

TECHNICAL INFORMATION

All services can be ordered via the webshop.

Please note that the deadline for orders is 22 January 2026.

STAND DESIGN

Exhibitors employing their own stand builder are requested to submit a plan of their stand to the organization, attn. Mrs Nathanaëlle Verdruye - nathanaelleverdruye@xpogroup.com , Kortrijk Xpo, **before 22 January 2026**.

» 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 'Technical plans'.

» Take into account the pillars in the building: www.kortrijkxpo.com/space-for-fairs.

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.

SAFETY MANUAL KORTRIJK XPO

You can consult the Kortrijk Xpo safety handbook on the exhibitor portal. Be sure to read it if you have questions about the following topics

- » Regulations for stand construction in a sprinklered area = halls 4,5 and Rambla (part D)
- » Fire regulations (part D)
- » Legionella (part G)
- » Suspensions (part B)
- » Expo floors and walls / profiles prefab stands (part C)
- » Multi -store 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

Please refer to the Kortrijk Xpo safety manual on our exhibitor portal - Part B.

All requests for suspensions should be made via suspensions@kortrijkxpo.com.

FLOOR COVERING & PARTITION WALLS - STAND HEIGHT AND ELEVATED FLOOR

» Floor covering and partition walls can be self-provided or ordered from 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 rear of your stand neatly and in a neutral style (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), 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 750 EUR (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.

» **Important!** 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!

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 (26,50 EUR/16m² with a maximum of 132.50 EUR).

EXHIBITION HALL FLOOR, WALLS, PROFILES

» Floor load: In Hall 4, Hall 5 and Rambla Noord there is a more limited floor load. Please refer to the Kortrijk Xpo safety manual on our exhibitor portal - Part C

» 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 EUR/running metre
- paint stains etc: 62 EUR/m²
- oil stains: 186 EUR /m²
- damage to the walls/profiles: 55 EUR/panel or profile

» Double-sided tape ('exhibition tape', which is easy to remove after the event) can be purchased at the fair office:

- for the floor: 9,50 EUR/roll (50 metres)
- for the walls: 10.50 EUR/roll (25 metres)

FORKLIFT

Please register at the fair office when you need the forklift, even if it was ordered in advance. Pre-orders always take priority over on-site orders!

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

REFUSE

►► Each exhibitor will be given **2 red rubbish bag and 1 blue rubbish bag free of charge** (handed over to the stand manager during build up). 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 19:00 hrs for collection.

Extra rubbish bags: 4 EUR each (includes the cost of collection, handling and the collective container).

Cardboard boxes (for paper and cardboard) : available free of charge at the fair office.

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: 72 EUR (incl. delivery and collection from the stand)

Order during build up or clearing out: 90 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.

►► 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 kept free of encumbrance at all times to allow unhindered passage.

ORGANIZATION

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