

PRACTICAL INFORMATION

EXHIBITORS LIST & STAND NUMBER

- ▶ Stand number: mentioned in our confirmation mail
- ▶ List of exhibitors: www.thehairproject.eu
- ▶ Do you have other companies on your stand? You are obliged to inform the organizers. If you wish to add any more products and/or brands to those you have already registered to exhibit, you should contact the organizers for approval of these additional exhibits.

EVENT: TIMETABLE

1. OPENING DAYS & TIMES

		07	08	09	10	11	12	13	14	15	16	17	18	19
SUN	1 March													
MON	2 March													

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

Occupation: hall 1 (Shopping Mall zone and Hair Industry zone) and hall 6 (Main stage: shows and technical workshops)

Locking up

From 5 p.m on Sunday it is allowed to provide more atmospheric music on the stand (max. 80 decibels!), as long as this does not disturb your neighbouring stands.

2. ACCESS TO THE PREMISES

▶ **Exhibitors access** : on Sunday 01/03 and Monday 02/03: from 8:00 hrs

▶ **Access for stand personnel = only with exhibitor badge.**

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.

This 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).

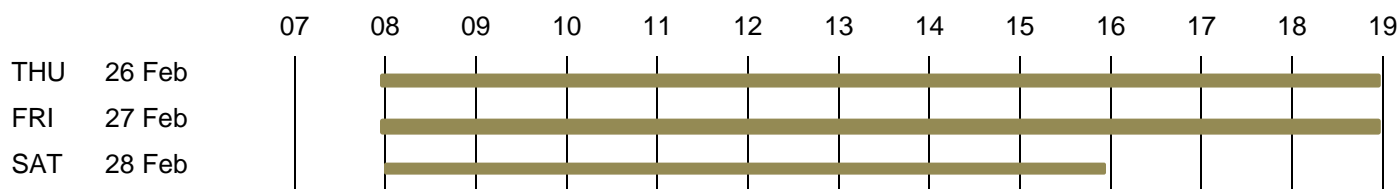
Important: all your **stand staff, models, technicians, catering staff** etc. must wear one of these badges. If they only have a free entrance ticket, they should register through the website and they will not be admitted before 10:00hrs, just like the visitors.

▶ Entrance prices for visitors

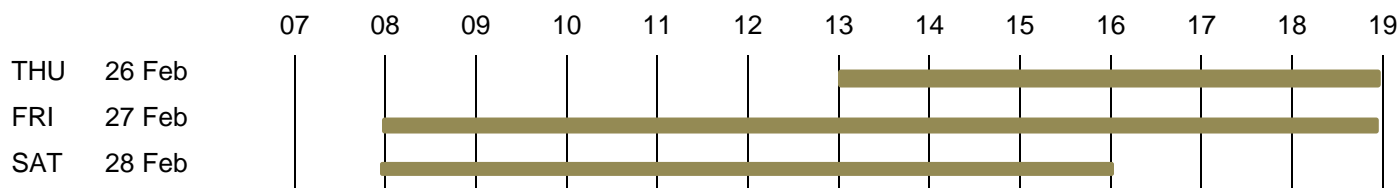
- 30.00 EUR at the doors
- 15.00 EUR by buying an online ticket through www.thehairproject.eu till 15th of February 2026 (preregistration)
- 20.00 EUR by buying an online ticket through www.thehairproject.eu after 15th of February 2026
- FOR FREE with an e-ticket (free invitation voucher that has been registered online)

BUILD UP: timetable

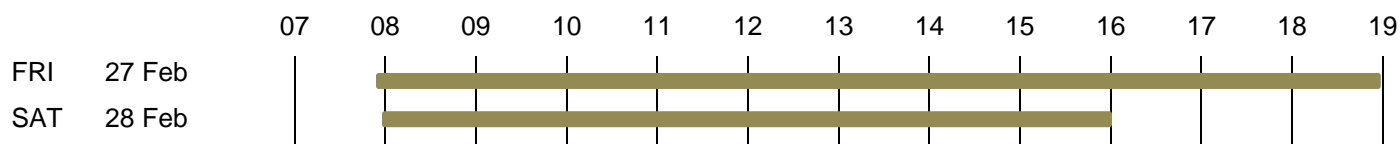
▶ Exhibitors building their own stands & stand builders



