

5. Services for Exhibitors

5.1. Official Freight Forwarder

[Hansen Exhibition Forwarding Ltd.](#) is the Official Freight Forwarder and Customs Broker for **CENTRESTAGE 2022** 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.

Important

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

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

5.2. Official Air Express Company

DHL Express (Hong Kong) Limited is appointed as the official air express company for **CENTRESTAGE 2022**, they will set up a counter at the Customer Service Centre during the fair period.

DHL Express (Hong Kong) Limited

Level 26, Tower 1, Enterprise Square Five,

38 Wang Chiu Road,

Kowloon Bay, Hong Kong

Tel : (852) 2400 3398

Email: hkgwebcust@dhl.com

Website : www.dhl.com.hk

5.3. 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.

5.4. Temporary Staff / 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

Certis Centurion Facility Company Limited

Unit 2008-2011, 20/F, CDW Building,
388 Castle Peak Road, Tsuen Wan, Hong Kong
Tel: (852) 3701 4203
Fax: (852) 2423 3223
Email: EdmondYT_LEE@certisgroup.com

ExPro Services Company

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

Kelly Services Hong Kong Ltd.

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

Manpower Services (Hong Kong) Limited

22/F, Cigna Tower, 482 Jaffe Road
Causeway Bay, Hong Kong
Tel: (852) 2281 1200
Fax: (852) 2573 3205
Email: enquiries@manpowergrc.hk

Provention Limited

Rm D2, 1/F, King Yip Factory Building,
59 King Yip Street, Kwun Tong
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 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.

5.7. 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 a separate booklet titled '**Directory of Exhibition Stand Contractors in Hong Kong**'

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. Overnight Storage Facility

To facilitate storage of their precious exhibits during the fair, the Organiser will offer exhibitors overnight storage facility arrangement.

Format

A strong room will be arranged at the exhibition venue. Exhibitors should place their exhibits inside **locked** container boxes before putting their exhibits in the strong room. Each exhibitor will be assigned a designated area in the strong room for putting the container. Exhibitors can only deposit their containers in the designated area.

Cost

Use of the strong room is free. However, the area allocated for each exhibitor will be subject to the availability of space.

Deposit and Withdrawal Procedure

All exhibitors using this overnight storage facility are reminded that they should conduct the deposit and withdrawal themselves under the escort of security guards.

Deposit and Withdrawal Time Schedule

Date	Withdrawal	Deposit
8 September 2022	-----	16:00 – 20:00 hrs
9 September 2022	10:00 – 11:00 hrs	19:00 – 20:00 hrs
10 September 2022	10:00 – 11:00 hrs	18:00 – 19:00 hrs
11 September 2022	10:00 – 11:00 hrs	-----

The strong / storage rooms will be closed during day time and exhibitors **must withdraw all their container boxes before 11am.**

Please note that the applications to use the Security Room Service are handled on a first-come-first-served basis. No exhibits can be deposited or withdrawn beyond the time schedule stated above. No exhibits can be kept in the security room during the exhibition opening hours as the room will be closed.

Exhibitors' Responsibility

All exhibitors using this storage facility should be reminded that they should take up all the risks, including loss and damage to their jewellery, resulting from the usage of the overnight storage facility. Exhibitors are advised to take out insurance coverage on their jewellery throughout the exhibition, including the move-in, move-out and overnight storage period.

Overnight storage of valuable exhibits can be arranged through the Organiser, free of charge, during the exhibition period at the Hong Kong Convention and Exhibition Centre. **All property of an exhibitor stored in the Security Room at any time is stored at the exhibitor's own risk. Each exhibitor is responsible for the safety of its property at all times. Each exhibitor must have, at all times, valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally insured against by exhibitors and/or as the Organiser may require including, without limitation, use of the Security Room.**

The Organiser (including their employees, directors, officers and agents) shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by any exhibitor or any other person arising in connection with the Exhibition including, without limitation, and theft, fire, use of the Security Room Service or defect in the Exhibition Centre howsoever caused. It is recommended that exhibitors have their own security guards, to escort their exhibits in and out of the Exhibition Centre during the moving in and moving out periods.

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 Center (HKCEC), exhibitors may procure additional security guards from the official security contractor only.

Please contact Mr Gary Chow, Assistant Security Manager of the Hong Kong Convention and Exhibition Centre, 1 Harbour Road, Wan Chai, Hong Kong. Tel: (852) 2582 7198; email: garychow@hkcec.com

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

5.10. Official Business Centre Operator

[Fuji Xerox \(HK\) Ltd](#) is the Official Business Centre Operator at **CENTRESTAGE 2022**.

Fuji Xerox (HK) Ltd.

11/F, 12 Taikoo Wan Road

Taikoo Shing, Hong Kong

Tel : (852) 2513 2513

Fax : (852) 2513 2518

Website : www.fujixerox.com.hk

Email: alvin.chan@hkg.fujixerox.com

5.11. Model Agency (For reference only)

Andy Models & Productions Co.

G/F, No. 34 Sau Wa Fong, Wan Chai, Hong Kong

Tel : (852) 2893 6939

Fax : (852) 2572 2582

Calcarrie's Ltd.

Room 2001, 20/F., Arion Commercial Centre, 2-12 Queen's Road West

Sheung Wan, Hong Kong

Tel : (852) 2543 3380

Fax : (852) 2543 3830

Catwalk Productions

Room 1702, 17/F, Cornell Centre, 50 Wing Tai Road, Chai Wan, Hong Kong

Tel : (852) 2598 0663

Fax : (852) 2598 9719

Da Silva's Mannequin Ltd.

3/F. Wing Hing House, 38 Wyndham Street, Central, Hong Kong

Tel : (852) 2882 2312

Fax : (852) 2882 3220

Elite Model Management

Suite 901, Workington Tower, 78 Bonham Strand, Sheung Wan, Hong Kong

Tel : (852) 2850 5550

Fax : (852) 2851 3384

Models International

Room 401, Beverly House, 93-107 Lockhart Road, Hong Kong

Tel : (852) 2529 6183 / 2529 6186 / 2529 6189

Fax : (852) 2865 2381

Starz People (HK) Ltd.

Unit 1403, 1 Lyndhurst Tower, 1 Lyndhurst Terrace, Central, Hong Kong

Tel : (852) 2536 0225

Fax : (852) 2536 0333

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5.12. Stand Cleaning

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

5.13. Public Parking

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

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

5.14. 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 Mr Gary Chan at tel: (852) 2240 4120, fax: (852) 3521 3255 or email: gary.hs.chan@hktdc.org.