



Green Event Management
綠色活動管理

Green Event Management Guidebook

REDUCE

REUSE

RECYCLE

REPLACE



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Introduction

As a prosperous city, Hong Kong hosts many events of different natures, such as food carnivals, festivals, exhibitions, seminars, and sports. These events and activities generate a massive amount of waste. The significant growth in waste generation will lead Hong Kong to run out of landfill space. To release the pressure on landfills, it is important to integrate green initiatives into events to reduce waste generation and convert waste into valuable resources and products.

The Green Event Management Guidebook (the "Guidebook") aims to facilitate event organizers and the recycling industry to develop and implement green event elements following the sequential process of PLAN, DO, CHECK and ACT. This guidebook not only takes references from international standards and overseas green event guidelines but also illustrates how green elements can be integrated into four event categories, namely sports events, carnivals, cultural/festive events, events with catering and exhibitions, and commercial events and others.

This is also a user-friendly and effective guidebook providing document templates, checklists, and designs of promotional materials for different types and scales of green events, with the greenhouse gas emission factors for estimating carbon footprint from recyclable.



Green Event Management System

An excellent green event management system shall also be maintained and continually improved, including the processes needed (Plan, Do, Check, Act) and interactions with stakeholders.

The event organizers shall appoint at least one responsible person (e.g. green event manager) to be the representative. The responsible person(s) shall establish and coordinate the green event management system.

The event organizers shall set up measurable objectives and an action plan for the green event.

How to set up a Green Event Action Plan?

The Green Event Action Plan could refer to 5W1H.



Example of a green event action plan

Action Plan of [Event Name]

Date : _____

Time : _____

Location : _____

What & Where		Why	How		When	Who
Categories	Items	Objective	Actions	Monitoring	Timeframe for completion	Responsibility
Example: Facilities	Backdrop	Objective 1: Reduce plastic waste by 5%	To use backdrop with 100% recyclable content	To adopt backdrop made of 100% recycled cardboard	Pre-event	1) Organiser 2) Backdrop vendor
Example: Catering	Food waste	Objective 2: Reduce food waste by 10%	To reduce 9 dishes to 6 dishes	To review the menu	During the event	1) Caterers
	Tableware	Objective 3: Reduce plastic waste by 5%	To rent reusable tableware	To record the number of disposable tableware saved	Post-event	1) Tableware rental vendor



How to Organise a Green Sports Event?

Pre-event

The event organizer shall set measurable objectives and an action plan for the green event.

For example:

- **No disposable cups**
- **Recycle 60% of event waste**



1. Pre-event Materials

Reduce:

- Provide online registration or enrolment (e.g. accept electronic signature and payment).

Reuse:

- Avoid printing dates on materials for easier reuse.

Recycle:

- Request service providers/recyclers to collect pre-event promotional materials for recycling.
- Appoint a suitable recycler with downstream recyclables records.
(Registered waste collector/waste recycler of HKOAA Hong Kong Registration – Recycling Services).

Replace:

- Take reference to Green Procurement guidelines (e.g. Green Procurement of EPD) before purchasing items.
- Consider adopting green service providers or green materials suppliers for the service.
- Purchase unavoidable items made from biodegradable / recycled / environmentally preferable materials (e.g. trophies made from recycled red wine boxes).
- Purchase eco-friendly products or products with recycled content (e.g. cardboard with recycled content, soy-based ink, and UV ink).





Race pack

- Provide an option for participants to choose "No need race pack/ souvenirs" or set a higher registration cost for the race pack option.
- Avoid distributing non-woven bags that cannot be recycled.
- Minimize any individual packaging.
- Encourage the participants to bring their bags to collect supplies.



Souvenirs

- Avoid giving out excessive souvenirs to participants.
- Offer digital gifts (e.g. e-voucher) instead of physical gifts to participants.
- If unavoidable, purchase medals/trophies made from recycled content.

“

Income Eco Run 2019 @Singapore

Around 2700 people signed up to become a Zero Waste Runner without receiving a Finisher medal and Finisher T-shirt.

”

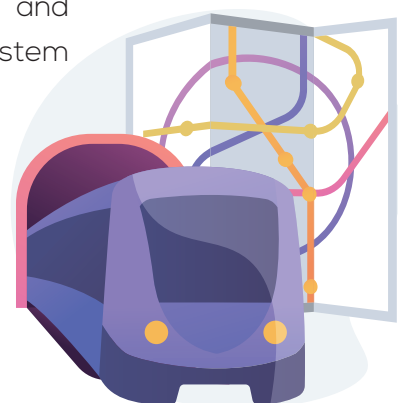
2. Logistics

- Order event materials with simple packaging and in bulk.
- Arrange transportation in one go.
- Use reusable containers to replace cardboard boxes or foam boxes to deliver goods.



3. Education and Promotion

- Use electronic means for promotion and communication (e.g. electronic flyers, leaflets).
- Provide green tips such as bringing your bottles, utensils, shopping bags, etc., to the participants via social media.
- Recruit green ambassadors stationed at the recycling facilities to raise public awareness of proper and clean recycling.
- Provide motivations to reduce waste (e.g. \$10 discount for beer refill for customers bringing their own jugs).
- Remind participants to choose mass transit and provide information about the public transit system (e.g. MTR station and exit).



4. Venue

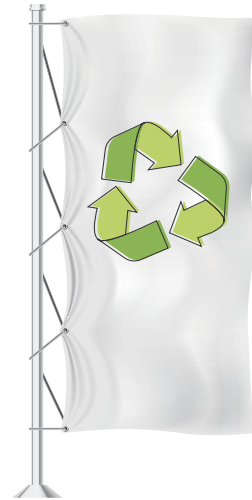
Reduce:

- Select a venue that is easily accessible by public transportation.
- Minimize high energy consumption and excessive decorative materials for stage decoration.



Reuse:

- If unavoidable, try to reuse stage and decorative materials (e.g. display boards, banners).



Replace:

- Use LED display modules instead of one-off backdrops made of wood and plastics.
- Use recyclable materials for the booth and backdrop (e.g. wood and bamboo).
- Procure environmentally preferable products and/or those that are easy to disassemble to facilitate recycling after use.



Tips for Selecting Green Event Facilitator



Consider the following when selecting green event facilitators:

- a) Credibility (e.g. business registration);
- b) Company green commitment (e.g. EPD's Green Event Pledge);
- c) Competence of Green Event Operation Team (e.g. sustainability team, marketing and public relations);
- d) Commitment to environmental protection; such as having obtained the recognitions below:
 - i) International schemes and certifications (e.g. ISO 14001, ISO 9001, ISO 50001, ISO 20121);
 - ii) Local schemes and certifications (e.g. Hong Kong Green Organisation Certificates);
 - iii) Environment-related charters/pledges launched/supported by the HKSAR Government (e.g. Food Wise Charter, Waste Check Charter, Glass Container Recycling Charter, and Green Event Pledge);
 - iv) Award achievement (e.g. Hong Kong Awards for Environmental Excellence).
- e) Experience in green event organization;
- f) Type and scope of services provided;
- g) Resources;
- h) Pricing, etc.

For green event facilitators, please visit the below website for more details:

https://www.wastereduction.gov.hk/en/green_service.htm

https://www.wastereduction.gov.hk/tc/green_service.htm



During event

1. Go Electronic

- Provide digital passes/e-tickets to avoid physical tickets.
- Provide digital publications such as maps and floor plans to the participants instead of printouts.

2. Reuse

- Collect used event material(s) (e.g. name badge, printed brochure, printed leaflet) for reuse.
- Provide reusable uniforms/badges for staff indication without printing the year or date.

