

## 5. Services for Exhibitors

### 5.1. 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](http://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.

### 5.2. Temporary Staff / Interpreter Agencies (For reference only)

ADECCO Personnel Limited  
12/F, Fortis Tower  
77-79 Gloucester Road,  
Wanchai, Hong Kong  
Tel: (852) 2895 2616  
Fax: (852) 3421 2970

Chandler Macleod  
8/F, Guangdong Investment Tower  
148 Connaught Road,  
Central, Hong Kong  
Tel: (852) 2833 4100  
Fax: (852) 3016 9869

ExPro Services Company  
15/F, 80 Gloucester Road, Wanchai, Hong Kong  
Tel: (852) 2132 6792 / 6286 6839  
Fax: (852) 3007 5107

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, Capitol Centre 5-19 Jardine's Bazaar, Causeway Bay, Hong Kong  
Tel: (852) 2881 0873  
Fax: (852) 2890 9165

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.

### **5.3. 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 2015**'

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.

### **5.4. 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, 1 Harbour Road, Wan Chai, Hong Kong. Tel: (852) 2582 7195; email: [spencerchan@hkcec.com](mailto: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 fill out **Form 16** in the "**Additional Facilities and Services Order Form Booklet**" and return it directly to the Convention and Exhibition Centre **on or before 7 January 2015**.

### **5.5. Stand Cleaning**

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

### **5.6. 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.

## 5.7. 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.

## 5.8. 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 **Ms. Brenda Cheong** at tel: **(852) 2240 4194**, fax: **(852) 2169 9588** or email: **[brenda.cheong@hktdc.org](mailto:brenda.cheong@hktdc.org)**.