

## 5. Services for Exhibitors

### 5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Broker for the **HKTDC Home Delights 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.

#### **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](mailto: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](http://www.gaahk.org.hk) which is a printing service network of the Graphic Arts Association of Hong Kong, a non-profitable organization 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](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 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](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 Harbour Road, 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 21 in the "Additional Facilities and Services Order Form Booklet" and return it directly to the Convention and Exhibition Centre on or before 10 July 2023.

#### **5.6. Stand Cleaning**

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

#### **5.7. 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.

#### **5.8. 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

