

INDU**mat**ion.be

The Belgian **Factory » Process » Infrastructure** automation show

Kortrijk Xpo
6-8|02
2019



SMART & INTEGRATED SOLUTIONS FOR INDUSTRY!



FAIR **GUIDE**

Important deadlines

14/12/2019 Catalogue

All contact information, your logo and possible advertisement for the catalogue should be entered via the site www.indumation.be.

11/01/2019 Ordering services

All services can be ordered through Expodoc. To do so, please use your personal log-in code.
Attention: for some orders, prices may raise after this date!

25/01/2019 Technical scheme

Via Expodoc you can indicate on a technical scheme the exact points where you wish to have your electricity, water, compressed air, ... supplies.

25/01/2019 Ordering exhibitor badges and cards

Don't forget this to avoid long queues at the fair office.

31/01/2019 Expodoc offline

Expodoc will be put offline at 12h00. Services can still be ordered at the fair office.

Obligatory services

Below you will find a **list of obligatory services** that should be ordered, please respect the deadlines indicated on Expodoc!

- each booth has to be equipped with a **fire extinguisher** (cfr. "Fire extinguisher" - tab "Technical stand equipment").
- each exhibitor should thoroughly read the **safety regulations of Kortrijk Xpo** and order the item to confirm his agreement.
- please indicate whether you wish to subscribe **the insurance policy** we offer you or if you prefer to subscribe a policy of your own choice.

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.

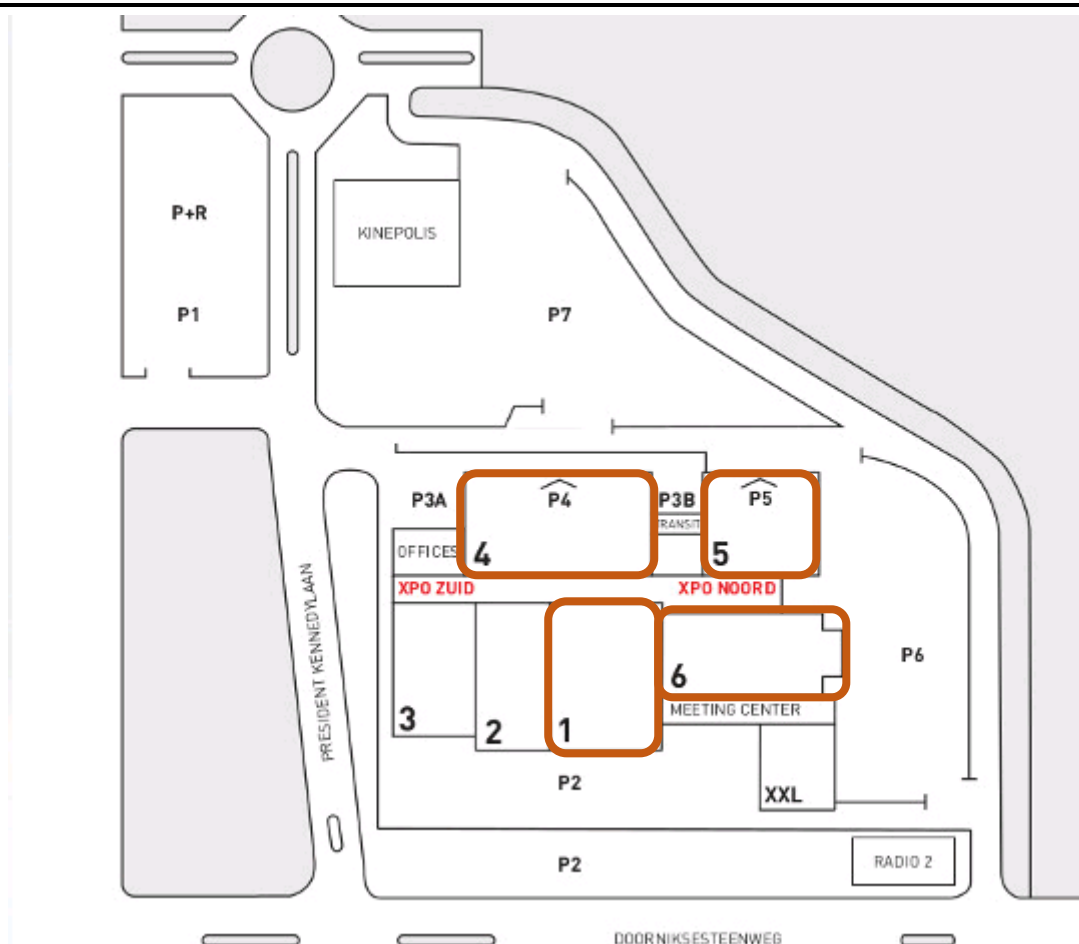
TIPS:

