

# 5. Services for Exhibitors

## 5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Broker for the HK International Outdoor & Tech Light Expo 2023 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  
Contact : Mr. Andy Ling  
E-mail: [info@hansenhk.com](mailto:info@hansenhk.com)

## 5.2. Official Air Express Company

S.F. Express (Hong Kong) Limited is appointed as the official air express company for the HK International Outdoor & Tech Light Expo 2023, they will set up a counter at the fairground during the fair period.

S.F. Express (Hong Kong) Limited  
Tel: 2929 2929  
Email: [852market@sf-express.com](mailto:852market@sf-express.com)  
Address: 9/F, Asia Logistics Hub SF Centre, 36 Tsing Yi Hong Wan Road, Tsing Yi, Hong Kong  
Website : <https://htm.sf-express.com/>

## 5.3. Official Carrier

### **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 "MICE456" to enjoy special fares.



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

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)

## 5.4. 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**”, which also forms part of your “Information Kit”.

## 5.5. 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.

## 5.6. 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) 3421 2970  
Email: [exhibition.hk@adecco.com](mailto:exhibition.hk@adecco.com)

### **Besteam Personnel Consultancy Limited**

Unit 705-706, 7/F., Kowloon Centre,  
33 Ashley Road, T.S.T., 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 Ltd.**

6/F., Tower 2, The Gateway,  
25 Canton Road, T.S.T., Kowloon  
Tel: (852) 2281 0000  
Fax: (852) 2281 0099  
Email: [hkevent@personkelly.com](mailto:hkevent@personkelly.com)

### **Provention Limited**

Room D2, 1/F., King Yip Factory Building,  
59 King Yip Street, Kwun Tong, Kowloon  
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.*

## **5.7. List of Stand Contractors in Hong Kong: (For Custom-built Participations' reference only)**

For List of stand contractors in Hong Kong, please refer to the '**Directory of Exhibition Stand Contractors in Hong Kong 2023**' 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.*

## **5.8. 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 Operations Department of the AsiaWorld-Expo Management Ltd.  
Tel: (852) 3606 8000, Fax: (852) 3606 8001.

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

## **5.9. Official Business Centre Operator**

Fuji Xerox (HK) Ltd. is the Official Business Centre Operator at the HK International Outdoor & Tech Light Expo 2023.

11/FI, 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>

## **5.10. Stand Cleaning**

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

## **5.11. Public Parking**

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

## **5.11. 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 the 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
- (b) AsiaWorld-Expo (security control extension 1200)

### **Security Advice**

For professional and impartial advice, exhibitors can contact:

AsiaWorld-Expo Management Limited  
Tel: (852) 3606 8000  
Fax: (852) 3606 8001

## **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 Syria Choi at tel: (852) 2240 4135, fax: (852) 2169 9199 or email: [syria.choi@hktdc.org](mailto:syria.choi@hktdc.org).

## **5.13. Free Wireless LAN Service**

AsiaWorld-Expo provides free Wi-Fi service (limited to 20 minutes), 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 25 Oct 2023. To ensure seamless connection throughout the fair period, it is recommended to order a separate broadband line by filling up (Form 5)

## **5.14. 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.

