

5. Services for Exhibitors

5.1 Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Broker for the HKTDC Hong Kong International Medical Devices and Supplies Fair 2016 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.

Room 1313, New Commerce Centre,
19 On Shum Street,
Siu Lek Yuen, Shatin, N.T.
Tel: (852) 2367 2303
Fax: (852) 2369 0479
E-mail: info@hansenhk.com
Website: www.hansenhk.com

Important:

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

5.2 Official Air Express Company

Speedpost, Hongkong Post is appointed as the official air express company for the "HKTDC Hong Kong International Medical Devices and Supplies Fair 2016".

Speedpost Hongkong Post

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

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 MICE652 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)	91 (80) 4008 8400
	Chennai	91 (44) 4298 8400
	Mumbai	91 (22) 6657 2222
	Delhi	91 (11) 4354 4777
Indonesia	Denpasar, Surabaya	0804 1 888 888
	Jakarta	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	60 (3) 2035 2777
	Penang	60 (4) 226 0411
Netherlands	Amsterdam	31 (20) 653 2010
New Zealand	Auckland	0800 800 454
Pakistan	Karachi	92 (21) 521 8081
Philippines	Cebu	63 (32) 231 3747
	Manila	63 (2) 757 0888
Saudi Arabia	Jeddah	966 (2) 665 3088
	Riyadh	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	84 (4) 3826 7298
	Ho Chi Minh City	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 Booklet**”, 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

22/F, Cigna Tower, 482 Jaffe Road
Causeway Bay, Hong Kong
Tel: (852) 2281 1200 Fax: (852) 2573 3205

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, Wanchai, 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 participation Exhibitors' reference only)

For List of stand contractors in Hong Kong, please refer to the 'Directory of Exhibition Stand Contractors in Hong Kong 2016' at fair website.

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 precious exhibits at night from 3 to 5 May 2016, 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 & 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 & Withdrawal Time Schedule

Date	Withdrawal	Deposit
2 May 2016	- - - - -	16:00 – 20:00 hrs
3-4 May 2016	08:30 – 10:00 hrs	18:00 – 19:00 hrs
5 May 2016	08:30 – 10:00 hrs	- - - - -

The strong / storage rooms will be closed during day time and exhibitors **must withdraw all their container boxes before 10am.**

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 or other valuables, 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 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 later order surcharge will be levied.

5.10 Official Mobile Service Provider

CSL Mobile Limited is the Official Agent for Mobile Phone Service at the HKTDC Hong Kong International Medical Devices and Supplies Fair 2016.

CSL Mobile Limited

40/F., PCCW Tower,
Taikoo Place, 979 King's Road,
Quarry Bay, Hong Kong
Tel : (852) 2883 2669
Fax : (852) 2250 4479
Email: david.kw.tsi@hkcsl.com
Website: www.e.hkcsl.com/en/Prepaid

Exhibitors requiring rental of mobile phone should use the **Form 12** in “**Additional Facilities and Services Order Form Booklet**” 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 Medical Devices and Supplies Fair 2016.

Fuji Xerox (HK) Ltd

Room 1-4, 11/F Wealthy Industrial Building
No. 22-26 Wing Yip Street
Kwai Chung, Hong Kong
Tel: (852) 3650 6563
Fax : (852) 2505 3762
Email: ken.wy.lee@hkg.fujixerox.com
Website: www.fujixerox.com.hk

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.

5.14 Security Precautions

The Organiser and the Exhibition venue management will take all reasonable measures to provide a secured environment for exhibitor's display and business conduction. However, it is not possible to solely rely on Organiser's efforts to prevent loss of items stored or displayed within the confines of an exhibitor's booth. Exhibitors are required to observe the following guidelines strictly:

Manning of Booth

Exhibitors' stand must be fully manned at all times by alert staff. Never leave property unguarded, even for a few seconds. Entertain all customers entering the stand closely and present minimum items each time.

Report Crime

In the event of any emergency and suspicion, exhibitors should report immediately to:

- a) The Organiser (HKTDC duty staff at Fair Management Office)
- b) Hong Kong Convention and Exhibition Centre (security control extension 33)

Security Advice

For professional and impartial advice, exhibitors can contact:

Hong Kong Police Crime Prevention Bureau

Tel. : (852) 2721 2486

Fax : (852) 2200 4368

Hong Kong Convention & Exhibition Centre

Tel. : (852) 2582 7195

Fax : (852) 2582 7127

Contact : Mr Spencer Chan, Assistant Security Manager

Any special publicity programme or PR activity within exhibitors' stand must be pre-approved by the Organiser. The Organiser will form a Security Committee with advisers from Jewellery association representatives to spotcheck exhibitor's booth security. **Loose security facilitating crime will jeopardise exhibitors' future participation.**

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

5.16 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@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貿發局香港國際醫療器材及用品展 2016 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

