

Staging a Green Hong Kong Flower Show 2019: Recycling Strategies and Waste Reduction Guidelines for the Organiser

1 Objectives

- To stage a green Hong Kong Flower Show and enhance environmental performance by stepping up recycling of resources, reducing the use of plastics and waste disposal, and avoiding the use of disposable plastic products;
- To manage exhibition materials effectively and thoroughly through various strategies and measures; and
- To incorporate environmental considerations into every part of the Show, and enhance stakeholders' knowledge of environmental protection, so that they can promote eco-friendliness and raise public awareness of environmental protection.

2 Strategies

- Seek support and cooperation of stakeholders for the collection of data on the use of materials. Collaborate with the Environmental Management Team to understand the quantities of waste and recyclables generated by the Show and to make early arrangements for recyclables;
- Keep proper records of materials used. Monitor the use of materials and waste generation before, during and after the Show. Avoid the unnecessary use of materials and reuse materials as far as possible;
- Lead by example in making good use of recycling facilities including Recyclables Collection Points, Temporary Waste Collection Points, Wilted Flowers Collection Point, Wood Collection Point and recycling bins for effective handling of recyclables; and
- The Environmental Management Team for the Show will maintain communication with stakeholders of different activities on the waste management system, its objectives and the duties of respective parties throughout the various stages of the Show. The team will also respond to enquiries and provide support (tel. no.: 2601 8987).

3 Role and Responsibilities

Organiser (Leisure and Cultural Services Department)

1. To set waste reduction targets
2. To supervise stakeholders on reduction of plastic use, waste disposal, and recycling and reuse of resources
3. To avoid the use of disposable plastic products
4. To digitise prospectuses and application forms for competitions
5. To provide reusable materials and recycling facilities for exhibitors
6. To communicate with different stakeholders

Environmental Management Team for the Show

1. To assess the efficacy of the programme through waste audit
2. To establish a waste management system
3. To monitor the use of materials, respond to enquiries and provide support

Exhibitors

1. To reduce waste disposal; and to recycle and reuse materials
2. To submit record on the use of materials
3. To make proper use of recycling facilities
4. To avoid the use of disposable plastic products

Commercial Stalls

1. To observe the “Green Event Charter”
2. To make proper use of recycling facilities
3. To avoid the use of disposable plastic tableware and foam plastics
4. To assist in food waste recycling

Cleansing/Recycling Contractors

1. To collect waste and recyclables
2. To submit records on the collection of materials

Flower Show Green Ambassadors

1. To answer enquiries on the proper use of recycling facilities and assist in sorting materials
2. To assist in lending and returning of reusable tableware
3. To assist in recording data for the waste audit
4. To spread the green message

4. Waste Reduction

Before the Show

- Plan for the materials required and complete a List of Required Materials and Recycling/Reuse Strategy (see Appendix I).
- Provide reusable/recyclable decorative materials for exhibitors, such as pebbles, granolithic and wood collected after the passage of typhoons.
- Provide necessary tools and safety gear for those who assist in the sorting of materials.
- Use reusable materials for the exhibits as far as possible. Distribute fewer publicity leaflets and minimise packaging.
- Digitise prospectuses and forms for competitions.
- Encourage staff and contractors to sort recyclables properly and deliver them to the recycling facilities.
- Encourage stakeholders to sign the “Green Event Charter”.

During the Show

- Encourage staff and the public to sort recyclables properly.
- Minimise packaging and sort all waste properly.
- Minimise the distribution of publicity leaflets and opt for environment-friendly or electronic promotional materials.
- Avoid distributing or using disposable plastic products. Opt for reusable products.
- Provide lending service of reusable tableware for visitors to minimise the use of disposable tableware.
- Sort all waste intended for disposal and deliver it to the recycling facilities.

After the Show

- Clear the display area in the showground. Recycle materials as far as possible and take away reusable materials.
- Assist exhibitors in returning reusable/recyclable decorative materials to the Organiser.
- Provide necessary tools and safety gear for those who assist in the sorting of materials.
- Sort all waste intended for disposal and deliver it to suitable recycling facilities.

