

Green Hong Kong Flower Show 2019: Strategy and Practice on Waste Reduction (Organizer)

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 organizer.
- 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

Show Environmental Management Team

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. Enhance waste reduction and recycling
2. Submit the record of the quantity of waste/recyclables
3. Use the recyclables collection point properly
4. Avoidance of 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. Avoidance of use of single-use plastic products
4. Recycle the food waste properly

Cleansing and recyclables collection service contractors

1. Recyclable and waste collection
2. Provide material collection records and provide necessary support

Flower Show Green Ambassador

1. Respond to enquiries on how to use recycling facilities properly and carry out recycling work.
2. Assist in tableware lending to public
3. 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
<ul style="list-style-type: none"> • Complete the Quantity of Material and Recycle/Reuse Strategy Form (Appendix I) as soon as possible • Provide exhibitors with reusable/recyclable decorative materials (such as pebbles, granules and wood collected after typhoons) • Provide recycling workers/volunteers with protective equipment and tools • Minimise the use of packaging material and promotional material. Use reusable materials for designing display. • Digitize the prospectus and application forms • Encourage staff and contractors to recycle and to use recyclable collection point properly • Promote the participation of Green Event Charter

During the Show

Key points of waste reduction
<ul style="list-style-type: none"> • Encourage staff and visitors to recycle properly • Minimise the use of packaging material, recycle all materials properly • Minimise the distribution of printed materials, use environmental friendly (such as digital) publication instead • Avoid the use of single-use plastic products • Provide tableware lending service to visitors • Ensure all recyclables in disposed waste have been sorted out, and transported to recycling collection point






After the Show

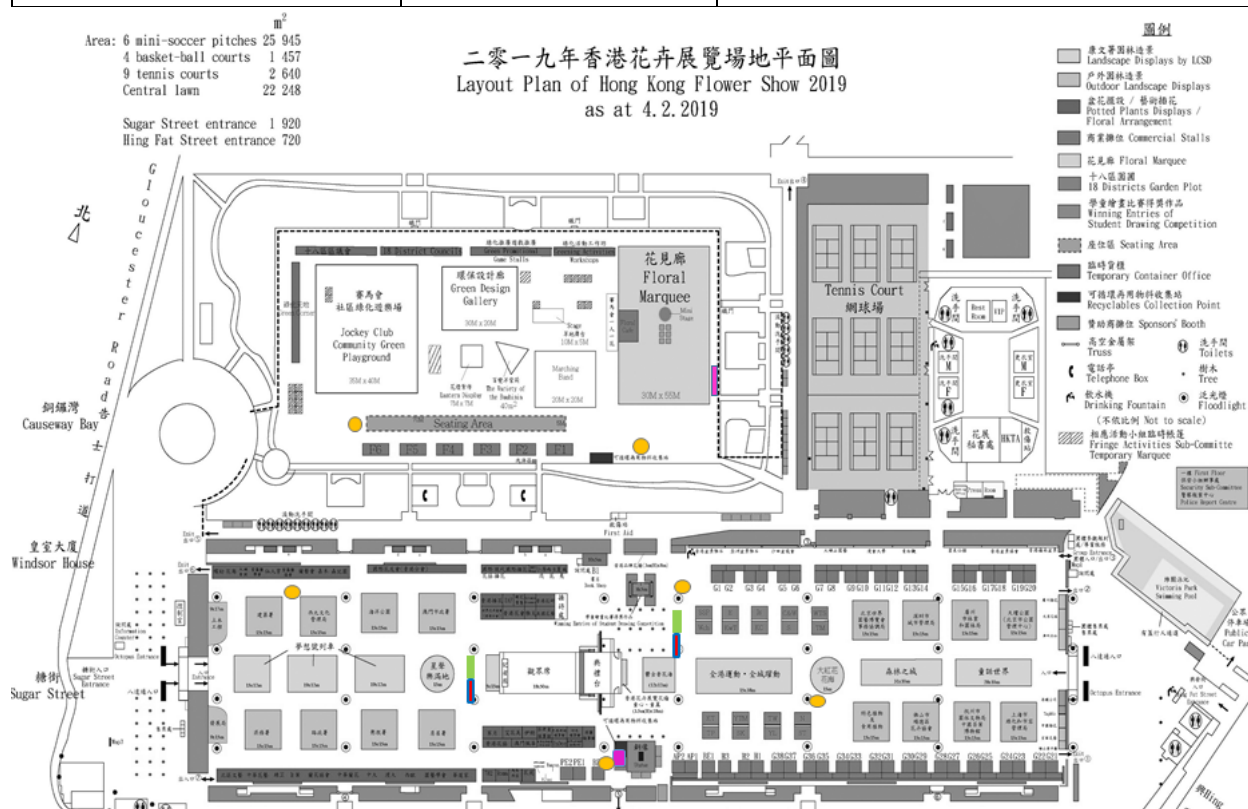
Key points of waste reduction
<ul style="list-style-type: none"> • Clean up the exhibition area. Recycle/ reuse as much as possible. • Assist in the collection of recyclable / reusable decorative materials from exhibitors • Provide recycling workers/ volunteers with protective equipment and tools • Ensure all recyclables in disposed waste have been sorted out, and transported to recycling collection point