香港新界沙田安心街 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

網址：www.hansenhk.com

重要事項

請確保展品不要送往香港貿易發展局。

5.2 大會速遞服務

香港郵政是香港貿發局香港國際醫療器材及用品展 2016 的大會速遞公司。

香港郵政特快專遞

香港上環德輔道中 308-320 號

富衛金融中心 21 樓

熱線：(852) 2921 2277

傳真：(852) 2541 4868

電郵：dexter_ky_ng@hkpo.gov.hk

網址：www.speedpost.hk

5.3 大會航空公司

香港貿易發展局已委任國泰航空公司為是次展覽會的大會指定航空公司。國泰航空聯同姊妹航空公司港龍航空誠意為您及同行貴賓提供各項商務及經濟客位之獨家機票優惠。請即登入國泰航空下列網址：<http://events.cathaypacific.com> 並輸入是次展覽會代碼 MICE652，即可查詢票價及訂票。此外，您亦可向就近之國泰航空或港龍航空辦事處查詢，敬請提及展覽會代碼。

國泰航空訂位部：(852) 2747 1888 www.cathaypacific.com

港龍航空訂位部：(852) 3193 3888 www.dragonair.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	城市	國泰航空訂位電話
澳洲	阿德萊德 / 布里斯班 / 凱恩斯 / 墨爾本 / 珀斯 / 悉尼	131 747
巴林	麥納麥	(973) 1722 6226
加拿大	多倫多 / 溫哥華	1 800 268 6868
中國	北京 / 上海	400 888 6628
法國	巴黎	33 (0) 141 437 575
德國	法蘭克福	49 (180) 5 288 285
印度	班加羅爾 欽奈 孟買 德里	91 (80) 4008 8400 91 (44) 4298 8400 91 (22) 6657 2222 91 (11) 4354 4777
印尼	巴里(峇厘) 雅加達	0804 1 888 888 62 (21) 515 1747
意大利	米蘭 / 羅馬	199 747 340
日本	福岡 / 名古屋 大阪 / 札幌 / 東京	81 (3) 5159 1700
韓國	首爾	82 (2) 3112 800
馬來西亞	吉隆坡 檳城	60 (3) 2035 2777 60 (4) 226 0411
荷蘭	阿姆斯特丹	31 (20) 653 2010
新西蘭	奧克蘭	0800 800 454
巴基斯坦	卡拉奇	92 (21) 521 8081
菲律賓	宿霧 馬尼拉	63 (32) 231 3747 63 (2) 757 0888
沙特阿拉伯	吉達 利雅得	966 (2) 665 3088 966 (1) 479 3232
新加坡	新加坡	(65) 6533 1333
南非	約翰內斯堡	27 (11) 700 8900
斯里蘭卡	科倫坡	94 (11) 233 4145
台灣	台北	886 (2) 2715 2333
泰國	曼谷	66 2263 0606
阿拉伯聯合酋長國	迪拜	971 (4) 204 2888
英國	倫敦	44 (20) 8834 8888
美國	洛杉磯 / 紐約 / 舊金山 (三藩市)	1 800 233 2742
越南	河內 胡志明市	84 (4) 3826 7298 84 (8) 3822 3203

5.4 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」。

5.5 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。

5.6 臨時僱員/傳譯招聘機構(祇供參考)

ADECCO Personnel Limited

香港灣仔告士打道 77-79 號華比富通大廈 12 樓
電話：(852) 2895 2616 傳真：(852) 3421 2970

Manpower Services (Hong Kong) Limited

香港銅鑼灣謝斐道 482 號信諾環球保險中心 22 樓
電話：(852) 2281 1200 傳真：(852) 2573 3205

Team Spirit

香港銅鑼灣渣甸坊 5-19 號京華中心 608 室
電話：(852) 2881 0873 傳真：(852) 2890 9165

Williams (Hong Kong) Ltd.

香港灣仔譚臣道 98 號運盛大廈 15 樓 B 室
電話：(852) 2845 6777 傳真：(852) 2845 0689

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。

5.7 展台承建商：(祇供租用展覽空地的參展商參考)

參展商可參閱展覽會網站「香港展覽會展台承建商名錄 2016」(Directory of Exhibition Stand Contractors in Hong Kong 2016)。

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。

5.8 通宵貯存服務

為方便參展商於 2016 年 5 月 3 至 5 日期間晚上貯存貴重展品起見，主辦機構將提供通宵貯存服務。

服務方式

主辦機構將於會展中心設保險庫一間。參展商應先將展品放置在貯物箱內**鎖好**，然後才存放於保險庫。參展商可獲分配指定的貯物空間，貯物箱只可存放於指定位置。

費用

參展商在保險庫中貯存展品毋須繳費，但分配貯物空間則須視乎保險庫是否有足夠空位而作出安排。

展品存取

參展商應在護衛員陪同下自行在保險庫中存取展品。

存取時間表

日期	提取	貯存
2016 年 5 月 2 日	-----	16:00 – 20:00 hrs
2016 年 5 月 3-4 日	08:30 – 10:00 hrs	18:00 – 19:00 hrs
2016 年 5 月 5 日	08:30 – 10:00 hrs	-----