3. Education and Promotion

- Promote green tips and display signages in prominent positions.
- Make regular broadcasts to announce the green measures adopted on the event day, including the locations of the recycling and water refilling stations, and encourage participants to recycle proactively.

4. Recycling Stations

- Estimate the number of participants (e.g. runner's registration list) to set up sufficient recycling facilities with clear instructions at accessible and conspicuous locations.
- Set up Clean Recycling Device(s) at the recycling stations for participants to rinse the beverage containers before putting them into the recycle bins

Example: Set up plastic cup/jug collection device(s) at recycling stations to promote clean recycling of plastics and minimize the space required for the collection of bulky plastics by stacking up the cups/jugs inside the trays in the device.



Recycling Tips

Waste paper	Plastics bottles	Aluminium cans	Food waste	Glass bottles
<ul style="list-style-type: none"> - Remove plastic-coated pages, plastic tape, and other non-paper materials. - Keep the waste paper dry. - Disposable cups/ plates with oil stains cannot be recycled. 	<ul style="list-style-type: none"> - Remove plastic caps and labels. - Rinse before recycling. 	<ul style="list-style-type: none"> - Rinse before recycling. 	<ul style="list-style-type: none"> - Separate packaging and utensils from food waste. 	<ul style="list-style-type: none"> - Remove the caps and rinse the containers before recycling.

For more details, please refer to Appendix IV.



5. Water stations

- Set up water refilling stations along the race course for participants to refill their drinking water.



6. Reusable Cups

- Provide reusable water cups to reduce one-off paper/plastic cups and the use of bottled water.

“

Income Eco Run 2019 @Singapore

They provided a reusable cup rental service to reduce approximately 20,000 paper cups, reducing 60kg of waste produced during the race.

”

7. Green Ambassador

- Arrange green ambassadors to promote and educate participants to practice clean and proper recycling.
- Arrange green ambassadors to coordinate the water station operations and reusable cups and tableware rental.



Post event

Materials Handling

- Instruct event contractors to dismantle the decorations with care to improve the feasibility of reusing the materials.
- Collect and reuse materials to achieve zero waste.
- Recycle the materials using the recycling facilities.
- Donate the unused materials to charities or people in need.
- Record the quantities of unused materials to better estimate the required materials for future events to avoid wastage.



Waste Measurements

- Conduct waste measurements after the event, such as measuring the weight of waste produced in the event and recording the weight of the collected recyclables to evaluate environmental performance and for reference taking when holding similar events in the future.



Case Sharing

Sports Events

Case 1 : HKFYG Run for Wellness

Background: A one-day outdoor running race attracted around 4,000 runners. When organizing the running race, the organizer planned various waste reduction measures. Details as below.

Green Measures

Sources Separation for Recyclables:

- Recruited volunteers as green ambassadors at the recycling facilities to promote and educate participants to practice clean and proper recycling.

Stakeholders' Feedback

- Collect their suggestions on green measures for improvement in planning future events.

Facilities:

- Set up recycling facilities for paper, plastic bottle, aluminium cans with clear instructions at accessible and conspicuous locations.
- Encourage runners to take public transport.

Catering:

- Set up water stations along the race course and provided multiple water refilling stations for participants to refill drinking water.
- Rent reusable water cups for the water stations to reduce the use of bottle water.

Pre-event Materials:

- Print less "Runners' handbook".
- Provide an electronic version of the "Runners' handbook".
- Not to provide disposable duffle bags .



Sports Events

Case 2 : Cathay Pacific/HSBC Hong Kong International Rugby Sevens 2017 & 2018

Background: A six days rugby event with a total of more than 220,000 participants. Green measures and related education and promotional activities are highlighted below:

Green measures

Facilities:

- Set up recycling facilities for plastic cups/jugs with clear instructions at accessible and conspicuous locations.

Education & Promotion:

- Motivate to reduce waste (e.g.: Discount of \$10 for beer refills for customers bringing their own jugs).

Sources Separation for Recyclables:

- Recruit volunteers as green ambassadors at the recycling facilities to promote and educate participants to practice clean and proper recycling.





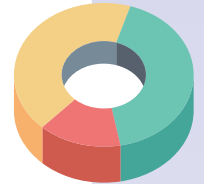
**How to Organise
a Green Cultural /
Festive /
Carnival Event?**

Pre-event

The event organizer shall set up measurable objectives and an action plan for the green event.

For example:

- Recycled 20% of waste compared with the past year.
- The amount of recycling rose by 10%.



1. Pre-event Materials

Reduce:

- Provide online registration or enrolment (e.g. accept electronic signature and payment).

Reuse:

- Avoid printing dates on materials for easier reuse.

Recycle:

- Request service providers/recyclers to collect pre-event promotional materials for recycling.
- Appoint a suitable recycler with downstream recyclables records. (Registered waste collector/waste recycler of HKQAA Hong Kong Registration - Recycling Services).

Replace:

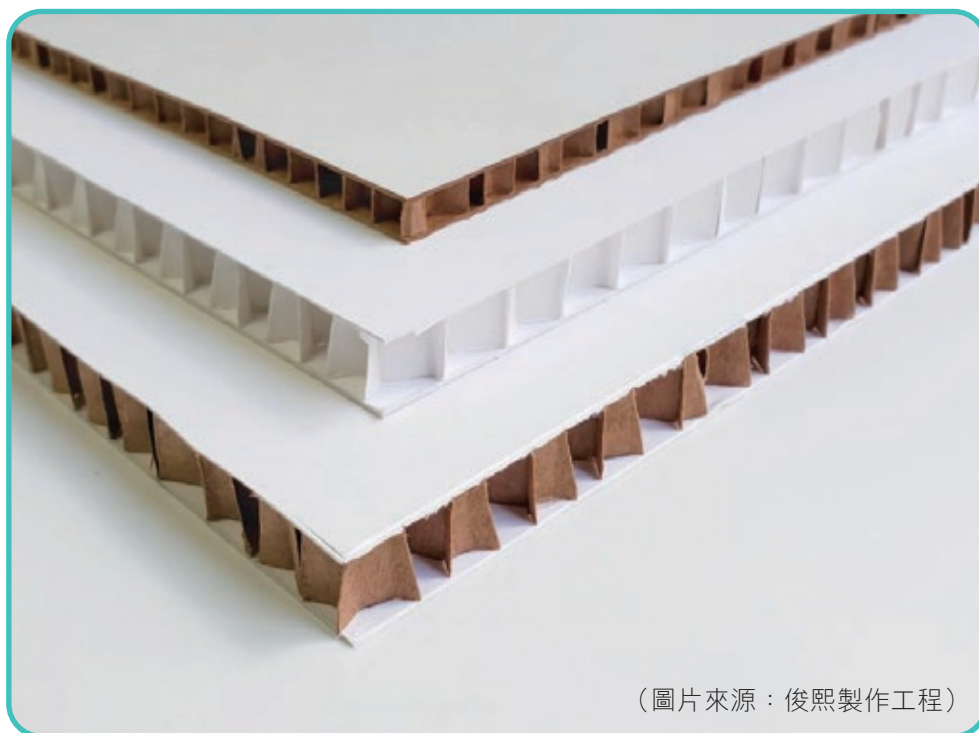
- Take reference to Green Procurement guidelines (e.g. Green Procurement of EPD) before purchasing items.
- Consider appointing green service providers or green materials suppliers for the service.
- Purchase unavoidable items made from biodegradable / recycled / environmentally preferable materials (e.g. trophies made from recycled red wine boxes).
- Purchase eco-friendly products or products with recycled content (e.g. cardboard with recycled content and soy-based ink and UV ink).



