

5. Services for Exhibitors

5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Broker for the Hong Kong International Printing & Packaging Fair 2019 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.
Unit 13, 13/F., New Commerce Centre
19 On Sum Street
Siu Lek Yuen, Shatin, N.T.
Tel: (852) 2367-2303
Fax: (852) 2369-0479
Email: info@hansenhk.com
Contact Person: Mr. Ken Chan, Mr. Michael Kun

5.2. Official Business Centre Operator

Fuji Xerox (HK) Ltd is the Official Business Centre Operator at the Hong Kong International Printing & Packaging Fair 2019.

Fuji Xerox (HK) Ltd.
Room 1-4, 11/F Wealthy Industrial Building, No. 22-26 Wing Yip Street,
Kwai Chung, N.T.
Tel : (852) 3650-6560
Fax : (852) 2513-2076
Email : Alvin.Chan@hkg.fujixerox.com
Website : www.fujixerox.com.hk

5.3. Official Carrier

The Hong Kong Trade Development Council has appointed Cathay Pacific Airways Ltd as official carrier of this event. Cathay Pacific and sister airline Dragonair are offering exclusive airfares for you and your travel companions in Business and Economy class. For online special fares enquiries and reservations, please visit the Cathay Pacific Airways website at <http://events.cathaypacific.com> and input the event access code MICE 081 or contact your nearest Cathay Pacific or Dragonair reservations office and quote the event access code to avail of special fares for event participants.

Cathay Pacific Reservations: (852) 2747 1888 www.cathaypacific.com

Dragonair Reservations: (852) 3193 3888 www.dragonair.com

The Marco Polo Club Service Centre: (852) 2749 5500

Asia Miles Service Hotline: (852) 2747 3838 www.asiamiles.com

Country/Territory	City	Cathay Pacific Reservations
Australia	Adelaide, Brisbane Cairns, Melbourne Perth, Sydney	131747
Bahrain	Manama	(973) 1722 6226
Canada	Toronto, Vancouver	1 800 268 6868
Chinese mainland	Beijing, Shanghai	400 888 6628
France	Paris	33 (0) 141 437 575
Germany	Frankfurt	49 (180) 5 288 285
India	Bengaluru (Bangalore)	91 (80) 4008 8400
	Chennai	91 (44) 4298 8400
	Mumbai	91 (22) 6657 2222
	Delhi	91 (11) 4354 4777
Indonesia	Denpasar, Surabaya	0804 1 888 888
	Jakarta	62 (21) 5151747
Italy	Milan, Rome	199 747 340
Japan	Fukuoka, Nagoya	81 (3) 5159 1700
	Osaka, Sapporo, Tokyo	
Republic of Korea	Seoul	82 (2) 3112 800
Malaysia	Kuala Lumpur	60 (3) 2035 2777
	Penang	60 (4) 226 0411
Netherlands	Amsterdam	31 (20) 653 2010
New Zealand	Auckland	0800 800 454
Pakistan	Karachi	92 (21) 521 8081
Philippines	Cebu	63 (32) 231 3747
	Manila	63 (2) 757 0888
Saudi Arabia	Jeddah	966 (2) 665 3088
	Riyadh	966(1) 479 3232
Singapore	Singapore	(65) 6533 1333
South Africa	Johannesburg	27 (11) 700 8900
Sri Lanka	Colombo	94 (11) 233 4145
Taiwan	Taipei	886 (2) 2715 2333
Thailand	Bangkok	66 2263 0606
United Arab Emirates	Dubai	971 (4) 204 2888
United Kingdom	London	44 (20) 8834 8888
United State of America	Los Angeles, New York	1 800 233 2742
	San Francisco	
Vietnam	Hanoi	84 (4) 3826 7298
	Ho Chi Minh City	84 (8) 3822 3203

5.4. Value-for-Money Hotels

Information and booking forms for the Value-for-Money Hotel packages can now be found in “**Additional Facilities and Services Order Form Booklet**”, which also forms part of your “Information Kit”.

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

ExPro Services Co.

15/F, 80 Gloucester Road,

Wanchai, Hong Kong.

Tel: (852) 6286 6839

Kelly Services Hong Kong Ltd.

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.

5.6. 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 a separate booklet titled '**Directory of Exhibition Stand Contractors in Hong Kong 2019**'

Note: The directory is provided purely for the convenient reference for the exhibitors. The Organisers 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 AsiaWorld-Expo (AWE), exhibitors may procure additional security guards from the official security contractor only.

Please contact the Events Department of the AsiaWorld-Expo Management Limited. Tel: (852) 3606 8000, Fax: (852) 3606 8001.

Requests must reach the AsiaWorld-Expo at least three weeks before the Fair, otherwise a later order surcharge will be levied.

5.8. Stand Cleaning

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

5.9. Public Parking

Hourly car-park is situated in the AsiaWorld-Expo. The main entrance to the car-park is at the West Entrance

5.10. Free Wi-Fi Service

AsiaWorld-Expo provides free wi-fi service (limited to 20 minutes for each user), you will be able to connect with the Internet at your booth with your laptop and a wireless LAN adaptor. The procedures and details will be provided in your check-in circular on 26 April 2019. To ensure seamless connection throughout the fair period, it is recommended to order a separate broadband line by filling up our order form (**Form 5**).

5.11. 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 Mr Syria Choi at tel: (852) 2240 4135, fax: (852) 2169 9199 or email: syria.choi@hktdc.org.

5.12. Security Precautions

The Organisers and the Exhibition venue management will take all reasonable measures to provide a secured environment for exhibitor's display and business conduction. However, it is not possible to solely rely on Organisers' efforts to prevent loss of items stored or displayed within the confines of an exhibitor's booth. Exhibitors are required to observe the following guidelines strictly:

Manning of Booth

Exhibitors' stand must be fully manned at all times by alert staff. Never leave property unguarded, even for a few seconds. Entertain all customers entering the stand closely and present minimum items each time.

Report Crime

In the event of any emergency and suspicion, exhibitors should report immediately to:

- a) The Organisers (HKTDC duty staff at Fair Management Office)
- b) AsiaWorld-Expo (security control extension 1200)

Security Advice

For professional and impartial advice, exhibitors can contact:

AsiaWorld-Expo

Tel: (852) 3606 8000

Fax: (852) 3606 8001

Any special publicity programme or PR activity within exhibitors' stand must be pre-approved by the Organisers. **Loose security facilitating crime will jeopardise exhibitors' future participation.**