

# 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 Sports and Leisure 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**

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

Speedpost, Hongkong Post is appointed as the official air express company for the "HKTDC Hong Kong Sports and Leisure Expo 2017".

### **Speedpost, Hongkong Post**

21/F., FWD Financial Center,  
308-320 Des Voeux Road Central,  
Sheung Wan, Hong Kong

Tel: (852) 2921 2277

Email: tony\_ch\_ng@hkpo.gov.hk

Fax: (852) 2541 4868

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](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 Onsite Banking Services

To be confirmed.

## 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

### **Chandler Macleod**

8/F, Guangdong Investment Tower, 148 Connaught Road,  
Central, Hong Kong

Tel: (852) 2833 4100

Fax: (852) 2152 9921

### **ExPro Services Company**

15/F, 80 Gloucester Road, Wanchai

Tel: (852) 2132 6792 / 62866839

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, Capital 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.

## 5.6 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 2017' 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](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 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 who wish to install Octopus readers at their stand should contact the Octopus Cards Ltd:

Ms. Katie Tse  
Manager, Sales & Business Development  
Tel: 2266 2529  
Mobile: 9186 0508  
Fax: 2266 2254  
Email: [katietse@octopus.com.hk](mailto:katietse@octopus.com.hk)