Eco-friendly Materials for Replacing Foam Board in Booth

- Use reusable or recycled materials in the production of display boards and exhibits and avoid using polyfoam boards.

Honeycomb cardboard (plastic-free surface)



(圖片來源：俊熙製作工程)

source: https://www.wastereduction.gov.hk/sites/default/files/Green%20Tips%20for%20Eco%20Expo%20Asia%202020%20%28for%20Exhibitors%29_Chinese%2014072020.pdf

Paper with recycled content

(e.g. FSC recycled label, PEFC recycled label)



Reusable stand with honeycomb paperboard

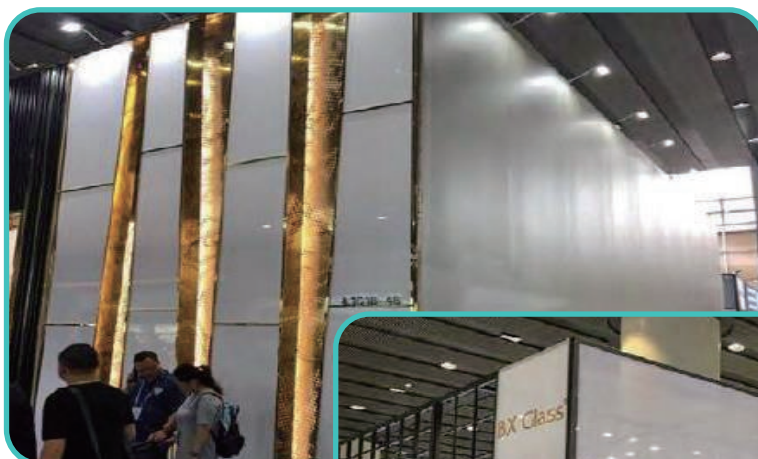


(圖片來源：匯能印藝有限公司)

source:

https://www.wastereduction.gov.hk/sites/default/files/Green%20Tips%20for%20Eco%20Expo%20Asia%202020%20%28for%20Exhibitors%29_Chinese%2014072020.pdf

Reusable steel frame with fabric



(圖片來源：香港展覽會議業協會會員通訊 — 2019年1月版)

source:

https://www.wastereduction.gov.hk/sites/default/files/Green%20Tips%20for%20Eco%20Expo%20Asia%202020%20%28for%20Exhibitors%29_Chinese%2014072020.pdf



Souvenirs

- Avoid giving out excessive souvenirs to participants.
- Offer digital gifts (e.g. e-voucher) instead of physical gifts to participants.
- If unavoidable, purchase medals / trophies made from recycled content.

2. Logistics

- Order event materials with simple packaging and in bulk.
- Arrange transportation in one go.
- Use reusable containers to replace cardboard boxes or foam boxes to deliver goods.



3. Education and Promotion

- Use electronic means for promotion and communication (e.g. electronic flyers, leaflets).
- Provide green tips such as bringing your bottles, utensils, shopping bags, etc., to the participants via social media.
- Recruit green ambassadors with a uniform for ease of identification stationed at the recycling facilities to raise public awareness of proper and clean recycling.
- Provide motivations to reduce waste (e.g. \$10 discount for beer refill for customers bringing their own jugs).



- Remind participants to choose mass transit and provide information about the public transit system (e.g. MTR station and exit).
- If there are game booths, incorporate environmental protection element(s) in the design of games to promote waste reduction and clean recycling.
- Promote food waste, yard waste, and polyfoam recycling to stall owners.

4. Venue

Reduce:

- Select a venue that is easily accessible by public transportation.
- Minimize high energy consumption and excessive decorative materials for stage decoration.

Reuse:

- Lease tents for booth set up.
- If unavoidable, try to reuse stage and decorative materials (e.g. display boards, banners).

Replace:

- Use LED display modules instead of one-off backdrops made of wood and plastics.
- Use recyclable materials for the booth and backdrop (e.g. honeycomb cardboard without lamination, fabric pop-up display).
- Procure environmentally preferable products and/or those that are easy to disassemble to facilitate recycling after use.

Tips for Selecting Green Event Facilitator



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 - iv) Award achievement (e.g. Hong Kong Awards for Environmental Excellence).
- e) Experience in green event organization;
- f) Type and scope of services provided;
- g) Resources;
- h) Pricing, etc.

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During event

1. Go Electronic

- Provide digital passes/e-tickets to avoid physical tickets.
- Provide digital publications such as maps and floor plans to the participant instead of printouts.

2. Reuse

- Collect used event material(s) (e.g. name badge, printed brochure, printed leaflet) for reuse.
- Provide reusable uniforms/badges for staff indication without printing the year or date.

3. Education and Promotion

- Promote green tips and display signages in prominent positions.
- Make regular broadcasts to announce the green measures adopted on the event day, including the locations of the recycling and water refilling stations, and encourage participants to recycle proactively.

4. Recycling Stations

- Estimate the number of participants (e.g. the number of online registration and the venue capacity) to set up sufficient recycling facilities with clear instructions at accessible and conspicuous locations.
- Set up Clean Recycling Device(s) at the recycling stations for rinsing the beverage containers before putting them into the recycle bins.

Recycling Tips

Waste paper	Plastics bottles	Aluminium cans	Food waste
<ul style="list-style-type: none">- Remove plastic-coated pages, plastic tape, and other non-paper materials.- Keep the waste paper dry.- Disposable cups/plates with oil stains cannot be recycled.	<ul style="list-style-type: none">- Remove plastic caps and labels.- Rinse before recycling.	<ul style="list-style-type: none">- Rinse before recycling.	<ul style="list-style-type: none">- Separate packaging and utensils from food waste (e.g. lucky buns).

For more details, please refer to Appendix IV.

5. Water Refilling Stations

- Set up water refilling stations to reduce the usage of bottled water.

6. Reusable Cups

- Provide reusable cups to reduce one-off paper/plastic cups.

7. Tableware Rental

- Provide reusable tableware to reduce one-off plastic tableware.

8. Yard Waste Recycling

- Yard waste is also garden waste or green waste, which consists of all types of vegetation waste matter and is usually biodegradable.
- Event organizers shall set up yard waste recycling points if such waste is generated (e.g. wilted plants).

For more details, please refer to Appendix IV.

“

2021 Lunar New Year Fairs

Over 34 tonnes of yard waste, including bamboo, wilted plants, and peach blossom trees, were recycled from the event.

”

9. Green Ambassador

- Arrange green ambassadors to promote and educate participants to practice clean and proper recycling.
- Arrange green ambassadors to coordinate the water station operations and reusable cups and tableware rental.

Post event

Materials Handling

- Instruct event contractors to dismantle the decorations with care to improve the feasibility of reusing the materials.
- Collect and reuse materials to achieve zero waste.
- Recycle the materials using the recycling facilities.
- Donate the unused materials to charities or people in need.
- Record the quantities of unused materials to better estimate the required materials for future events to avoid wastage.

Waste Measurements

- Conduct waste measurements after the event, such as measuring the weight of waste produced in the event and recording the weight of the collected recyclables to evaluate environmental performance and for reference taking when holding similar events in the future.



Case Sharing

Carnivals, cultural/ festive events

Case 1: 2017 CCB (Asia) Hong Kong Wine& Dine Festival

Background: A four days festive event with around 144, 000 participants. Green measures for the event are listed below:

Green measures

Sources Separation for Recyclables:

- Recruit volunteers as green ambassadors at the recycling facilities to promote and educate participants to practice clean and proper recycling.

