

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

1 Objectives

- To stage a green Hong Kong Flower Show and enhance environmental performance by stepping up recycling of resources and reduction of waste disposal, and avoiding the use of disposable plastic products;
- To manage exhibition materials effectively and thoroughly through various strategies and measures, and assist the Organiser in environmental management and planning, as well as auditing of waste and recyclables; and
- To incorporate environmental considerations into every part of the Show, and make sure that exhibitors have the proper knowledge, passion and proactivity to promote eco-friendliness and raise public awareness of environmental protection by setting a good example themselves.

2 Strategies

- The waste recovery programme helps the Organiser to understand the quantities of waste and recyclables generated by the Show and to make early arrangements for recyclables. Although the Organiser has engaged cleansing/recycling contractors to help, support and cooperation of exhibitors are also needed to provide records on the use of materials;
- 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;
- Make 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

| Points to note on waste reduction | Green tips |
|---|---|
| <ul style="list-style-type: none"> • Plan for the materials required and submit a List of Required Materials and Recycling/Reuse Strategy (see Appendix I) to the Organiser in a timely manner, so that early arrangements can be made for recyclables. • Use reusable materials for the exhibits as far as possible. Distribute fewer publicity leaflets and minimise packaging. • Encourage staff and contractors to sort recyclables properly and deliver them to the recycling facilities. • Sort all waste intended for disposal and deliver it to the recycling facilities. | <ul style="list-style-type: none"> • The List of Required Materials and Recycling/Reuse Strategy can be completed with reference to the design layouts of exhibits. • Put the recyclable/reusable materials into the Recyclables Collection Points provided by the Organiser. • Decorative materials (such as branches, sand and flower pots) collected at the Recyclables Collection Points are free to use. • If you are not sure whether the materials can be recycled, ask the recycling contractors managing the Temporary Recyclables Collection Points (located next to the Waste Collection Points) for help before disposal. |

During the Show

| Points to note on waste reduction | Green tips |
|---|---|
| <ul style="list-style-type: none"> • Encourage staff and contractors to sort recyclables properly. • Minimise packaging and sort all waste properly. • Avoid distributing publicity leaflets and opt for environment-friendly promotional materials. • Sort all waste intended for disposal and deliver it to the recycling facilities. | <ul style="list-style-type: none"> • Produce e-leaflets for publicity and invite the public to browse them by scanning QR codes. |

After the Show

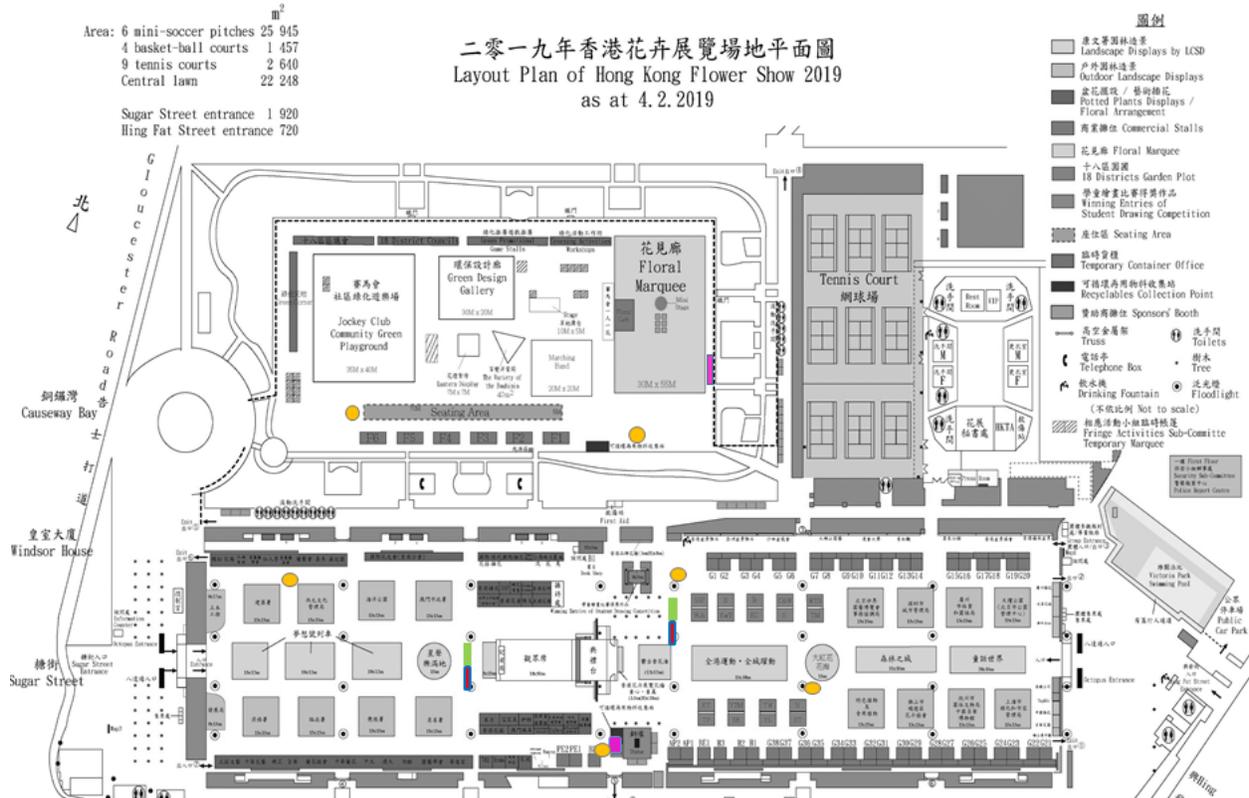
| Points to note on waste reduction | Green tips |
|---|---|
| <ul style="list-style-type: none"> • Clear the display area in the showground. Recycle materials as far as possible and take away reusable materials. • Sort all waste intended for disposal and deliver it to suitable recycling facilities. | <ul style="list-style-type: none"> • If you are not sure whether the materials can be recycled, ask the recycling contractors managing the Temporary Recyclables Collection Points (located next to the Waste Collection Points) for help before disposal. |

