

5. Services for Exhibitors

5.1. Official Freight Forwarder

Hansen Exhibition Forwarding Ltd.

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

Contact: Mr Ken Chan

Tel: (852) 2367 2303

Fax: (852) 2369 0479

Email: info@hansenhk.com

Website: www.hansenhk.com

Important:

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

5.2. Official Air Express Company

Hongkong Post is appointed as the official air express company for the HKTDC Hong Kong Gifts & Premium Fair 2011, 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 Fion Yip

Email: fion_km_yip@hkpo.gov.hk

Web : www.hongkongpost.com

5.3. 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 MICE269 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

Dragonair Reservations: (852) 3193 3888 www.dragonair.com

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

Asia Miles Service Hotline: (852) 2747 3838 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 2010
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

5.4. 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**”, which also forms part of your “Information Kit”.

5.5. 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.

5.6. 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

Manpower Services (Hong Kong) Limited

3/F, 102 Austin Road
Tsim Sha Tsui, Kowloon
Tel : (852) 3582 2900 Fax : (852) 2152 9308

People Factor Company Limited

Unit A, 10/F, Amber Commercial Building
70-74 Morrison Hill Road, Wan Chai, Hong Kong
Tel : (852) 2574 2116 Fax : (852) 2574 7667

Team Spirit

Room 608, Capital Centre
5-19 Jardine's Bazaar, Causeway Bay, Hong Kong
Tel : (852) 2881 0873 Fax : (852) 2890 9165

Webster Personnel Agency

Room 2003, Causeway Bay Plaza, Phase 1
489 Hennessy Road, Causeway Bay, Hong Kong
Tel : (852) 2838 8818 Fax : (852) 2838 8699

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.

5.7. 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 2011**' at

http://www.hktcdc.com/fair/hkgiftspremiumfair-en/s/453-For_Exhibitor/HKTDC-Hong-Kong-Gifts-and-Premium-Fair/Stand-Contractors.html

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 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.

5.9. Official Mobile Service Provider

SmarTone-Vodafone is the Official Agent for Mobile Phone Service at the HKTDC Hong Kong Gifts & Premium Fair 2011.

SmarTone-Vodafone

31/F., JOS Tower, Millennium City II

378 Kwun Tong Road

Kwun Tong, Kowloon

Tel : (852) 3128 2828 Fax : (852) 3128 2442

Email : visitors_enquiry@smartone-vodafone.com

Website : www.smartone-vodafone.com

Exhibitors requiring rental of mobile phone should use the **Form 15** 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.

5.10. Official Business Centre Operator

Fuji Xerox (HK) Ltd. is the Official Business Centre Operator at the HKTDC Hong Kong Gifts & Premium 2011.

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

5.11. Mobile Phone Charging Service

Mobile Phone Charging Service will be available at customer service centre.

Service Provider:

Glorylane Development Ltd.

Room 102, 1/F., CATIC Building,

44 Tsun Yip Street,

Kwun Tong, Kowloon, Hong Kong

Tel : (852) 2172 7966

Fax: (852) 2172 7977

Email : info@glorylane-group.com

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 "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 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 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 Ricky Ip at tel: (852) 2240 4062, fax: (852) 2270 5715 or email: ricky.wk.ip@hktdc.org.

5.16.Free Shuttle Bus Service

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

From Hong Kong International Airport and City Centre:

<u>HK International Airport*</u> HK International Airport→AsiaWorld-Expo→ HKCEC, Expo Drive Entrance <u>27-29 April</u> 9am – 4pm <u>30 April</u> 9am – 3pm	<u>Kowloon 1</u> Hankow Road (YMCA)→ HKCEC, Expo Drive Entrance <u>27 April – 30 April</u> 8:45 am 9am 9:15 am 9:30 am 9:45 am
<u>Kowloon 2</u> Inter-Continental Grand Stanford Hong Kong→HKCEC, Expo Drive Entrance <u>27 April – 30 April</u> 8:45 am 9am 9:15 am 9:30 am 9:45 am	

From Hong Kong Convention and Exhibition Centre:

<u>Kowloon*</u> HKCEC→Inter-Continental Grand Standford Hong Kong→Middle Road (near Kowloon Hotel)→Harbour City <u>27-29 April</u> 4:15 pm – 7:30 pm <u>30 April</u> 3pm – 8pm	<u>Hong Kong 1*</u> HKCEC, Expo Drive Entrance→ Central MTR Station (backside of HK Club)→Pacific Place, Admiralty <u>27-29 April</u> 4:15 pm – 7:30 pm <u>30 April</u> 3pm – 8pm
<u>Hong Kong 2*</u> HKCEC, Expo Drive Entrance→Park Line Hotel→Excelsior Hotel→Times Square <u>27-29 April</u> 4:15 pm – 7:30 pm <u>30 April</u> 3pm – 8pm	

*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.

6. Practical Tips of Getting Around in Hong Kong

Introduction

Strategically located at the doorstep of China and the centre of Asia- Pacific, Hong Kong has, in the last 150 years, developed into one of the world's leading manufacturing, trading and service centres. Its open economy is built on free trade and free enterprise. Geographically, the territory is divided into four distinct areas: Hong Kong Island, Kowloon, the New Territories and the outlying Islands. Hong Kong is subtropical with a relatively high humidity. Temperature ranges from 10°C in the winter to 30°C in the summer.

