

Kortrijk **Xpo**

EXHIBITION
SAFETY MANUAL

INTRODUCTION

OBJECTIVE AND LEGISLATIVE FRAMEWORK

OBJECTIVE

This document is a clear and legal guide to organising an exhibition in Kortrijk Xpo so that it can take place in the safest possible conditions.

In this booklet you will find the safety regulations relating to the construction, the realisation and the dismantling of an exhibition on the grounds AND in the buildings of Kortrijk Xpo.

This safety manual applies to all activities of exhibition organisers on the entire Kortrijk Xpo site, both in the outside areas and in the buildings. The activities include all works relating to the construction, building and dismantling of stands, podiums, etc. carried out by the organisers themselves or by exhibitors, stand builders, contractors and subcontractors.

Organisers are contractually obliged to communicate these safety regulations to their exhibitors, stand builders, contractors and subcontractors and are responsible for their correct application.

Any infringement of the rules will be considered as a breach of the Kortrijk Xpo regulations.

Kortrijk Xpo may take the following measures at any time:

- stop work until the safety requirements are met;
- prohibit the use of unsafe materials and/or tools;
- prohibit access to the site for working staff who refuse to comply with the rules.

These regulations were drawn up in consultation with both the internal prevention advisor and external inspection bodies and other expert partners.

Kortrijk Xpo stipulates that all stand builders, contractors and subcontractors must wear safety shoes during the construction and dismantling of the exhibitions.

LEGISLATIVE FRAMEWORK

The following provisions shall always apply :

- Law Welfare of 4 August 1996 and ARAB Directives
- AREI (General Regulations for Electrical Installations)
- Environmental legislation of the Flemish Region
- Police regulations of the city of Kortrijk
- All applicable laws and regulations regarding working at heights and with hazardous products.

INTRODUCTION

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EXHIBITION SAFETY MANUAL

A

MULTI-STOREY CONSTRUCTION – PODIUM CONSTRUCTION

A - MULTI-STOREY CONSTRUCTION – PODIUM CONSTRUCTION

For stands with multi-storey construction, podium construction and platforms from 60 cm above floor level, the stand builder himself must draw up an inventory of the risks, from which he must present a risk analysis, action plan and layout plan. (cfr. OIRA) Four weeks before the start of the construction, the organiser must be in possession of this analysis, which he shall forward to Xpo Kortrijk immediately.

All stands with multi-storey constructions, podiums and platforms shall be inspected by an External Technical Control Department (EDTC) appointed by Kortrijk Xpo at least 48 hours before the start of the exhibition.

The inspection will focus on :

- 1/ stability and load-bearing capacity of the construction (stability calculation to be submitted)
 - floors accessible to the public: own weight construction + an overload of 500 kg/m²
 - for own use only: own weight construction + an overload of 350 kg/m²
- 2/ the height of the rails = min. H of 100 cm on the floor with intermediate railing between 40 and 50 cm
- 3/ the height of the banister = between 75 and 85 cm off the ground
- 4/ the maximum angle of inclination of the stairs is between 20° and 40°
- 5/ the fall protection of the banister (at least 2 railings per banister or guardrail)
- 6/ the edge frame must be 15 cm off the ground
- 7/ the solidity and strength of the balustrades = at least withstanding 100 kg on 110 cm H
- 8/ the width of the staircase : - min. 80 cm for stairs accessible in one direction
 - min. 100 cm for stairs accessible in two directions
- 9/ height of riser 17 cm, tread 25 cm
- 10/ the execution of various constructions and application of the construction materials
- 11/ the correspondence between the execution and the calculation/drawing
- 12/ the number of persons allowed on the floor must be indicated while taking into account the useful

Points of attention

The staircase must be equipped with parapet - handrail - bumpers.

If the reception area is located above a black box, safety lighting must be provided.

An appropriate fire extinguisher is required on the floor.

Children are allowed on the floors if accompanied by an adult.

It is prohibited to anchor structures either to the floor or to the walls of Kortrijk Xpo.

A safety officer from Xpo will carry out visual checks both during the build-up and before the opening.

B

SUSPENSIONS

B - SUSPENSIONS

The maximum permissible load for suspensions differs from room to room. These can be found on the specific technical sheets for the various halls.