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










5 Recycling facilities

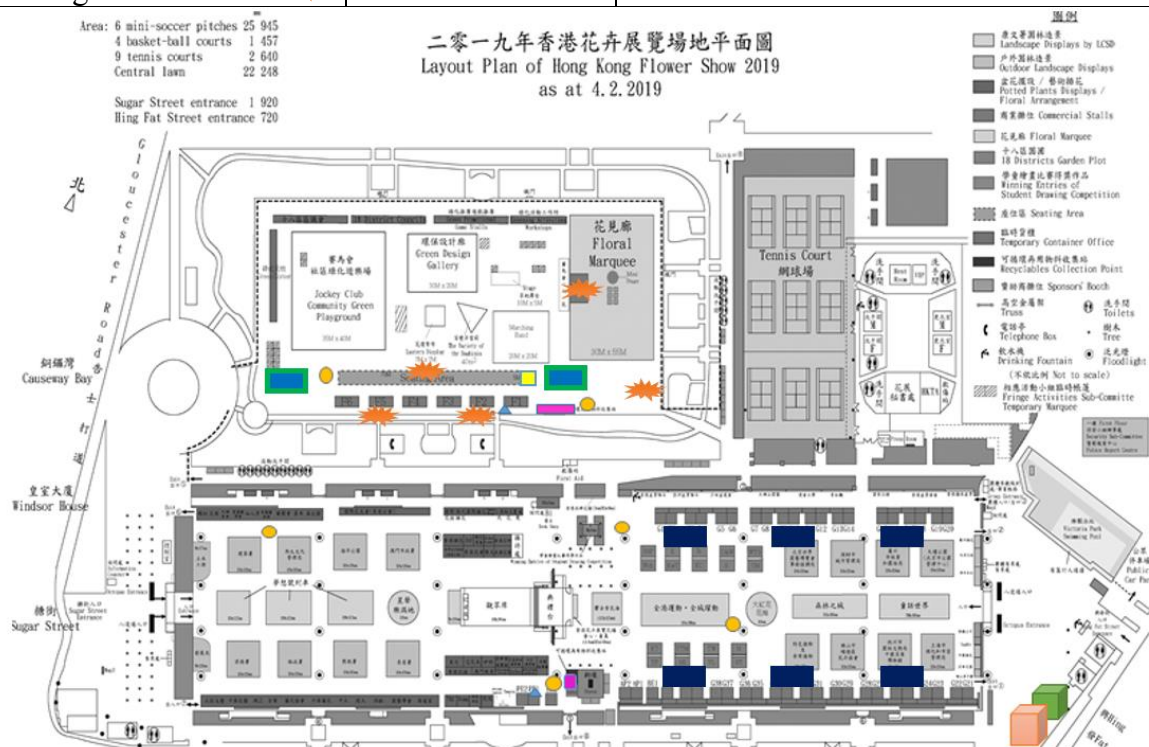
Before the Show

Recycling facilities	Service hours	Materials can be collected
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, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
Temporary Recyclables Collection Point  Refuse 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, thick branches, wilted flowers, plastic flower pots, wood pallets
Recycling Bins and Refuse Collection Bins 	13/3/2019-14/3/2019 09:00-18:00	Papers, plastics, metals, liquid and general waste








