

## 5. Services for Exhibitors

### 5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd is the Official Freight Forwarder and Customs Broker (for wine and spirits under 30% alcohol) for the HKTDC Hong Kong International Wine & Spirits Fair 2013 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.**

Address: Unit 13, 13/F., New Commerce Centre,  
19 On Sum Street, Shatin N.T., HK

Contact: Mr Ken Chan / Mr Michael Kun

Tel: (852) 2367 2303

Fax: (852) 2369 0479

Email: [info@hansenhk.com](mailto:info@hansenhk.com)

Website: [www.hansenhk.com](http://www.hansenhk.com)

#### **Important:**

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

### 5.2. Duty-Exemption Arrangement for Overseas Exhibitors' Hard Liquor Products (For Overseas Exhibitors Only)

By the law of HKSAR Government (Chapter 109 Section 38A), all liquors with over 30% alcohol are dutiable items with 100% duty. A person who sells, offers for sale, exposes for sale or possesses for sale goods that are exempted from duty other than in accordance with the regulations commits an offence. Exemptions from duty on liquors can only be granted when the liquors are deemed to be samples or advertising matter with no commercial value and not intended for re-sale.

The Organiser has arranged for overseas exhibitors the Duty-Exemption Arrangement ("DEA") with the Hong Kong Customs and Excise Department for the import, storage, movement, control and disposal of their hard liquor products (i.e. liquor with an alcoholic strength of more than 30% by volume measured at a temperature of 20°C) for display, exhibition, distribution and dealing in the HKIWSF. The DEA would only cover the free sampling and tasting for trade visitors on the first two days of the fair period (ie 7-8 Nov) for facilitating trade promotions.

DEA is provided at a nominal fee for administrative cost recovery. Overseas exhibitors are welcome to apply with the Organiser for cover their duty-exempted liquor products under DEA. To assure that DEA is conducted in a lawful manner and upon the recommendations of the Hong Kong Customs and Excise Department, overseas exhibitors using DEA will be required to sign an understaking. This is to warrant their compliance to the DEA service regulations and are abide by the law of HKSAR.

For further details of DEA, please contact Mr Vincent Tam by phone at 852-2240 4238/ [vincent.wk.tam@hktdc.org](mailto:vincent.wk.tam@hktdc.org); or Ms Angel Leung at 852-2240 4127 or [angel.leung@hktdc.org](mailto:angel.leung@hktdc.org)

### 5.3. Official Air Express Company

Hong Kong Post is appointed as the Official Air Express Company for the HKTDC Hong Kong International Wine & Spirits Fair 2013. They will set up a counter at the Customer Service Centre at Hall 1A concourse during the fair period.

#### Hongkong Post

Business Development Branch  
21/F, ING Tower, 308-320 Des Voeux Road,  
Central, Sheung Wan, HK  
Hotline : (852) 2921 2271  
Fax : (852) 2541 4868  
Contact Person: Ms Jane Lam  
Email: jane\_ty\_lam@hkpo.gov.hk  
Web : www.hongkongpost.com

### 5.4. 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 MICE806 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](http://www.cathaypacific.com)

Dragonair Reservations: (852) 3193 3888 [www.dragonair.com](http://www.dragonair.com)

The Marco Polo Club Service Centre: (852) 2749 5500

Asia Miles Service Hotline: (852) 2747 3838 [www.asiamiles.com](http://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 2012
New Zealand	Auckland	0800 800 454
Pakistan	Karachi	92 (21) 521 8081
Philippines	Cebu Manila	63 (32) 231 3747 63 (2) 757 0888

Saudi Arabia	Jeddah Riyadh	966 (2) 665 3088 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 San Francisco	1 800 233 2742
Vietnam	Hanoi Ho Chi Minh City	84 (4) 3826 7298 84 (8) 3822 3203

## 5.5. 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**”.

## 5.6. 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](http://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.