Each suspension is subject to a prior inspection by an External Technical Control Department (EDTC) appointed by Kortrijk Xpo.

IMPORTANT: safety first!

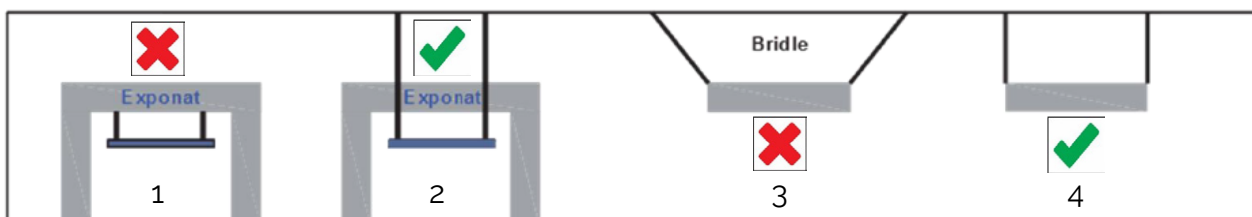
Kortrijk Xpo has the following requirements for the rigging plan, the guidelines and the use of materials.

B1/ Rigging plan requirements

- A rigging plan must always be submitted in advance to suspensions@kortrijkxpo.com.
- The rigging plan (CAD drawing) should contain the following elements:
 - Responsible person for rigging
 - Hoisting point plan in DWG or PDF format
 - Calculated weight of the loads (indicated on plan and/or in excel sheet)
 - Reference number per hoisting point
 - Total weight per hoisting point
 - Product name, type and weight of all objects belonging to the hoisting load incl. the hoisting equipment/rigging materials)
- **Attention:** Kortrijk Xpo reserves the right to take down the rigging at any time or to reduce an already approved load (for example in the event of snowfall). The rigging party should be aware that Kortrijk Xpo also checks whether the suspension points have been made in accordance with the guidelines and rigging plan. If the agreements are not met, Kortrijk Xpo is authorised to reject the rigging. In the event of rejection, Kortrijk Xpo shall not be liable for any damage (such as financial or reputational damage).

B2/ Rigging guidelines

- A request for each suspension point must be submitted to the organiser. The installation of suspension points and the modification of suspensions in the hall shall be carried out exclusively by Kortrijk Xpo or a contractor appointed by it.
- The maximum permissible load per suspension point indicated on the hall sheet must not be exceeded.
- Only a vertical load (straight) on the suspension points is permitted. Bridles/lateral forces are not permitted.
- Fixed elements in the roof (such as lampshades, curtain rails, drain pipes, etc.) must not be touched during rigging.
- The relevant safety rules and the approved rules of technology must be observed in relation to the provision and use of slings, load suspension equipment, load bearing equipment, connecting devices, cable end connection, secondary fuses and potential equalisation.
- When slinging loads, the edge radius must be greater than the nominal diameter of the sling (sling, hoisting sling and round sling).
- The following suspensions are not permitted for safety reasons:
 - Too heavy and dangerous suspensions on the trusses, these should be attached to the ceiling (see figures 1 and 2)
 - Diagonal suspension points, "bridles", are not allowed (see Figures 3 and 4).



- Dynamic loads are not allowed without the express permission of a structural engineer chosen by Kortrijk Xpo, at the expense of the client/contractor.
- Nothing shall be hung up above the aisles of the exhibition plan.
- The performing party must be in possession of the rigging plan

B

SUSPENSIONS

B3/ Use of materials

The following information on slings, load holding devices, hoists, connecting devices and cable end connection serves as an overview and does not claim to be complete.

- Only materials bearing the CE marking may be used for rigging.
- All rigging materials must have a Working Load Limit (WLL) inscription or label.
- The maximum permissible nominal load for the rigging material is 0.5 times the indicated Working Load Limit.
- All rigging materials must be inspected, and the inspection report must be available within 24 hours on request.

