

5. Services for Exhibitors

5.1 Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Broker for the Home InStyle 2023 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.

Tel : (852) 2367-2303

Fax : (852) 2369-0479

Email : info@hansenhk.com

Contact Person : Mr. Ken Chan/ Mr. Michael Kun

5.2. Official 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 "MICE439" to enjoy special fares.



http://www.cathaypacific.com/cx/en_HK.html

Book online: <http://eventsoffer.cathaypacific.com>

Global Contact Centres: https://www.cathaypacific.com/cx/en_HK/contact-us.html

Cathay Pacific Reservations: (852) 2747 3333 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) 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

5.3. 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”.

5.4. 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.

5.5. Temporary Staff / Interpreter Agencies (For reference only)

Adecco Personnel Limited

22/F Shui On Centre, 6-8 Harbour Road,

Wanchai, Hong Kong

Tel: (852) 2895 2616

Fax: (852) 2895 3571

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) 6117 2697
Fax: (852) 2423 3223
Email: fredyf_tung@certisgroup.com

ExPro Services Co.

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

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

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.

5.6. List of Stand Contractors in Hong Kong: (For Custom-build 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 2023**'

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.

5.7. 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 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 later order surcharge will be levied.

5.8. Official Business Centre Operator

FUJIFILM Business Innovation Hong Kong Limited is the Official Business Centre Operator at the Home InStyle 2023.

FUJIFILM Business Innovation Hong Kong Limited
11/F, 12 Taikoo Wan Road,
Taikoo Shing, Hong Kong
Tel: (852) 3650 6560
Fax : (852) 2513 2076
Email : alvin.chan.tz@fujifilm.com
Website : <https://www.fbhk-fujifilm.com/>

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. 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.

5.11. 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. 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.

5.12. 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 **Ms Cathy Chu** at tel: **(852) 2240 4570** or email: **cathy.sy.chu@hktdc.org**.

5. 貨運、住宿及其他服務資料

5.1 大會貨運

韓生展覽貨運有限公司是香港國際家用紡織展 2023 的大會貨運代理，為參展商提供清關、保險及貨物托運等廣泛服務。

大會貨運代理與參展商的委託貨運協議，能確保所有展品在展覽會日期前到達會場，以進行清關或拆箱手續。

海外參展商或代理可直接依下列地址與大會貨運代理聯絡，安排托運事宜，有關詳情請索閱該公司的服務指南。

重要事項

請確保展品**不要**送往香港貿易發展局。

韓生展覽貨運有限公司

新界沙田安心街 19 號

匯貿中心 13 樓 13 室

電話：(852) 2367 2303

傳真：(852) 2369 0479

電郵：info@hansenhk.com

聯絡人：Mr. Ken Chan / 陳瑾宏, Mr. Michael Kun / 耿達光

5.2 大會航空公司

國泰航空機票優惠

一直以港為家的國泰航空很高興能為香港國際家用紡織展 2023 的出席者提供特選禮遇。貴為已登記的參展代表及買家，國泰航空誠意為您及同行旅伴獻上專享的票價優惠，展開更稱心的來港旅程。您可登入國泰航空[會議及展覽推廣專頁](#)並輸入是次展覽會代碼“**MICE440**”，或聯繫國泰航空當地的[客戶聯絡中心](#)以此代碼查詢及訂購。



http://www.cathaypacific.com/cx/zh_HK.html

會議及展覽推廣專頁: https://www.cathaypacific.com/cx/zh_HK/offers/mice.html

客戶聯絡中心: https://www.cathaypacific.com/cx/zh_HK/contact-us.html

國泰航空訂位部：(852) 2747 3333 www.cathaypacific.com

馬可孛羅會會員服務中心：(852) 2747 5500

「亞洲萬里通」服務熱線：(852) 2747 3838 www.asiamiles.com

國家	地區	訂位部熱線
澳洲		131-747
巴林		(973) 1654-8924
加拿大		1 (800) 268-6868
中國內地		400-888-6628
法國		0805-542-941
德國		0800-7244208
印度		0008-0044-05008
印尼		001-803-852-9072
意大利		800-971-720
日本		0120-46-3838
韓國		82-1644-8003
馬來西亞		60 (3) 6207-4989
荷蘭		0800-2929-256
新西蘭		0800-411-289
菲律賓		1800-8909-4024
卡塔爾		974 4458-318/319
沙特亞拉伯		8008-440-350
新加坡		800-101-4009
南非		080-0611-206
斯里蘭卡		94 (11) 2423-726
瑞士		0800-001-932
台灣		886 (2) 8793-3388
泰國	曼谷	66 2-787-3366
阿聯酋		8000-444-6554
英國		0800-917-8260
美國		1 (800) 233-2742
越南		84 28) 3822-3203

