

5. Services for Exhibitors

5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Broker for the HKTDC Food Expo / HKTDC Food Expo PRO 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.

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

Important:

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

5.2. 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.

5.3. 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

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

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

ExPro Services Co.

17/F, 80 Gloucester Road,
Wanchai, Hong Kong.
Tel: (852) 2132 6792
Email: 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

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

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

Note: Exhibitors are not required to use the service of any of the above mentioned services. 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 they would in dealing with any service suppliers.

5.4 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**'
http://tpwebapp.hktdc.com/fair/Multi_fairs/2022/stand_contractors/Directory_Full.pdf

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.

5.5. 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 Event Planning & Co-ordination Department of the Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wan Chai, Hong Kong. Tel: (852) 2582 8888; Fax : (852) 2582 7106.

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 27** in the “**Additional Facilities and Services Order Form**” and return it directly to the Convention and Exhibition Centre **on or before 10 July 2023**.

5.6. Official Business Centre Operator

FUJIFILM Business Innovation Hong Kong Limited is the Official Business Centre Operator at the HKTDC Food Expo / HKTDC Food Expo PRO 2023.

FUJIFILM Business Innovation Hong Kong Limited

11/F, 12 Taikoo Wan Road,

Taikoo Shing, Hong Kong

Tel: (852) 3650 6560

Fax : (852) 2513 2076

Email : alvin.chan.tz@fujifilm.com

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

5.7. Stand Cleaning

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

5.8. 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.

5.9. 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: 2733 0581

Fax: 2722 6866

Contact Person: Ms Angel Tang

Each terminal requires installation of a square pin socket and an EPS data line. To order such facilities, please completed the **Form 4 & 5** in “**Additional Facilities and Services Order Form**” and return to HKTDC, or contact our Exhibition Services Department (Tel: 2240 5479 / Fax: 2519-8223) **before 6 July 2023**.

5.10. 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) 2765-9993

Fax: (852) 2764-1605

Contact Person: Mr Cyrus Choi

Low Refrigeration

Room 11, 14/F., Wah Wai Centre

38-40 Au Pui Wan Street, Fo Tan, N.T.

Hong Kong

Tel: (852) 2659 5300

Fax: (852) 2659 5700

Contact Person: Ms Phoebe Ko

5.11. 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.

5.12. Exhibitors' Resting Room

Exhibitors' Resting Room Facility on Leve 2 Mezzanine will be opened for use among all exhibitors of the Food Expo. Remarks: Food consumption in the Resting Room is not allowed for the comfort and cleanliness of the room. Exhibitors are welcome to make use of such facility as an interior resting place during a day of busy work schedule.

5.13. Special Hotel Booking Offer from Agoda (For Overseas Exhibitors)

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.***

