6. Services for Exhibitors

6.1 Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Broker for Hong Kong International Stationery & School Supplies Fair 2026 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
Contact Person: Mr. Ken Chan / Mr. Michael Kun

Important

Please **do not** consign shipments to the Hong Kong Trade Development Council office or Messe Frankfurt (HK) Ltd.

6.2 Official Air Express Company

S.F. Express (Hong Kong) Limited is appointed as the official air express company for the "Hong Kong International Stationery & School Supplies Fair 2026 ", they will set up a counter at the Customer Service Centre at Hall 1A concourse during the fair period.

S.F. Express (Hong Kong) Limited
Tel: (852) 2929 2929
Email: 852market@sf-express.com
Address: 9/F, Asia Logistics Hub SF Centre, 36 Tsing Yi Hong Wan Road, Tsing Yi, Hong Kong
Website: https://htm.sf-express.com/

6.3 Carrier

Special Airfares from Cathay Pacific

Cathay Pacific, the home carrier of Hong Kong, offers registered exhibitors, buyers and travel companions an exclusive opportunity to enjoy great savings on flights to Hong Kong.

Book online via the MICE online offer page or contact Cathay Pacific's Global Contact Centres and quote the MICE Event Code **"MICE03M"** to enjoy special fares.

CATHAY PACIFIC

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Cathay Pacific Reservations: (852) 2747 3333 www.cathaypacific.com

Country / Territory	City	Reservations Numbers
Australia		131-747
Bahrain		(973) 1654-8924
Canada		1 (800) 268-6868
China		400-888-6628
France		0805-542-941
Germany		0800-7244208
India		0008-0044-05008
Indonesia		001-803-852-9072
Italy		800-971-720
Japan		0120-46-3838
Korea		82-1644-8003
Malaysia		60 (3) 6207-4989
Netherlands		0800-2929-256
New Zealand		0800-411-289
Philippines		1800-8909-4024
Qatar		974 4458-318/319
Saudi Arabia		8008-440-350
Singapore		800-101-4009
South Africa		080-0611-206
Sri Lanka		94 (11) 2423-726
Switzerland		0800-001-932
Taiwan		886 (2) 8793-3388
Thailand	Bangkok	66 2-787-3366
United Arab Emirates		8000-444-6554
United Kingdom		0800-917-8260
United States		1 (800) 233-2742
Vietnam		84 (28) 3822-3203

6.4 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".

6.5 Printing Services in Hong Kong

Printing service in Hong Kong is well known for its quality, reliability and competitive pricing. Exhibitors only need to make the design into a USB or send it online, and the printing company can output 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.

6.6 Temporary Staffs / Interpreter Agencies (For reference only)

ADECCO Personnel Limited
10/F Lee & Man Commercial Center,
169 Electric Road, North Point
Tel: (852) 2895 2616
Fax: (852) 3421 2970
Email: 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

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: FredT@centurion-hk.com

ExPro Services Co.
17/F, 80 Gloucester Road,
Wanchai, Hong Kong.
Tel: (852) 2132 6792
Email: ccheung@expro.hk

GL events Hong Kong Limited
Unit G-L, 5/F, Wing Shan Building,
428 Cha Kwo Ling Road, Yau Tong, Hong Kong
Tel: (852) 2754 9487
Fax: (852) 2754 8103
Email: info.hk@gl-events.com

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

Provention Limited
Flat A5, 11/F, Jumbo Industrial Building, No. 189 Wai Yip Street, Kwun Tong, Kowloon
Tel: (852) 3706 8920
Email: 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

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.

6.7 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 **"Design House & Contractor".**

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.

6.8 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 events manager from Hong Kong Convention and Exhibition Centre, Fax: (852) 2582 7106; email: hkcecepc@hkcec.com

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

6.9 Official Business Centre Operator

FUJIFILM Business Innovation Hong Kong Limited is the Official Business Centre Operator at the Hong Kong International Stationery & School Supplies Fair 2026.

FUJIFILM Business Innovation Hong Kong Limited
Address: 27/F, Tower 1, The Millennity, 98 How Ming Street, Kwun Tong, Kowloon, Hong Kong
Tel: (852) 3650-6560
Fax: (852) 2513-2076
Email: alvin.chan.tz@fujifilm.com
Website: https://www.fujifilm.com/fbhk

6.10 Stand Cleaning

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

6.11 Public Parking

Two large hourly carparks 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.

6.12 EPS Facility

Exhibitors who wish to install Electronic Payment Services (EPS) terminals in their stand should contact the EPS Company (Hong Kong) Limited via their hotline 2721 0566.

EPS Company (Hong Kong) Limited provides both wire and wireless terminal. For exhibitors who utilise wireless terminal, there is no need to use fixed telephone line for communication, but electricity socket should be reserved.

6.13 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)

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**.

6.14 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 2D** in the "Order Forms").

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and causal usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and the logged in device will be disconnected from the Service if there is a prolonged idle time of 240 minutes. Exhibitors are advised, if needed, to rent their own Wi-Fi router or pre-paid sim card for the use of e-payment devices that do not support broadband line connection.

If you encounter any problem with the Wireless LAN service onsite, please approach the Fair Management Office set onsite for assistance.

https://www.hkcec.com/en/complimentary-wi-fi-service

6.15 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.