Recyclables and Points to Note (see Appendix II)

5 Recycling facilities

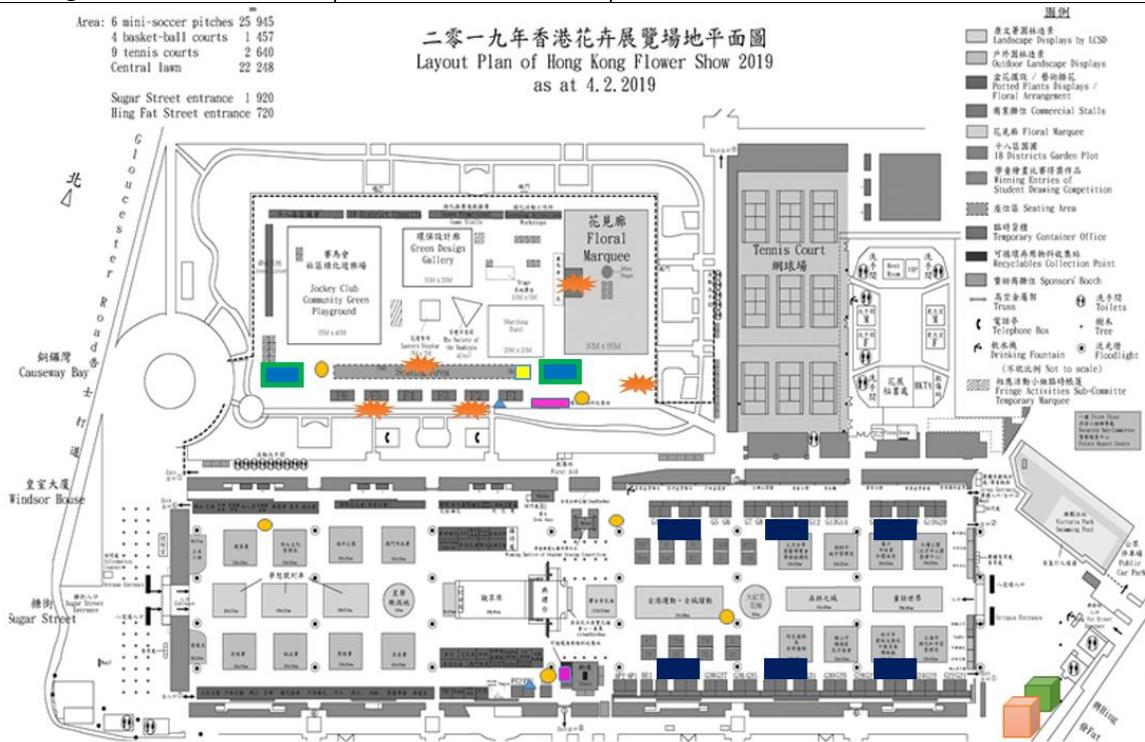
Before the Show

Recycling facilities	Opening hours	Types of collected items
Recyclables Collection Point 	26/2/2019-11/3/2019 09:00-18:00 12/3/2019 09:00-22:00 13/3/2019-14/3/2019 09:00-18:00	Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets, glass bottles
Temporary Recyclables Collection Point Waste Collection Point 	4/3/2019-11/3/2019 09:00-18:00 12/3/2019 09:00-22:00	General waste, cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets
Recycling Bin and Rubbish Bin 	13/3/2019-14/3/2019 09:00-18:00	Waste paper, metals, plastics, liquid and general waste



