

5. Services for Exhibitors

5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd is the Official Freight Forwarder and Customs Broker for the HKTDC Education & Careers Expo 2017 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
Unit 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
E-mail: info@hansenhk.com

5.2. Official Air Express Company

Speedpost, Hongkong Post is appointed as the official air express company for the HKTDC Education & Careers Expo 2017, they will set up a counter at the Customer Service Centre at Hall 1A concourse during the fair period.

Speedpost, Hongkong Post

21/F., FWD Financial Center,
308-320 Des Voeux Road Central,
Sheung Wan, Hong Kong
Tel : (852) 2921 2277
Fax : (852) 2541 4868
Email : lily_nl_yeung@hkpo.gov.hk
Website : www.speedpost.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. 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

Chandler Macleod
8/F, Guangdong Investment Tower, 148 Connaught Road,
Central, Hong Kong
Tel: (852) 2833 4100 Fax: (852) 2152 9921

Kelly Services Hong Kong Ltd.
Units 402-412, 4/F, Hutchison House, 10 Harcourt Road, Central, Hong Kong
Tel: (852) 2281 0000

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

Williams (Hong Kong) Ltd.
Unit 15B, 15/F, Winsan Tower
98 Thomson Road, Wan Chai, Hong Kong
Tel: (852) 2845 6777 Fax: (852) 2845 0689

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 2017**'

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 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

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 15** in the “**Additional Facilities and Services Order Form Booklet**” and return it directly to the Convention and Exhibition Centre **on or before 23 January 2017**.

5.7. Official Mobile Service Provider

iFREE Group (HK) Ltd. is the Official Mobile Service Provider at the HKTDC Education & Careers Expo 2017.

iFREE Group (HK) Ltd.

Suite 06, 19/F Miramar Tower,
132-134 Nathan Road, Tsim Sha Tsui,
Kowloon, Hong Kong
Tel: (852) 2473 8888
Fax: (852) 2433 3996
Email: tschiew@ifreegroup.com
Website: www.ifreegroup.com

Note: Exhibitors are not required to use the service of any of the above mentioned services. This list 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.

5.8. Official Business Centre Operator

Fuji Xerox (HK) Ltd. is the Official Business Centre Operator at the HKTDC Education & Careers Expo 2017.

Fuji Xerox (HK) Ltd.

Room 1-4, 11/F Wealthy Industrial Building,
No. 22-26 Wing Yip Street, Kwai Chung, N.T., Hong Kong
Tel: (852) 3650 6563 Fax : (852) 2505 3762
Email : Vincent.Tam@hkg.fujixerox.com
Website: www.fujixerox.com.hk

5.9. Stand Cleaning

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

5.10. 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.

5.11. 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 or call the Wireless LAN Service Hotline at (852) 2582 1846 / 2582 1849 for technical support and assistance.

5.12. 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**.