- **Allowed slings:**
 - Wire rope assemblies (reutlinger) with fibre or steel core, with compression clamps and thimble as end connection, with rope strength class 1960 (this corresponds to a minimum nominal tensile strength of the wires of 1770 N/mm²) in accordance with DIN EN 12385-4, table 7 (rope class 6 x 19 for ropes ≥ 6 mm), table 12 (rope class 6 x 19 M for ropes from 3 mm to 5 mm), DIN EN 13414-1, tables 3 and 4 (ropes ≥ 8 mm).
 - Short link chain slings of quality class 8 (DIN 5688-3:2007-3) or higher, with elongation at break ≥ 20 %.
 - Hoisting slings and round slings made of synthetic fibres in accordance with DIN EN 1492-1, DIN EN 1492-2 with marking and use of a secondary safety device consisting of a steel cable with drum and compression clamp, as well as a lifeline (in accordance with DIN 56927).
 - Wire rope round sling with synthetic fibre conduit ("Steelflex")
 - Aluminium, steel clamps and truss adapters approved for the respective lattice girders (accessories), with marking (indicating load capacity and safety coefficient).

- **Disallowed slings:**
 - Wire ropes not complying with the above requirements.
 - Long link scraping chains (internal length of chain link > 3 times nominal diameter of chain material)
 - Untested short link slings or short link hoisting chains (these should not be used as slings as they only have an elongation at break of 5 to 15 %).
 - Rope slings, pipe clamps or perforated bands without the use of a secondary safety device (safety) consisting of a wire rope with thimble and talurit swaged sleeve and a lifeline (DIN 56927).
 - Hoisting slings and round slings of synthetic or artificial fibres not marked or indicated as having a load capacity.
 - Hoisting slings and round slings made of synthetic fibres in accordance with DIN EN 1492-1, DIN EN 1492-2 with marking and indication of load capacity, BUT without the use of a secondary safety device (safety), consisting of a wire rope with a rope sling and a talurit swaged sleeve, as well as a connecting device (DIN 56927).
 - Damaged slings (e.g. kinked ropes, load loops with damaged casing, load loops without recognisable markings).
 - Single-sided load handles on lattice girders with two upper beams (e.g. four-point lattice girdDIN EN 1999-1-1ers) are not permitted, as otherwise an additional load on the lattice girder is caused by torsion. Deviations from this must be substantiated with a static proof and reported to Kortrijk Xpo (suspensions@kortrijkxpo.com) in advance.

- **Allowed load-bearing equipment:**
 - Aluminium trusses in accordance with /NA, GUV-I 8634/IGVW SQP1 "Trusses".
 - Steel trusses in accordance with DIN EN 1090-2, DIN 18800-7, GUV-I 8634/IGVW SQP1 "Trusses".

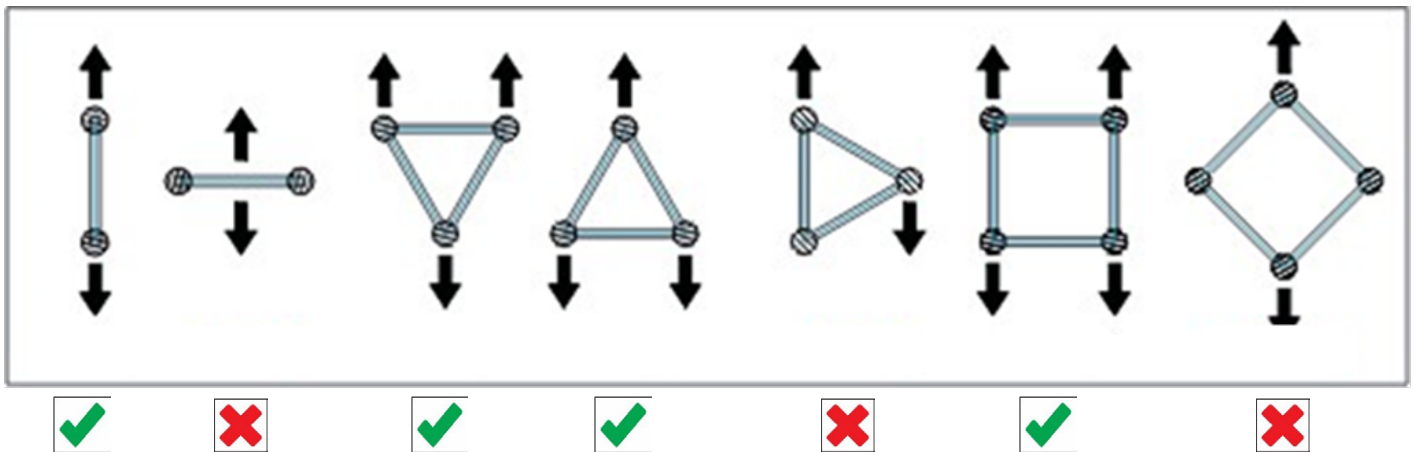
B

SUSPENSIONS

• Disallowed load suspension devices:

