

5. Services for Exhibitors

5.1. 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”.

5.2. 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. 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 **MICE849** 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) Chennai Mumbai Delhi	91 (80) 4008 8400 91 (44) 4298 8400 91 (22) 6657 2222 91 (11) 4354 4777
Indonesia	Denpasar, Surabaya Jakarta	0804 1 888 888 62 (21) 5151747
Italy	Milan, Rome	199 747 340
Japan	Fukuoka, Nagoya Osaka, Sapporo, Tokyo	81 (3) 5159 1700
Republic of Korea	Seoul	82 (2) 3112 800
Malaysia	Kuala Lumpur Penang	60 (3) 2035 2777 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. 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
Email: hongkong@adecco.com

ExPro Services Co.

15/F, Gloucester Road,
Wanchai, Hong Kong
Tel: (852) 6286 6839
Email: ccheung@expro.hk

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
Email: info.hk@gl-events.com

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
Email: hkevents@kellyservices.com

Manpower Services (Hong Kong) Limited

22/F, Cigna Tower, 482 Jaffe Road
Causeway Bay, Hong Kong
Tel: (852) 2281 1200
Fax: (852) 2573 3205
Email: enquiries@manpower.com.hk

Team Spirit

Room 608, Capital Centre

5-19 Jardine's Bazaar, Causeway Bay, Hong Kong

Tel: (852) 2881 0873

Fax: (852) 2890 9165

Email: teamspirit@hktrade.com

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.

5.5. 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 2018**'

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.

5.6. 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, 1 Harbour Road, Wan Chai, Hong Kong. Tel: (852) 2582 7039; email: spencerchan@hkcec.com

Requests must reach the HKCEC at least three weeks before the fair, otherwise a later order surcharge will be levied.

5.7. 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 (852) 2582 1846 / 2582 1849 for technical support and assistance.

5.8. Free Shuttle Bus Services

Free shuttle bus service will be provided during fair opening & closing hours. Routings are listed as follows:

Pick-up Locations	8 – 10 January	11 January
Hung Hom / Tsim Sha Tsui – MTR Hung Hom Station (near Gate Yellow of the Hong Kong Coliseum) / InterContinental Grand Stanford Hong Kong / Middle Road (near Tsim Sha Tsui Post Office)	9am – 3pm (every 30 mins)	9am - 12:00noon (every 30 mins)

Drop-off Locations	8 – 10 January	11 January
Hung Hom / Tsim Sha Tsui – MTR Hung Hom Station / Middle Road	4:30pm - 7:30pm (every 15 mins)	3:00pm - 7:00pm (every 15 mins)

Note: The above timetable will be subject to change according to the traffic condition. The Organiser reserves the final right to change the schedule without prior notice. Shuttle bus service is for the use of registered exhibitors and visitors to the Fairs only. This service is provided for passengers only and not for transportation of goods. Hand baggage which exceeds 56cm X 36cm X 23cm will not be allowed to carry onboard. The Organiser has sole discretion to deny access to the bus service. Seating is provided on a first-come-first-serve basis. For enquiries, please contact HKTDC customer service hotline at (852) 1830668.

5.9. Stand Cleaning

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

5.10. 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.

5.11. 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 & Webcast 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. Antonia Cheung at tel: (852) 2240 4194, fax: (852) 2169 9588 or email: anthonia.yl.cheung@hktdc.org.

5.12. Official Business Centre Operator

Fuji Xerox (HK) Ltd.

Room 1-4, 11/F. Wealthy Industrial Building,
No. 22-26 Wing Yip Street,
Kwai Chug, N.T.

Tel: (852) 3650 6560

Fax: (852) 2513 2076

Email: alvin.chan@hkg.fujixerox.com

Website: www.fujixerox.com.hk

5.13. Official Mobile Service Provider

iFREE Group (HK) Limited

Suite 06, 19/F. Mira Place Tower A,
132 Nathan Road,
Tsim Sha Tsui,
Kowloon, Hong Kong

Tel : (852) 2473 8888

Fax : (852) 2433 3996

Email: claire@ifreegroup.com

Website: www.ifreegroup.com

5.14. Official Air Express Company

DHL Express (Hong Kong) Limited

Level 26, Tower 1, Enterprise Square Five,
38 Wang Chiu Road,
Kowloon Bay, Hong Kong

Tel: (852) 2400 3398

Email: hkgwebcust@dhl.com

Website: www.dhl.com.hk

5.15. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd.

Unit 13, 13/F., New Commerce Centre,
19 On Sum Street,
Siu Lek Yuen,
Shantin, N.T.

Tel : (852) 2367 2303

Fax : (852) 2369 0479

Email: info@hansenhk.com

Important:

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

5.16. Centralized move-out logistics Service Provider

Kerry Logistics (Hong Kong) Limited

8/F., Kerry Cargo Centre,

55 Wing Kei Road,

Kwai Chung, N.T.

