

5. Services for Exhibitors

5.1 Official Freight Forwarder

Hansen Exhibition Forwarding Ltd is the Official Freight Forwarder and Customs Broker for the HKTDC Hong Kong Book Fair 2018 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 Official Air Express Company

DHL Express (Hong Kong) Limited is appointed as the official air express company for the "HKTDC Hong Kong Book Fair 2018".

DHL Express (Hong Kong) Limited

Level 26, Tower 1, Enterprise Square Five,
38 Wang Chiu Road, Kowloon Bay,
Hong Kong

Tel: (852) 2400 3398

Email: hkgwebcust@dhl.com

Website: www.dhl.com.hk

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 Onsite Banking Services

Please refer to Forms 24 & 25 in "Additional Facilities and Services Order Form" for details, or contact the relevant bank for enquiries.

5.5 Temporary Staff / Interpreter Agencies (For reference only)

ADECCO Personnel Limited

12/F, Fortis Tower, 77-79 Gloucester Road, Wan Chai, Hong Kong

Tel: (852) 2895 2616

Fax: (852) 3421 2970

ExPro Services Company

15/F, 80 Gloucester Road, Wanchai, Hong Kong

Tel: (852) 2132 6792 / 6286 6839

Kelly Services Hong Kong Ltd.

Units 402-412, 4/F, Hutchison House, 10 Harcourt Road, Central, Hong Kong

Tel: (852) 2281 0000

Fax: (852) 2281 0099

Manpower Services (Hong Kong) Limited

22/F, Cigna Tower, 482 Jaffe Road, Causeway Bay, Hong Kong

Tel: (852) 2281 1200

Fax: (852) 2573 3205

Team Spirit

Room 608, Capital Centre, 5-19 Jardine's Bazaar, Causeway Bay, Hong Kong

Tel: (852) 2881 0873

Fax: (852) 2890 9165

GL Events Hong Kong Limited

Unit G-L, 5/F, Wing Shan Industrial Building, 428 Cha Kwo Ling Road, Yau Tong, Hong Kong

Tel: (852) 2754 9487

Fax: (852) 2754 8103

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.

5.6 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 the '**Directory of Exhibition Stand Contractors in Hong Kong 2018**' 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.

5.7 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 Spencer Chan, Assistant Security Manager of the Hong Kong Convention and Exhibition Centre. Tel: (852) 2582 7195, email spencerchan@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.

5.8 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 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.

5.11 Octopus Facility

Exhibitors can accept Octopus card* or O! ePay QR Code payment with mobile device by downloading Business Octopus App and signing up for a Business O! ePay account. No set-up cost and installation of hardware is needed! Upon successful sign-up on or before 29 June 2018, exhibitors can enjoy the Bank Account Fund Transfer Fee waived for the first 12 months, and get up to \$250 incentive! Terms and conditions apply. For more details, please contact Octopus Cards Ltd:

Mr. Garry Lee
Manager, Sales & Business Development
Tel: 2266 2463
Mobile: 9678 6355
Fax: 2266 2254
Email: garrylee@octopus.com.hk

Please visit www.octopus.com.hk/business-octopus-app for the service details of Business Octopus App

5.12 Tap & Go Payment Service

Exhibitors who wish to become a Tap & Go merchant, please contact the Tap & Go service hotline:

Tel: 2888 3388
Fax: 2888 1136
Email: TapNGoPayPartner@pccw.com