- Trusses that do not meet the requirements of GU-V 8634, SQP1.
- "Lattice girders", or DIN EN 1999-1-1/NA, DIN EN1090-2, DIN 18800-7 are not met.
- Trusses without proof of a tested static type and without marking.
- Roof trusses that meet the conditions to be discarded (this includes damage such as dents, cracks, holes or any changes).
- Trusses that are not used as intended, e.g.: screwed to exhibition walls, installed on exhibition walls or frames, trusses with too small foot plates and/or insufficient counterweight.
- Truss systems composed of different types (manufacturers, construction types, models).
- Corners of trusses with a variable angle (so-called book corners) should generally be installed without load.

• Allowed and disallowed mounting positions of trusses



• Equipotential bonding (grounding) on lattice girders (truss).

Trusses that can take on dangerous contact voltages in the event of malfunction must be included in a common equipotential bonding system.

This applies to all elements of electrically conductive material, from which pole locked special connectors are manufactured. The common equipotential bonding must be connected to the protective conductor of the power supply. Guideline values for suitable conductor cross sections are 16 mm² Cu for conductor lengths up to 50 metres and 25 mm² Cu for conductor lengths up to 100 metres. The connection can be made by means of band clamps, pipe clamps, screw joints or with one-piece fasteners.

• Manual chain hoists

must only be used to hoist static systems. The use of manual chain hoists for complex systems is not permitted.

Up to six manual chain hoists are permitted per installation. They must be operated simultaneously by the same number of people as the manual chain hoists in use. It must be ensured that the hoists are hoisted and lowered uniformly.

The hoist and load hook of the hoist must be perpendicular to the centre of gravity of the load. Wrapping the load with the load chain (suspension devices) or guiding the load chain over edges is not allowed.

The loads must always be moved simultaneously with all connected hand chain hoists.

• Allowed lifting equipment:

- C1 hoist point of hoist in accordance with DGUV regulation 17 (previously BGV C1), IGUV SQP2.
- D8 electric chain hoist according to DGUV regulation 54 (previously BGV D8).
- D8 Plus electric chain hoist with secondary safety feature/secondary brake in accordance with DGUV regulation 54 (previously BGV D8) with special features for holding loads above persons in rest position without secondary safety feature - IGUV SQP2

B

SUSPENSIONS

• Disallowed hoists:

- Electric chain hoists that have not been approved or have not been inspected (annual inspection by an expert, for C1 hoists: additional inspection by an expert every 4 years).
- Electric chain hoists with clear damage.
- Electric chain hoists that are not used as intended (refer to IGUV SQP2, for example: scenic procedure with an electric chain hoist according to DGUV regulation 54 (formerly BGV D8)).

• Allowed Lanyards:

- Nominal load by 0.5 times the value of the load capacity specified by the manufacturer, not exceeding one tenth of the minimum breaking force.
- Shackles, straight and curved, quality class 6, according to DIN EN 13889 with marking, with dynamic loading (e.g. suspension of loudspeakers). Threaded bolt type X (hexagon bolt, hexagonal nut with slit pin).
- High-strength bracket level 8, according to DIN EN 1677-1
- Quick coupler for hoisting, not standardised (safety factor 5) with specified load capacity.
- Quick coupler for event technology (safety factor 10) according to DIN 56927 with marking.
- Turnbuckles with closed eyes to DIN 1480, with load capacity specification, for dynamic loads (e.g. suspension of loudspeakers) only with safety split pins and safety nuts.
- O-ring closed with load capacity specification on manufacturer's data sheet.
- Chain shortener with safety element against unintentional unhooking e.g. safety latch.

• Disallowed Lanyards:

- Carabiners bolted/released.
- Open hooks.
- Turnbuckles with open shape in accordance with DIN 1480.
- Quick coupling with coupling nut without load capacity specification.
- Shackles in accordance with DIN 82101 (working coefficient of only 3).
- Other lifelines without marking/indication of load capacity/ manufacturer's data sheet.