- please enter the **data for the catalogue** on time, these are free services.
- don't forget to **order your power connection** in case you haven't chosen for one of our formulas.
- please order a **waste container** during build-up or dismantling or take the waste home. We strongly advise you to order a **garbage bag** for the waste you will have during the fair!
- please read our **Fair Guide** very carefully, print it out and bring it to the fair.
- please keep the **deadlines** in mind, place your orders in time in order to avoid having to pay a surplus for a number of services (water, power, compressed air, etc...) .
- if you have any questions or complaints before or during the fair, **please contact us immediately** (contact details on page 3).

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Floor map of Kortrijk Xpo



Contact details

Location

Kortrijk Xpo - halls 1, 4, 5 and 6
Doorniksesteenweg 216, 8500 Kortrijk, Belgium

Parking

Exhibitors

During build-up and dismantling: P2, during the fair: P6.

Visitors

Visitors and exhibitors can park their cars on P1, P5, P6 & P7. (see map above)

During the fair: € 5 /24h

During build-up/dismantling: € 2 /24h

How to pay? When you leave the car park, all you have to do is enter your credit card at the barrier to pay. If you have ordered a parking ticket via Expodoc, you simply have to enter parking voucher into the barrier when leaving the car park.

In short, when arriving at the car park, you no longer need to take a parking ticket at the barrier.

Fair Office

The Fair Office is permanently open during build-up, exhibition days and dismantling. You can call the Fair Office in case of problems during the build-up and for practical things like photocopies, faxes etc.

Days & opening hours: from Monday February 4 until Saturday February 9, from 8 AM to 8 PM.

Water, power and compressed air connections: only between 8 AM – 12 AM and 1 PM to 5.30 PM.

Before build-up, and after dismantling: +32 56 21 30 32 and info@indumation.be (office).

During build-up/fair/dismantling :+32 498 164 972 and info@indumation.be (on site)

Practical information **Fair office:** tel.+32 56 248 170, gsm +32 498 164 972
Local police VLAS: tel. +32 56 23 96 11, e-mail politie@pzvlas.be
Taxi: Cheap taxi: tel. +32 80 06 26 60
VAB: tel. +32 70 34 46 66
Touring Road Service: tel. +32 70 34 47 77

Planning

Days & opening hours

1. During the Fair

Exhibitors: Wednesday February 6, 8h00 – 20h00
Thursday February 7, 8h00 – 22h00
Friday February 8, 8h00 – 17h00

Unless you are bound by an appointment with a customer, we kindly ask you to leave the premises at the latest one hour after closing time. By then the buildings will be locked up for security reasons.

Visitors: Wednesday February 6, 10h00 – 18h00
Thursday February 7, 10h00 – 22h00
Friday February 8, 10h00 – 16h00

Access: through Rambla North & South, where the registration desks are.

Deliveries: every day before the opening of the fair, between 8 AM and 9.30 AM.
On Thursday February 7 delivery of catering is exceptionally allowed between 4 PM and 6 PM
(only with a valid service card, to be ordered on ExpoDoc)

