

5. Services for Exhibitors

5.1 Official Freight Forwarder

Hansen Exhibition Forwarding Ltd is the Official Freight Forwarder and Customs Broker for the fair and can provide a comprehensive range of services including: customs clearance, insurance and transportation.

The agreed shipping arrangements between the Official Freight Forwarder and the individual exhibitor will ensure that exhibits and all related articles arrive at the Exhibition Centre well in advance of the exhibition date to provide for customs clearance, transportation and unpacking procedures.

Overseas exhibitors or authorised agents should apply to the address listed below for full information on forwarding procedures. The Official Freight Forwarder will issue individual Exhibition Transport Guidelines to exhibitors.

Important

Please **do not** consign shipments to the Hong Kong Trade Development Council office.

Hansen Exhibition Forwarding Ltd

Room 13, 13/F, New Commerce Centre

19 On Sum Street

Siu Lek Yuen, Shatin, Hong Kong

Tel: (852) 2367 2303

Fax: (852) 2369 0479

Contact : Mr Ken Chan / Mr Michael Kun

E-mail: info@hansenhk.com

5.2 Printing Service in Hong Kong

Printing service in Hong Kong is well known for its quality, reliability and competitive pricing. Exhibitors only need to bring their designs in USB and digital or offset printing can be arranged right here for catalogues, flyers, manuals and name-cards etc. Handling and freight costs are saved and last minute update is possible. A list of qualified printers is available at www.gaahk.org.hk which is a printing service network of the Graphic Arts Association of Hong Kong, a non-profitable organisation promotes Hong Kong printing industry.

5.3 Official Air Express Company

S.F. Express (Hong Kong) Limited is appointed as the official air express company for the Fair, they will set up a counter during the fair period.

S.F. Express (Hong Kong) Limited

Tel: 2929 2929

Email: 852market@sf-express.com

Address: 9/F, Asia Logistics Hub SF Centre, 36 Tsing Yi Hong Wan Road, Tsing Yi, Hong Kong

Website : <https://htm.sf-express.com/>

5.4 Temporary Staff / Interpreter Agencies (For reference only)

Adecco Personnel Limited

10/F Lee & Man Commercial Center, 169 Electric Road, North Point
Tel: (852) 2895 2616 Fax: (852) 3421 2970
Email: exhibition.hk@adecco.com

Besteam Personnel Consultancy Limited

Unit 705-706, 7/F., Kowloon Centre, 33 Ashley Road, Tsim Sha Tsui, Kowloon
Tel: (852) 2736 8202 Fax: (852) 2735 9726
Email: pc@besteam.com.hk

Certis Centurion Facility Company Limited

Unit 2008-2011, 20/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, Hong Kong
Tel: (852) 3701 4203 Fax: (852) 2423 3223
Email: EdmondYT_LEE@certisgroup.com

ExPro Services Co.

17/F, 80 Gloucester Road, Wanchai, Hong Kong.
Tel: (852) 2132 6792
Email: ccheung@expro.hk

PERSOLKELLY Hong Kong Limited

6/F, Tower 2, The Gateway, 25 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong
Tel: (852) 2281 0000 Fax: (852) 2281 0099
Email: hkevent@persolkelly.com

Provention Limited

Flat A5, 11/F, Jumbo Industrial Building, No. 189 Wai Yip Street, Kwun Tong, Kowloon
Tel: (852) 3706 8920
Email: info@provention.com.hk

TalentGroup Asia (Hong Kong) Limited

15/F Soundwill Plaza 2 - Midtown, 1-29 Tang Lung Street, Causeway Bay, Hong Kong
Tel: (852) 3893 9348
Email: ivy.choy@talentgroup.asia

Note: Exhibitors are not required to use the service of any of the above mentioned agencies. This list is provided purely for the convenient reference for the exhibitors. The Organiser assumes no responsibility for the competence or integrity of the agencies listed and exhibitors are advised to exercise normal business precautions as dealing with any service suppliers.

5.5 List of Stand Contractors in Hong Kong: (For Custom-built participation Exhibitors' reference only)

For List of stand contractors in Hong Kong, please refer to "[Design House & Contractor](#)".

Note: The directory is provided purely for the convenient reference for the exhibitors. The Organiser assumes no responsibility for the competence or integrity of the services listed and exhibitors are advised to exercise normal business precautions as they would in dealing with any service suppliers.

5.6 Security Services

Exhibitors may elect to hire security guards for their own purposes during the fair period. Under the Standard Terms and Conditions of Licence of the Hong Kong Convention and Exhibitions Center (HKCEC), exhibitors may procure additional security guards from the official security contractor only.

Please contact Event Manager from Hong Kong Convention and Exhibition Centre. Fax: (852) 2582 7106, email: hkcecepc@hkcec.com

Requests must reach the HKCEC at least three weeks before the fair, otherwise a later order surcharge will be levied.

Exhibitors requiring security guard service should contact HKCEC directly.

5.7 Stand Cleaning

The Organiser will be responsible for the general cleaning of stands (excluding exhibits) and hall passage way each day after the Exhibition.

5.8 Public Parking

Two large hourly car-parks are situated in the basement of the Hong Kong Convention and Exhibition Centre. The main entrances to the car-park are at the Harbour Road and Expo Drive.

5.9 EPS Facility

Exhibitors who wish to install Electronic Payment Services (EPS) terminals in their stand should contact the EPS Company (Hong Kong) Limited via their hotline 2721 0566.

EPS Company (Hong Kong) Limited provides both wire and wireless terminal. For exhibitors who utilise wireless terminal, there is no need to use fixed telephone line for communication, but electricity socket should be reserved.

5.10 Hire of Cold Storage Equipment (For reference only)

Oriental Engineering Co Ltd.

Block A, 2/F, Eldex Industrial Bldg.,
21 Ma Tau Wai Road
Kowloon, Hong Kong
Tel : (852) 2765-9993
Fax: (852) 2764 1605
Contact Person : Mr Cyrus Choi

Lowe Refrigeration

Rm 11, 14/F, Wah Wai Centre
38-40 Au Pui Wan Street, Fo Tan, N.T.
Hong Kong
Tel : (852) 2659 5300
Fax: (852) 2659 5700
Contact Person : Ms Phoebe Ko