

5. Services for Exhibitors

5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd.

Address: Unit 13, 13/F., New Commerce Centre, 19 On Sum Street, Siu Lek Yuen, Shatin, HK

Contact: Mr. Ken Chan / Mr. Michael Kun

Tel: (852) 2367 2303

Fax: (852) 2369 0479

Email: info@hansenhk.com

Important:

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

5.2. Official Air Express Company

DHL Express (Hong Kong) Limited is appointed as the official air express company for the "HKTDC Hong Kong International Tea Fair 2022".

DHL Express (Hong Kong) Limited

Address: 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. 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 Co.

15/F, 80 Gloucester Road,
Wanchai, Hong Kong.
Tel: (852) 6286 6839

PERSOLKELLY Hong Kong Limited

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.

5.5. 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 2022”

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 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, Security Manager of the Hong Kong Convention and Exhibition Centre, 1 Harbour Road, Wan Chai, Hong Kong. Tel: (852) 2582 7039; 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 16** in the “**Additional Facilities and Services Order Form**” and return it directly to the Convention and Exhibition Centre **on or before 26 June 2022**.

5.7. Official Business Centre Operator

Fuji Xerox (HK) Ltd. is the Official Business Centre Operator at the HKTDC Hong Kong International Tea Fair 2022.

Fuji Xerox (HK) Ltd.

Fuji Xerox (HK) Ltd.

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

Tel: (852) 3650 6560

Fax: (852) 2513 2076

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 & Exhibition Centre. The main entrances to the car-park are at the Harbour Road and Expo Drive.

5.10. EPS Facility

Exhibitors wishing to install Electronic Payment Services (EPS) terminals in their stand should contact the EPS Company (Hong Kong) Limited.

EPS Company (Hong Kong) Limited
Tel: (852) 2733-0581
Fax: (852) 2722-6866
Contact Person: Ms Angel Tang

Each terminal requires installation of a square pin socket and a EPS data line. To order such facilities, please completed the **Form 4 and 5** in “**Additional Facilities and Services Order Form**” and return to HKTDC. Or contact our Exhibitors Services Department (Tel: (852) 2240 5497 / Fax: 2519-8223) **before 5 July 2022**.

5.11 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) 2333-0181
Fax: (852) 2764-1605
Contact Person : Mr Winner Yang

Low Refrigeration
Rm 904-906 Tung Ming Building
40-42 Des Voeux Road Central
Hong Kong
Tel : (852) 2521-6987
Fax : (852) 2521-7013
Contact Person : Mr Steve Hancox

5.12. 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 2582-1846 / 2582-1849 for technical support and assistance.