Facilities:

- Set up recycling facilities for waste paper, plastics, glass bottles, and metals with clear instructions at accessible and conspicuous locations.

Pre-event Material:

- Use electronic means for promotion and communication (e.g. electronic flyers).





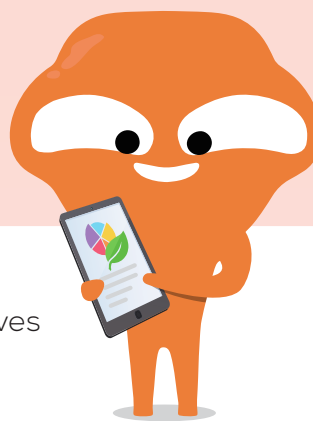
How to Organise a Green Catering Event?

Pre-event

The event organizer shall set up measurable objectives and an action plan for the green event.

For example:

- No disposable utensils
- Reduce food waste by 10%



1. Pre-event Materials

Reduce:

- Provide online registration or enrolment (e.g. accept electronic signature and payment).

Reuse:

- Avoid printing dates on materials for easier reuse.

Recycle:

- Request service providers / recyclers to collect pre-event promotional materials for recycling.
- Appoint a suitable recycler with downstream recyclables records (Registered waste collector / waste recycler of HKQAA Hong Kong Registration - Recycling Services).

Replace:

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- Avoid giving out excessive souvenirs to participants.
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2. Logistics

- Order event materials with simple packaging and in bulk.
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3. Education and Promotion

- Use electronic means for promotion and communication (e.g. electronic flyers, leaflets).
- Provide green tips such as bring your own bottles, utensils, shopping bags, etc., to the participants via social media.
- Recruit green ambassadors with a uniform for ease of identification stationed at the recycling facilities to raise public awareness of proper and clean recycling.
- Provide motivations to reduce waste (e.g. \$10 discount for beer refill for customers bringing their own jugs).
- Remind participants to choose mass transit and provide information about the public transit system (e.g. MTR station and exit).
- Promote food waste, yard waste, and polyfoam recycling to stall owners.
- Educate suppliers before the event on separating food waste to prevent mixing food waste with non-recyclables.

4. Venue

Reduce:

- Select a venue that is easily accessible by public transportation.
- Minimize high energy consumption and excessive decorative materials for stage decoration.

Reuse:

- Lease tents for booth set up.
- If unavoidable, try to reuse stage and decorative materials (e.g. display boards, banners).

Replace:

- Use LED display modules instead of one-off backdrops made of wood and plastics.
- Use recyclable materials for the booth and backdrop (e.g. honeycomb cardboard without lamination, fabric pop-up display).
- Procure environmentally preferable products and/or those that are easy to disassemble to facilitate recycling after use.

5. Catering

The event organizer shall carefully design the food menu / food choice and handling methods to minimize the environmental impact.

Reduce:

- Provide appropriate portions of food to avoid food surplus.
- Plan the size and type of food provision carefully to avoid food surplus.

Replace:

- Incorporate seasonal menus and use locally sourced ingredients.
- Offer more vegetarian or vegan dishes to reduce carbon footprint.
- Provide sustainable seafood if applicable.
- Offer fruits / snacks for participants to take away if they cannot finish in the event area.

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- Promote green tips and display signages in prominent positions.
- Make regular broadcasts to announce the green measures adopted on the event day, including the locations of the recycling and water refilling stations, and encourage participants to recycle proactively.

4. Recycling Stations

- Estimate the number of participants (e.g. the number of online registration and the venue capacity) to set up sufficient recycling facilities with clear instructions at accessible and conspicuous locations.
- Set up Clean Recycling Device(s) at the recycling stations for rinsing the beverage containers before putting them into the recycle bins.

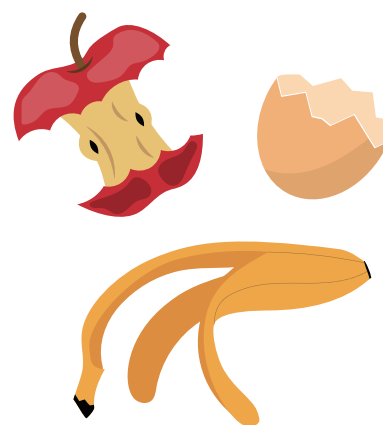
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Waste paper	Plastics bottles	Aluminium cans	Food waste
<ul style="list-style-type: none"> - Remove plastic-coated pages, plastic tape, and other non-paper materials. - Keep the waste paper dry. - Disposable cups/ plates with oil stains cannot be recycled. 	<ul style="list-style-type: none"> - Remove plastic caps and labels. - Rinse before recycling. 	<ul style="list-style-type: none"> - Rinse before recycling. 	<ul style="list-style-type: none"> - Separate packaging and utensils from food waste (e.g. lucky buns).

For more details, please refer to Appendix IV.

Food Waste Recycling

There will still be some inevitable food waste that needs to be disposed of after the waste minimization measures. Proper source separation is essential in removing non-recyclable food waste, enhancing compost quality, and preventing damage to composting equipment.



Recyclable Food Waste

Including but not limited to food residues, raw and cooked food, and expired food.

- Fruits:** Fruits, fruit peels
- Vegetables:** Vegetables leaves, roots and seeds, and peels
- Grains:** Rice and other grain products
- Noodles:** Noodles, bread and, other wheat products
- Beans:** All kinds of beans
- Meats:** Raw or cooked chicken, duck, fish, meat, etc.
- Residues:** Residues of sugar cane, tea leaves, Chinese herbal Medicines, and coffee ground
- Snack:** Biscuits
- Shells:** Egg shells, shrimp shells, etc.

Non-Recyclable Food Waste

(Including but not limited to hard food scraps)

- Large bones:** Hog, beef, chicken, and duck
- Stone fruits:** Stone of peaches, plums, mango and, durians, etc.
- Hard shell:** Shellfish. Shell of crabs, etc.
- Liquid:** Soup and juice, etc.
- Dense fiber:** Peels, and cob of corns, dried leaves for rice dumplings



Non Food Waste

- Wood/ bamboo:** Chopsticks, toothpicks, etc.
- Cardboards:** Paper packaging, paper cups, etc.
- Metal products:** Metal cans, metal tableware, etc.
- Glass products:** Wine bottles, Glass dishes, etc.
- Plastics products:** Plastics bags, plastic, table cloth and, nylon string, etc.
- Household chemicals:** Detergents and insecticides, etc.
- Others:** Absorbent pads, wet wipes, etc.

Source: "Food Waste Recycling Projects in Housing Estates" Best Practice Guide



5. Water Refilling stations

- Set up a water refilling station to reduce the usage of bottled water.

6. Reusable Cups

- Provide reusable cups to reduce one-off paper / plastic cups and the use of bottled water.

7. Tableware Rental

- Provide reusable tableware to reduce one-off plastic tableware.



