

Green Hong Kong Flower Show 2023: Strategy and Practice on Waste Reduction (Exhibitor)

1 Objectives

- Staging 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;
- Assisting the Organiser in environmental management and planning as well as auditing of waste and recyclables;
- Incorporating environmental considerations into every part of the Show, and make sure that exhibitors have the proper knowledge;
- Promoting eco-friendliness and raise public awareness of environmental protection by setting a good example themselves.

2 Strategy

- Implementing waste prevention before recycling, which will help saving natural resources and energy and cutting costs;
- 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;
- Keeping 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
- 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;
- If necessary, ask Environmental Management Team for the Show for professional help.
(Enquiry Telephone no.: 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

Cleansing and recyclables collection service contractors

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

Flower Show Green Ambassador

1. Answer enquiries on the proper use of recycling facilities and assist in sorting materials
2. Assist in waste audit and data recording
4. Disseminate the messages on proper and clean recycling

4 Waste reduction

Before the Show

Key points of waste reduction	Green tips
<ul style="list-style-type: none"> • Implement waste prevention before recycling; • 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 them 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 Point for help before disposal.

During the Show







Key points of 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-leaflet for publicity and invite the public to browse them by scanning QR codes.

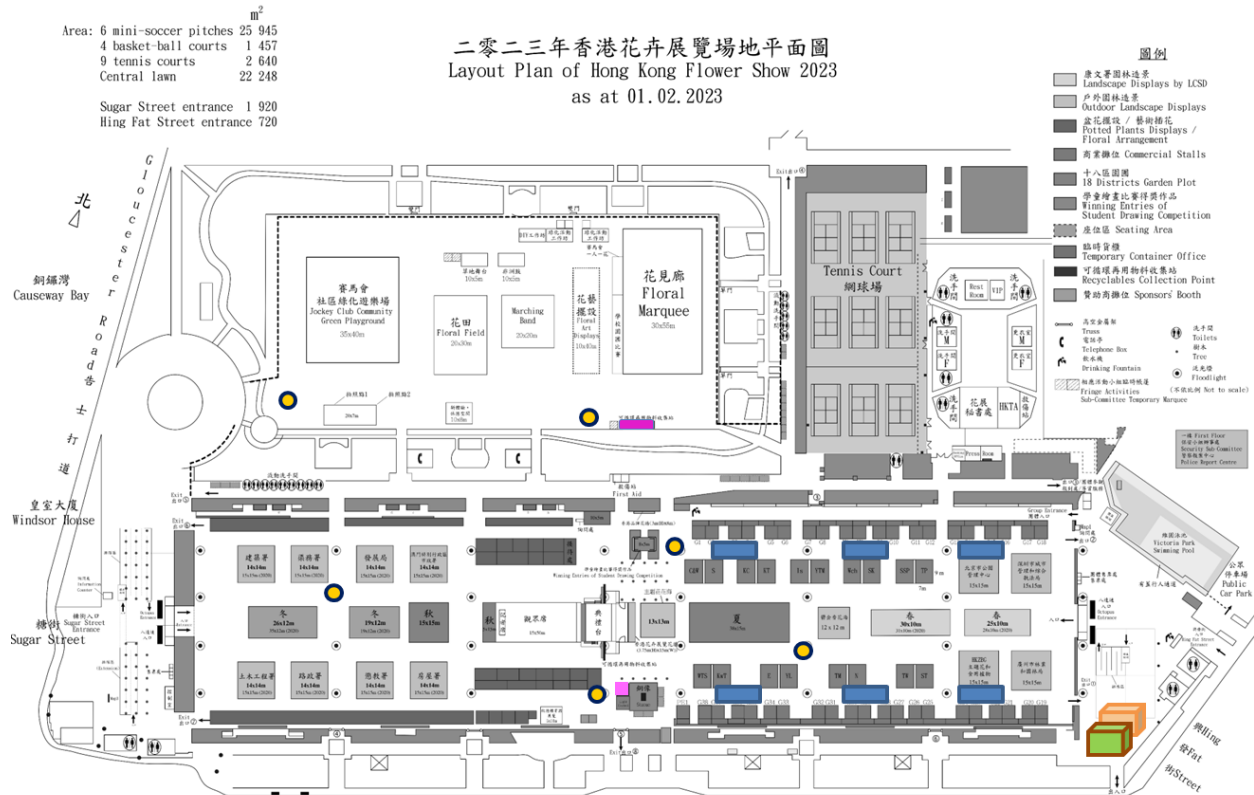
After the Show

Key points of waste reduction	Green tips
<ul style="list-style-type: none"> • Clean 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 Point (located next to the Waste Collection Points) the help before disposal.





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

During the Show

Legend	Recycling facilities	Service hours	Materials can be collected
	Recyclables Collection Point	10-19/03/2023 09:00-21:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles, Foam containers/wrap
	Recyclables Collection Point		
	Recycling Bins and Refuse Collection Bins	10-19/03/2023 09:00-21:00	Papers, plastics, metals, liquid and general waste
	Waste Collection Point		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	10-19/03/2023 20:30-09:00	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	20/03/2023 11:00-18:00 21-23/03/2023 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
	Recyclables Collection Point	20-23/03/2023 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles, Foam containers/wrap
	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

	19/3/2023 (21:00-22:00)	20/3/2023 (08:00-18:00)	20/3/2023 (07:00-08:00; 18:00-21:00)	21-23/3/2023 (09:00-18:00)
Potted plants displays / Floral arrangement				
Government Departments' Landscape Display				
Macau and Mainland China's landscape display				
Landscape Display by LCSD				
18 Districts Garden Plot				

	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 organizer Recycling service contractor assists in separating different recyclables 	<u>No entry</u> for vehicles
	<ul style="list-style-type: none"> Exhibitors of Potted plants displays / Floral arrangement, and Government Departments' Landscape Display (contractors) remove the display item 	Authorized vehicles only
	<ul style="list-style-type: none"> Volunteers separate and recycle the wilted flowers Exhibitors (contractors) remove the display item Exhibitors (contractors) bring all recyclables to the recycling facilities provided by the organizer 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 organizer Recycling service contractor assists in separating different recyclables 	<u>No entry</u> for vehicles
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7 More information

- For “Green Hong Kong Flower Show: Strategy and Practice on Waste Reduction (Exhibitor)” and relevant attachments, please visit https://drive.google.com/drive/folders/1CVG6QNhPulwEcVIPrhHiq52_vJhfHiEI?usp=sharing 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









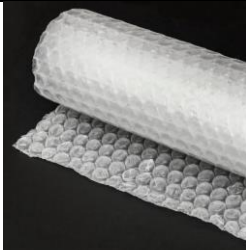

8 Appendix I Material Counting and Recycle/Reuse Strategy Form






Please complete the form and submit it to **Show Environmental Management Team**.







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 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 plastics (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 is recycled, please provide the quantity or percentage of the recycling rate, and the destination of the recyclable. (For example, replanting in XX Park (YY cubic meters / tree / kg / piece), handing it over to the "Recyclable Material Collection Station" 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)	 	<p>non-woven fabric</p> 	<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			
Wood pallets and other <u>unpainted</u> wood materials			
<u>Unpainted</u> wooden boards			
Thick branches		Thick branches will be transferred to recyclers by the organizer, and then cut into suitable size	

Recyclable materials		Non-Recyclable Materials	Key points on recycling:
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 3. The roots with soil cannot be recycled 4. Nursery bags should be disposed into the general waste bins
Plastic flower pots		Nursery bags 	
Plastic trays			
Soil		The roots cannot be mixed into the soil	
Living Flowers	