

6. Services for Exhibitors

6.1 Freight Forwarder

Overseas exhibitors or agents may contract official contractor directly for the detail of consignment.

Hansen Exhibition Forwarding Ltd.

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

Tel: (852) 2367 2303

Fax: (852) 2369 0479

Email: info@hansenhk.com

Contact Person: Mr. Ken Chan / Mr. Michael Kun

6.2 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 2019” in order to enjoy the special room rate.
- Rooms are available on a first-come-first-served basis.

6.3 Printing Services 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.

6.4 Temporary Staffs / 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

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) 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

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.

6.5 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 2019" 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.

6.6 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 Exhibition 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.

6.7 Stand Cleaning

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

6.8 Public Parking

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

6.9 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 (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.

6.10 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 **6 January 2019**. 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.

6.11 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 fair day (7 January 2019). 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.

6. 貨運、住宿及其他服務資料

6.1 展台貨運商

海外參展商或代理可直接依下列地址與大會貨運代理聯絡，安排托運事宜，有關詳情請索閱該公司的服務指南。

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

聯絡人：陳瑾宏先生 / 耿達光先生

6.2 特惠酒店

詳情請細閱「參展商中心」中「額外設施及服務申請表格」之**表格 4**。

- 訂房時請說明為出席「香港國際文具展 2019」，以獲得房租優惠
- 優惠將以先到先得為原則

6.3 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。此舉不但可節省手續和運費，更可提供不時之需的服務。有關印刷服務機構可參閱香港印藝學會（是一間推動香港印刷業的非牟利團體）的網頁：www.gaahk.org.hk。

6.4 臨時僱員 / 傳譯招聘機構 (只供參考)

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

ExPro Services Co.

香港灣仔告士打道 80 號 15 樓

電話：(852) 6286 6839

Kelly Services Hong Kong Ltd.

中環夏慤道 10 號和記大廈 402-412

電話：(852) 2281 0000 傳真：(852) 2281 0099

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) 2567 3686

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

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

註：以上機構 / 公司之資料只供參考，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。

6.5 香港本地承建商 (只供租用特裝參展的參展商參考)

有關本地承建商之資料，參展商可參閱www.hkstationeryfair.com/tc 內「參展商中心」、「其他服務資料」、「展台承建商目錄」中的《香港展覽會展台承建商名錄》小冊子 (Directory of Exhibition Stand Contractors in Hong Kong 2019)。

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。

6.6 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需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。

6.7 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。

6.8 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。

6.9 保安預防措施

主辦機構及香港會議展覽中心將採取合理之保安措施，確保展覽會可順利進行。但攤位內之保安及防盜則仍有賴參展商多加注意。請各參展商遵守下列之保安規定：

駐守攤位

參展商應安排足夠職員駐守攤位，並全日提高警覺。不可隨便放置展品。留意進入攤位內之買家，每次展示少量產品，以防被竊。

罪案報告

遇有緊急事件或可疑人物，參展商應立即通知：

- a) 主辦機構 (於主辦機構辦事處當值的職員)
- b) 香港會議展覽中心 (保安部會場內線 33)

參展商如需要保安協助或意見，可與下列機構聯絡：

香港警察防止罪案科 – 蔣國華 督察

電話：(852) 2301 1110 傳真：(852) 2366 0844

香港會議展覽中心 – 鮑先生 保安經理

電話：(852) 2582 7190 傳真：(852) 2802 0000

參展商如需安排特別宣傳活動，應預先取得主辦機構同意。參展商如因疏忽保安，引致罪案發生以致影響展覽會順利進行，其日後之參展資格將受影響。

6.10 免費無線上網服務

透過上述服務，參展商可於展位內以手提電腦及無線上網連接器連接上網。有關步驟及詳情將列於**2019年1月6日**派發給參展商的進館通告內。但由於所有參展商均可享用上述免費服務及可能在同一時間內有大量使用者同時使用，網路可能偶爾出現不穩定的情況。如參展商在參展期間需要相對穩定暢通之網絡連線，建議參展商填妥 www.hkstationeryfair.com/tc 內「參展商中心」中「額外設施及服務申請表格」之**表格 2C 及 2D**，訂購一條獨立的寬頻線路。

6.11 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 份新聞稿連相片並於**2019年1月6日**送往位於香港會議展覽中心 G/F 的「新聞中心」，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，可向香港貿易發展局蔡靜華小姐查詢，電話：(852) 2240 4135，傳真：(852) 2169 9199 或電郵：syria.choi@hktadc.org。