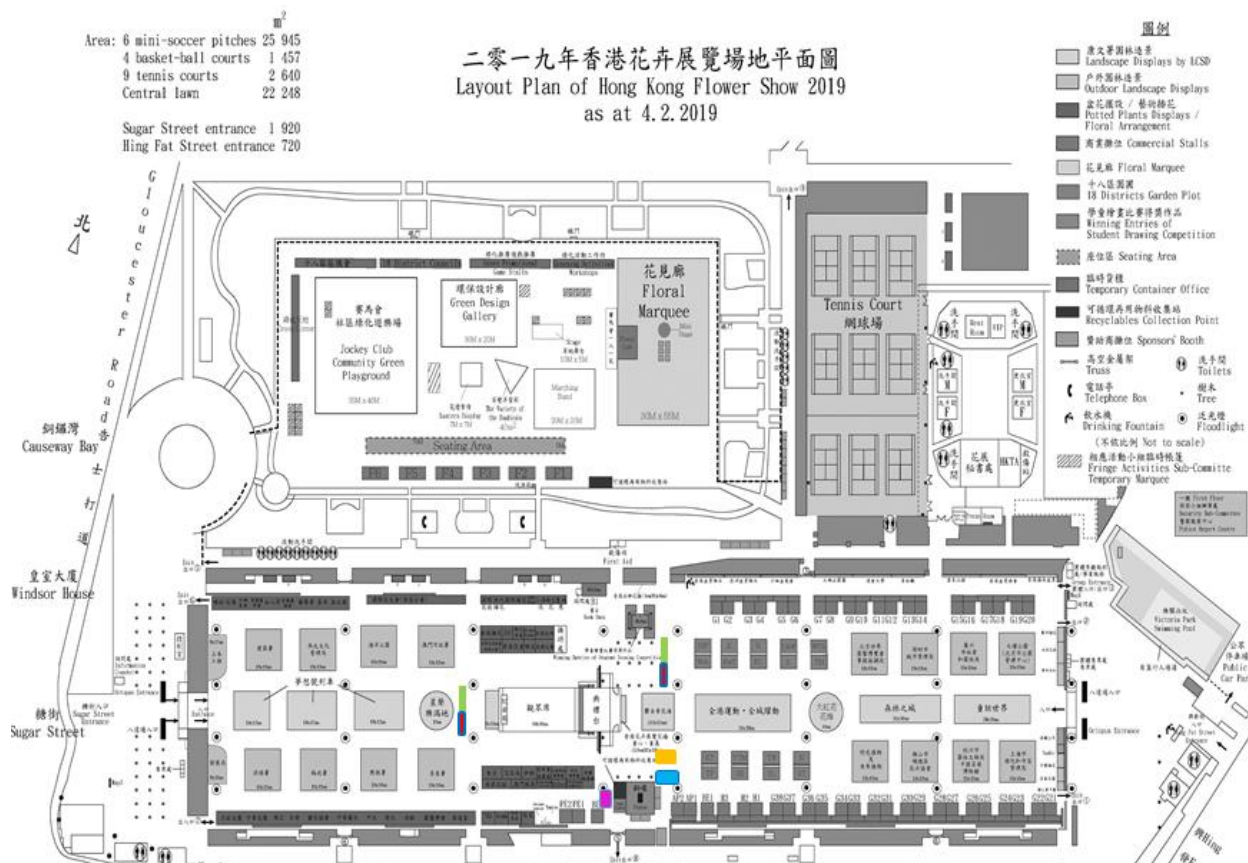
During the Show

Recycling facilities	Service hours	Materials can be collected
Recyclables collection point (RCP) 	15-24/3/2019 09:00-21:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
Recycling bins 		Papers, plastics, metals, liquid and general waste
Food waste collection point 		Food waste
Recyclable storing area 		Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
Refuse collection point 	15-24/3/2019 (Exhibition close) 21:00-09:00	General waste
Carton box and refuse collection bin 		Carton box and general waste
Carton box, wilted flower and refuse collection bin 		Carton box, wilted flowers and general waste
Reusable tableware lending / returning station 	15-24/3/2019 11:00-20:00	Reusable tableware
Reusable tableware returning station 		Reusable tableware



After the Show

Recycling facilities	Service hours	Materials can be collected
Recyclables Collection Point 	25-28/3/2019 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
Wilted Flowers Collection Point 		Wilted Flowers (Except for the remaining soil attached to the withered flowers)
Wood Collection Point 	29/3/2019 09:00-13:00	Thick branches, wood pallets, wooden boards
Temporary Recyclables Collection Point 		Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
Refuse Collection Point 	25-29/2019 09:00-22:00	General waste



6 Retreat Arrangement

	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)
Commercial stalls				
Potted plants displays / Floral arrangement				
Government Departments' Landscape Display				
Ocean Park's 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"> 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
	Exhibitors of Potted plants displays / Floral arrangement, Government Departments' Landscape Display and Ocean Park's Landscape Display (contractors) remove the display item	Authorized vehicles only
	<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 	Authorized vehicles only

7 More information