保險庫及貯物室於日間不予開放。參展商**必須於上午 10 時前**取出所有貯物箱。

請注意：使用保險庫或貯物室的申請是按先到先得的方式處理。展品不得在時間表所示時間以外的時間提取或存放。在展覽開放的時間，保險庫或貯物室會關閉，所以展品不得留存在保險庫或貯物室內。

參展商責任

參展商須知，在保險庫中貯存珠寶或貴重物品，如有任何遺失或損壞，概須自行負責。參展商應為展出珠寶及物品購買保險，以保障展覽（包括進館、撤館以及通宵貯存期間）可能造成的任何損失。

參展商可與主辦機構安排，在展覽於香港會議展覽中心舉行期間，將貴重展品通宵貯存於保險庫或貯物室內，不收費。參展商在保險庫或貯物室存放物品所涉及的風險，在任何時候均由參展商負責。每名參展商在任何時候均須對其財產的安全負責。參展商必須在任何時候，就盜竊、火災、公眾責任、財產損毀、人身傷害、第三者損失、意外、自然災害、不可抗力以及參展商一般都會投保及/或主辦機構規定須投保的其他風險（包括但不僅限於使用保險庫或貯物室），投購有效及充分的保險。

對於參展商或任何其他人士就展覽（包括但不限於盜竊、使用保險庫或貯物室服務或展覽中心因任何原因出現缺陷）而蒙受或招致任何損失（包括相應損失）、損毀、索求、費用、申索、收費或任何種類其他開支，主辦機構（包括其職員、董事、高級人員及代理人）一概不負任何責任。為防止任何損失或損毀，參展商可自費聘用保安護衛人員，在遷進及遷出期間內，護送展品進出展覽中心。

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保安部申請聘用護衛員。電話：(852) 2582 7195 電郵：spencerchan@hkcec.com 聯絡人：陳先生。

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 大會流動電話服務

CSL Mobile Limited 是香港貿發局香港國際醫療器材及用品展 2016 的指定手提電話服務代理。

CSL Mobile Limited
香港鰂魚涌太古坊電訊盈科中心 40 樓
電話：(852) 2883 2669
傳真：(852) 2250 4479
電郵：david.kw.tsi@hkcsl.com
網站：www.e.hkcsl.com/tc/Prepaid

參展商如需租用手提電話，請填寫於「額外設施及服務申請表」內之表格十二申請租用，所有費用必須預先繳付。

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。

5.11 大會商務中心

富士施樂(香港)有限公司是香港貿發局香港國際醫療器材及用品展2016的指定商務中心。

富士施樂(香港)有限公司
香港葵涌永業街 22-26 號永豐工業大廈 11 樓
電話：(852) 3650 6563
傳真：(852) 2505 3762
電郵：ken.wy.lee@hkg.fujixerox.com
網址：www.fujixerox.com.hk

5.12 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。

5.13 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。

5.14 保安預防措施

主辦機構及香港會議展覽中心將採取合理之保安措施，確保展覽會可順利進行。但攤位內之保安及防盜則仍有賴參展商多加注意。請各參展商遵守下列之保安規定：

駐守攤位

參展商應安排足夠職員駐守攤位，並全日提高警覺。不可隨便放置展品。留意進入攤位內之買家，每次展示少量產品，以防被竊。

罪案報告

遇有緊急事件或可疑人物，參展商應立即通知：

- a) 主辦機構 (於主辦機構辦事處當值的香港貿易發展局職員)
- b) 香港會議展覽中心 (保安部會場內線 33)

參展商如需要保安協助或意見，可與下列機構聯絡：

香港警察防止罪案科

電話 : (852) 2721 2486

傳真 : (852) 2200 4368

香港會議展覽中心

電話 : (852) 2582 7195

傳真 : (852) 2582 7127

聯絡人 : 陳先生 (保安部)

參展商如需安排特別宣傳活動，應預先取得主辦機構同意。主辦機構將組織保安委員會，會員包括珠寶商會代表，對攤位內的保安工作進行檢查。參展商如因疏忽保安，引致罪案發生以致影響展覽會順利進行，其日後之參展資格將受影響。

5.15 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)·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。

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助·請致電熱線：(852) 2582 1846 / 2582 1849。

5.16 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·可聯絡陳灝聲先生電話：(852) 2240 4120, 傳真：(852) 3521 3255 或電郵：gary.hs.chan@hktdc.org 查詢。