

Green Hong Kong Flower Show 2024: Strategy and Practice on Waste Reduction (Organiser)

1 Objectives

- Enhance environmental performance by improve recycling resources and reduce waste disposal, avoiding the use of single-use plastic products;
- Assist in waste/recyclable audit and environmental management conducted by LCSD;
- Spread the green message and influence others during the Show;
- Promote environmental protection concepts and raise public awareness of environmental protection through activities.

2 Strategy

- Identify the amount of wastes and recyclables generated in different show periods and submit the record to the Organiser.
- Record and monitor the use of materials and waste at the various stages of the exhibition.
Avoid unnecessary materials use, and reuse materials as much as possible
- Make good use of recycling facilities.
- Ask Show environmental management team for professional help
(Enquiry Telephone: 2601 8987)

3 Role and Responsibilities

Organiser (Leisure and Cultural Services Department)

1. Set up waste reduction targets
2. Supervise stakeholders in waste reduction, avoidance of use of plastic products and recycling of resources
3. Avoidance of use of single-use plastic products
4. Digitize the prospectus and application forms
5. Provide reusable materials and recycling facilities for exhibitors
6. Communicate with different stakeholders

Environmental Management Team for the Show

1. Conduct waste audit
2. Establish waste management system and execute a waste recycling plan
3. Supervise the use of materials and provide necessary support

Exhibitor

1. Reduce waste disposal and recycle and reuse materials
2. Submit the record on the use of materials
3. Use the recyclables collection point properly
4. Avoid the use of single-use plastic products

Commercial Stalls

1. Follow the agreement stated in Green Event Charter
2. Use the recyclables collection point properly
3. Avoid the use of single-use plastic products
4. Submit the record on the use of materials
5. Assist in food waste recycling

Cleansing and recyclables collection service contractors

1. Collect waste and recyclables
2. Submit the record on the use of materials

4 Waste reduction

Before the Show

Key points of waste reduction	Green tips
<ul style="list-style-type: none"> • Implement waste prevention before recycling • Submit the materials counting and recycling/reuse list (Appendix I) to the Organiser as soon as possible, in order to arrange possible outlets for recyclable materials • Try to use reusable materials to design exhibits and reduce the use of packaging materials • Encourage staff and contractors to recycle • Wastes and recyclables must be sorted and sent to the Recyclables Collection Point or Refuse collection point 	<ul style="list-style-type: none"> • Fill in the quantity of waste and recyclable by using the exhibit layout • Put recyclable/reusable materials into the recycling facilities provided by the Organiser • Decorative materials such as branches, sands and flower pots which collected in Recyclables Collection Point are free to use • Ask recycling service contractor for help if you are not sure whether the material can be recycled

During the Show

Key points of waste reduction	Green tips
<ul style="list-style-type: none"> • Encourage staff and contractors on proper recycling • Minimising the use of packaging materials or reuse them after the Show • Avoid distributing leaflets and using environmentally friendly promotional materials • Separate the recyclables properly and sent it to Recyclables Collection Point 	<ul style="list-style-type: none"> • Use electronic leaflet and invite the public to browse by scanning QR code