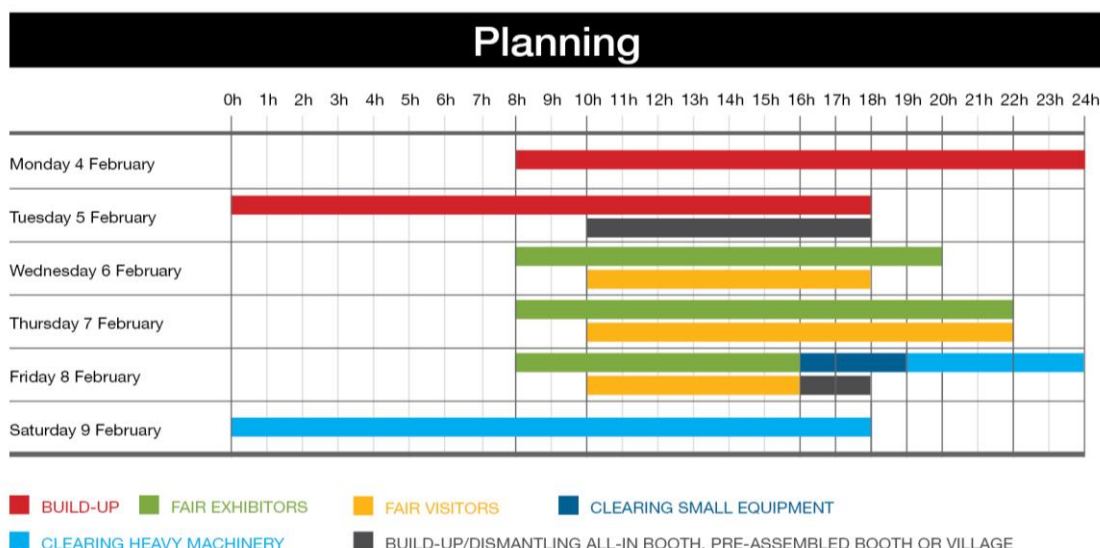
2. During build-up and dismantling

Build-up: Monday February 4, from 8 AM to midnight
Tuesday February 5, from 8 AM to 6 PM. After 6 PM, only finishing off your booth is allowed, but the gates will be closed by then.

Dismantling: Friday February 8, from 5.15 PM non-stop to Saturday February 9 at 6 PM.
Exhibitors having an all-in stand, a preassembled stand or a village formula, will have to make sure that their booth is completely cleared by Friday February 8 at 8 PM.

For build-up and dismantling, access through the entrance situated at the Doorniksesteenweg. We advise you to park your car near the gate that is situated nearest to your stand. Please come to the fair office to collect all your documents and information. **We strongly advise you to make sure that all invoices concerning the payment of your stand and extra services have been paid before the start of the fair, to avoid long queues.**

Please check your stand number before unloading. We kindly advise you to take a floor plan of the premises along and to double-check at the Fair Office. (All needed plans will be available without having to queue).