• Securing spots and other material on trusses, Safeties:

A secondary safety device generally consists of a wire rope, a cable end fitting and a safety line. The fall distance should be close to zero.

- The use of plastic tie wraps also known as cable ties (see image below) for suspension or securing is not allowed. They can only be used in combination with a sufficient number of metal tie raps.



- The use of cable clamps (see illustration below) is not allowed.




B4/ Rigging in practice

- If working with an aerial work platform, the driver must possess an aerial work platform certificate (issued by their employer or external training service). The rigger is responsible for ensuring that no third parties are present in his work area and that it is protected from persons who may be at risk.
- Anyone working on an aerial work platform (all types) must wear a full-body safety harness (EN361) attached by a safety line (EN355) to the anchor point in the work cage. A helmet (EN 397) is also strongly recommended.
- When the aerial work platform is in operation, a helmet (EN397) shall be worn by persons (grounders) who are in the vicinity or when working at height.
- The aerial work platform may not be used as a crane.

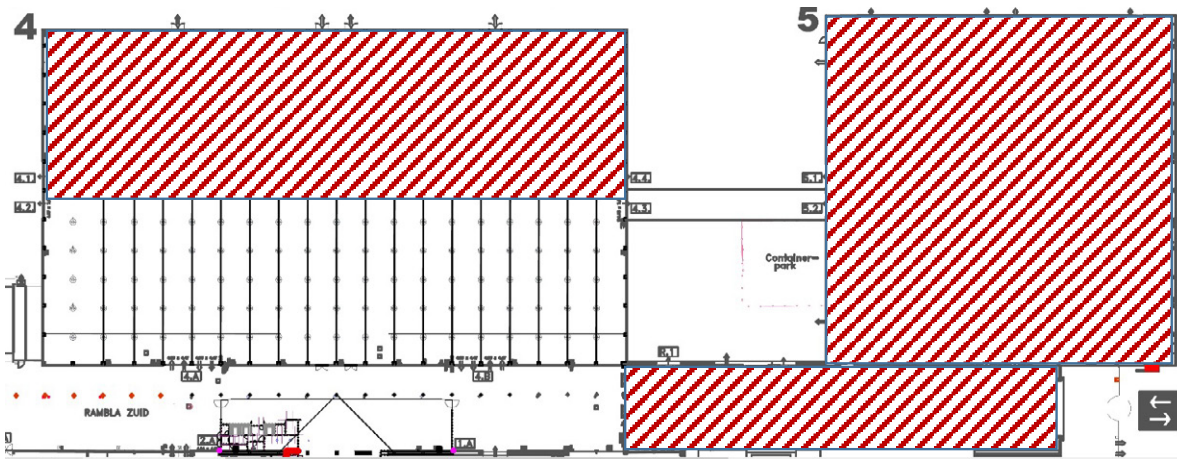
C - D

FLOOR LOAD - FIRE SAFETY

C - FLOOR LOAD

In Hall 5, half of Hall 4 and in Rambla Noord the floor load is more limited (see shaded surfaces ).

- » Axle load of max 12 tonnes.
- » Low speeds (5km/h) and no bumping loads.



Please always seek assistance from the safety officer at Kortrijk Xpo when driving in very heavy loads that present risks.

D - FIRE SAFETY

In Kortrijk Xpo, the following rooms are equipped WITH SPRINKLERS:

Hall 4 - Hall 5 - Rambla North - Rambla South

If stands or constructions completely or partially cover the surface of their stand/construction with a fixed construction or with a canvas, the fixed sprinkler system cannot function at this location.

Guidelines

The roof of a stand/construction exceeding 12m² (see possible dimensions below) must be provided with an internal sprinkler system with visible and free sprinkler heads under the fitted ceiling.

Renting an internal sprinkler system

If the ceiling of the stand is not permeable to water, an internal sprinkler system must be integrated into the ceiling of the stand. These can be rented at Kortrijk Xpo. For further information, please contact the organiser.

Practical info regarding the sprinkler

An automatic sprinkler is equipped with a copper valve with a temperature-sensitive glass element. This reacts in the event of a fire and immediately activates the foam sprinkler.