Hong Kong

Tel : (852) 2211 3633

Fax : (852) 2149 5635

Email: move-out@kerrylogistics.com

Website: www.kerrylogistics.com

5. 貨運、住宿及其他服務資料

5.1 特惠酒店

主辦單位特別邀請了數間酒店作為大會指定酒店，詳情請細閱隨附於「資料夾」內之「額外設施及服務申請表」。

5.2 印刷服務

香港印刷服務一向以優良品質，信譽和合理價錢聞名。參展商只需將設計製作成電腦光碟或經網上傳送，印刷公司便可為目錄、傳單、手冊和名片等輸出數碼或柯式印刷。此項服務不但可節省手續和運費，更可提供不時之需的更改服務。有關印刷服務機構可參閱香港印藝學會(為一間推動香港印刷業的非牟利團體)所提供的網頁www.gaahk.org.hk。

5.3 大會航空公司

香港貿易發展局已委任國泰航空公司為是次展覽會的大會指定航空公司。國泰航空聯同姊妹航空公司港龍航空誠意為您及同行貴賓提供各項商務及經濟客位之獨家機票優惠。請即登入國泰航空下列網址：<http://events.cathaypacific.com> 並輸入是次展覽會代碼 **MICE849**，即可查詢票價及訂票。此外，您亦可向就近之國泰航空或港龍航空辦事處查詢，敬請提及展覽會代碼。

國泰航空訂位部：(852) 2747 1888 www.cathaypacific.com

港龍航空訂位部：(852) 3193 3888 www.dragonair.com

馬可孛羅會會員服務中心：(852) 2747 5500

「亞洲萬里通」服務熱線：(852) 2747 3838 www.asiamiles.com

國家 / 地區	城市	國泰航空訂位電話
澳洲	阿德萊德 / 布里斯班 / 凱恩斯 / 墨爾本 / 柏斯 / 悉尼	131 747
巴林	麥納麥	(973) 1722 6226
加拿大	多倫多 / 溫哥華	1 800 268 6868
中國	北京 / 上海	400 888 6628
法國	巴黎	33 (0) 141 437 575
德國	法蘭克福	49 (180) 5 288 285
印度	班加羅爾 欽奈 孟買 德里	91 (80) 4008 8400 91 (44) 4298 8400 91 (22) 6657 2222 91 (11) 4354 4777
印尼	巴里(峇厘) 雅加達	0804 1 888 888 62 (21) 515 1747
意大利	米蘭 / 羅馬	199 747 340
日本	福岡 / 名古屋 大阪 / 札幌 / 東京	81 (3) 5159 1700
韓國	首爾	82 (2) 3112 800
馬來西亞	吉隆坡 檳城	60 (3) 2035 2777 60 (4) 226 0411
荷蘭	阿姆斯特丹	31 (20) 653 2010
新西蘭	奧克蘭	0800 800 454
巴基斯坦	卡拉奇	92 (21) 521 8081

菲律賓	宿霧 馬尼拉	63 (32) 231 3747 63 (2) 757 0888
沙特阿拉伯	吉達 利雅得	966 (2) 665 3088 966 (1) 479 3232
新加坡	新加坡	(65) 6533 1333
南非	約翰內斯堡	27 (11) 700 8900
斯里蘭卡	科倫坡	94 (11) 233 4145
台灣	台北	886 (2) 2715 2333
泰國	曼谷	66 2263 0606
阿拉伯聯合酋長國	迪拜	971 (4) 204 2888
英國	倫敦	44 (20) 8834 8888
美國	洛杉磯 / 紐約 / 舊金山 (三藩市)	1 800 233 2742
越南	河內 胡志明市	84 (4) 3826 7298 84 (8) 3822 3203

5.4 臨時僱員/傳譯招聘機構 (祇供參考)

ADECCO Personnel Limited

香港灣仔告士打道 77-79 號華比富通大廈 12 樓

電話：(852) 2895 2616

傳真：(852) 3421 2970

電郵：hongkong@adecco.com

ExPro Services Co.

香港灣仔告士打道 80 號 15 樓

電話：(852) 6286 6839

電郵：ccheung@expro.hk

GL Events Hong Kong Limited

香港油塘茶果嶺道 428 號榮山工業大廈 5 樓 G-L 室

電話：(852) 2754 9487

傳真：(852) 2754 8103

電郵：info.hk@gl-events.com

Kelly Services Hong Kong Ltd.

香港中環夏慤道 10 號和記大廈 4 樓 402-412 室

電話：(852) 2281 0000

傳真：(852) 2281 0099

電郵：hkevent@kellyservices.com

Manpower Services (Hong Kong) Limited

香港銅鑼灣謝斐道 482 號信諾環球保險中心 22 樓

電話：(852) 2281 1200

傳真：(852) 2573 3205

電郵：enquiries@manpower.com.hk

Team Spirit

香港銅鑼灣渣甸坊 5-19 號京華中心 608 室

電話：(852) 2881 0873

傳真：(852) 2890 9165

電郵：teamspirit@hktrade.com

註：以上機構/公司之資料只供參考用，參展商毋須一定聘請其中任何機構/公司為其服務。主辦機構對任何機構/公司的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡。

5.5 展台承建商 (祇供租用展覽空地的參展商參考)