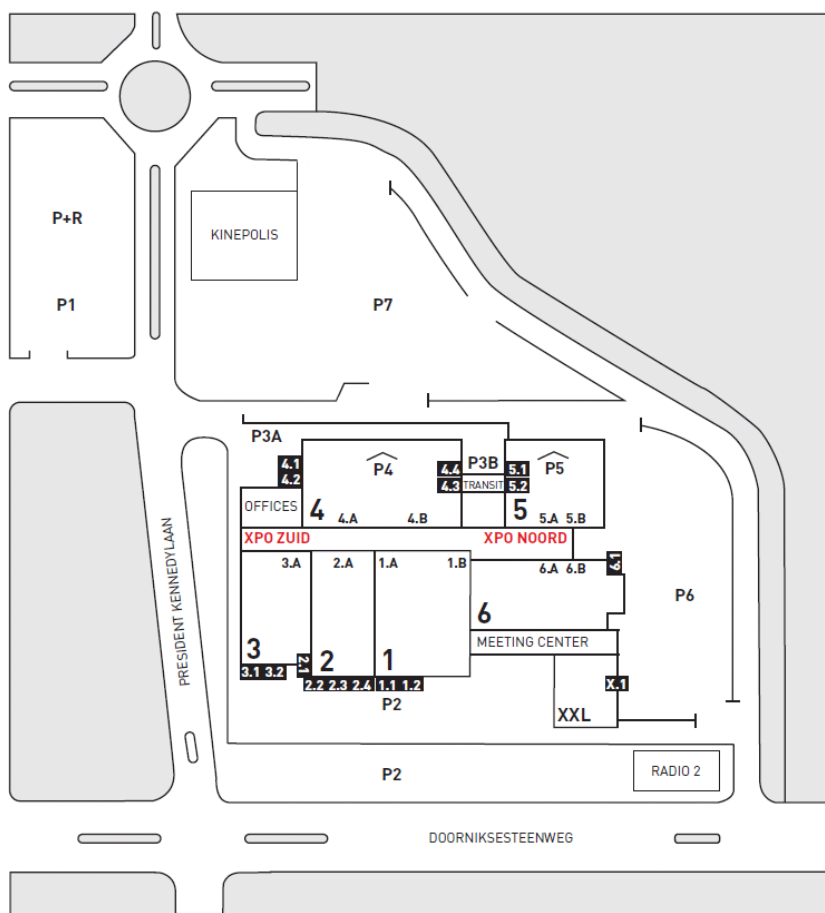


Information about the Gates

Hall	Gate	Width	Height	Parking
5	5.1	4,80	4,76	P3B
5	5.2	4,80	4,76	P3B
4	4.1	4,97	7	P3A
4	4.2	4,97	7	P3A
4	4.4	4,97	7	P3B
1	1.1	5,05	4,60	
1	1.2	4,90	4,65	
6	6.1	4,88	4,80	

Warning: Please follow the plan on page 5 for dismantling in halls 4 and 5.

GATES INSIDE + OUTSIDE



Pre build-up

If you need extra build-up days, you can order them on Expodoc. Please note that these have to be planned immediately before the official build-up days. During these extra days, build-up can only take place during business hours and there will be no security then.

Build-up

For exhibitors with pre-assembled stand, all-in stand or stand in the Start-up Village:

Are available for all exhibitors: on Tuesday February 5 between 10 AM and 6 PM

Build-up and dismantling cards will be sent to your company a few weeks before the start of the exhibition (or will be handed to you during the exhibitors' meeting). They should be placed behind the windshield of every vehicle. Please note down on the cards the mobile number of the driver.

The required information will be checked by the steward at the entrance before he will admit you to the premises. So please fill in the build-up/service card in advance if you want to avoid long queues.

Build-up cards are no parking vouchers. With a build-up card, you only get access to the build-up

Before starting the build-up of your booth, please first check-in at the fair office. A member of the organization will indicate the exact location of your booth.

All stand equipment must be delivered before February 5 by 6 PM at the latest. After that time only smaller equipment will be allowed, for the build-up gates will be closed at 6 PM. Only the side doors will remain open.

On February 5, from 6 PM on, the cleaning of the isles and the placement of the carpets starts. Please make sure that no material is left behind in the isles. The carpets placed on the stand floors are protected with a plastic film. This film should be removed by the exhibitor on February 5 before 6 PM. If the film has not been removed, the organizer will take care of it and will charge the exhibitor for this service. (at the rate of €2,5/m²)

Dismantling

It is strictly forbidden to start clearing the stand before closing time (5 PM).

Clearing of equipment + dismantling instructions

On Friday February 8, from 5.15 PM till 7 PM, smaller equipment such as displays, folders, smaller furniture... can be removed.

Exhibitors having an all-in stand, a preassembled stand or a village formula, will have to make sure that their booth is completely cleared by Friday February 8 at 8 PM. Only machines or heavy crates can be left there until Saturday February 9 at noon. Anyhow, the walls should be empty and easily accessible for the stand builders.

Exhibitors working with their own stand builder: on Friday February 8 after 7 PM until Saturday February 9 6 PM, the stands can completely be cleared. Walls, carpets, heavy furniture, constructions, etc... can then be removed.

Warning! During dismantling, 1 person should remain on the stand at all times. We strongly advise you to take along all small and valuable items immediately. The organizers decline all responsibility in the event of disappearance, theft or damage. On the last evening of the fair, all rented material (cabinets...) need to be cleared as they will be removed right after the closure of the exhibition.

Warning! Equipment may under no circumstance remain in the halls after Saturday February 9 at 6 PM, not even on request. 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.

Booth Construction

Standard booth height	The standard booth height is 2,50m. All booths higher than 2.50 m. should first be submitted tot the organization for approval (projects@expoadvise.com). Moreover, the back of booths higher than 2.50 m and adjacent to another booth should be finished in a neutral color, without any visible logos or cabling.
Pre-assembled / all-in /Start-up Village	<p>These will be fully at your disposal on Tuesday February 5 at 10 AM. Staff members will be available at all times throughout the build-up for assembling all-in stands.</p> <p><u>Your pre-assembled booth contains:</u> walls, carpet, name panel, electricity: 3kW electrical supply + 1 multi-socket, 1 spot per 3m².</p> <p><u>Your all-in booth contains:</u> walls, carpet, name panel, electricity: 3kW electrical supply + 1 multi-socket, 1 spot per 3m², 1 table + 3 chairs, 1 counter + bar stool, daily booth cleaning, 1 parking voucher, 1 140 l refrigerator, 1 brochure holder and a storeroom of 1 m² per 16 m². For all-in stands larger than 16 m², the stand furnishing will be extended according to the stand surface.</p> <p><u>Your booth in a Start-up village contains:</u> carpet , printed cloth, power supply 2KW + multi-socket, furniture (1 high table + 2 bar stools), lighting.</p>