Suspension is carried out via a metal bracket (4 screws) on the ceiling of the stand. When suspended at a height of 3m, one sprinkler covers 12m².

| | |
|-----------------|------------------------|
| Device diameter | 24,5cm |
| Height | 44cm |
| Weight | 12.5kg (10kg capacity) |

Number of sprinklers per stand

1 sprinkler per 12m² (for following ceiling dimensions = 4mx3m or 6mx2m)

Attention: if you are planning to install a closed storage room under the ceiling, you must also install a sprinkler there. For safety reasons, we also recommend using sprinklers for the other rooms in Kortrijk Xpo.



E - F

ELECTRICAL INSTALLATIONS - GAS CYLINDERS

E - ELECTRICAL INSTALLATIONS

All electrical installations must be set up in accordance with the regulations of the **new AREI** (General Regulations on Electrical Installations) which has been applicable since 01/06/2020. (See www.werk.belgie.be)

Each connection will be inspected the day before the opening by an Approved Technical Inspection Service (EDTC) appointed by Kortrijk Xpo. Should any comments be made, the organiser, and hence the exhibitor, will be informed about this. The exhibitor must then take (or have taken) the necessary measures to rectify these remarks before the start of the exhibition. Before the start of the exhibition, the safety officer at Kortrijk Xpo will check whether these remarks have been complied with. If this is not the case, Kortrijk Xpo may decide to close the stand without the exhibitor being able to claim any damages.

An additional check before or during the exhibition can be imposed at the expense of the organiser.

Tip: always use 2.5 mm² power cables.

F - GAS CYLINDERS

- **Use of gas INDOORS (inside the building)**

The use of gas is **STRICTLY FORBIDDEN** inside our rooms.

- **Use of gas OUTSIDE (in the parking lot) :**

The use of gas outside in the parking lot or in open spaces must comply with the following rules:

- When using installations with portable gas cylinders, these must comply with the regulations and be installed in accordance with the code of good practice. Check the pressure regulators, hoses and if they are adapted to the fuel bottles used. The maximum distance with flexible hose between the gas bottle and the device is 2 metres, visible over the entire length. For one consuming appliance, a single pressure regulator is permitted; for 2 or more consuming appliances, a double pressure regulator is required per device.
- Open the cylinder (s) to be used in a suitable location that is level, horizontal and hard. At least 4 metres from a glass facade and at least 3 metres from cellar openings and sewage drains.
- Keep the fire extinguisher and fire blanket at hand.
- Cook or use the fuel at least 2 metres away from inflammable materials such as curtains etc. A cooker with an open flame is prohibited in a tent, stand, ... and **ONLY** in open air.
- Ensure that bystanders (especially children) cannot make direct contact with the device.
- After cooking or using, close all gas cylinders tightly.
- Storage is **NOT** allowed inside buildings, only in safe enclosed zone 8 metres from the building.
- The entire installation shall be inspected by an External Technical Control Department (EDTC) appointed by Kortrijk Xpo in accordance with these conditions.



G - WATER ON THE STAND

- All forms of aerosol-producing installations (water sprays, sprinklers, fountains, waterfalls, jacuzzis in operation, whirlpools, ponds, etc.) are FORBIDDEN in accordance with Article 36 of the Legionella Regulations.
- Exceptional situations in which this is allowed and how you should follow this up are described in Articles 37 to 40 of the Legionella Regulations. See below.

- **Article 37.** (04/05/2007- ...)

Article 36 shall not apply if

- 1° the aerosol generating installations used are completely enclosed so that visitors cannot be exposed to the generated aerosol.
- 2° the aerosol generating installations are exhibited or used in accordance with Article 38.

- **Article 38.** (04/05/2007- ...)

The aerosol generating facilities referred to in Article 37(2) shall always use equipment that has been cleaned and disinfected and water intended for human consumption shall be used as filling water.

Unless the size and characteristics of the aerosol generating installations used make this impossible, and this impossibility is confirmed by the organiser of the exhibition, the aerosol generating installations must be cleaned and disinfected daily and the water used must be changed daily by the exhibitor. The temperature of the water must be permanently readable.

The temperature of the water used in the aerosol generating installations referred to in Article 37(2) may not exceed 20°C at any time. The aerosol generating installations used or displayed shall not contain parts intended to heat the water. The water temperature shall be recorded at least four times a day by the exhibitor, namely before the opening of the exhibition as well as at three other times during the daily opening period.