有關本地承建商之資料，參展商可參閱「[香港展覽會展台承建商名錄 2018](#)」小冊子(Directory of Exhibition Stand Contractors in Hong Kong 2018)。

註：參展商毋須一定聘請小冊子內之承建商為其服務。主辦機構對任何承建商的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡。

5.6 保安服務

根據香港會議展覽中心許可之標準條款及條件，參展商於展覽期間可因應個別須要而選擇聘用護衛員。但參展商必須通過香港會議展覽中心指定之護衛員承辦公司聘用護衛員。

參展商可直接向香港會議展覽中心保安部申請聘用護衛員。電話：(852) 2582 7039 電郵：spencerchan@hkcec.com 聯絡人：陳先生。

參展商必須於展覽會舉行前最少三星期申請委聘護衛員，否則將被徵收遲交申請附加費。

5.7 展覽會連線上網安排

如貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途 (如網頁示範、檔案下載或遠程連接電腦伺服器)，本局強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用，避免依賴香港會議展覽中心提供之無線上網服務 (申請程序請見「申請表格」內的表格五)。

各參展商亦必須注意會展中心提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗，不穩定或緩慢等情況，且若連線後停止瀏覽網頁超過 10 分鐘，無線上網服務亦會自行中止。另外貿發局亦會在展覽會的一些指定地點提供免費寬頻服務，為參展商及買家提供多一個上網的渠道。

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助，請前往博覽道入口大堂之服務台或致電熱線：(852) 2582 1846 / 2582 1849。

5.8 免費穿梭巴士服務

香港玩具展之參觀人士可尊享免費穿梭巴士服務，前往各主要酒店與交通交匯點。

乘車地點	1月8至10日	1月11日
尖沙咀 – 港鐵紅磡站 (近香港體育館黃色閘口) / 海景嘉福酒店 / 中間道 (近尖沙咀郵政局)	上午 9 時至下午 3 時 (每 30 分鐘一班)	上午 9 時至中午 12 時 (每 30 分鐘一班)

下車地點	1月8至10日	1月11日
紅磡/尖沙咀 – 港鐵紅磡站 / 中間道	下午 4 時 30 分至下午 7 時 30 分 (每 15 分鐘一班)	下午 3 時至下午 7 時 (每 15 分鐘一班)

註：以上之時間表會因應路面交通情況而有所調整，主辦單位將保留最終決定權更改有關服務，恕不另行通知。免費巴士僅供展覽會的登記參展商及訪客使用，恕不接受乘客攜帶大件行李（即體積超過 56 厘米 X 36 厘米 X 23 厘米）及運送貨物，坐位有限，先到先得。如有查詢，請致電香港貿發局客戶服務熱線（852）1830668。

5.9 攤位清潔

主辦機構於每天展會結束後，負責各攤位(不包括展品)和通道的一般清潔工作。

5.10 公眾停車場

香港會議展覽中心地庫設有兩個大型時租停車場，入口分別位於港灣道及博覽道。

5.11 免費宣傳機會

為協助各參展商增強宣傳效益，大會鼓勵參展商於展會開幕當日準備約 30 份新聞稿連相片並送往展會的「新聞及網上廣播中心」，讓海外及本地媒體索取。此服務乃免費提供予參展商。

貴公司之資料能否被採用或刊登由該媒體決定。所交資料，概不發還。

如有疑問，可聯絡張睿凌小姐，電話：(852) 2240 4194，傳真：(852) 2169 9588 或電郵：antonia.yl.cheung@hktdc.org 查詢。

5.12 大會商務中心

富士施樂(香港)有限公司

新界葵涌永業街 22-26 號

永豐工業大廈 11 樓

電話 : (852) 3650 6560

傳真 : (852) 2513 2076

電郵 : alvin.chan@hkg.fujixerox.com

網址 : www.fujixerox.com.hk

5.13 大會流動電話服務

愛訊集團(香港)有限公司

香港九龍尖沙咀彌敦道 132 號

美麗廣場 A 座 19 樓 06 室

電話 : (852) 2473 8888

傳真 : (852) 2433 3996

電郵 : claire@ifreegroup.com

網址 : www.ifreegroup.com

5.14 大會速遞服務

敦豪國際速遞(香港)有限公司

香港九龍灣宏照道 38 號

企業廣場 5 期第 1 座 26 樓

電話 : (852) 2400 3398

電郵 : hkgwebcust@dhl.com

網址 : www.dhl.com.hk

5.15 大會貨運

香港韓生展覽貨運有限公司

香港新界沙田安心街 19 號

匯貿中心 13 樓 13 室

電話 : (852) 2367 2303

傳真 : (852) 2369 0479

電郵 : info@hansenhk.com

重要事項

請確保展品不要送往香港貿易發展局。

5.16 大會物流服務

嘉里物流(香港)有限公司

香港新界葵涌永基路 55 號

嘉里貨運中心 8 樓

電話 : (852) 2211 3633

傳真 : (852) 2149 5635

電郵 : move-out@kerrylogistics.com

網址 : www.kerrylogistics.com