

BIG OR SMALL MAKE IT COUNT

A small illustration of a calculator with a blue screen and black buttons, positioned to the right of the main title.

A WASTE REDUCTION GUIDEBOOK FOR LARGE SCALE EVENT ORGANISERS



環境保護署

Environmental Protection Department



BIG OR SMALL MAKE IT COUNT

A WASTE REDUCTION GUIDEBOOK FOR LARGE SCALE EVENT ORGANISERS

ENVIRONMENTAL PROTECTION DEPARTMENT



Hong Kong Waste Reduction Celebrity

Big Waster

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FOREWORD

Take Pleasure in Green Living

Hong Kong is an Asia's world city where events of different themes and scales take place every day. These events, while bringing joy to people, have more or less produced waste which may add pressure to the local landfills and affect the global carbon footprint.

As a matter of fact, we just need some creativity to see that there is further room for reducing waste and carbon emissions to go green in various aspects of an event. Examples include encouraging the participants to bring their own water bottles and making it a trend; adopting a simple setting to enliven the events; building children's play areas with materials derived from waste to inspire and educate children through fun.

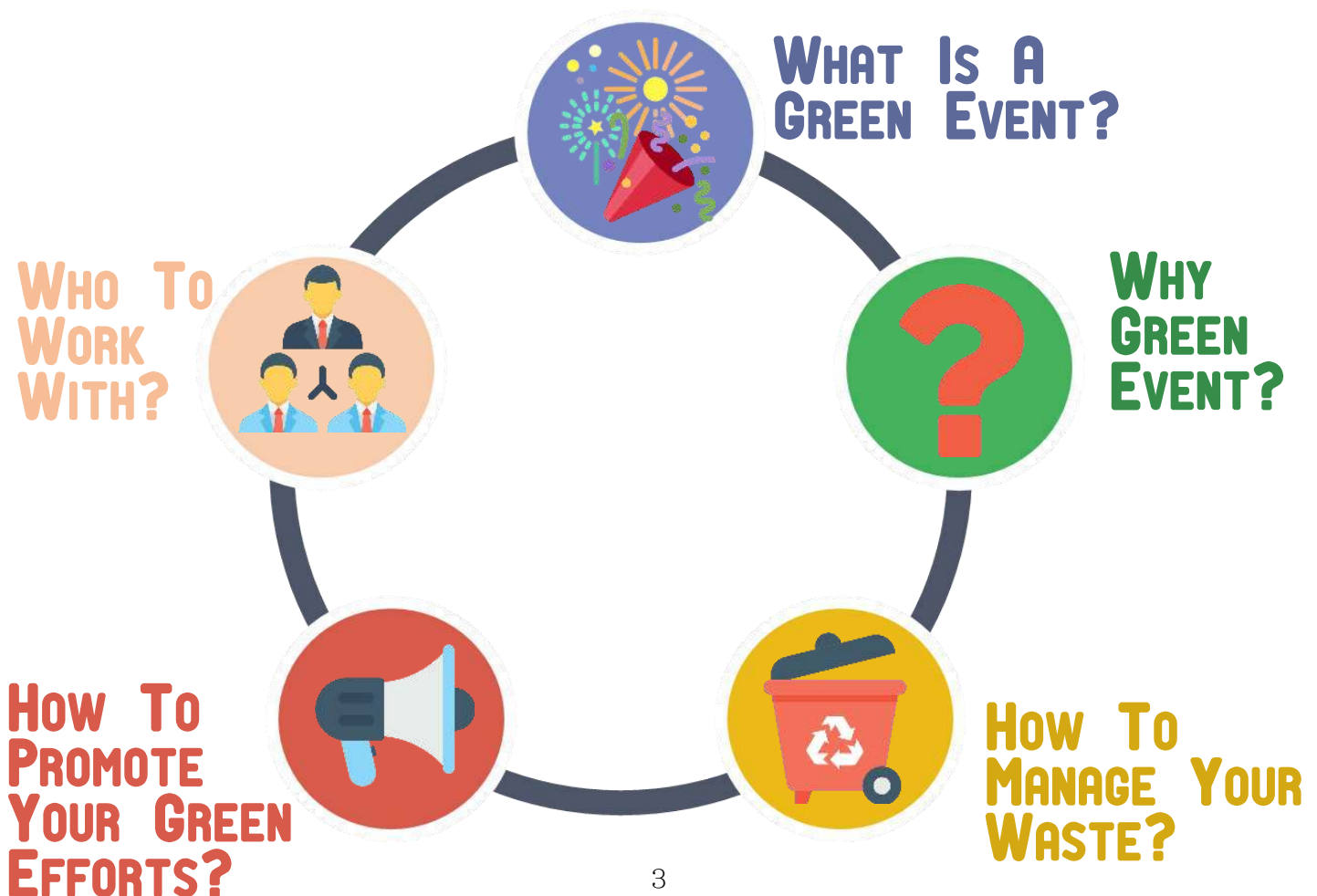
This Guidebook provides clear and practical information to help you enhance the environmental performance of your event. We call upon all of you to understand more about how to organise a green event through embracing greater social responsibilities and put such knowledge into action and to wider use, so as to avoid being a "Big Waster". This also helps to build a brand image for the events and enhance the participants' sense of involvement.

