

15 & 16
Feb '25
Kortrijk Xpo



International
pigeon racing fair

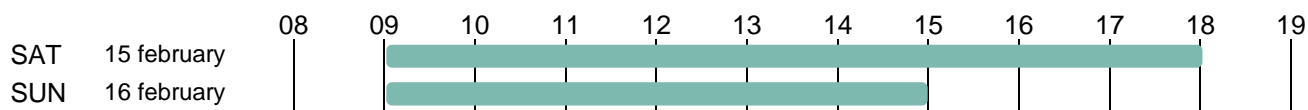
fugare
www.fugare.be

PRACTICAL INFORMATION

EXHIBITORS' LIST & STAND NUMBER

- ▶▶ Stand number: mentioned in our confirmation mail
- ▶▶ List of exhibitors: <https://www.fugare.be/nl/bezoeken/exposanten/>
- ▶▶ 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



- **Occupation:** hall 6
- **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. Afterwards.

ACCES TO THE PREMISES DURING THE EVENT

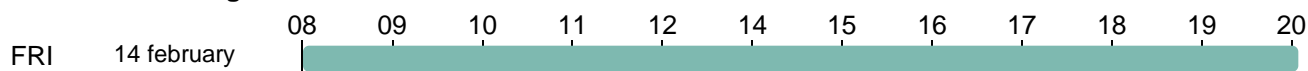
- ▶▶ **Access for stand personnel:** only with exhibitor badge
 - on Saturday 15/02 from 8:00 hrs
 - on Sunday 16/02 from 8:00 hrs
- ▶▶ **Entrance prices for visitors**
 - 12.00 EUR
 - Free for women and children.

BUILD UP: timetable

▶▶ Exhibitors building their own stands & stand builders



▶▶ Exhibitors hiring a shell scheme stand



- 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.
- All stands must be completely finished by Friday 14 February at 20:00 hrs. **The build-up gates will be closed at 19:00 hrs.** 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 13 February ; timing in agreement with the organization.

▶▶ **Your carpet**

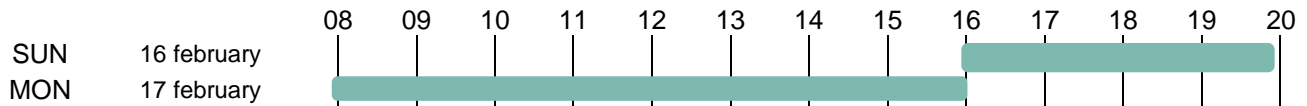
- the **plastic sheeting protecting your carpet, to be removed by yourselves before 14/02 at 19:00 hrs**
- removal by the organization = 2 EUR / m² (+ VAT).

▶▶ **Aisles**

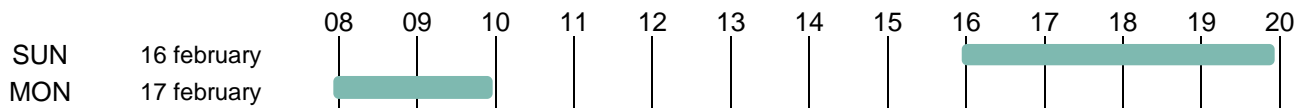
- At 19:00 hrs. the staff will start cleaning the aisles. Please place **NOTHING** in the aisles after this time.

PULL OUT: timetable

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



▶▶ **Exhibitors having hired a shell scheme stand**



▶▶ **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 16.00 hrs onwards.
- **It is strictly forbidden to start pull out before Sunday 16/02 at 16:00 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
- 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
- People who are only coming to check the progress of stand building are kindly requested to park their cars in car park P7

TAVOLA 2020	KAART OPBOUW / ONTRUIMING CARTE DE MONTAGE / DÉMONTAGE <small>VOOR 1 VOERTUIG LADEN / LOSSEN POUR 1 VEHICULE (DÉ)CHARGEMENT</small>
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EXPOSANT / EXHIBITOR :
STANDNR. / N° DE STAND / NO. STAND :
POORT / PORTE / GATE :

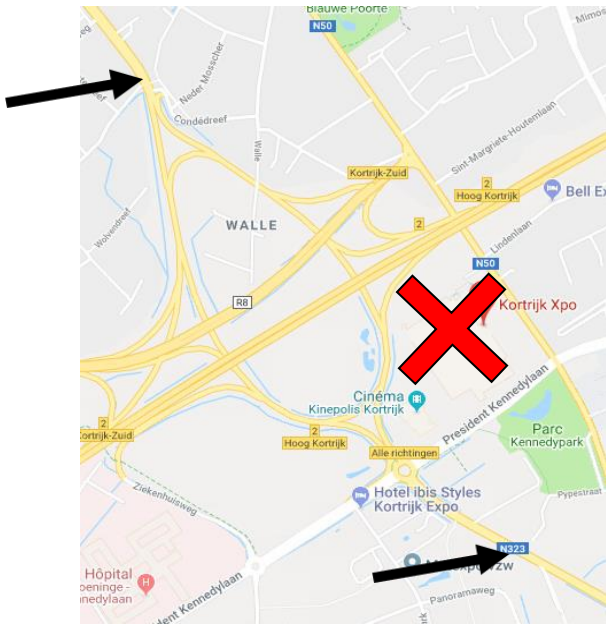
NL. Geef de af te formulier goed zichtbaar achter de voorruit van uw voertuig te plaatsen.
Plan met aanduiding van haken, opbouw-ontnuimingspoorten en parking op kaartje.
>> Deze kaart is GEEN gratis parkeerticket maar een bewijs dat u dicht bij de opbouwpoorten mag parkeren om te lossen/laden.

FR. Veuillez placer ce formulaire bien en évidence contre le pare-brise de votre véhicule.
Plan avec indication des hakis, 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 emblem hails, 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 VEHICULES NE SONT PAS AUTORISES A L'INTERIEUR DES HALLES POUR LE (DÉ)CHARGEMENT
CARS OR VANS ARE NOT ALLOWED TO ENTER THE HALLS FOR BUILD UP OR PULL OUT



- 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 exhibitor gate – category ‘Place your orders’)
- 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 Condédreef 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** 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 badge

▶▶ **Exhibitor bracelets:** The exhibitor bracelets will **NOT** be sent in advance. You can pick these up as from the first day of build up 13/02/2025.

▶▶ **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 13/02/2025

▶▶ **Postal address:**

KORTRIJK XPO – FUGARE 2024
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 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
- practical questions (f.i. photocopies)
- First Aid post

PARKING TICKETS

▶▶ Place your order through the exhibitorportal– category 'webshp', **parking tickets** (always guaranteeing the lowest tariff):

- **Build up – pull out tickets valid for 1 exit = 2,50 € per exit:**
only possible for build-up/pull-out days
- **P-tickets fair days = 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 EUR 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

- 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 : Steltloperstraat 11, BE-9000 Ghent, T. +32 (0)9 222 52 61.

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 1, 5, 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 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.