

6. Services for Exhibitors

6.1 Value-for-Money Hotels

For Value-for-Money Hotel packages details, please refer to **Form 4** in online order form (visit www.hkstationeryfair.com, click on “**For Exhibitor**”, then click on “**Additional Facilities & Services Order Form**”).

- Please mention “Hong Kong International Stationery Fair 2018” in order to enjoy the special room rate.
- Rooms are available on a first-come-first-served basis.

6.2 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.

6.3 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

Chandler Macleod

8/F, Guangdong Investment Tower, 148 Connaught Road, Central, Hong Kong
Tel: (852) 2833 4100 Fax: (852) 2152 9921

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) 2567 3686

Team Spirit

Room 608, Capital Centre, 5-19 Jardine's Bazaar, Causeway Bay, Hong Kong
Tel: (852) 2881 0873 Fax: (852) 2890 9165

Williams (Hong Kong) Ltd.

Unit 15B, 15/F, Winsan Tower, 98 Thomson Road, Wan Chai, Hong Kong
Tel: (852) 2845 6777 Fax: (852) 2845 0689

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.

6.4 List of Stand Contractors in Hong Kong

(For Custom-built Participation Exhibitors' reference only)

For stand contractor list, please refer to "Directory of Exhibition Stand Contractors in Hong Kong 2018" at www.hkstationeryfair.com.

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.

6.5 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 Mr Spencer Chan, Assistant Security Manager of the Hong Kong Convention and Exhibition Centre, 1 Harbour Road, Wan Chai, Hong Kong.

Tel: (852) 2582 7195; email: spencerchan@hkcec.com.

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

6.6 Stand Cleaning

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

6.7 Public Parking

Two large hourly car parks are situated in the basement of the Hong Kong Convention & Exhibition Centre. The main entrances to the carpark are at Harbour Road and Expo Drive.

6.8 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 (duty staffs at Fair Management Office) or
- b) Hong Kong Convention & Exhibition Centre
(for security control, please dial (852) 2582 8888 extension number 33)

Security Advice

For professional and impartial advice, Exhibitors can contact:

Hong Kong Police Crime Prevention Bureau

Tel: (852) 2301 1110

Fax: (852) 2366 0844

Contact: Mr. Chiang Kwok Wah, Detective Senior Inspector

Hong Kong Convention & Exhibition Centre

Tel.: (852) 2582 7190 Fax: (852) 2802 0000

Contact: Mr. Samuel Pau, Security Manager

Any special publicity programme or PR activity within Exhibitors' stand must be pre-approved by the Organisers. Loose security facilitating crime will jeopardise Exhibitors' future participation.

6.9 Free Wireless LAN Service

With the service, 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 **7 January 2018**. However, as this service is provided to all Exhibitors and it may be utilised by a considerable amount of users, unstable connection may be resulted occasionally. To ensure seamless connection throughout the fair period, it is recommended to order a separate broadband line by filling up **Form 2C / 2D** in the "**For Exhibitor**", then click on "**Additional Facilities & Services Order Form**" at www.hkstationeryfair.com.

6.10 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 & Webcast Centre" on the first fair day (8 January 2018). 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 contact Hong Kong Trade Development Council Ms Syria Choi at tel: (852) 2240 4135, fax: (852) 2169 9199 or email: syria.choi@hktfdc.org for details.