With concerted efforts, we will be able to organise successful, colourful, waste-less-and-carbon-less events which will in turn enable us to take pleasure in green living.

INTRODUCTION

As Asia's world city, Hong Kong hosts different types of colourful and exciting events every year, ranging from cultural celebrations, festivals, entertainment, shopping, sports and dining events, during which huge amount of waste is generated. Early planning on waste management can help to minimise waste for disposal. This Waste Reduction Guidebook aims to assist event organisers and other related stakeholders in developing strategies, plans and measures on waste reduction and recycling, with practical examples from local and overseas cases as illustration.

The following diagram illustrates 5 major elements in achieving waste reduction for events:



3 Basic Steps to Achieve Waste Reduction for Events:

- Minimise unnecessary materials for distribution to the participants or service providers (e.g. production house, caterers and exhibitors, etc.);
- Avoid the use of disposable items; replace them by reusable/ recycled/ recyclable products, and reduce packaging needs (particularly for gifts and souvenirs);
- Separate and recycle waste wherever possible by setting up Recycling Stations.



- Suggested measures for setting up a Recycling Station:
 1. Place a display panel with eye-catching signage next to the bins;
 2. Install signage (with written words and illustrations) onto recycling bins ;
 3. Assign Green Ambassadors with hand-held props to promote proper and clean recycling .


WHAT IS A GREEN EVENT?



A **"Green** Event" is an event with careful and comprehensive planning to minimise waste generation, and save useful resources as much as possible for reuse, recycling or upcycling. It also provides a platform where different event stakeholders including the exhibitors, caterers, contractors and event participants to engage in waste reduction and recycling in a proactive manner through user-friendly and innovative practices.

WHY GREEN EVENT?

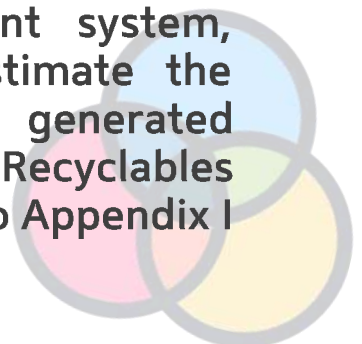


Challenges	Opportunities
<p>Cost: Our budget is limited, why don't we spend it on marketing?</p>	<p>By reducing waste, you can save resources and costs as well as fulfill corporate social responsibility, which can surely enhance the image of your corporate.</p>
<p>Workload: We don't have enough manpower, and resources...</p> 	<p>You have already run a marathon, go for the extra mile! Green measures are not rocket science. Let your creative juice flow and have fun!</p> <p>Event organisers can even invite enthusiastic volunteers, non-governmental organisations.</p>
<p>Skepticism: We are not perfect, will it lead to negative publicity?</p>	<p>Event goers are becoming more environmentally conscious. Promoting waste reduction and recycling in events also tracks global trend. By showcasing your care to the environment, participants are more willing to support and enjoy your event.</p>



HOW TO MANAGE YOUR WASTE?