## 5.7. 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

### **Manpower Services (Hong Kong) Limited**

3/F, 102 Austin Road  
Tsim Sha Tsui, Kowloon, Hong Kong

Tel: (852) 3582 2900 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 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.*

## **5.8. List of Stand Contractors in Hong Kong: (For Custom-built Participations' reference only)**

For List of stand contractors in Hong Kong, please refer to the '**Directory of Exhibition Stand Contractors in Hong Kong 2013**' at

[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/2013/stand\\_contractors/NDirectoryofExhibition2013.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/2013/stand_contractors/NDirectoryofExhibition2013.pdf)

*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.*

## **5.9. 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 Centre (HKCEC), Exhibitors may procure additional security guards from the official security contractor only.

Please contact Events Planning & Coordination Department of HKCEC. Tel: (852) 2582 8888, Fax: (852) 2582 7106.

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

Exhibitors requiring security guard service should fill out **Form 23** in the "**Additional Facilities and Services Order Form Booklet**" and return it directly to the Convention and Exhibition Centre **on or before 18 Oct 2013**.

## **5.10. Official Mobile Service Provider**

**Future Power International Limited** is the Official Agent for Mobile Phone Service at the HKTDC Hong Kong International Wine & Spirits Fair 2013.

### **Tink Labs Limited**

1/F., No.101 King's Road

North Point, Hong Kong

Tel : (852) 8120 2233 Fax : (852) 3747 1483

Email : cs@tinklabs.com

Website : www.handyhongkong.com

Exhibitors requiring rental of mobile phone should use the **Form 24** in "**Additional Facilities and Services Order Form**" for ordering. Pre-payment in full will be required.

*Note: Exhibitors are not required to use the service of any of the above mentioned services. This list 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.*

### **5.11. Official Business Centre Operator**

Fuji Xerox (HK) Ltd. is the Official Business Centre Operator at the HKTDC Hong Kong International Wine & Spirits Fair 2013.

#### **Fuji Xerox (HK) Ltd.**

10/F., Zung Fu Industrial Building,  
1067 King's Road, Quarry Bay, H.K.

Contact: Mr Ken Lee

Tel : (852) 3650 6562                      Fax : (852) 2505 3762

Website : [www.fujixerox.com.hk](http://www.fujixerox.com.hk)

### **5.12. Stand Cleaning**

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

### **5.13. Public Parking**

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

### **5.14. Free Wireless LAN Service**

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 "Additional Facilities & Services Order Form").

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 or call the Wireless LAN Service Hotline at (852) 2582 1846 / 2582 1849 for technical support and assistance.

## 5.15. Free Shuttle Bus Service

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

<p><b><u>Route A</u></b></p> <p>Hankow Road (near YMCA) → Inter-Continental Grand Stanford Hong Kong → HKCEC, Expo Drive Entrance</p> <p><b><u>7-9 Nov</u></b>            9:30am    9:45am            10am      10:15am</p>	<p><b><u>Route B*</u></b></p> <p>HKCEC, Expo Drive Entrance → Inter-Continental Grand Stanford Hong Kong → Middle Road (near Kowloon Hotel) → Harbour City</p> <p><b><u>7-8 Nov</u></b>            4pm – 8pm</p> <p><b><u>9 Nov</u></b>            3pm – 6:30pm</p>
<p><b><u>Route C*</u></b></p> <p>HKCEC, Expo Drive Entrance → Central MTR Station (backside of HK Club) → Pacific Place, Admiralty</p> <p><b><u>7-8 Nov</u></b>            4pm – 8pm</p> <p><b><u>9 Nov</u></b>            3pm – 6:30pm</p>	<p><b><u>Route D*</u></b></p> <p>HKCEC, Expo Drive Entrance → Park Lane Hotel → Excelsior Hotel</p> <p><b><u>7-8 Nov</u></b>            4pm – 8pm</p> <p><b><u>9 Nov</u></b>            3pm – 6:30pm</p>

\*Approximate waiting time: 15 mins

The departure and arrival points at HKCEC will be at the Expo Drive Entrance.

Schedules and routings are subject to change at the Organiser's discretion and actual traffic conditions.