

5. Services for Exhibitors

5.1. Official Freight Forwarder

Hansen Exhibition Forwarding is the Official Freight Forwarder and Customs Broker for the HKTDC International ICT Expo 2022 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

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. Special Airfares from Cathay Pacific

[Cathay Pacific](#), the home carrier of Hong Kong, offers registered exhibitors, buyers and travel companions an exclusive opportunity to enjoy great savings on flights to Hong Kong.

[Book online](#) via the MICE online offer page or contact our [Global Contact Centres](#) and quote the MICE Event Code "MICE380".



5.3. 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 CD-Rom 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.

5.4. 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 Company

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

GL events Hong Kong Limited

Unit G-L, 5/F, Wing Shan Building, 428 Cha Kwo Ling Road, Yau Tong, Hong Kong
Tel: (852) 2754 9487 Fax: (852) 2754 8103
Email: info.hk@gl-events.com

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

Manpower Services (Hong Kong) Limited

22/F, Cigna Tower, 482 Jaffe Road, Causeway Bay, Hong Kong
Tel: (852) 2525 3513 Fax: (852) 2524 0330
Email: enquiries@manpowergrc.hk

Provention Limited

Rm D2, 1/F, King Yip Factory Building, 59 King Yip Street, Kwun Tong
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 a separate booklet titled '**Directory of Exhibition Stand Contractors in Hong Kong**' at fair website.

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 Mr Gary Chow, Venue Services Manager of the Hong Kong Convention and Exhibition Centre. Tel: (852) 2582 7198, email: garychow@hkcec.com.

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

5.7. Official Business Centre Operator

Fuji Xerox (HK) Ltd is the Official Business Centre Operator at the HKTDC International ICT Expo 2022.

Fuji Xerox (HK) Ltd

11/F, 12 Taikoo Wan Road, Taikoo Shing, Hong Kong

Tel: (852) 3650 6560

Fax: (852) 2343 7528

Email: alvin.chan@hkg.fujixerox.com

Website: www.fujixerox.com.hk

5.8. Stand Cleaning

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

5.9. 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.

5.10. Internet Access at the Fair

To ensure smooth Internet access during the fair period for business usage that requires stable connection (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by HKCEC (Please refer to **FORM 5** in the "Order Forms").

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes. As an alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated areas of the Fair for both exhibitors and buyers.

If you encounter any problem with the Wireless LAN service onsite, please proceed to the Customer Service counter at Expo Drive Entrance or call the Wireless LAN Service Hotline at (852) 2582 1846 / 2582 1849 for technical support and assistance.

5.11. Free Publicity Arrangement

Exhibitors are encouraged to promote their companies or products by supplying around 30 sets of press kits (including press release and photos) to the "Media Centre" on the first day of the fair. International and local media can freely collect materials available there for their reference and use. This service is free of charge for exhibitors.

Whether your materials will be picked up for publishing is totally at the media's discretion. All submitted materials will not be returned.

Should you have any queries, please feel free to contact **Mr Gary Chan** at tel: **(852) 2240 4120**, fax: **(852) 3521 3255** or email: **gary.hs.chan@hktdc.org**