Before developing a waste management system, each event organiser should estimate the types and quantities of waste/ recyclables to be generated (based on previous experience/ records). Waste/Recyclables can be categorised into 9 major types (Please refer to Appendix I for more details).





PAPER



METALS



PLASTICS



GLASS BOTTLES



REUSABLE ITEMS



FOOD WASTE



**OTHER RECYCLABLES/
DONATED MATERIALS**
(RECHARGEABLE BATTERIES,
FLUORESCENT TUBES/ LAMPS
(CFLS), WODDEN PALLETs AND
SURPLUS FOOD ETC.)



**NON-RECYCLABLE
WASTES**
(CONTAMINATED RECYCLABLES,
ITEMS WITH MULTI-LAYERED
MATERIALS OR TETRA-PACKS
ETC.)



**OTHER WASTES
(MUST BE COLLECTED
BY LICENSED
COLLECTORS)**
(CLINICAL WASTE AND
CHEMICAL WASTE ETC.)

Why is Clean Recycling so important?

1. It is extremely time consuming and costly to pick needle in a haystack during the sophisticated recycling processes. So no adhesive tapes, staples and paper clips please.
2. Drink or drain all liquid before recycling beverage bottles, otherwise it attracts pests and facilitates growth of micro-organisms that would significantly affect the hygiene.

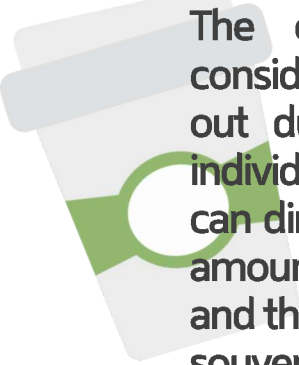


Fluid collection devices were installed in Hong Kong Sevens 2024 to achieve clean recycling.

WASTE PREVENTION – BEFORE THE EVENT

Early planning plays an essential role in effective resource conservation which in turn results in waste reduction. The event organisers should consider the following **GREEN** measures :

I. Choose **GREEN** gifts/ souvenirs



The event organisers and sponsors should have thoughtful considerations on the design and production of the items to be given out during the events. Minimising packaging materials, such as individual packaging or extra plastic bag for the promotional giveaways, can directly contribute to waste reduction. Carefully control the spare amount of gifts/ souvenirs to optimise the number of gifts/ souvenirs and the actual number of receivers. Avoid printing the year on the gifts/ souvenirs.

Besides, impractical gifts/ souvenirs might be easily disposed of. Environmentally preferable items that promote a more sustainable lifestyle are highly recommended.



When production of promotional materials is inevitable, environmental considerations should be given to the materials used as far as possible. For example, consider using recycled materials, SoyInk or FSC-certified paper (Forest Stewardship Council™, FSC) etc.



Impress your participants with a meaningful souvenir

Medals for the 2024 Olympic and Paralympic Games in Paris featured scrap metal from the Eiffel Tower taken during refurbishments and repairs, which made up the hexagon-shaped centre pieces of the gold, silver and bronze medals.



Olympic Medals of Paris 2024

(Source: The Olympic Games website)

II. Consider using sustainable communication and marketing channels

Event organiser should consider using paperless communication and marketing channels to reduce the use of resources and avoid unnecessary waste. For example, guest invitation, registration, event information and special offers can be sent and conducted electronically through emails, event webpage, mobile applications, and any other innovative and convenient means.

Example - Digital Event Handbook and Runner's Pack Collection Letters (Standard Chartered Hong Kong Marathon 2025)

By using less papers, the event handbook was available in digital format and runner's pack collection letters were replaced by email with QR code system.



III. Reduce/Replace one-off materials

To minimise the disposal of vast amount of disposable cutleries and containers during events, event organisers are suggested to purchase or rent reusable tableware and provide to event participants for free or through a rental deposit system.