5.3 特惠酒店

主辦單位特別邀請了數間酒店作為大會指定酒店，詳情請細閱隨附於「資料夾」內之「額外設施及服務申請表」。

5.4 印刷服務

香港印刷服務一向以優良品質，信譽和合理價錢聞名。參展商只需將設計製作成電腦光碟或經網上傳送，印刷公司便可為目錄，傳單，手冊和名片等輸出數碼或柯式印刷。此項服務不但可節省手續和運費，更可提供不時之需的更改服務。有關印刷服務機構可參閱香港印藝學會（為一間推動香港印刷業的非牟利團體）所提供的網頁 www.gaahk.org.hk。

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5.7 臨時僱員/傳譯招聘機構(祇供參考)

Adecco Personnel Limited

香港灣仔港灣道 6 至 8 號瑞安中心 22 樓

電話：(852) 2895 2616 傳真：(852) 2895 3571

電郵：exhibition.hk@adecco.com

Besteam Personnel Consultancy Limited

香港尖沙咀亞士厘道 33 號, 九龍中心 7 樓 705-706 室

電話：(852) 2736 8202 傳真：(852) 2735 9726

電郵：pc@besteam.com.hk

Certis Centurion Facility Company Limited

香港荃灣青山道 388 號中染大廈 20 樓 2008-2011 室

電話：(852) 6117 2697 傳真：(852) 2423 3223

電郵：fredyf_tung@certisgroup.com

ExPro Services Co.

香港灣仔告士打道 80 號 17 樓

電話：(852) 2132 6792

電郵：ccheung@expro.hk

PERSOLKELLY Hong Kong Limited

香港尖沙咀廣東道 25 號港威大廈 2 座 6 樓

電話：(852) 2281 0000 傳真：(852) 2281 0099

電郵：hkevent@persolkelly.com

Provention Limited

香港觀塘敬業街 59 號敬業工廠大廈 1 樓 D2 室

電話：(852) 3706 8920

電郵：info@provention.com.hk

TalentGroup Asia (Hong Kong) Limited

香港銅鑼灣登龍街 1-29 號金朝陽中心二期 Midtown15 樓

電話：(852) 3893 9348

電郵：ivy.choy@talentgroup.asia

註：以上機構/公司之資料只供參考用，參展商毋須一定聘請其中任何機構/公司為其服務。主辦機構對任何機構/公司的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡

5.8 展台承建商：(祇供租用特裝參展的參展商參考)

有關本地承建商之資料，參展商可參閱「香港展覽會展台承建商名錄 2023」小冊子(Directory of Exhibition Stand Contractors in Hong Kong 2023)。

註：參展商毋須一定聘請小冊子內之承建商為其服務。主辦機構對任何承建商的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡。

5.9 保安服務

根據香港會議展覽中心許可之標準條款及條件，參展商於展覽期間可因應個別須要而選擇聘用護衛員。但參展商必須通過香港會議展覽中心指定之護衛員承辦公司聘用護衛員。

參展商可直接向香港會議展覽中心項目策劃及統籌部申請聘用護衛員。電話：(852) 2582 7198 電郵：garychow@hkcec.com 聯絡人：周振邦先生。

參展商必須於展覽會舉行前最少三星期申請委聘護衛員，否則將被徵收遲交申請附加費。

5.10 大會商務中心

富士膠片商業創新香港有限公司是香港時尚家品展2023的指定商務中心。

富士膠片商業創新香港有限公司

香港太古城

太古灣道12號11樓

電話：(852) 3650 6560 傳真：(852) 2513 2076

電子郵件：alvin.chan.tz@fujifilm.com

網址：<https://www.fbhk-fujifilm.com/>

5.11 攤位清潔

主辦機構於每天展會結束後，負責各攤位(不包括展品)和通道的一般清潔工作。

5.12 公眾停車場

香港會議展覽中心地庫設有兩個大型時租停車場，入口分別位於港灣道及博覽道。

5.13 展覽會連線上網安排

如貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器等)，本局強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用，避免依賴香港會議展覽中心提供之無線上網服務(申請程序請見「申請表格」內的表格五)。

各參展商亦必須注意會展中心提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗，不穩定或緩慢等情況，且若連線後停止瀏覽網頁超過 10 分鐘，無線上網服務亦會自行中止。另外貿發局亦會在展覽會的一些指定地點提供免費寬頻服務，為參展商及買家提供多一個上網的渠道。因應寬頻上網線路未必能支援電子支付裝置，本局強烈建議參展商可按其需要，自行租用 Wi-Fi 路由器或使用流動數據上網儲值卡。

如閣下在展覽會期間遇上無線網路覆蓋及使用方法的問題，請前往主辦機構辦事處尋求協助。

5.14 免費宣傳機會

為協助各參展商增強宣傳效益，大會鼓勵參展商於展會開幕當日準備約 30 份新聞稿連相片並送往展會的「新聞及網上廣播中心」，讓海外及本地媒體索取。此服務乃免費提供予參展商。

貴公司之資料能否被採用或刊登由該媒體決定。所交資料，概不發還。

如有疑問，可聯絡朱倩欣小姐 電話：(852) 2240 4570 或電郵：cathy.sy.chu@hktdc.org 查詢。