

5. Services for Exhibitors

5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Brokers for the Eco Expo Asia – International Trade Fair on Environmental Protection 2018 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 or Messe Frankfurt (HK) Ltd.

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

5.2. Value-for-Money Hotels

For Information and booking forms for the Value-for-Money Hotel packages, please visit “For Exhibitor”, “Additional Facilities & Services” at http://www.hktdc.com/fair/ecoexpoasia-en/s/2997-For_Exhibitor/Eco-Expo-Asia-International-Trade-Fair-on-Environmental-Protection/Order-Form.html.

5.3. 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. Lists of qualified printers are available at the below organizations’ websites:

Graphic Arts Association of Hong Kong: <http://www.gaahk.org.hk>
The Hong Kong Printers Association: <http://www.hkprinters.org/>

5.4. Temporary Staff/Interpreter Agencies (For reference only)

ADECCO Personnel Limited

12/F, Fortis Tower
77-79 Gloucester Road
Wanchai, 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 Organisers assume 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 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' by request.

Note: The directory is provided purely for the convenient reference for the Exhibitors. The Organisers assume 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 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.

5.7. Stand Cleaning

The Organisers will be responsible for the general cleaning of stands (excluding exhibits) and

hall passage way each day after the Exhibition.

5.8. 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.

5.9. 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 (HKTDC & Messe Frankfurt (HK) Ltd staff at Fair Management Office)
- (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

5.10. 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.

5.11. 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 2018. 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).