Example - Replace disposable cups (Hong Kong Sevens 2024)

Reusable cups made from recycled plastic were adopted to replace single-use plastic cups to serve drinks during the event.

The cups could be returned and stacked at any of the collection kiosks set up around the stadium, which would then be collected, washed, sanitised and re-used.



< Friendly Reminder >

The regulation on disposable plastic tableware and other plastic products has come into force! Please refer to **Annex V** for more information and alternatives.

Example - Rental of tableware (Hong Kong Flower Show 2024)

Free tableware rental service was provided to reduce use of disposable tableware as part of the effort to reduce waste.



To reduce the disposal of plastic beverage bottles, the event organiser should consider setting up water refilling facilities at different locations of the event premises.

Example - Free drinking water (Hong Kong Wine & Dine Festival 2024)



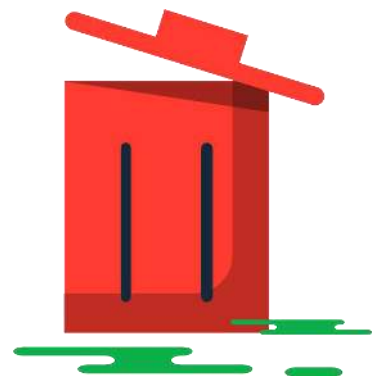
Filtered water dispensers were set up to encourage event participants to "Bring Your Own Bottle".



EFFECTIVE COLLECTION OF WASTE AND RECYCLABLES – DURING THE EVENT

Events, particularly events being held at outdoor areas, are notorious for producing poorly sorted and managed waste and recyclables owing to the lack of sufficient recycling facilities and related educational campaigns.

To effectively implement the waste management system, it is important for each event organiser to motivate relevant stakeholders to enhance recycling practice and save costs. This can help to 'Dump Less, Save More'.







Hence, clear instructions on proper and clean recycling (e.g. 'where the bins are', 'what are acceptable recyclables' and 'what are non-acceptable items') should be disseminated to all event stakeholders, particularly the frontline staff of the cleansing/ recycling contractor(s), and more importantly, the event participants.

Event organisers can follow the steps below to enhance the cost-effectiveness of their waste collection and management.

1. Choose the right bins to collect recyclables



Starting from 2005, EPD has launched the programme on source separation of domestic waste, introducing the standardised signs and colour coding (**BLUE** for paper; **YELLOW** for metals and **BROWN** for plastics). Standardised colours for different waste streams can assist the public to recognise the correct bins when disposing of items and therefore maximise resource recovery. In order to prevent the public from discarding items haphazardly, it is ideal to use a small opening for recycling bins to prevent non-recyclables from being deposited therein. However, lids for trash bins should be large enough to allow trash of any shapes and sizes to be collected. The chart below summarises the information regarding standardised colour codes and shape of holes for trash/recycling bins.

Type Of Recyclables	Colour Codes	Shapes of Bins' Holes	Additional facilities in supplementing recycling
Paper	BLUE	Thin Rectangle 	Separate collection bins for bulky carton boxes
Metals	YELLOW	Round 	Fluid collecting device
Plastics	BROWN	Round 	Fluid collecting device
Food Waste	PURPLE	-	Sieve for draining
Glass Bottles	GREEN	Round 	Fluid collecting device

II. Prepare conspicuous signage

To raise the awareness and facilitate the event stakeholders to identify the locations of the waste and recycling facilities, event organiser should consider using conspicuous overhead banners for indication especially in a crowded environment. According to a survey conducted by Hong Kong University of Science and Technology, respondents are most likely to use the recycling facilities when there are signs (e.g. banners placing above the recycling bins) to direct them to the nearest bins.

Examples of banner designs:

- with words 'Recycling Station', or 'Recycle Here';
- with the recycling symbol or 'Big Waster icon';
- with a sign indicating what kind of materials should be placed in each bin.