If a water temperature of 20°C is exceeded, the exhibitor shall immediately stop the aerosol production installation and empty, clean and disinfect it as quickly as possible.

- **Article 39.** (04/05/2007- ...)

§ The operator of the exhibition space shall keep a register per exhibition in which the following information about the exhibition is recorded

- 1° the identification details of the organiser of the exhibition;
- 2° the period in which the exhibition is held;
- 3° the location at the exhibition where aerosol-producing installations are located, as well as the indication of the type of aerosol-producing installation;
- 4° the identification details of the exhibitors;
- 5° for aerosol-producing installations covered by Article 37, 2° :
 - a) all temperature measurements, specifying the date and time at which they were carried out
 - b) the dates and times when the water temperature of the systems used exceeded 20°C;
 - c) the dates and times when the aerosol generating installations used were cleaned, whether or not because of temperature excesses
 - d) the dates and times of water changes in the aerosol generating installations used, whether or not these changes were due to excess temperature
 - e) the identification details of the persons who carried out the operations
 - f) where applicable, the reasons why daily cleaning and refreshing could not be performed in certain aerosol-producing installations.

- **Article 40.** (04/05/2007- ...)

The operator must record the data referred to in Article 39, § 1, 1° and 2° in the register of the exhibition area.

For more information, please visit the website of the Flemish Government:

<https://www.zorg-en-gezondheid.be/legionella>

H - K

DECORATIVE MATERIALS - MOBILE KITCHENS - MACHINES - ENGINES

H - CURTAINS OR OTHER DECORATIVE MATERIALS

Used decorative materials such as curtains - velums and others must comply with the EN13773 standard for curtains and textiles. They should ALWAYS be kept at a safe distance from any heat source.

I - MOBILE KITCHENS

A kitchen installation inside our rooms may **only operate on electrical energy**.

There must be at least one approved portable fire extinguisher of 5 kg CO2 or one ABF foam extinguisher 6L in the immediate vicinity. Each frying pan must be equipped with a lid and a sufficiently large fire blanket must be present. Before the kitchen is opened and used, it will be inspected by the Kortrijk Xpo safety manager.

J - MACHINES WITH MOVING PARTS

All moving parts of a machine must be inaccessible and fully shielded so that no one can be injured. Machinery must always comply with the relevant machinery directive (current directive: 2006/42/EC).

<http://eur-lex.europa.eu/legal-content/NL/TXT/PDF/?uri=CELEX:32006L0042&from=NL>

K - USE OF INTERNAL COMBUSTION ENGINES

When displaying or using engines with internal combustion, the exhibitor should inform the organiser (or Kortrijk Xpo) so that the combusted gases can be removed.

The application should also mention the following points:

- brand and type of engine
- plan and position of the engine on the stand
- capacity of the fuel tank and type of fuel

The purpose of this information is to correctly inform the Fluvia fire brigade about the fire load in the event of a fire or other incident involving the engine.

It is also mandatory to provide a suitable fire extinguisher in the immediate vicinity.

L - O

FIRE PERMIT - EARTH/SAND - PRESENCE OF ANIMALS - COMPRESSED AIR

L - OPEN FLAME = FIRE PERMIT

For assembly or disassembly works where a flame is used, you MUST first apply for a FIRE PERMIT. (Check organiser). It is mandatory to have a fire extinguisher in the vicinity.

M - USE OF EARTH-SAND-... ON THE EXHIBITION FLOOR

For exhibitions at which earth, sand, pebbles and so on are used inside, special provisions must be taken to prevent contamination of cable ducts, sewers, water drains and so on. It is recommended to notify the organiser (or Kortrijk Xpo) in advance.

These provisions are at the expense of the organiser and the exhibitor. In addition, special attention is drawn to their complete removal, including the dust. Finally, Kortrijk Xpo will carry out a final clean-up at the expense of the organiser (price to be determined).

N - PRESENCE OF ANIMALS... ON THE EXHIBITION FLOOR

The organisers of events where animals are present shall ensure that all residues of straw, manure, urine, etc. are removed and shall bear the costs of disinfecting the halls and exterminating vermin.

The Animal Welfare Act is applicable here.