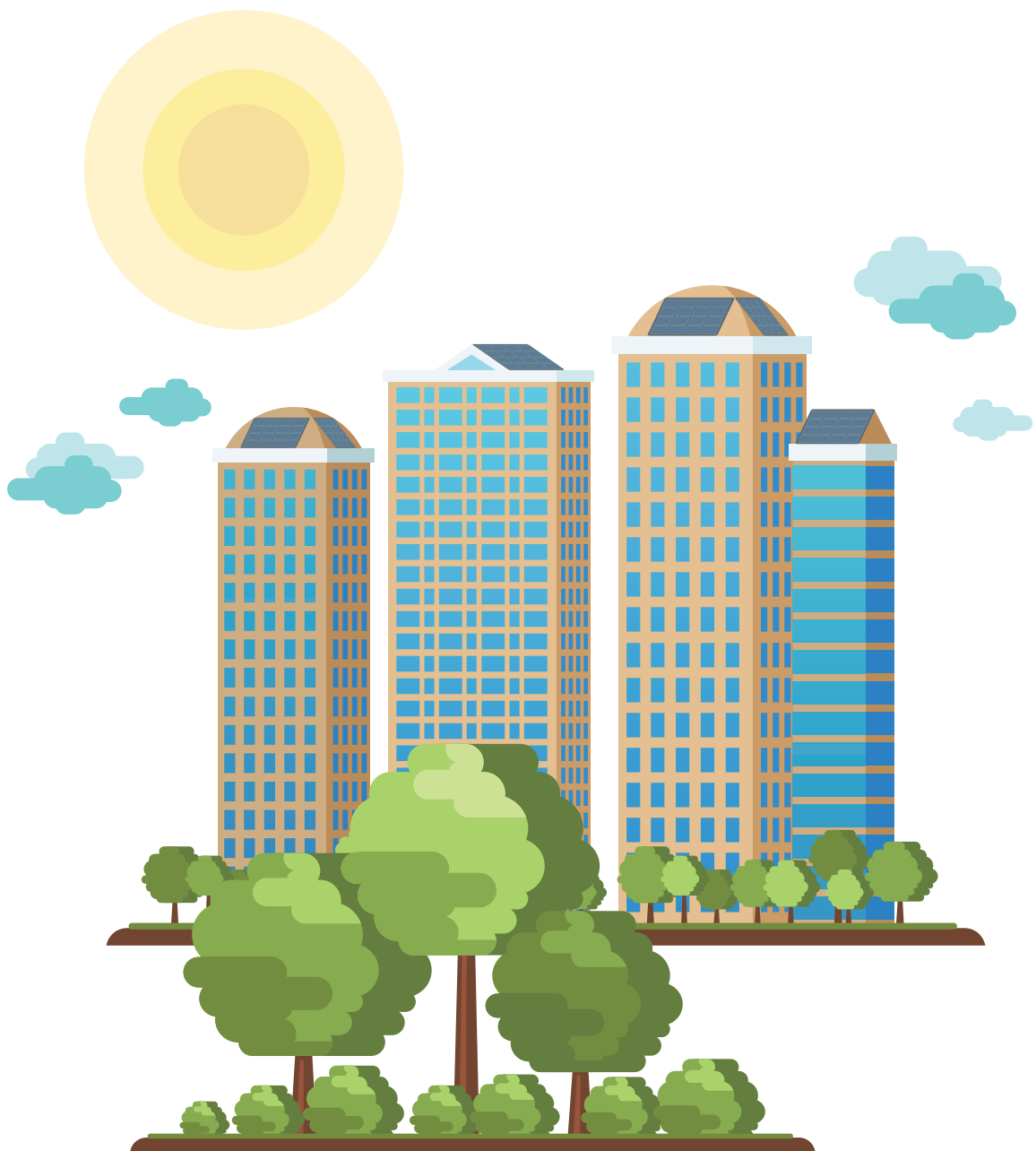
The 14th Tai Kok Tsui Temple Fair

Bottled and canned beverages, disposable cutlery (including bowls, chopsticks and spoons) and wet wipes were not provided during the event. Instead, using reusable tablecloths and reusable cutlery reduced 6,300 pieces of waste plastics, 6,048 pieces of disposable cutlery, 2,000 pieces of disposable wet wipes and 500 pieces of disposable tablecloths.



8. Green Ambassador

- Arrange green ambassadors to promote and educate participants to practice clean and proper recycling.
- Arrange green ambassadors to coordinate the water station operations and reusable cups and tableware rental.



Post event

Materials Handling

- Instruct event contractors to dismantle the decorations with care to improve the feasibility of reusing the materials.
- Collect and reuse materials to achieve zero waste.
- Recycle the materials using the recycling facilities.
- Donate the unused materials to charities or people in need.
- Record the quantities of unused materials to better estimate the required materials for future events to avoid wastage.

Waste Measurements

- Conduct waste measurements after the event, such as measuring the weight of waste produced in the event and recording the weight of the collected recyclables to evaluate environmental performance and for reference taking when holding similar events in the future.



Case Sharing

Catering events

Case 1 : The 15th Tai Kok Tsui Temple Fair

Background: A one-day catering event with around 150,000 participants. Various green measures for the event are listed below:

Green measures

Sources Separation for Recyclables:

- Recruit volunteers as green ambassadors at the recycling facilities to promote and educate participants to practice clean and proper recycling.

Facilities:

- Set up recycling facilities for plastic bottles with clear instructions at accessible and conspicuous locations.
- Reuse decorative materials.

Catering:

- Set up water refilling stations for participants to refill drinking water.
- Rent reusable water cups for the water refilling stations to reduce the use of bottle water.

Pre-event Materials:

- Using electronic Certificate of Appreciation.

Education & Promotion:

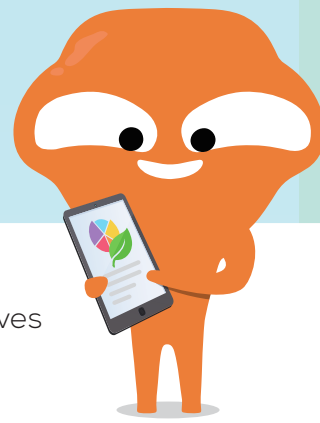
- Added green message on the tickets to encourage participants to bring their own cutlery and drinking water.





How to Organise a Green Exhibition / Commercial Event / Others?

Pre-event



The event organizer shall set up measurable objectives and an action plan for the green event.

For example:

- **No disposable cups**
- **Recycle 10% of event waste compared to last year**

1. Pre-event Materials

Reduce:

- Provide online registration or enrolment (e.g. accept electronic signature and payment).

Reuse:

- Avoid printing dates on materials for easier reuse.

Recycle:

- Request service providers / recyclers to collect pre-event promotional materials for recycling.
- Appoint a suitable recycler with downstream recyclables records. (Registered waste collector / waste recycler of HKQAA Hong Kong Registration - Recycling Services).

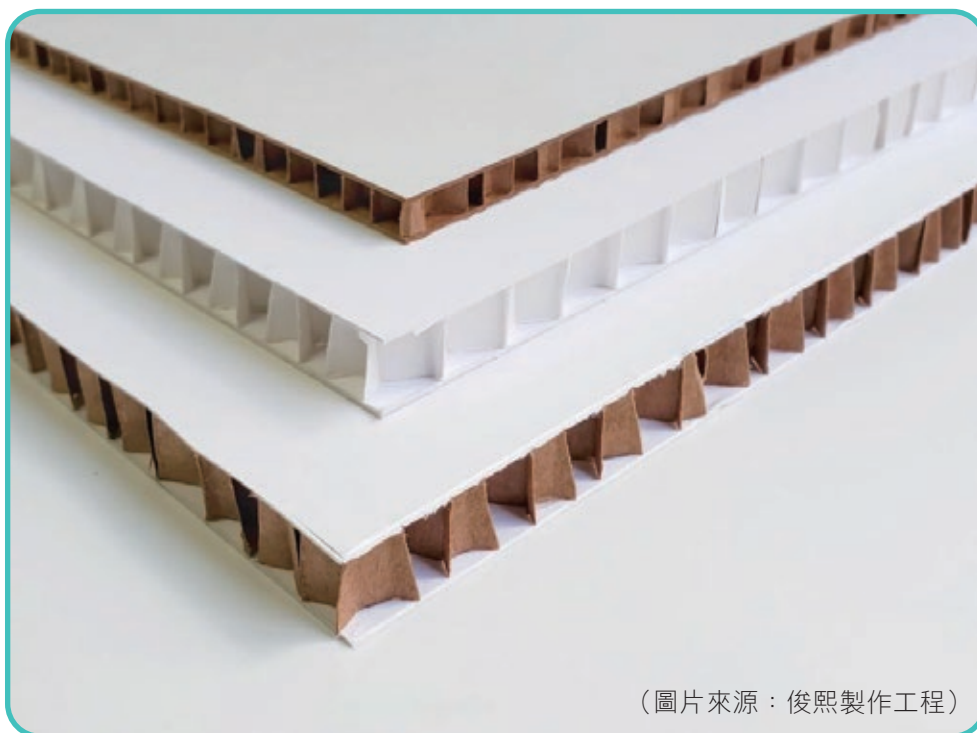
Replace:

