

# ABISS

03|10|2024

KORTRIJK  
XPO

THE NEXT INTERSECTION 4

INNOVATIVE INDUSTRIAL INTERCONNECTION

## PRACTICAL INFORMATION

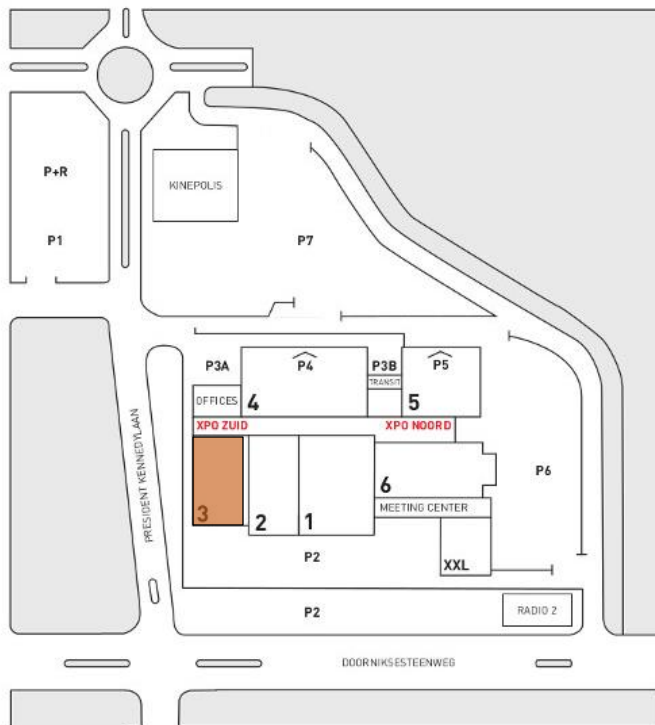
### IMPORTANT DEADLINES

22/08/2024	<b>ORDERING SERVICES</b>	Please place your orders for furniture, plants, decorations etc before this date. It won't be possible to order services after 12h00 at standard price.
02/09/2024	<b>DELIVER YOUR FILES IN PDF PUBLICITY WALLS</b>	Please email the files in pdf to <a href="mailto:virginiedeneckere@industrialairs.com">virginiedeneckere@industrialairs.com</a>
02/09/2024	<b>ONLINE CATALOGUE (Online search engine)</b>	Please make sure that your details are included in the catalogue. This way, visitors can properly prepare their visit at your booth.
29/09/2024	<b>EXHIBITOR BADGES</b>	Please create your badges on time, you can print your badges yourself in the week of the fair, if all payments are done.

### A. EXHIBITORS' LIST & STAND NUMBER

- ▶ You can find the list of exhibitors on the website: [www.abissummit.be](http://www.abissummit.be).
- ▶ We have already sent you your final stand number (one per exhibitor) (see our letter/mail confirming your participation) and you can also find it in the list of exhibitors on the website: [www.abissummit.be](http://www.abissummit.be).
- ▶ **Attention:** 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 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.

## PLAN



Kortrijk **Xpo**

## B. INSTRUCTIONS SETTING UP AND CLEARING OUT

### 1. TIMETABLE SETTING UP

▶ Wednesday 02/10/2024 from 14h00 till 18h00 (earlier access on demand)

All stands must be completely finished by Wednesday 2 October at 18h. By this time the staff will start cleaning the aisles and laying the aisle carpet. Please make sure that **NOTHING** is placed in the aisles after this time.

To protect the carpet you have hired from Kortrijk Xpo, it will be covered with plastic sheeting. Exhibitors should remove this themselves by Thursday 3 October before 8h30.

### 2. TIMETABLE CLEARING OUT

▶ Thursday 03/10/2024 from 17h00 till 20h00.

**It is strictly forbidden to start clearing out before the event closes at 17:00 hrs.**

Furniture and fridges hired will be collected from the stands immediately after the fair. Please ensure that these items are empty.

A word of advice: make sure that 1 person is always present at the stand, to avoid theft.

### 3. ACCESS TO THE PREMISES

Please report to the **fair office** across Hall 3 (entrance Xpo Zuid) to collect your exhibitor badges. Without exhibitor badges, we cannot provide access to the buildings.

**Attention : we can only admit you to the premises if all invoices (for stand hire and services) have been paid in full.** If you have to make late orders, please arrange to pay for these on the spot in by **credit card**. Cheques nor cash will be accepted.