Each of the recycling and trash bin should be clearly labelled and look distinctly different. Signage (with written words and illustrations) showing what types of material are acceptable for recycling, are also important to instantly raise participants' awareness and trigger their actions. The design of signage must be consistent with their respective stream colours, and should be as large as possible.



Examples - Resource Recycling Stations

1. Lunar New Year Fair 2025



The Food and Environmental Hygiene Department (FEHD) installed recycling bins for papers, metals, plastics and food waste with words and illustrations next to a refuse bin.

2. Hong Kong Sevens 2024

Reusable cups collection kiosk, fluid collection device and recycling bins were placed next to the trash bin to facilitate recycling.



III. Enlist Green Ambassadors

To remind event participants of proper and clean recycling, the event organiser should consider enlisting a team of Green Ambassadors for on-site promotion and education. This can reduce contamination of recyclables and motivate all event stakeholders to practise green measures. For example, assigning Green Ambassadors to man the recycling stations (with relatively high pedestrian flow) could proactively remind the event participants to put the recyclables into the correct recycling bins.

Example - Green Ambassadors (Hong Kong Flower Show 2024)



To promote proper and clean recycling, Green Ambassadors were recruited by the Leisure and Cultural Services Department (LCSD) to station near the recycling bins.

DONATE, REUSE AND RECYCLE – AFTER THE EVENT

Apart from **PAPER**, **METALS** and **PLASTICS**, the event organisers should evaluate the types and quantities of waste and recyclables to be generated so as to sort out all possible ways on managing all items after the event. The chart below summarises potential items and the corresponding management approaches suggested.

Item(s)	Measure(s)
 Wine Crates	Donation for upcycling
 Surplus Food	 Donation
 Wood Pallets	Recycling, Reuse or Donation
 Plants (Yard Waste)	Donation or Recycling
 Marquees	Reuse or Donation 
 Books	Reuse, Donation or Recycling
 Bamboo	Reuse, Donation or Recycling
 Food Waste	Recycling
Glass Bottles	Reuse, Upcycling or Recycling

Example - Special types of recyclables (Hong Kong Flower Show 2024)



Specific recycling bins were set up for the event, including cartons, woody stems, wilted flowers, plastic flower pots and soil.

Glass Bottle Recycling - Glass Management Contractors (GMCs)

The Environmental Protection Department (EPD) has appointed Glass Management Contractors (GMCs) to provide effective and convenient regional glass container collection and treatment services covering the territory, and arrange gainful reuse and recycling of the waste glass containers, including recovery for proper treatment turning them into reusable materials (e.g. as construction materials) and for re-bottling. The event organisers should cooperate with the GMCs for arranging glass bottles collection services.



Food Waste Management - Organic Resources Recovery Centre

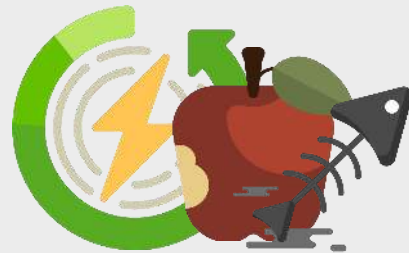


About 50-70 % of waste generated from an event arose from food and beverage services. Through specifying in the contractual requirement, event organisers could require service contractors to install food waste collection bins at specified locations (such as in Recycling Stations/ Vendor preparation areas) and arrange collection services frequently to avoid overfilling.



The first phase and the second phase of Organic Resources Recovery Centre (O-PARK1 and O-PARK2) are located at Siu Ho Wan of North Lantau and Sha Ling of North district respectively to treat source-separated food waste at a total capacity of 500 tonnes per day.

Event organisers are recommended to contact EPD for further information regarding the collection and management of food waste.



SHOW OFF! HOW TO PROMOTE YOUR GREEN EFFORTS?

1. Organise on-site promotional activities

The event organisers should consider using promotional booth or activities, where possible with the patronage of the recognised Hong Kong Waste Reduction Celebrity, the Big Waster, to promote the **green** message during the event. They could even consider inviting community groups and non-governmental organisations to educate the event participants about **Green** measures of the event.