Languages

English and Chinese are the official languages. Street signs, menus, tourist and government publications are usually bilingual.

Money and Banking

Most banks are open from 9am to 4:30pm on weekdays, and from 9am to 12:30pm on Saturday. There is no foreign exchange control in the territory and the Hong Kong dollar is freely convertible. In Hong Kong, any currency, including mainland China's renminbi (RMB), may be bought and sold in the open market. Visitors can exchange foreign currency at any bank or exchange shop or at the cashier counters of hotels. Daily exchange rates are available through any bank, but the Hong Kong dollar is pegged at HK\$7.8 to US\$1. The government issues coins in denominations of 10c, 20c, 50c, \$1, \$2, \$5 and \$10. There are also three different kinds of notes in denominations of \$10, \$20, \$50, \$100, \$500 and \$1,000.

Transportation

Hong Kong's efficient and low-cost public transport system includes three railways, buses, trams, taxis and ferries. There are three road-only tunnels crossing the harbour.

To and From the Airport

From 6 July 1998, travellers to Hong Kong will be served by one of the world's largest and most modern airports situated at the Chek Lap Kok on the outlying island of Lantau. The easiest connection from the airport to Central and Kowloon is the Airport Express Railway, which takes just 19 minutes to get to Kowloon, and an extra 4 minutes to Hong Kong. Adult single journey fare is HK\$100. In addition, express bus service called "Airbus" operates on frequent schedules to popular spots in the city, with stops near most major hotels. An overnight bus service will cover the airport's 24-hour operation. Taxis are also an option and fares from Chek Lap Kok range from HK\$200-HK\$400.

Railways

The MTR [Tel: (852) 2881 8888] network comprises nine railway lines serving Hong Kong Island, Kowloon and the New Territories. In addition, a Light Rail network serves the local communities of Tuen Mun and Yuen Long in the New Territories while a fleet of buses provide convenient feeder services. The MTR also operates the Airport Express, a dedicated high-speed rail link providing the fastest connections to Hong Kong International Airport and the city's newest exhibition and conference centre, AsiaWorld-Expo. From Hong Kong, passengers can travel with ease to Guangdong province and the major cities of Beijing and Shanghai in the mainland of China using the MTR's intercity services.

Unlike many other modes of public transport, the operational reliability of MTR trains is unaffected by traffic conditions, so passengers should always get to their destinations on time, barring severe weather conditions. What's more, MTR trains run about 19 hours a day, 7 days a week, from early morning (5:30am - 6am) to 1am the next morning.

Trams

Trams ply the northern shore of Hong Kong Island at a fixed fare from 6a.m. to 1a.m. There is also the century-old Peak Tram, a funicular railway which runs up to the Peak from 7a.m. to midnight at about 15-minute intervals. Tel: (852) 2522 0922.

Ferries

The Star Ferry Co [Tel: (852) 2366 2576] operates a shuttle service between Hong Kong Island and Kowloon. Ferries between Central and Tsim Sha Tsui run every few minutes from 6:30am to 11:30 pm Other Star Ferry boats connect Central with Hung Hom (7am to 7:20pm) and Wan Chai to Tsim Sha Tsui (7:30am to 11pm). The Wan Chai Ferry Pier is within a few minutes walk of the HKTDC offices and the Hong Kong Convention and Exhibition Centre.

Taxis

Taxi fares are charged by metered tariff. When crossing the harbour by either cross-harbour tunnel, the two-way tunnel toll is added to the fare. With the other tunnels, only the one-way toll is added. There is an extra charge per piece of luggage (both of these extra charges are signposted in the taxi). Flagfall and charges are displayed. Tipping is usually confined to small change. There are two taxi jurisdictions in Hong Kong -- urban and New Territories. Radio taxis: Tel: (852) 2574 7311 / (852) 2527 6324 (Hong Kong Island), (852) 2760 0411 / (852) 2670 0477 (Kowloon), (852) 2457 2266 / (852) 2697 4333 (New Territories).

Visa

According to Hong Kong Immigration Department, nationals of most foreign countries can visit Hong Kong visa-free. Applicants may submit their visa applications directly to Hong Kong Immigration Department, or through Chinese diplomatic or consular missions in their place of domicile.

Enquiries can be directed to:

Hong Kong Immigration Department

Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.

Tel : (852) 2824 6111

Fax : (852) 2824 1133 / 2877 7711

Visas for China Travel

All travellers to the China, except Hong Kong Chinese residents, require visas. The mainland issues single-entry, double-entry and multiple-entry (six months, unlimited entry) visas, the latter designed for frequent travellers who have long-term business establishments (e.g. joint ventures) in the mainland. The Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in the HKSAR Region at 7/F., Lower Block, China Resources Building, 26 Harbour Road, Wan Chai, Hong Kong [Tel: (852) 3413 2300 / 3413 2424]. Hours: Monday to Friday 9am to 12pm, 2pm to 5pm, and the China Travel Service at various locations, Central office, [Tel: (852) 2522 0450], Tsim Sha Tsui office, [Tel: (852) 2736 1863]. Many travel agencies specialising in China travel can also obtain visas. The China Travel Service normally takes 48 hours to issue a visa, but can do so in one day for a premium. The Visa Office takes 24 hours and also offers a more expensive same-day service.