- Take reference to Green Procurement guidelines (e.g. Green Procurement of EPD) before purchasing items.
- Consider adopting green service providers or green materials suppliers for the service.
- Purchase unavoidable items made from biodegradable / recycled / environmentally preferable materials (e.g. trophies made from recycled red wine boxes).
- Purchase eco-friendly products or products with recycled content (e.g. cardboard with recycled content, soy-based ink and, UV ink).

Eco-friendly Materials for Replacing Foam Board in Booth

- Use reusable or recycled materials in the production of display boards and exhibits, and avoid using polyfoam boards.

Honeycomb cardboard (plastic-free surface)



(圖片來源：俊熙製作工程)

source: https://www.wastereduction.gov.hk/sites/default/files/Green%20Tips%20for%20Eco%20Expo%20Asia%202020%2028for%20Exhibitors%29_Chinese%2014072020.pdf

Paper with recycled content

(e.g. FSC recycled label, PEFC recycled label)



Reusable stand with honeycomb paperboard



(圖片來源：匯能印藝有限公司)

source: https://www.wastereduction.gov.hk/sites/default/files/Green%20Tips%20for%20Eco%20Expo%20Asia%202020%20%28for%20Exhibitors%29_Chinese%2014072020.pdf

Reusable steel frame with fabric



(圖片來源：香港展覽會議業協會會員通訊 — 2019年1月版)

source: https://www.wastereduction.gov.hk/sites/default/files/Green%20Tips%20for%20Eco%20Expo%20Asia%202020%20%28for%20Exhibitors%29_Chinese%2014072020.pdf



Souvenirs

- Avoid giving out excessive souvenirs to participants.
- Offer digital gifts (e.g. e-voucher) instead of physical gifts to participants.

1. Logistics

- Order event materials with simple packaging and in bulk.
- Arrange transportation in one go.
- Use reusable containers to replace cardboard boxes or foam boxes to deliver goods.

2. Education and Promotion

- Use electronic means for promotion and communication (e.g. electronic flyers, leaflets).
- Provide green tips such as bring your own bottles, utensils, shopping bags, etc., to the participants via social media.
- Recruit green ambassadors stationed at the recycling facilities to raise public awareness on proper and clean recycling.
- Provide motivations to reduce waste (e.g. \$10 discount for beer refill for customers bringing their own jugs).
- Remind participants to choose mass transit and provide information about the public transit system (e.g. MTR station and exit).

Hong Kong Flower Show 2018

- Set up 28 Green Stalls to promote waste reduction and recycling through green promotional games and activities.
- The Flower Show website shares green tips for event participants and exhibitors.

3. Venue

Reduce:

- Select a venue that is easily accessible by public transportation.
- Minimize high energy consumption and excessive decorative materials for stage decoration.

Reuse:

- Lease tents for booth set up.
- If unavoidable, try to reuse stage and decorative materials (e.g. display boards, banners).

Replace:

- Use LED display modules instead of one-off backdrops made of wood and plastics.
- Use recyclable materials for the booth and backdrop (e.g. honeycomb cardboard without lamination, fabric pop-up display).
- Procure environmentally preferable products and/or those that are easy to disassemble to facilitate recycling after use.

If food and beverages are provided in the event, please refer to “How to organize a catering event.”

Tips for Selecting Green Event Facilitators



Consider the following when selecting green event facilitators:

- a) Credibility (e.g. business registration);
- b) Company green commitment (e.g. EPD's Green Event Pledge);
- c) Competence of Green Event Operation Team (e.g. sustainability team, marketing, and public relations);
- d) Commitment to environmental protection; such as having obtained the recognitions below:
 - i) International schemes and certifications (e.g. ISO 14001, ISO 9001, ISO 50001, ISO 20121);
 - ii) Local schemes and certifications (e.g. Hong Kong Green Organisation Certificates);
 - iii) Environment-related charters / pledges launched / supported by the HKSAR Government (e.g. Food Wise Charter, Waste Check Charter, Glass Container Recycling Charter and, Green Event Pledge);
 - iv) Award achievement (e.g. Hong Kong Awards for Environmental Excellence).
- e) Experience in green event organization;
- f) Type and scope of services provided;
- g) Resources;
- h) Pricing, etc.

For green event facilitators, please visit the below website for more details:

https://www.wastereduction.gov.hk/en/green_service.htm

https://www.wastereduction.gov.hk/tc/green_service.htm



During event

1. Go Electronic

- Provide digital passes / e-tickets to avoid paper tickets.
- Provide digital publications such as maps and floor plans to the participant instead of printouts.

2. Reuse

- Collect used event materials (e.g. name badge, printed brochure, printed leaflet) for reuse.
- Provide reusable uniforms / badges for staff indication without printing year or date.

3. Education and Promotion

- Promote green tips and display signages in prominent positions.
- Make regular broadcasts to announce the green measures adopted on the event day, including the locations of the recycling and water refilling stations, and encourage participants to recycle proactively.

4. Recycling Stations

- Estimate the number of participants (e.g. the number of online registration and the venue capacity) to set up sufficient recycling facilities with clear instructions at accessible and conspicuous locations.
- Set up Clean Recycling Device(s) at the recycling stations for rinsing the beverage containers before putting into the recycle bins.

Recycling Tips

Waste paper	Plastics bottles	Aluminium cans
<ul style="list-style-type: none">- Remove plastic-coated pages, plastic tape and, other non-paper materials.- Keep the waste paper dry.- Disposable cups/ plates with oil stains cannot be recycled.	<ul style="list-style-type: none">- Remove plastic caps and labels.- Rinse before recycling.	<ul style="list-style-type: none">- Rinse before recycling.

For more details, please refer to Appendix IV.

5. Water Refilling Stations

- Set up a water refilling station to reduce the usage of bottled water.

6. Reusable Cups

- Provide reusable cups to reduce one-off paper / plastic cups and the use of bottled water.

7. Tableware Rental

- Provide reusable tableware to reduce one-off plastic tableware.

8. Green Ambassador

- Arrange green ambassadors to promote and educate participants to practice clean and proper recycling.
- Arrange green ambassadors to coordinate the water station operations and reusable cups and tableware rental.

Post event

Materials Handling

- Instruct event contractors to dismantle the decorations with care to improve the feasibility of reusing the materials.
- Collect and reuse materials to achieve zero waste.
- Recycle the materials using the recycling facilities.
- Donate the unused materials to charities or people in need.
- Record the quantities of unused materials to better estimate the required materials for future events to avoid wastage.

Waste Measurements

- Conduct waste measurements after the event, such as measuring the weight of waste produced in the event and recording the weight of the collected recyclables to evaluate environmental performance and for reference taking when holding similar events in the future.