O - COMPRESSED AIR

In order to keep the noise level in and around the buildings under control, the use of compressors is prohibited, except for assembly or disassembly of stands (only portable ones are allowed). Exhibitors who need compressed air during the event should contact the organiser (or Kortrijk Xpo).

P - Q

EXHIBITED AND SOLD PRODUCTS - NOISE GUIDELINES

P - EXHIBITED AND SOLD PRODUCTS

- Chemicals, explosive and highly flammable products may NOT be exhibited or sold, unless with the express consent of Kortrijk Xpo.
- Hydraulic systems: the necessary safety measures are taken to prevent the exhibited equipment from posing a danger to personnel or the visiting public. Hose breakage protection and/or maintenance bar is mandatory.
- Candles : may NOT be used, open flames are NOT allowed.
- Bioethanol and domestic fires: are NOT allowed inside the Kortrijk Xpo buildings. Exceptions must be requested from the organiser and discussed with the safety officer of Kortrijk Xpo (see L: open flame).
- Industrial burners: are NOT allowed inside the buildings of Kortrijk Xpo.
- Pyrotechnics and smoke machines: their use and sale within the Kortrijk Xpo site is strictly FORBIDDEN, unless with the express consent of Kortrijk Xpo. (See L: open flame).
- Drones: may only be used OUTSIDE with the express permission of Kortrijk Xpo. Operators must comply with the current legislation (see European regulation 2019/947)
- Lasers : class 1 and class 2 lasers are allowed, class 3 lasers are FORBIDDEN. The exhibitor must inform the prevention advisor of the type of laser used (technical data sheet). The energy of the light beam must NOT exceed 2.5 mW/m², otherwise the light beam must be completely encapsulated. Gas lasers are also FORBIDDEN.

Q - NOISE GUIDELINES

The regulations in accordance VLAREM are in force.

Organisation of **EXHIBITIONS**: max. permitted noise level < 85 db(A)L

Organisation of **EVENTS/CONCERTS/(DANCE)PARTIES/SHOWS/etc.** if higher than 85 db(A)L see VLAREM specifications.

S

PARKING & OUTDOOR AREAS

S - PARKING & OUTDOOR AREAS

- Stands, tents, carpets and so on may not be fixed or anchored with cotter pins or pivots in the pavement or in the pavement joints. If this turns out to be necessary, it must be agreed beforehand and a plan must be drawn up specifying the location and number of holes. Repairs shall be carried out by a contractor approved by Kortrijk Xpo and shall be at the expense of the applicant (50 EUR per hole).
- All vehicles using the Kortrijk Xpo site must be fitted with pneumatic tyres to prevent damage to the road surface. In exceptional cases, permission may be granted, but only if preventive measures are taken (e.g. by using drive plates).
- It is forbidden to let metal structures rest directly on the pavement or grass. Blocks must be placed under these structures.
- Basically, no earth or sand may be used. Exceptionally, however, permission may be granted to use earth or sand, but only for small areas and on condition that the entire surface is covered with a geotextile cloth.
- Access to and from the square must be via the designated entrances and exits. In exceptional circumstances, exceptions may be made with the written permission of Kortrijk Xpo.
- Fixed street furniture (e.g. lamp-posts, barriers, payment terminals, entrance/exit gates) may not be removed. In exceptional circumstances, exceptions may be made with written permission. Removal will always be carried out by Kortrijk Xpo at the expense of the applicant. This fixed street furniture must always remain free (i.e. not contain sand, earth, bark, tarpaulins, fences, ...) and may never be covered without written permission.
- All green zones must remain untouched.
- Only rainwater may be discharged via the water receivers; no waste water, oil or grease.
- The clearing of the car park and the outdoor environment must be done using appropriate means: sweeping trucks and manual means. The use of cranes, bulldozers and so on is prohibited.
- No vehicle may be parked in front of an (emergency) exit or gate! Parking P3B must be kept free at all times for possible intervention of the emergency services.
- Tent mounting must be done in accordance with the rules.

(cfr. Note HVZ Fluvia <https://www.hvzfluvia.be/organiseer-veilig>)

- **every organiser/exhibitor is REQUIRED to obtain permission from Kortrijk XPO BEFORE installing a power group, hot air blowers, mobile air conditioning units, diesel engines, ventilation systems, above-ground fuel holders in the car park. When applying, provide a plan showing the position on the stand, power and tank capacity.**