After the Show

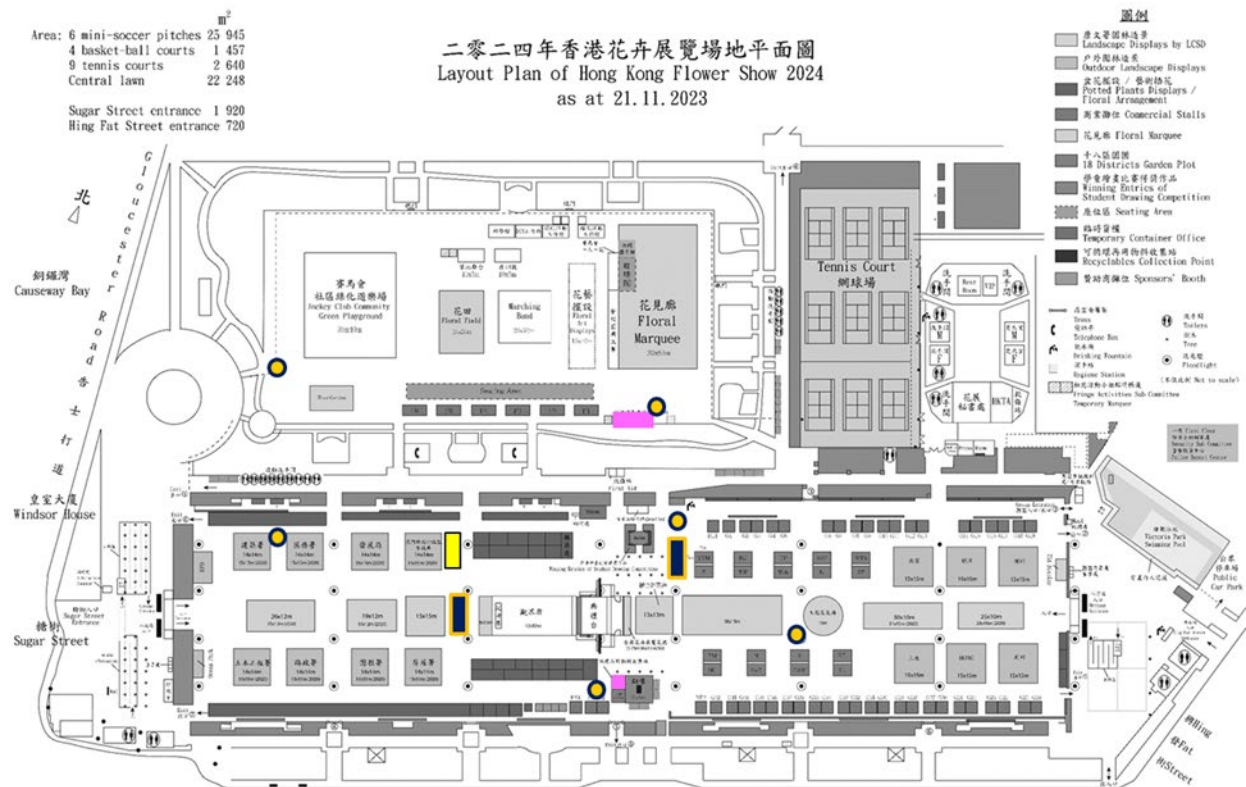
Key points of waste reduction	Green tips
<ul style="list-style-type: none"> • Clean up the location of the exhibition area, try to recycle and take away reusable materials as much as possible • Separate the recyclable properly and sent it to Recyclables Collection Point • Reduce the use of packaging materials 	<ul style="list-style-type: none"> • Ask recycling service contractor for help if you are not sure whether the material can be recycled