Case Sharing

Exhibitions/ commercial events/ others

Case 1: Hong Kong Flower Show 2018

Background: A ten-day of flower show event with 720,000 participants. The event organizer implemented the following specific waste recycling measures to minimize waste generation as well as to increase the recycling quantity:

Green measures

Sources Separation for Recyclables

- Recruit volunteers as green ambassadors at the recycling facilities to promote and educate participants to practice clean and proper recycling.

Facilities:

- Set up recycling facilities for plastic bottles with clear instructions at accessible and conspicuous locations.
- Reuse decorative materials.

Catering:

- Recycle food waste.
- Set up water refilling stations for participants to refill drinking water.
- Rent reusable water cups for the water refilling stations to reduce the use of bottle water.

Education & Promotion:

- Held publicity and education activities to disseminate green messages to the general public and related parties.



Post-event Evaluation

1. Record of each recycling stations / waste collection

The event organizer shall appoint a person in charge of every central waste collection / recycling station to monitor and record the collection status during the event at least once per event day. Below is the template of the record:

Recycling Stations / Waste Collection Stations Record Table

Collection point: _____ In-charge: _____

The number of Green Ambassador: _____

Materials concerned	Quality	Checking time	Clear Signage (Y/N)	Remarks
For example: Plastic bottles	Good	1400	Y	Instruction label is missing, collected

2. Record of recyclables

After the event, the organizer shall record and consolidate the amount of waste and recyclables collected for review. Below is the template of the record:

Post-event Recycling Summary Table

Materials concerned	Amount (units) / weight (kg)	Recycler	Recycle date	In-charge
e.g. Paper	50 kg	A Kee Recycling Limited	15/2	John Chan

3. Estimate Carbon Footprint

After consolidating the data of recyclables collected, the event organizer shall estimate the event's carbon footprint. All data and records shall be kept for reviews and comparisons.

The table below provides the emission factor of carbon emission reduced for recycling instead of landfill disposal:

Table : Emission factor of recycling instead of landfill disposal

Type of Recyclables	Emission Factor
Paper	0.00394
Plastics	0.00104
Metal	0.00486
Glass	0.00033

Table : Example of estimated carbon emission reduced by recycling instead of landfill disposal

Type of Recyclables	Weight of Recyclables (kg)	Carbon Emission Reduced (kgCO ₂ -e)
Paper	110kg	0.4334
Plastics	40kg	0.0416
Metal	50kg	0.243
Glass	160kg	0.0528

4. Collect Stakeholders' Feedback

Successful green events cannot be done by one party. Collect feedback from stakeholders and reviews to evaluate the event's performance and find out areas for improvement. Feedback could be gathered through questionnaire surveys, interviews, meetings, etc.



5. Post-event Review

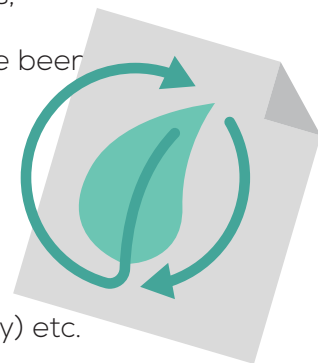
Conduct a post-event review to determine whether the green event management plan was effectively implemented and conforms to the organization's policies. The event organizer shall retain documented information as evidence of the implementation of the action plan and the results.

6. Management Review

The event's performance shall be reviewed by the top management of the event organizer to ensure the suitability, adequacy, and effectiveness of the green event management plan. The management review shall include consideration of the followings:

Change in external and internal issues that are relevant to the green event management plan;

- a) Information on the green event performance, for example:
 - i. Issues and follow-up actions;
 - ii. Monitoring and measurement evaluation results;
 - iii. The extent to which objectives and targets have been achieved;
 - iv. Feedback from stakeholders;
 - v. Post-event summary.
- b) Opportunities for continual improvement;
- c) Change in the expectations of interested parties (in any) etc.



7. Improvement Action for Next Event

The event organizer shall identify if there is any nonconformity. If yes, the event organizer shall:

- a) Take action to control and correct it;
- b) Deal with the consequences of it accordingly;
- c) Review the effectiveness of any corrective action taken;
- d) Determine the cause of the nonconformity;

If any similar nonconformity exists, or could potentially occur, recommend preventive action.

The event organizer shall continually improve the suitability, adequacy, and effectiveness of the green event management system. Please find below an example of the green event objectives evaluation in Table 7.

Table : Example of the green event objectives evaluation

What & Where		Why	How		When	Who	Check	Act
Categories	Items	Objective	Actions	Monitoring	Timeframe for completion	Responsibility	Result / non-conformity	Corrective actions
Facilities	Backdrop	Objective 1: Reduce plastic waste by 5%	use backdrop with 100% recyclable content	Adopted backdrop made by 100% recycled cardboard	Pre-event	1) organizer 2) Backdrop vendor	All backdrops are adopted by 100% recycled cardboard. All the backdrops of 100% recycled cardboard was checked in good condition which can be reused in other events.	The cardboard Backdrop was stored in the warehouse for reuse on [Date] and will be reused in other events.
Catering	Food waste	Objective 1: Reduce food waste by 10%	Reduce 9 dishes to 6 dishes	Record of menu	During the event	1) Caterers	The amount of food waste is 2.5 kg.	Offer reusable takeaway boxes for participants to take away unfinished food.
	Tableware	Objective 2: Reduce plastic waste by 5%	Rent reusable tableware	Record number of tableware saved	Post-event	1) Tableware rental vendor	The total reuse amount of tableware is 200 sets. 2 sets of tableware are lost, and the quality is bad (not clean).	Shall arrange for staff to check the quality before use and collect tableware by the team instead of the participants.



Appendix

Appendix I

Recycling Stations/Waste Collection Stations Record Table

Recycling Stations / Waste Collection Stations Record Table

Collection point: _____ In-charge: _____

The number of Green Ambassador: _____

Materials concerned	Quality	Checking time	Clear Signage (Y/N)	Remarks

Appendix II

Post-event Recycling Summary Table

Post-event Recycling Summary Table

Materials concerned	Amount (units) / weight (kg)	Recycler	Recycle date	In-charge

Appendix IV

Tips of Source Separation for Recyclables

To ensure the quality of the recyclables, green ambassadors are suggested to be stationed next to the recycling facilities to remind the public about the key points of waste separation and clean recycling, including understanding the types of recyclables, how to clean plastic. Below is the guideline for source separation for recyclables.

1. Dealing with waste paper

- Remove plastic-coated pages, plastic tape, and other non-paper materials, and keep the waste paper dry.

Recyclable
Cardboard (corrugated fibreboard)
Office paper
Newspaper, magazines and books

Non-recyclable
Thermal Paper (receipt from supermarket, ATM, and betting slips)
Plastic-coated leaflets/pamphlets and memo
Carbonless copy paper (credit card receipts, bank deposit slips, fax paper)
Paper cups and plates, pizza box
Paper bags, packaging bags, wallpaper
Carton boxes for food, shoes, and eggs
Toilet paper, tissue and, hand towel
Photographs



2. Dealing with metals

Recyclable
Aluminium cans
Iron cans
Cookware
Food containers (plastic removed)

Non-recyclable
Aerosol cans
Chemical containers
Single-use batteries

3. Dealing with plastics

- Please remove plastic caps and labels.
- Please rinse before recycling.

Recyclable
Beverage plastic bottle
Personal care product plastic bottle
Plastics bag
Plastics utensils, plastics containers, CDs and packaging materials
Polyfoam

Non-recyclable
Plastic products with metals
Rubber and silicon products
Other composite materials (e.g. play clay, plastic tape)

4. Dealing with Glass

- Please remove the caps and rinse the containers before recycling.