Example - Photo-taking and greeting with event participants (Hong Kong Flower Show 2024)

To arouse event participants' awareness on reuse and recycling, the Big Waster mascot, greeted the participants at the Victoria Park and provided photo-taking opportunities during the event.

EPD also helped promoting the green event through social media platforms.



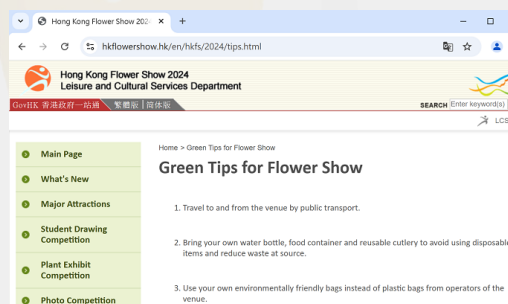
2. Utilise a wide range of public channels

To provide more information and familiarise the public with the events' waste management system, the organisers should make use of different media platforms for disseminating **green** messages at all stages of the events, including:

- Posting advertisement(s) on the newspapers and/or magazines;
- Making announcement via public address (PA) system and/or TV shooting for reminding people to recycle;
- Posting information, such as "**Green** Tips", "Know-how Instructions on Recycling and Waste Disposal", and "B-Y-O-B" (Bring Your Own Bottle) where applicable, e.g. the event website, social media and/or via mobile applications;

Example - "Green Tips" shown on LCSD's website (Hong Kong Flower Show 2024)

"Green Tips" were available on the event website to promote green practices to the participants.



- Issuing a media release and/or holding a media launch;
- Setting up **Green** information kiosk(s)/promotional booth(s) at the event site;
- Printing **green** messages on tickets or brochures.

3. Publicise your success

If you can't measure it, you can't manage it. Conducting waste audit is an important tool for performance evaluation and demonstrating the corporate social responsibility (CSR).

A waste audit would assist the event organiser to understand:-



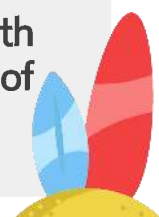
- ✓ Quantities of waste generated before, during and after the event;
- ✓ Quantities of different types of recyclables collected; and
- ✓ How to better manage the collected recyclables (e.g. recycling, upcycling and reuse, etc.).



Acquiring Information Is Not Rocket Science!

Event organisers are encouraged to seek the support from your appointed cleansing/ recycling contractor(s) through contractual requirements.

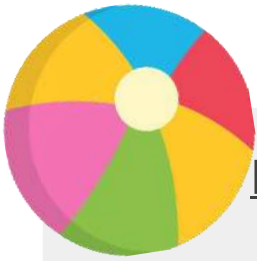
The picture on the left –hand side illustrates a forklift (with a built-in electronic scale) measuring the weight of waste/recyclables accurately.



Reporting the waste minimisation actions can quantify achievements and identify weakness. Setting up targets and improvement measures for the future is also an effective marketing and communication tool to inform the general public on how much the organisers and sponsors care about the environment.

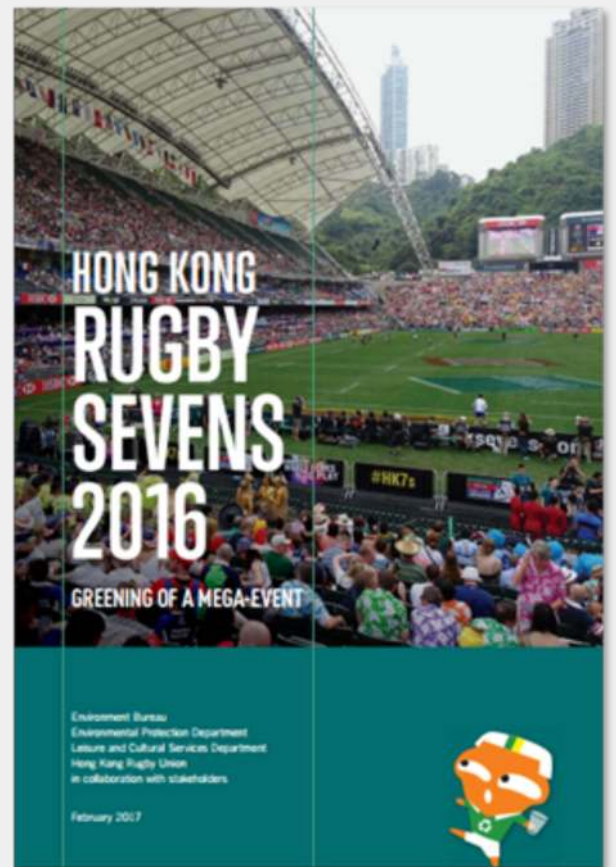
Suggested Content of Event's Environmental Report