## 4. TRANSPORT & DELIVERY

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To avoid delivery delays or loss of goods, please give the following details clearly:

**KORTRIJK XPO – ABISS**

Doorniksesteenweg 216

8500 KORTRIJK (Belgium)

+ **name of exhibitor**

+ **stand number**

+ name of stand manager

+ telephone number of stand manager

Give your transporter clear instructions and ensure that there is someone present at your stand when the goods are to be delivered.

▶▶ We cannot sign for receipt of your goods and cannot be held responsible for their loss. All unloading costs must be met by the exhibitor.

▶▶ Goods may not be delivered before the first day of the setting up period.

## C. FAIR

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### 1. EVENT OPENING DAYS AND TIMES

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Thursday 3 October 2024.

Entrance: Xpo Zuid (side Kennedylaan/Kinopolis)

Occupation: Hall 3

### 2. ACCES EXHIBITORS (ONLY WITH EXHIBITOR BADGE)

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Thursday 3 October from 7h30 till 20h. In order to avoid exhibitors and visitors arriving at the same time, we will ask our exhibitors to arrive between 7:30 am and 8:30 am.

### 3. LOCKING UP

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Unless you are still dealing with a client, we would like to ask you to leave the premises by 20:00 hrs at the latest. The premises will then be locked up by Security staff.

## D. FAIR OFFICE

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The fair office can be found at the entrance of Hall 3 and will be permanently open during the setting up period, the event itself and the clearing out period.

**Manager + Direct number of the fair office:**

▶▶ Virginie Deneckere: T. +32 (0)56 24 59 46

Come to the fair office:

- to collect all badges and additional services such as parking permits, wifi-tickets...
- for any technical problems during setting up
- for all practical matters such as photocopies, fax, etc.
- the First Aid post

## E. PARKING

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**Important: 2 P-tickets are included in your participation (Partner Lounge / Industrial Partnership) / 1 P-ticket is included in your participation (Mini Stand).** Only additional P-tickets should be ordered in our webshop. The P-tickets will be waiting for you from the first hour of construction in the fair office.

### Tariffs:

- ▶▶ During setting up/clearing out: 2,50 EUR (valid for one exit)
- ▶▶ During the event: 7,00 EUR (valid for one exit)

### Payment options:

- ▶▶ Through our webshop, you can order P-tickets (always guaranteeing the lowest tariff):
- ▶▶ You pay at the exit with your credit card or debit card. You can ask for a receipt.
- ▶▶ You buy an exit ticket at one of the ticket machines (cash, credit card, debit card). You can ask for a receipt.

## **F. CATERING**

There is free catering for visitors and exhibitors during the event. The catering points meet the conditions of hygiene that have been required of us.

## **G. SABAM**

SABAM, together with the organization, takes care of the background music in the halls and around the stands. Movies without music are not subject to copyrights.

In case you, as an exhibitor, work with movies containing music or if you hand out a CD/DVD to the visitors, you have to settle everything pertaining to the rights with SABAM. In that case, you will need the following information:

- number of permission of SABAM
- Nr. SO/...
- date of permission

It is best to ask the producers/suppliers of the videos for these data.

For music groups, combos, singers and other live performances, copyright needs to be settled with SABAM separately every time. For more information, you can always contact SABAM, Steltloperstraat 11, BE-9000 Ghent, T. +32 (0)9 222 52 61.

## **H. CORKAGE – SABAM – LEGITIMATE REIMBURSEMENT**

If you intend to play music or a video on your stand, perhaps in combination with (free) drinks, you would normally have to declare this to the authorities concerned for payment of a 'billijke vergoeding' or modest licensing fee. **As organizers of the event, we have signed a contract with these authorities and you therefore do not need to make a declaration yourself.**

## **I. MISCELLANEAOUS**

### Messages

Messages for exhibitors will not be announced over the loudspeakers during the event.

### Publicity

No advertising material may be placed or handed out outside the limits of your stand, nor may you undertake any other promotional activity outside your stand.

### Catalogue

Visitors can download the complete catalogue on our website: [www.abissummit.be](http://www.abissummit.be). It is also possible to compile your own personal catalogue.

### Theft

If a theft has taken place during the setting up period, opening days or clearing out, please notify the fair office immediately and present a report listing what has been stolen and its purchase price. An official report should then be drawn up by the police. If you have taken out an insurance policy through Kortrijk Xpo, the insurance company will be notified immediately and they will take over straight away and deal with the matter directly with your company.

### Damage to rented material

In case of damage, for any reason whatsoever, you will immediately inform the secretariat. In the event of damage, an official report should be drawn up by the police, on pain of the nullity of the report.