▶ Exhibitors hiring a shell scheme stand: type Casa, Green, Truss



▶ Exhibitors hiring a shell scheme stand: type District Open Stand, District Row Stand, Shopping Mall Stand



- Earlier start for build-up upon request (price: 550 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 28/02: **The build-up gates will be closed at 16:00 hrs** - embellishing the stand/ displaying the products is allowed until 19:00 hrs. Only the XPO ZUID and XPO NOORD entrances will remain open.

▶ Stand carpet

- **the plastic sheeting protecting your carpet, to be removed by yourselves before Saturday 28/02 at 16:00 hrs**
- removal by the organization = 2 EUR / m² (+ VAT).

► Aisles

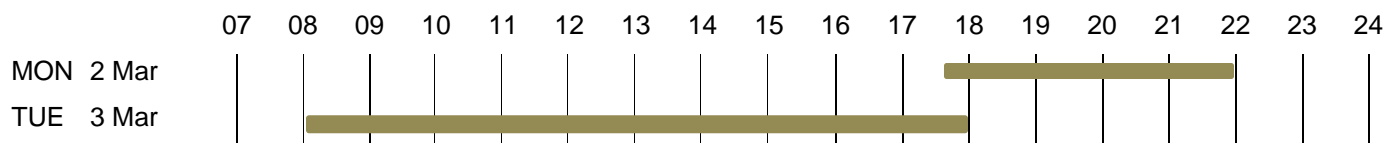
- On Saturday 28/02 from 16:00 hrs. starts the cleaning of the aisles. Please place **NOTHING** in the aisles after that time.

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

PULL OUT: timetable

► Exhibitors building their own stands & stand builders



► Exhibitors hiring a shell scheme stand



- Hired furniture and fridges: collection on Monday evening from 17:30 hrs onwards.** Please empty the furniture and fridges beforehand.
- Dismantling of hired prefab stands: Tuesday morning as from 8:00 hrs.** Please remove valuable material from the storage cupboard on Monday evening.
- It is strictly forbidden to start pull out on Monday before 17:00 hrs.**

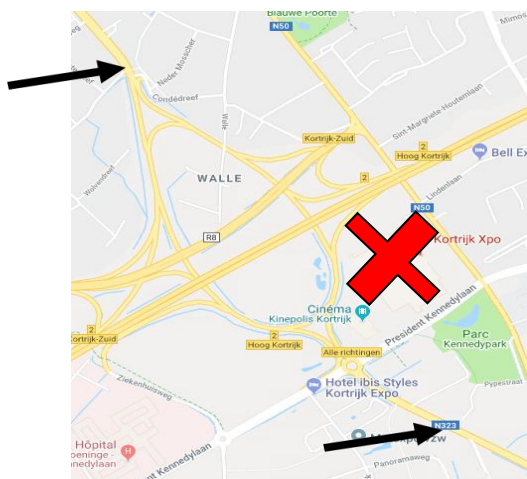
► **Avoid theft:** make sure that 1 person is always present on your stand.