Recyclable
Beverage glass bottles
Beer/wine bottles
Cooking oil/ seasoning/ sauce glass bottles

Non-recyclable
Light bulbs and fluorescent lamps
Mirrors
Bottles with drugs and chemicals
Cooking and dining ware
Window and tempered glass
Non-glass items like ceramics, crystal

5. Dealing with food waste

Examples of recyclable and non-recyclable components for domestic food waste are listed below.

Recyclable Food Waste
Including but not limited to food residues, raw and cooked food, and expired food.
Fruits: Fruits, fruit peels
Vegetables: Vegetables leaves, roots and seeds, and peels
Grains: Rice and other grain products
Noodles: Noodles, bread, and other wheat products
Beans: All kinds of beans
Meats: Raw or cooked chicken, duck, fish, meat, etc.
Residues: Residues of sugar cane, tea leaves, Chinese herbal Medicines, and coffee ground
Snack: Biscuits
Shells: Egg shells, shrimp shells, etc.



Non-Recyclable Food Waste

(Including but not limited to hard food scraps)

Large bones: Hog, beef, chicken, and duck
Stone fruits: Stone of peaches, plums, mango, and durians, etc.
Hard shell: Shellfish. Shell of crabs, etc.
Liquid: Soup and juice, etc.
Dense fiber: Peels, and, cob of corns, dried leaves for rice dumplings

Non Food Waste

Wood/ bamboo: Chopsticks, toothpicks, etc.
Cardboards: Paper packaging, paper cups, etc.
Metal products: Metal cans, metal tableware, etc.
Glass products: Wine bottles, Glass dishes, etc.
Plastics products: Plastics bags, plastic, table cloth, and nylon string, etc.
Household chemicals: Detergents, and insecticides, etc.
Others: Absorbent pads, wet wipes, etc.

Source: "Food Waste Recycling Projects in Housing Estates" Best Practice Guide

Please refer to HKQAA Hong Kong Registration - Food Waste Recycling for more information.

6. Dealing with yard waste

Yard waste is also garden waste or green waste, which consists of all types of vegetation waste matter and is usually biodegradable.

Types of yard waste (graphics)		
Grass clippings	Leaves	Bushes and shrubs
Weeds	Branches and twigs	Tree trunks
Festive Plants	Potted plants	Cut flowers

Source: A Food Waste & Yard Waste Plan for Hong Kong 2014-2022

For further information about handling green event recyclables, please visit the websites below:

- Encouraging Good Practice in Food Waste Management (https://www.hkqaa.org/en_regservice.php?catid=16)
- HKQAA Enhancement Programme for Recycling Industry (https://www.hkqaa.org/en_gsservice.php?catid=9)
- Strengthening Program for the Understanding and Implementation of the GB Quality Standard of Scrap Paper in Hong Kong Recycling Industry (https://www.hkqaa.org/en_gsservice.php?catid=12)



Green Event Self-assessment Checklist

Green Event Self-assessment Checklist

		Recommended Practice	Please select the appropriate box		
			Yes	No	N/A
System	Assign a responsible person(s) to coordinate the green event	1. Assign a responsible person(s) to coordinate the green event			
	Identify stakeholders	2. Identify stakeholders (e.g. Event organizer, Green event facilitators, Suppliers)			
	Establishing a green event management system and policy	3. Establishing a green event management system / event management plan;			
		4. Inform staff members of the green event management system and policies			
		5. Commit to improving green event management.			
		6. Be available as documented information for communicating within the organization			
Plan (Pre-event)	Set objectives, and develop an action plan	7. Identify and evaluate external and internal issues / risk(s)			
		8. Set event objectives accordingly to the Smart principle			
		9. Develop Green Event Action Plan regarding the HKQAA's "Green Event Management Guidebook."			
	Communication of project implementation	10. The event objectives, action plan, and rundown shall be communicated internally (e.g. the event project team) and to external parties (e.g. recyclers and ambassadors)			
	Select green event facilitators (Service providers)	11. Select Green Event Facilitators (Service providers) regarding the HKQAA's "Green Event Management Guidebook."			
		12. Appoint a Green Event consultant to obtain professional advice to improve green event operation efficiency and environmental performance			
	Venue and facilities	13. Select a venue that is easily accessible by public transportation			
		14. Remind participant(s) to choose mass transit and provide information about the public transit system (e.g. MTR station and exit).			
		15. Check with the event manager to maintain indoor temperature at 25± 2°C at the venue.			
	Promotion and event materials	16. Use electronic means for promotion (e.g. electronic flyers).			
		17. Reuse promotional materials for events (e.g. signages, banners) and produce such signages or banners without specifying the date and time of the event to facilitate reuse			
		18. Request service providers / recyclers to collect pre-event promotional materials for recycling			
		19. Provide online registration or enrolment (e.g. accept electronic signature and payment).			
		20. Avoid giving out souvenirs / samples to the public and clients, if unavoidable, shall purchase eco-friendly products or products with recycled content			
		21. Use LED display modules instead of a one-off backdrop made of wood and plastics.			
	Water station	22. Set up a water station (including carboy water with pumps, spigots, and stands) to reduce bottle water consumption			
23. The water station facilities comply with the contract specification					
Reusable cup rental	24. Rent reusable cups to reduce single-use plastic cups				
Tableware rental	25. Rent reusable tableware to reduce the use of disposable tableware				
Promotion and education	26. Provide green tips such as bring your own bottles, utensils, shopping bags, etc. to the participants via social media.				
	27. Motivate to reduce waste (e.g. Discount of \$10 for beer refill for customers bringing their own jugs).				

Green Event Self-assessment Checklist

Recommended Practice			Please select the appropriate box		
			Yes	No	N/A
Do (During the event)	Recycling facilities	28. Set up recycling facilities with clear instructions at accessible and conspicuous locations			
		29. The recycling station facilities comply with the contract specification			
		30. Collect waste paper and carton boxes for recycling			
		31. Collect metal waste for recycling (e.g. aluminium cans, metal containers, and drums)			
		32. Collect plastic waste for recycling (e.g. plastic bottles, plastic bags, plastic containers, CDs / DVDs)			
		33. Collect glass bottles for recycling			
		34. Collect food waste for further treatment			
		35. Conduct other measures for waste recycling and types of recyclables involved. Please specify (e.g. beverage cartons / Tetra Pak)			
Check (Post event)	Collection of recyclables for off-site handling	36. Appoint suitable recyclers to collect recyclables for off-site handling			
	Green ambassadors	37. Arrange Green Ambassadors to promote and educate participants to practice clean and proper recycling			
		38. Arrange Green Ambassadors to coordinate reusable cups/ tableware rental/ water station operation			
	Record waste collection	39. Record of each recycling point / waste collection point (during the event)			
	Collect feedbacks from stakeholders	40. Collect feedback from stakeholders and reviews to evaluate the event's performance and find out areas for improvement. Feedback could be gathered through questionnaire surveys, interviews, meetings, etc.			
		41. Collect staff members' opinions and suggestions on the green event through the suggestion box / email / meeting			
	Record recyclables	42. Documented all recyclables data for reviews and comparisons.			
Act (Post event)	Identify necessary actions for improving the system	43. The event organizer shall identify if there are any issues			
		44. Deal with the consequences of the issue(s) accordingly and take action to control			
		45. Identify potential issues and recommend preventive action			



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The information in this material is as of March 2023. If you have any questions, please contact us.

Funded by the Recycling Fund



Enquiry

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