Recyclable materials and key points on recycling are attached on Appendix II






5 Recycling facilities

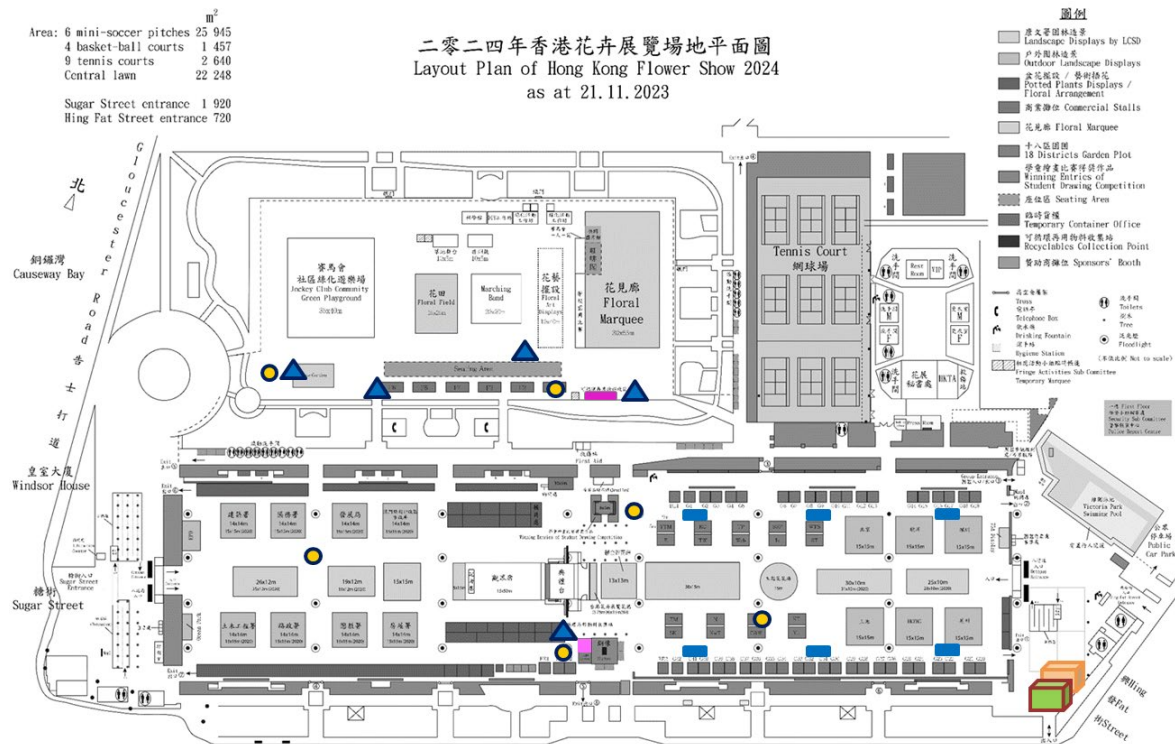
Before the Show

Legend	Recycling facilities	Service hours	Materials can be collected
	Temporary Refuse and Recyclables Collection Point	<u>24/02/2024 – 11/03/2024</u> 09:00-18:00 <u>12/03/2024</u> 09:00-23:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
	Wood Collection Point	<u>12/03/2024</u> 09:00-23:00	Thick branches, wood pallets, wooden boards
	Recyclables Collection Point	<u>24/02/2024 – 11/03/2024</u> 09:00-18:00	General waste, cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
	Recyclables Collection Point	<u>12/03/2024</u> 09:00-23:00 <u>13-14/03/2024</u> 08:30-18:00	
	Recycling Bins and Refuse Collection Bins	<u>13-14/03/2024</u> 08:30-18:00	Papers, plastics, metals, liquid and general waste







During the Show

Legend	Recycling facilities	Service hours	Materials can be collected
	Recyclables Collection Point	15-24/03/2024 08:30-21:30	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
	Recyclables Collection Point		Papers, plastics, metals, liquid and general waste
	Recycling Bins and Refuse Collection Bins		
	Food waste Collection Bins		Food waste
	Waste Collection Point	15-24/03/2024 08:30-21:30	General waste
	Recyclables Storing Area		Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
	Carton box, wilted flower and refuse collection bin		Carton box, wilted flowers and general waste



After the Show

Legend	Recycling facilities	Service hours	Materials can be collected
	Temporary Recyclables and Waste Collection Point	<u>25/03/2024</u> 11:00-18:00 <u>26-28/03/2024</u> 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
	Recyclables Collection Point	<u>25-28/03/2024</u> 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
	Wilted Flower Collection Point		Wilted Flowers (Except for the remaining soil attached to the withered flowers)
	Wood Collection Point		Thick branches, wood pallets, wooden boards



6 Retreat Arrangement

	24/03/2024 (21:00- 22:00)	25/03/2024 (07:00- 12:00 & 18:00- 21:00)	25/03/2024 (12:00- 18:00)	26/03/2024 (09:00- 18:00)	27/03/2024 (09:00- 18:00)	28/03/2024 (09:00- 18:00)
Potted plants displays / Floral arrangement						
Government Departments' Landscape Display						
Macau and Mainland China's landscape display						
18 Districts Garden Plot						
Landscape Display by LCSD						

	Involved Parties	Remarks
	<ul style="list-style-type: none"> Exhibitors (contractors) remove the display item Exhibitors (contractors) bring all recyclables to the recycling facilities provided by the Organiser Recycling service contractor assists in separating different recyclables 	<u>No entry</u> for vehicles
	<ul style="list-style-type: none"> Exhibitors (contractors) remove the display item Exhibitors (contractors) bring all recyclables to the recycling facilities provided by the Organiser Recycling service contractor assists in separating different recyclables 	Authorized vehicles only
	<ul style="list-style-type: none"> Volunteers separate and recycle the wilted flowers 	<u>No entry</u> for vehicles
	<ul style="list-style-type: none"> Exhibitors (contractors) remove the display item Exhibitors (contractors) bring all recyclables to the recycling facilities provided by the Organiser Recycling service contractor assists in separating different recyclables 	<u>No entry</u> for vehicles
	<ul style="list-style-type: none"> Exhibitors (contractors) remove the display item Exhibitors (contractors) bring all recyclables to the recycling facilities provided by the Organiser Recycling service contractor assists in separating different recyclables 	Authorized vehicles only

7 More information

- For “Green Hong Kong Flower Show: Strategy and Practice on Waste Reduction (Organiser)” and relevant attachments, please visit:

https://drive.google.com/drive/folders/1BzywmrVca3cFgxTwkWVsrY42Q40i2Wqt?usp=share_link or scan the QR code.