- For “Green Hong Kong Flower Show: Strategy and Practice on Waste Reduction (Exhibitor)” and relevant attachments, please visit <https://goo.gl/pe8Xra> 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 Mr. Terry Cheung, Project Assistant, Earth Tech Consultancy Co., Ltd. on or before 9 March (Email: terrycc@hkbu.edu.hk / Fax: 3411 2095). Should you need any further information, please do not hesitate to contact Mr. Terry Cheung (Tel: 3411 2537).







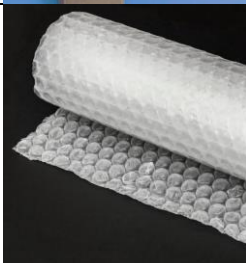
District/Section/Sub-committee		Name and Post				
Exhibit's Title		Tel. No				
	Type of material	Total quantity used in HKFS (A)	Total quantity collected for recycling / reuse (B)	Action taken for recycling / reuse ¹	Disposed in landfill (A)-(B)	Remarks
Display Materials	Painted wood (m ³)					
	Unpainted 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)					









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.









² Please refer to Appendix II for commonly seen packaging materials

	Others ² (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)					

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			
Polystyrene box/film (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	 Please drink or poured out the liquid before recycle the bottle/cup
Metal			
Glass			
Food Waste		Packaging, big bones, shells	please refer to the following Code of Practice published by Organic Resources Recovery Centre 
Wood pallets and other <u>unpainted</u> wood materials		Painted wood materials	1. Reuse/upcycle as much as possible 2. For wooden materials to be recycled directly,

Recyclable materials		Non-Recyclable Materials	Key points on recycling:
Unpainted wooden boards			maximum size is 5cm×5cm×100cm
Thick branches			Thick branches will be transferred to recyclers by the organizer, 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 3. The roots with soil cannot be recycled 4. Nursery bags should be disposed into the general waste bins
Plastic pot		Nursery bags 	
Plastic trays			
soil		The roots cannot be mixed into the soil	

Recyclable materials		Non-Recyclable Materials	Key points on recycling:
Flowers			Transplant or gift