

## 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](mailto:info@hansenhk.com)

#### **Important:**

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

### 5.2 Official Air Express Company Special Airfares from Cathay Pacific

Cathay Pacific, the home carrier of Hong Kong, offers registered exhibitors 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 Cathay Pacific's [Global Contact Centres](#) and quote the MICE Event Code to enjoy special fares.



Please link logo to: [http://www.cathaypacific.com/cx/en\\_HK.html](http://www.cathaypacific.com/cx/en_HK.html)

Please embed the hyperlinks

Book online: <http://eventsoffer.cathaypacific.com>

Global Contact Centres: [https://www.cathaypacific.com/cx/en\\_HK/contact-us.html](https://www.cathaypacific.com/cx/en_HK/contact-us.html)

### 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](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.

### 5.4 Temporary Staff / Interpreter Agencies (For reference only)

#### **Adecco Personnel Limited**

22/F Shui On Centre, 6-8 Harbour Road,  
Wanchai, Hong Kong

Tel: (852) 2895 2616 Fax: (852) 2895 3571

Email: [exhibition.hk@adecco.com](mailto: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](mailto: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) 6117 2697  
Fax: (852) 2423 3223  
Email: [fredyf\\_tung@certisgroup.com](mailto:fredyf_tung@certisgroup.com)

**ExPro Services Co.**

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

**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](mailto:hkevent@persolkelly.com)

**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](mailto: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](mailto: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 2023](#)"

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 Gary Chow, Security Manager of the Hong Kong Convention and Exhibition Centre, 1 Harbour Road, Wan Chai, Hong Kong. Tel: (852) 2582 7198; email: [garychow@hkcec.com](mailto:garychow@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 10 July 2023**.

## 5.7 Official Business Centre Operator

Fuji Xerox (HK) Ltd. is the Official Business Centre Operator at the HKTDC Hong Kong International Tea Fair 2023.

### **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.tz@fujifilm.com](mailto:alvin.chan.tz@fujifilm.com)

Website: <https://www.fujifilm.com/fbhk>

## 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 2023**.

## 5.11 Hire of Cold Storage Equipment (For reference only)

### **Oriental Engineering Co Ltd. Lowe Refrigeration**

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

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 causal usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and the logged in device will be disconnected from the Service if there is a prolonged idle time of 240 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. Exhibitors are advised, if needed, to rent their own Wi-Fi router or pre-paid sim card for the use of e-payment devices that do not support broadband line connection.

If you encounter any problem with the Wireless LAN service onsite, please approach the Fair Management Office set onsite for assistance.

<https://www.hkcec.com/en/complimentary-wi-fi-service>

### 5.13 Special Hotel Booking Offer from Agoda

Agoda provides exclusive discount to facilitate registered exhibitors for their hotel booking in Hong Kong!

Book online via Agoda's Special Offer page and quote "HKTDC10" to enjoy special discount on hotel booking.

\*Offers are subject to relevant terms and conditions and each person can only book once for each fair.