- For more information on waste reduction and recycling, please visit the Environmental Protection Department's Hong Kong Waste Reduction website, “A Waste Reduction Guidebook for Large Scale Event Organisers” :

https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf



8 Appendix I Quantity of Material and Recycle/Reuse Strategy Form






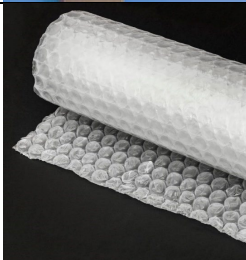


Please complete the form and submit it to **Dr. Lori LUO** (luoliwen@hkbu.edu.hk) before or on **4 March, 2024**.









If you have any questions, please feel free to contact **Dr. Lori (3411 6658)**.








District/Section/Sub-committee				Name and Post			
Exhibit's Title				Tel. No			
	Type of material	Total quantity used in HKFS (A)	Total quantity collected for recycling (B)	Action taken for recycling / reuse ¹	Disposed in landfill (A)-(B)	Remarks	
Display Materials	Painted wood (m ³)						
	Unpainted wood (m ³)						
	Acrylic glass (m ³)						
	Metal (Kg)						
	Others (Please specify)						
Promotion Materials	Backdrop (m ³)						
	Banner (m ³)						
	Poster/leaflet (m ³)						
	Others (Please specify)						
Packaging Materials	Cardboard (m ³)						
	Paper (m ³)						
	Plastic bag (m ³)						
	Bubble Wrap (m ³)						
	Single-use tableware (m ³)						
	Others (Please specify)						
Plant	Tree (number)						
	Shrub (number)						
	Flower (number)						
	Moss / peat soil (Kg)						
	Turf (m ²)						
	Plastic pot (number)						
	Porcelain pot (number)						
	Tray (number)						
	Soil (Kg)						
	Sand (Kg)						
	Pebble (Kg)						
	Granule (Kg)						
	Others (Please specify)						

¹ If the material will be recycled, please write down the quantity or percentage of material recycled, and the destination of the recyclable. (For example: replanting in XX Park (YY cubic meters / tree / kg / piece) / brought to the "Recyclable Collection Point" in Victoria Park/ handing it over to other recyclers or donating to XX institutions, etc.). If the material is reused, please provide the quantity or percentage of reuse.

Appendix II Recyclable materials and key points on recycling

Recyclable materials		Non-Recyclable Materials	Key points on recycling:
Cardboard		<ol style="list-style-type: none"> 1. Wax paper, carbon paper, thermal paper, moisture resistant paper, self-adhesive paper 2. Labels and adhesive tape attached to paper 3. Lamination paper 	<ol style="list-style-type: none"> 1. Remove tapes, staples, paper clips, etc. 2. Avoid wet or contaminated waste paper 3. Keep the waste paper clean and dry
Poster, leaflet, newspaper, magazine			
Office paper			
Foam containers/wrap (Polystyrene, PS)	 	Non-woven fabric	<ol style="list-style-type: none"> 1. Reuse the packaging materials or use re-usable materials instead 2. Keep the packaging materials clean and dry
Packaging stretch film / Bubble wrap (PE)	 		

Recyclable materials		Non-Recyclable Materials	Key points on recycling:
Plastic bottle and cup		Liquid and food inside the container	 <p>Please drink or poured out the liquid before recycle the bottle/cup</p>
Metal			
Glass			
Food Waste		Packaging, big bones, shells	<p>please refer to the following Code of Practice published by Organic Resources Recovery Centre</p> 
Wood pallets and other <u>unpainted</u> wood materials		Painted wood materials	<ol style="list-style-type: none"> 1. Reuse/upcycle as much as possible 2. For wooden materials to be recycled directly, maximum size is 5cm×5cm×100cm
<u>Unpainted</u> wooden boards			

Recyclable materials		Non-Recyclable Materials	Key points on recycling:
Thick branches			Thick branches will be transferred to recyclers by the Organiser, and then cut into suitable size
Wilted flowers		Hard flower stem, woody plants' stem, turf with soil 	<ol style="list-style-type: none"> 1. Only collect the flowers, leaves, grass, and soft flower stem 2. Separate into soils, flower pots and wilted flowers, and place them in the corresponding recycling bins
Plastic flower pots		Nursery bags 	<ol style="list-style-type: none"> 3. The roots with soil cannot be recycled 4. Nursery bags should be disposed into the general waste bins
Plastic trays			
Soil		The roots cannot be mixed into the soil	
Living Flowers			Living flowers will be transplanted or given away