Recyclables and Points to Note (see Appendix II)

5 Recycling facilities

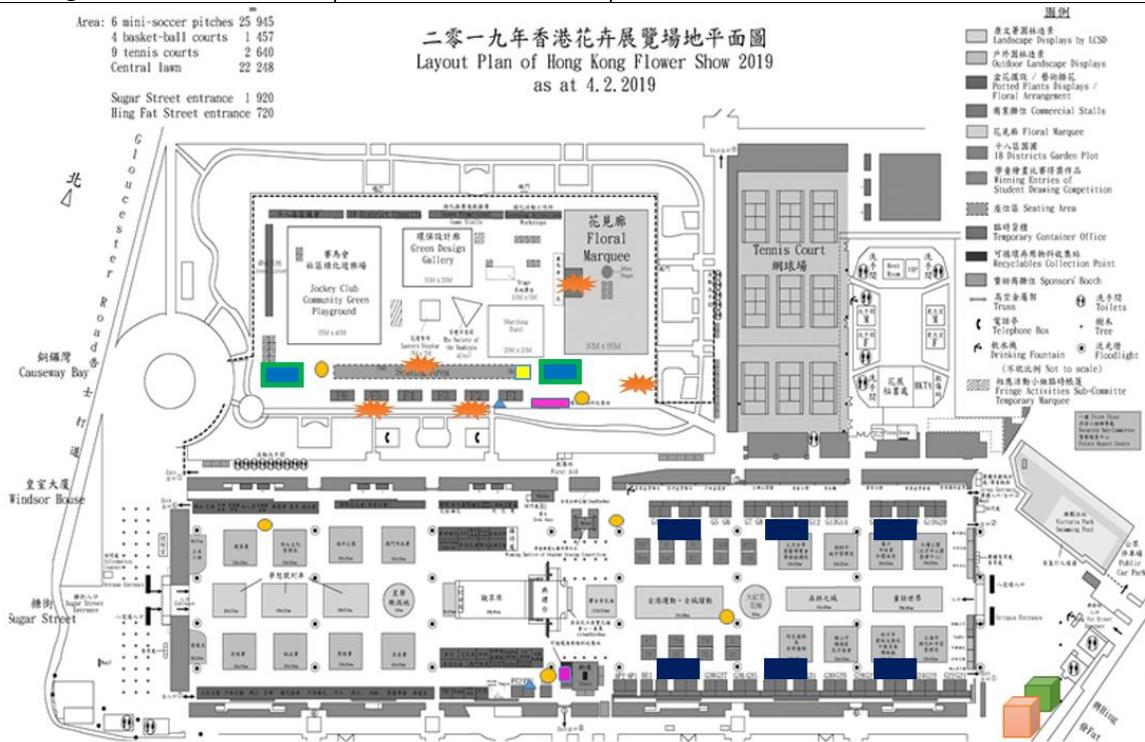
Before the Show

| 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 |



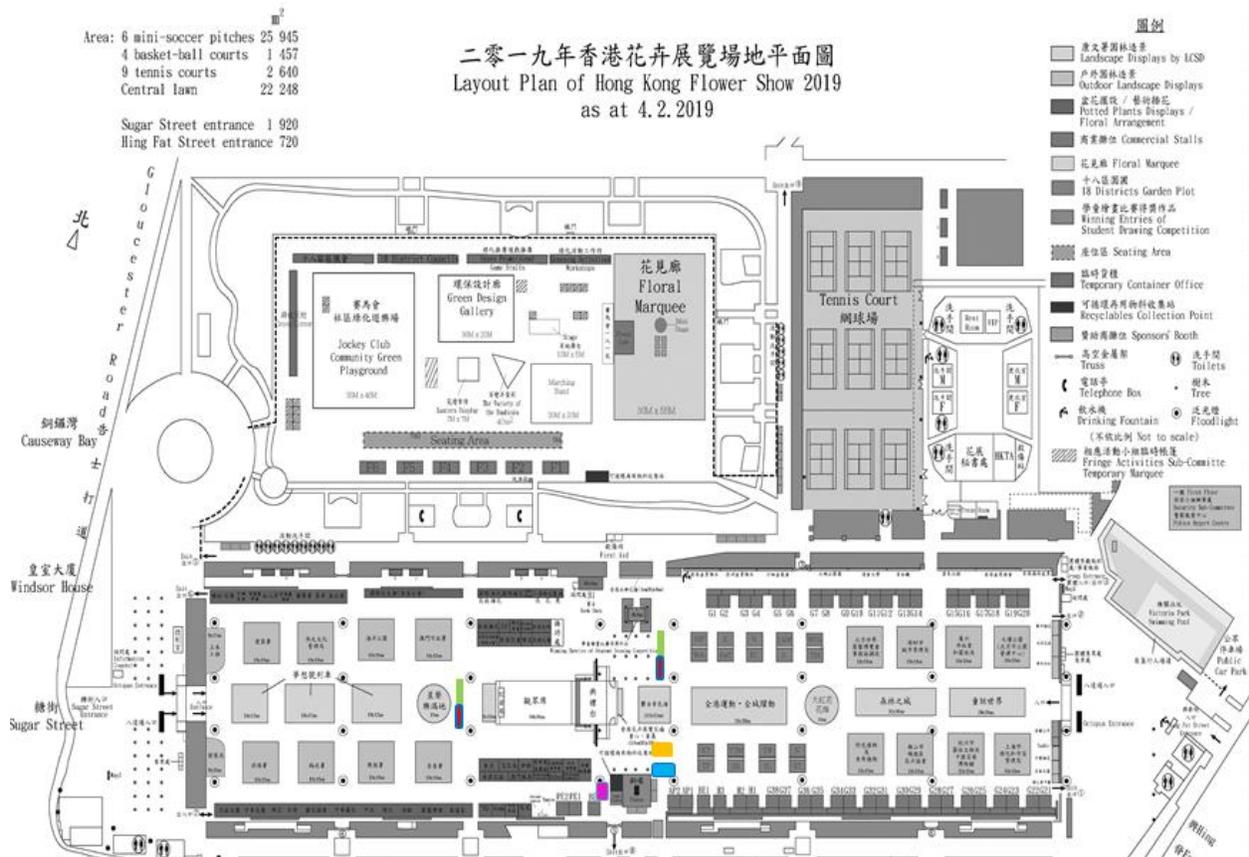
During the Show

| 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 (tentative)

| | | | | |
|--|----------------------------|----------------------------|---|-------------------------------|
| | 24/3/2019 (21:00-22:00) | 25/3/2019 (09:00-18:00) | 25/3/2019 (07:00-08:00 ; 18:00-19:00) | 26-29/3/2019 (09:00-22:00) |
| 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"> Other exhibition stalls, government departments and Ocean Park (contractors) remove their 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 |
| | <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 | Entry allowed for vehicles |

7 Further information

- To view “Staging a Green Hong Kong Flower Show 2019: Recycling Strategies and Waste Reduction Guidelines for Exhibitors” 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_2_01801.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 | <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 |