid for 2 exits = 18,00 € (9,00 € per exit)**  
: only possible for the opening days of the fair
- **Flex ticket = 30,00 € for the 2 opening days**  
: only possible for the opening days of the fair – unlimited access – place guaranteed on Kortrijk Xpo grounds

» 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): **9,00 EUR per exit**

» **12 build-up – pull out tickets for the build-up and pull out days** are included in your participation fee.

## CATERING

---

» **Build up period**

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

» **During the event**

- **The Greenhouse**
- **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](mailto:catering@kortrijkxpo.com) - [www.xpocatering.be](http://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**.

## SIDE EVENTS

---

The side events at ANIDO can be consulted via [www.anido.be](http://www.anido.be) – section 'PROGRAM'.

## SABAM

---

Playing music or other sound amplification (micro,...) on your stand is allowed provided your neighbouring stands are not disturbed. The use of sound amplification must be limited in time and may not exceed 75dB. If music is played on your stand, you must report this via the exhibitor portal, 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/nl/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
- ▶▶ **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 hall 5 and 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
- ▶▶ **Prohibition of own WiFi network:** both inside the buildings and on the car park of Kortrijk Xpo, setting up own wireless WiFi networks on both frequencies (2.4 & 5GHZ) is strictly prohibited. Only own WiFi home networks 'Xpo Free' and 'Xpo Full' are allowed as well as internet connections ordered via the exhibitor portal. This measure was taken to combat interference and improve the quality and stability of the current WiFi network. Interfering, non-official hotspots, will be detected, penalised (fine 1000.00 €) and removed. For further information do not hesitate to contact our partner Citymesh on +32 70 210 929.