- Booth numbers** The booth number is strictly related to the registered and confirmed exhibitor. Only these companies will be admitted to the stand area. The services offered by the fair office, receipt of the catalogue and the ordering of services are only possible for the registered and confirmed exhibitors. Other companies that are present on your stand are not allowed to make use of our services. Subletting is absolutely forbidden!
- Safety Regulations** We wish to draw your attention to the Safety Regulations, to be downloaded from **ExpoDoc**. This document should be confirmed as “read and approved” by ordering the item on ExpoDoc. These safety regulations are to be strictly abided by all parties involved.
- Damage to the infrastructure** Possible damage to the temporary or fixed fair infrastructure, will be charged to the exhibitor at following prices:
- Removal of adhesive strips or tape glue: € 25/metre length
 - Drill holes and structural damage to the floors : € 75/drill hole
(in consultation with the organizers)
 - Paint or other stains: € 100/m²
 - Oil stains: € 250/m²
 - Cleaning of duct pipes: € 100/metre length
 - Dumped waste: € 100/m³
 - Damaged walls or elements: €100/damaged panel
- Gas cylinders** Gas cylinders are not allowed inside the premises of Kortrijk Xpo. If you want a gas connection, please submit your application 3 weeks before the start of the fair to enable us to make you a good offer. Butane or propane cylinders have to be stored outside the building. Before they are admitted for use, a qualified and independent inspector has to approve them and provide an inspection certificate
- Waste disposal** **Waste coming from the build-up of the stand should be taken along** or put into a 1100 L container that can be hired. **Other garbage** belongs in the red garbage bags, which will be picked up every night at the corner of your booth. You need to order these in advance via **ExpoDoc**. During build-up and dismantling you can request them at the Fair Office. **Dumped waste: the waste team will come and collect the waste and the exhibitor will get an invoice for the cost, with a minimum charge of €100.**
- Fire prevention** In every booth there should be a fire extinguisher (type ABC, min. 6 kg, provided with a clean bill of annual check-up) This fire extinguisher should be available on a visible and easy to reach spot in the booth. Please enter your choice on **ExpoDoc**: to bring a fire extinguisher along OR to rent one.

Services: “ExpoDoc”

You can order all extra services on “**Expodoc**”. When entering the services you need on Expodoc, your order will automatically reach the correct supplier.

When you have difficulties with certain services, please contact **Eline Augustyn**

Before the build-up: +32 56 21 30 32 of projectsupport@expoadvise.com

During build-up/fair/dismantling: +32 498 164 972

Deadline orders All extra services should be ordered on **Expodoc by 11/01/2019 at the latest**. Orders received after January 11 2019 will be charged **at a 25 % higher price**. Late orders will be carried out or delivered according to the available stock and/or technical feasibility at that moment.

Important: please check that no orders remain in your “shopping basket” on ExpoDoc!

Handling and Storage Please place your order in advance for handling/storage on **ExpoDoc**. **For handling, a minimum of 30 minutes will be charged. Please be sure to order your handling both for build-up and for dismantling! The minimum order for storage is 4 m³.** To secure an effective execution, permanence is provided. To ask for your ordered handling/storage, please come to the fair office.