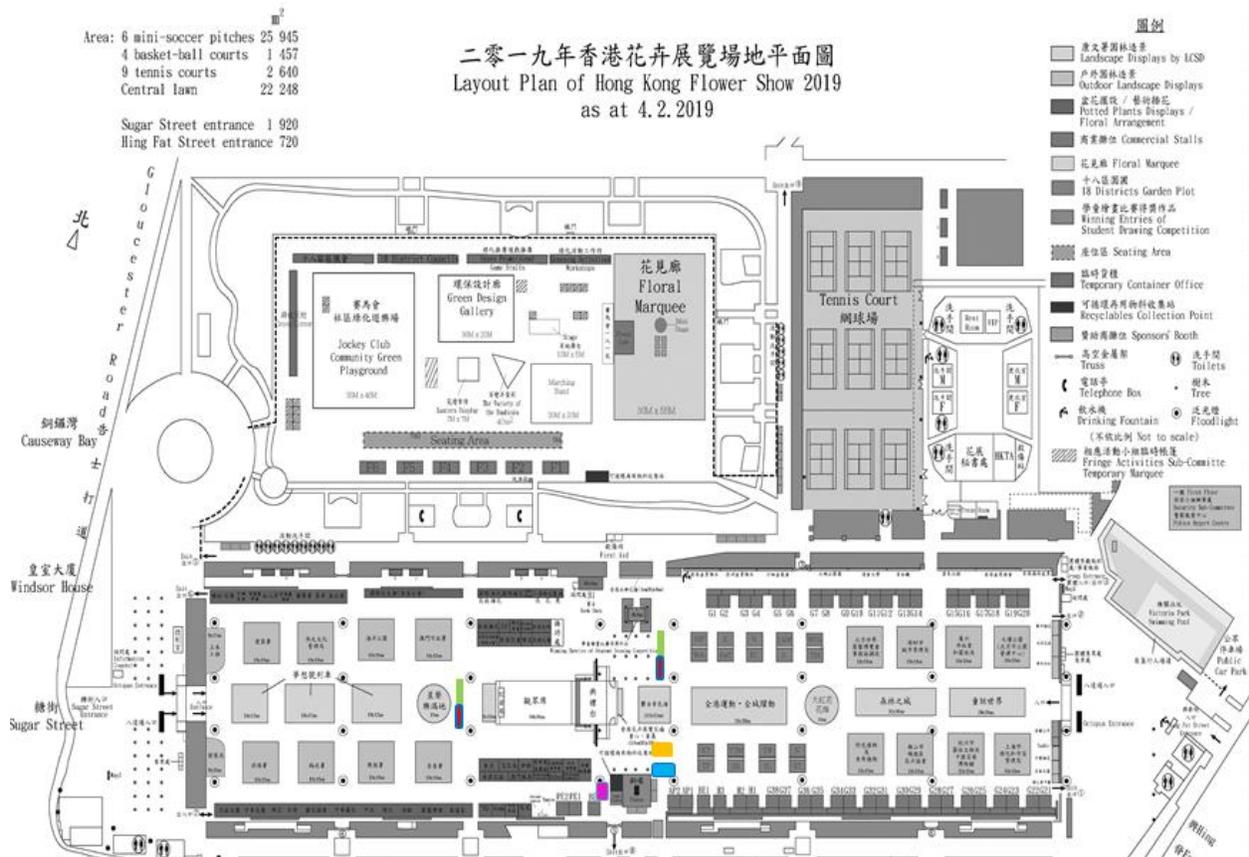
During the Show

Recycling facilities	Opening hours	Types of collected items
Recyclables Collection Point 	15-24/3/2019 09:00-21:00	Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets, glass bottles
Recycling Bin and Rubbish Bin 		Waste paper, metals, plastics, liquid and general waste
Food Waste Collection Bin 		Food waste
Recyclables Separation Area 		Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets
Waste Collection Point 		General waste
Carton Box Collection Bin and Rubbish Bin 	15-24/3/2019 (closing hours of the Show) 21:00-09:00	Carton boxes and general waste
Carton Box, Wilted Flowers Collection Bin and Rubbish Bin 	24/3/2019 21:00-22:00	Carton boxes, wilted flowers and general waste
Reusable Tableware Borrowing / Returning Station 	15-24/3/2019 11:00-20:00	Tableware
Reusable Tableware Returning Station 		Tableware



After the Show

Recycling facilities	Opening hours	Types of collected items
Recyclables Collection Point 	25-28/3/2019 09:00-18:00	Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets, glass bottles
Wilted Flowers Collection Point 		Wilted flowers (without soil clinging thereto)
Wood Collection Point 	29/3/2019 09:00-13:00	Thick branches, wooden pallets, wooden boards
Temporary Recyclables Collection Point 	25-29/2019 09:00-22:00	Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets
Waste Collection Point 		General waste



6 Exit arrangements for exhibitors

	24/3/2019 (21:00-22:00)	25/3/2019 (09:00-18:00)	25/3/2019 (07:00-08:00 and 18:00-19:00)	26-29/3/2019 (09:00-22:00)
Commercial stalls				
Other exhibition stalls				
Government departments				
Ocean Park's garden plot				
Macau's and Mainland China's garden plots				
18 districts' garden plots				
LCSD's landscaped displays				

	Participating Organisations	Remarks
	<ul style="list-style-type: none"> Exhibitors(contractors) remove their exhibits Exhibitors(contractors) deliver all recyclables to the recycling facilities provided by the Organiser for sorting Recycling contractors assist in sorting recyclables 	<u>No entry</u> for vehicles
	<ul style="list-style-type: none"> Commercial stalls, other exhibition stalls, government departments and Ocean Park (contractors) remove their products/exhibits 	Entry allowed for vehicles
	<ul style="list-style-type: none"> Volunteers sort wilted flowers for recycling Exhibitors(contractors) remove their exhibits Exhibitors(contractors) deliver all recyclables to the recycling facilities provided by the Organiser for sorting Recycling contractors assist in sorting recyclables 	<u>No entry</u> for vehicles
	<ul style="list-style-type: none"> Exhibitors(contractors) remove their exhibits Exhibitors(contractors) deliver all recyclables to the recycling facilities provided by the Organiser for sorting Recycling contractors assist in sorting recyclables 	<u>No entry</u> for vehicles
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7 Further information

- To view “Staging a Green Hong Kong Flower Show 2019: Recycling Strategies and Waste Reduction Guidelines for the Organiser” and relevant attachments, please visit <https://goo.gl/pe8Xra> or scan the QR code.