INSTRUCTIONS BUILD UP – PULL OUT

ACCES TO THE PREMISES DURING BUILD UP AND PULL OUT

- 1 permit = 1 vehicle
- The permit will be sent to you digitally. You print the number you need yourself.. If you have given us the contact details of your stand builder, he will also receive a 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
- 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 hallen, opbouw/ontbouwspoor en parking op kaartje. >> Deze kaart is GEEN gratis parkeerticket maar een bewijs dat u dicht bij de opbouwpoorten mag parkeren om te lossen/laden. </small>		
<small> 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. </small>		
<small> 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. </small>		
GSM NR. CHAUFFEUR / N° GSM CONDUCTEUR / CELL PHONE NO. DRIVER :		
<small> VRIJWAGENS OF AUTO'S WORDEN NIET TOEGELATEN BINNEN DE EXPOHALLEN VOOR LOSSEN OF LADEN LES CAMIONS ET LES VÉHICULES NE SONT PAS AUTORISÉS À L'INTÉRIEUR DES HALLS POUR LE DÉCHARGEMENT 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 Condéreef or at the border on the E17: GPS 50°44'59.6"N 3°10'31.5"E°

ACCES TO PERSONS DURING BUILD UP AND PULL OUT

- Please report to the fair office upon arrival
- Everyone (stand constructor, assistants of your company, suppliers) should wear a special bracelet authorizing their presence.
Bracelets can be collected at the fair office as from the first build up day.
- Pull-out is for exhibitors also possible with exhibitor badge.
- In order to prevent theft during the pull out, the organization will carry out strict inspections throughout both the pull out at the gates. Everybody will need a valid exhibitor badge / pull out bracelet to enter the premises.

TRANSPORT AND DELIVERY OF YOUR GOODS: from the first day of the build-up on Thursday 26/02/2026

» **Postal address:**

Kortrijk XPO – THE HAIR PROJECT 2026
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 the corridor Ramble in front of the entrance in hall 1 and will be open permanently during the build-up period, the event itself and the pull out period.

» **Contact:** Charlotte Galloo: T. +32 (0)56 24 59 33

» **Services:**

- to collect build-up/pull-out bracelets, parking tickets, rubbish bags
- assistance for technical problems
- to ask for the containers, sprinklers you may have ordered. These are delivered to the stand on demand.
- to ask for the forklift service (even if you passed your order in advance)

- to collect and return the tablets you may have ordered.
- practical questions (f.i. photocopies)
- First Aid post

PARKING TICKETS

- ▶▶ **Your participation fee includes a number of parking tickets:**
 - 4 build-up – pull out tickets for build-up – pull out
 - 2 multiple exit tickets for the opening days of the fair (2 exits per ticket)
- ▶▶ **Parking tickets can be collected at the fair office**
- ▶▶ You can order additional parking tickets 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 2 exits = 18,00 € (9,00 € per exit)**
 - only possible during fair days
 - **Flex-ticket = 30,00 € for the 2 opening days**
 - only possible during fair days – unlimited access – place guaranteed.
- ▶▶ 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**

CATERING

- ▶▶ **Build up period**
 - **The Greenhouse** - open 11:00 hrs till 14:00 hrs (sandwiches, salads, soups)
 - **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 - 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'**.

SABAM - UNISONO

- 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 via <https://www.unisono.be/en/contact>

CORKAGE

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

MISCELLANEOUS

- » **Paging:** exhibitors cannot ask to announce messages over the loudspeakers during the event
- » **Publicity & sampling outside your stand:** not allowed
- » **Show guide:** the show guide is handed out free to visitors. .
- » **Toilets:** free of charge in hall 1, 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 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 webshop - “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.

ORGANISATION

Exhibition Support: Charlotte Galloo - charlottegalloo@xpogroup.com , T. +32 (0)56 24 59 33

Exhibition Manager: Nathanaëlle Verdrue – nathanaelleverdrue@xpogroup.com, T. +32 (0)56 24 11 22

Account Managers: Tine Pruuost – tinepruuost@xpogroup.com, T. +32 (0)56 24 59 36

Emilie Wiame – emiliewiame@xpogroup.com, T +32 (0)56 24 78 96

Brand Manager: Annick Pycarelle – annickpycarelle@xpogroup.com, T. +32 (0)56 24 16 92

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www.thehairproject.eu

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