Insurance	<p><u>Theft</u> When theft occurs during build-up, during the fair or during dismantling, the fair office should be notified immediately. In that event, we require a list of all the stolen goods as well as their purchase price. The exhibitor contacts the police (cfr. "Useful Information") to draw up a report. If you have requested an insurance policy with us, our broker will also be notified immediately and he will clear your file directly with you. Theft without visible traces is not covered by insurance.</p> <p><u>Advice:</u> if you have objects of great value on your stand, we strongly advise you to order stand security during the late night event, until 1 AM. The organisation cannot be held responsible for objects on the stands.</p> <p><u>Damage to stand equipment and/or machines</u> When damage occurs, whatever its cause (and including damage caused during transportation), it should immediately be reported to the fair office. If the exhibitor closed the optional 'all risk' insurance, a collaborator of the fair office will do all that is in his or her power to have the damage established as quickly as possible. The damage compensation procedure will be followed closely by the fair office.</p> <p>Please note that theft or damage has to be immediately reported at the fair office. Once the exhibitors have left the premises, we will no longer accept any complaints.</p>
Catering	<p>Please contact Koresto for all catering: catering@kortrijkxpo.com, tel. +32 56 23 20 13 fax +32 56 20 43 53. (Catering will be directly invoiced by Kortrijk Xpo). Dispensing equipment & external caterers are only allowed provided that the exhibitor pays the fee as described in the General Regulations of Xpo Catering of Kortrijk Xpo.</p>
Water & Electricity	<p>Will be fully available from Monday February 4 at 8 AM. For all your questions according to these services there will be a full-time assistance during the fair at the fair office from 8 AM to 5.30 PM.</p>
Power Supply	<p>Make sure that you order a sufficient power capacity for the appliances you need to run, according to your stand build-up (E.g. 5 spots x 150Watt + coffee machine 1.500Watt + display case lighting 150Watt etc.), including a safety margin to allow for the extra capacity needed when appliances and equipment are started up.</p>
Suspension points	<p>For all your questions about suspension points, please contact Gretl Ranson of Kortrijk Xpo at +32 56 24 11 11.</p>
Compressed air	<p>Compressed air is a standard utility (only when ordered on ExpoDoc), and will be available every day of the Exhibition, from half an hour before opening time to half an hour after closing time.</p>
Inspection of Electrical Equipment	<p>The electrical equipment at every stand will be inspected by an official inspection service. Any costs arising from the inspection or a re-inspection must be met by the exhibitor.</p>
Internet	<p>A free Wi-Fi connection covers the whole fair area. If you need a more powerful internet connection, you can order one on ExpoDoc. There you will find order forms and information.</p>
Furniture	<p>This will be delivered on Tuesday February 5, from 8 AM on. Additional orders will be delivered on Wednesday February 6, before the opening of the Fair.</p>
Flowers & Plants	<p>These will be delivered on Tuesday February 5, from 10 AM on. Additional orders will be delivered on Wednesday February 6, before the opening of the fair.</p>
Scanning visitor badges	<p>You will receive your free license for the N200 Visit Connect app (included in your participation fee) through N200. Extra apps can still be ordered on ExpoDoc. You can then download the app on your smartphone or tablet. As soon as the app is installed and the license has been activated, you can read the QR code on the visitor badges. This will enable you to use the contact details of your prospects immediately (by adding notes or a sales form) and your office team can already deal with the information as well.</p>
Supplied services	<p>Do you have problems with one of the services? Please report this at the Fair Office. They will deal with it asap. Complaints communicated after the exhibition can't be treated.</p>

Payments

Invent Media	All invoices concerning Indumation.be should be paid to Invent Media bvba . The organization does not allow the build-up and will not provide the exhibitors' badges unless all ordered services and invoices have been paid. IBAN – BE62 0014 4505 3961 BIC - GEBABEBB BANK - FORTIS CITY - WEVELGEM (Belgium)
On site orders & payments	On-site orders will be <u>invoiced to the signing company</u> . It's not allowed for booth constructors and other service offering companies or subcontractors to fill out an order form in the name of an exhibitor/exhibiting company. The prices of on-site orders or late orders will be increased by 25%. These should be paid immediately in cash or with credit card. Cheques will not be accepted.

Miscellaneous

Messages	Messages for exhibitors will not be broadcasted during the fair.
Publicity	It is prohibited to distribute promotional material or to make any other kind of promotion <u>outside your booth</u> during the fair. According to Kortrijk Xpo's specific regulations, publicity on parking places and in the surrounding streets will not be allowed unless after thorough consultation with the organizers and on condition that all parties involved have given their explicit consent.
Hotels	You can find several hotels in the neighbourhood of Kortrijk Xpo. Please consult ExpoDoc for hotels/addresses. We recommend you to book your hotel room well in advance for you and your colleagues!
Delivery by courier services	The employees of the fair office will not sign for delivery or receipt of goods. In case of a delivery, please clearly state the stand number and the participating company name in the instructions for the courier.

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:



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Managing Director
fairs@expoadvise.com



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We wish you and your colleagues a successful exhibition!!