- For more information on waste reduction and recycling, please visit “A Waste Reduction Guidebook for Large Scale Event Organisers” in the Environmental Protection Department's Hong Kong Waste Reduction Website: https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf

Appendix I Submission of the List of Required Materials and Recycling/Reuse Strategy

Please submit the completed list to the Environmental Management Team before 9 March.			
District/Section/Sub-committee:		Name (Post):	
Name of Exhibit/Garden:		Contact No.:	

	Types of materials	Quantity to be used during the Show (A)	Quantity to be recycled or reused (B)	Quantity to be recycled and method of recycling/ Quantity to be reused ¹	To be disposed of in landfills (A)-(B)	Remarks
Decorative materials	Painted wood (m ³)					
	Unpainted wood (m ³)					
	Acrylic panel (m ³)					
	Metal (kg)					
	Others: (pls specify)_____					
Promotional materials	Backdrop (m ³)					
	Banner (m ³)					
	Poster/Leaflet (m ³)					
	Others: (pls specify)_____					
Packaging materials	Carton box(m ³)					
	Paper (m ³)					
	Plastic bag (m ³)					
	Bubble wrap (m ³)					
	Disposable tableware (m ³)					
	Others ² : (pls specify)_____					
Plant materials	Tree (no.)					
	Shrub (no.)					
	Seasonal flower (no.)					
	Moss/Peat moss (kg)					
	Turf (kg)					
	Plastic flower pot (no.)					
	Ceramic flower pot (no.)					
	Plant tray (no.)					
	Soil (kg)					
	Sand (kg)					
	Pebble (kg)					
	Granolithic (kg)					
Others: (pls specify)_____						

¹ If the materials will be recycled, please specify the quantity or percentage of materials to be recycled and the outlets for the recyclables (e.g. to be replanted at XX Park (YY m³ /no./kg), delivered to Recyclables Collection Points in Victoria Park, given to other recyclers, or donated to xx institution(s)). If the materials will be reused, please specify the quantity or percentage of materials to be reused.

² Please refer to the list of recyclables in Appendix II for common packaging materials.

Appendix II Recyclables and Points to Note

Recyclables	Non-recyclable Materials	Key points for recovery	
Carton boxes	<ol style="list-style-type: none"> 1. Waxed paper, carbon paper, thermal paper, damp proof asphalt impregnated paper, sticky label paper 2. Labels and adhesive tapes on paper 3. Laminated paper 	<ol style="list-style-type: none"> 1. Remove adhesive tapes, staples, clips, etc. 2. Do not wet or soil waste paper 3. Keep waste paper clean and dry 	
Poster, leaflets, newspapers, magazines			
Office paper			
Foam containers/ wrap (PS)	<p>Non-woven clothes</p> 	<ol style="list-style-type: none"> 1. Reuse packaging materials as far as possible or choose alternative reusable packaging materials 2. Keep packaging materials clean and dry 	
Box packaging films / Bubble wrap (PE)			

Recyclables	Non-recyclable Materials	Key points for recovery
		
Plastic bottles / cups		
Metals		<p>Drink up or discard the liquid inside plastic bottles / cups before recycling them</p>
Glass		
Food waste		<p>Please refer to "Code of Practice on Separating, Collecting and Transporting Food Waste to Organic Resources Recovery Centre Phase 1"</p> 
Wood pallets and other unpainted wood		<ol style="list-style-type: none"> 1. Reuse the wood as far as possible 2. The size of wood for direct

Recyclables		Non-recyclable Materials	Key points for recovery
Unpainted wooden boards/ flooring			recovery should not exceed: 5cm×5cm×100cm
Thick branches			Thick branches will be delivered to recyclers by the Organiser for crushing into appropriate sizes
Wilted flowers		Hard flower stalks, stems of woody plants, and turf with clinging soil 	<ol style="list-style-type: none"> 1. Collect flowers, leaves, grass and soft flower stalks only 2. Put soil, flowering branches and flower pots into their respective recycling bins
Plastic flower pots		Black nursery bags 	<ol style="list-style-type: none"> 3. Roots with clinging soil cannot be recycled
Plastic planting trays			<ol style="list-style-type: none"> 4. Black nursery bags should be disposed of in litter bins
Soil		Soil mixed with plant roots	

Recyclables		Non-recyclable Materials	Key points for recovery
Living flowers			To be transplanted or given away