

5. Services for Exhibitors

5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Brokers for the HKTDC Hong Kong International Wine & Spirits Fair 2017 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

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 9-10 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 Ms Vincci Chung by phone at (852)2240 4239 / vincci.wc.chung@hktdc.org ; or Mr Brian Poon at (852)2240 4127 or brian.cy.poon@hktdc.org.

5.3. Official Air Express Company

Speedpost, Hongkong Post is appointed as the official air express company for the HKTDC Hong Kong International Wine & Spirits Fair 2017, they will set up a counter at the Customer Service Centre at Hall 1A concourse (9-10 Nov) and Hall 3B concourse (11 Nov only) during the fair period.

Speedpost, Hongkong Post

Address : 21/F., FWD Financial Center, 308-320 Des Voeux Road Central, Sheung Wan, HK
Tel : (852) 2921 2277 Fax : (852) 2541 4868
Email : lily_nl_yeung@hkpo.gov.hk Website : www.speedpost.hk

5.4. Value-for-Money Hotels

Information and booking forms for the Value-for-Money Hotel packages can now be found on "Form 20 Value for Money Hotel Booking" in "**Additional Facilities and Services Order Form Booklet**" on **fair website** :
http://m.hktdc.com/fair/hkwinefair-en/s/2718-For_Exhibitor/HKTDC-Hong-Kong-International-Wine-and-Spirits-Fair/Order-Form.html

5.5. 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

Chandler Macleod

8/F, Guangdong Investment Tower, 148 Connaught Road, Central, Hong Kong
Tel: (852) 2833 4100 Fax: (852) 3016 9869

ExPro Services Company

15/F, 80 Gloucester Road, Wanchai, Hong Kong
Tel: (852) 2132 6792 / 6286 6839 Fax: (852) 3007 5107

Kelly Services Hong Kong Limited

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

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.

5.6. 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 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. List of Stand Contractors in Hong Kong: (For Custom-Built Exhibitors' reference only)

For List of stand contractors in Hong Kong, please refer to "For Exhibitors", "Exhibitor Supporting Services", "Stand Contractors" at www.hkwinefair.com.

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.

5.8. 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 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.

Exhibitors requiring security guard service should fill out **Form 22** in the "**Additional Facilities and Services Order Form**" on the fair website and return it directly to the Convention and Exhibition Centre **on or before 19 Oct 2017**.

5.9. Stand Cleaning

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

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 & Webcast 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 **Mr Gary Chan at tel: (852) 2240 4120, fax: (852) 3521 3255 or email: gary.hs.chan@hktcd.org**.

5.11. Official Mobile Service Provider

iFREE Group (HK) Limited is the Official Agent for Mobile Phone Service at the HKTDC Hong Kong International Wine & Spirits Fair 2017.

iFREE Group (HK) Limited

Suite 06, 19/F Miramar Tower, 132-134 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong

Tel: (852) 2473 8888

Fax: (852) 2433 3996

Email: tschiew@ifreegroup.com

Website: www.ifreegroup.com

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.

5.12. Official Business Centre Operator

Fuji Xerox (HK) Ltd. is the Official Business Centre Operator at HKTDC Hong Kong International Wine & Spirits Fair 2017.

Fuji Xerox (HK) Ltd

Room 1-4, 11/F Wealthy Industrial Building,
No. 22-26 Wing Yip Street, Kwai Chung, N.T.

Tel: (852) 3650 6563

Fax: (852) 2505 3762

Email: Vincent.Tam@hkg.fujixerox.com

Website: www.fujixerox.com.hk

5.13. Public Parking

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

5.14. 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 5 in the "Order Forms").

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

5.15. Official Carrier

At Cathay Pacific, we're in the business of helping people connect to the world – and do it well. We're proud to be Official Carrier and offer registered delegates special airfares, bringing people from around the globe to enjoy a diverse and fascinating world experience here in our home city of Hong Kong. Quote your MICE code (MICE073) at eventsoffer.cathaypacific.com, or contact your nearest Cathay Pacific Reservations Office for more details.

Cathay Pacific Reservations: (852) 2747 1888 www.cathaypacific.com

Cathay Dragon Reservations: (852) 3193 3888 www.cathaypacific.com

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

Asia Miles Service Hotline: (852) 2747 3838 www.asiamiles.com

| Country / Territory | City | Reservations Numbers |
|----------------------|------------------|----------------------|
| Australia | | 131-747 |
| Bahrain | | (973) 1722-6226 |
| Canada | | 1 (800) 268-6868 |
| China | | 400-888-6628 |
| France | | 0-811-706050 |
| Germany | | 49 (69) 71008-777 |
| India | | 91 (22) 6657-2222 |
| Indonesia | | 62 (21) 515-1747 |
| Italy | | 199-747-340 |
| Japan | | 0120-46-3838 |
| Korea | | 82-1644-8003 |
| Malaysia | Kuala Lumpur | 60 (3) 2035-2777 |
| | Penang | 60 (4) 261-8391 |
| Netherlands | | 31 (20) 653-2010 |
| New Zealand | | 64 (9) 379-0861 |
| Philippines | Manila | 63 (2) 757-0888 |
| | Cebu | 63 (32) 231-3747 |
| Qatar | | 974 4457-4000 |
| Saudi Arabia | Jeddah | 966 (12) 655-3088 |
| | Riyadh | 966 (11) 479-3232 |
| Singapore | | 65 6533-1333 |
| South Africa | | 27 (11) 064-1100 |
| Sri Lanka | | 94 (11) 233-4145 |
| Switzerland | | 0848 747-000 |
| Taiwan | | 886 (2) 2715-2333 |
| Thailand | Bangkok | 66 2-787-3366 |
| United Arab Emirates | Abu Dhabi | 971 (2) 742 3311 |
| | Dubai | 971 (4) 2042888 |
| United Kingdom | | 44 (20) 8834-8888 |
| United States | | 1 (800) 233-2742 |
| Vietnam | Hanoi | 84 (4) 38 267 298 |
| | Ho Chi Minh City | 84 (8) 38 223 203 |