Section(s)	Content(s)	Purpose(s)
1	Summary of results	<ul style="list-style-type: none"> Briefly describe the 'Green' efforts implemented in the event and publish the waste/recyclables statistics
2	Introduction	Describe the event's waste management plan, and the related targets
3	Actions taken and results	<ul style="list-style-type: none"> Describe waste management initiatives (with results) implemented in different stages of the event;
4	Recommendations for improvement	List out observations made during the event; <ul style="list-style-type: none"> Suggest measures for rectifying the identified problems.



Example of Event Summary Report – Hong Kong Sevens 2016

Hong Kong Rugby Union (HKRU) and related parties have been keen on tackling waste issues in Rugby Sevens (R7) since 2014. A variety of 'Green' initiatives were implemented during and after the tournament to minimise its environmental impacts through waste reduction, recycling and public education. Every year, HKRU would publish an event waste management summary report covering waste statistics, green efforts taken and recommendations for next year's tournament.




Point to Note:

Different stadiums may have specific rules and regulations regarding prohibited items for public safety, such as bags, bottles, and long umbrellas. Event organisers are advised to consult with venue management based on the nature of the event and to remind all spectators to adhere to these guidelines.

*Some examples of other stadium's rules and regulations on drink containers/bottles and green practices are listed in **Annex VI**.*

WHO TO WORK WITH?

 An event involves divergent stakeholders, namely event organisers, venue providers, sponsors, contractors, volunteers, event participants, media, etc. The event organisers need to closely communicate with the key stakeholders so as to optimise the work flow and develop rapport with all related parties in achieving waste minimisation and recycling.



EVENT MANAGEMENT/PLANNERS:

Implementation of a successful waste management system in an event needs contributions from everyone, particularly the staff members of the event organiser. Appointing one or more designated members of your team as Event Waste Manager(s) not only demonstrates the commitment of the **green** leadership, but also ensures effective monitoring of the waste reduction and recycling measures. The roles and responsibilities of the Event Waste Manager include:

- To coordinate and execute all waste reduction and recycling initiatives throughout all stages of the event;
- To communicate with all event stakeholders (particularly the frontline staff members and vendors) about the waste management system, the goals, and their duties;
- To provide training to all parties (including the volunteers) and handle enquiries.

EVENT PARTICIPANTS:

In order to successfully implement the waste management system, event participants must be able to identify recycling bins easily and educated on how to properly use the bins.

To disseminate more information regarding the system, the event organiser should consider taking the following steps:



- To provide information on recycling procedures on Facebook page, the event website, map or other literature;
- To make announcements via the PA system for reminding participants to practise recycling;
- To clearly label all recycling bins with words and/or easy-to-understand illustrations;
- To assign Green Ambassadors to man the recycling facilities to facilitate proper and clean recycling;
- To organise promotional activities, perhaps with the Big Waster mascot, and/or interactive game booths.



MEDIA: PRE-/POST-EVENT PROMOTION:

Leveraging on the media for publicising the **green** achievements helps improve the event's image (from the CSR perspective) and spread the message to potential event participants effectively. The event organiser should consider partnering with the media by taking the following measures:

- To highlight the key **GREEN** initiatives and achievements of the event;
- To arrange short interviews with the media;
- To encourage active involvement of the public; and
- To conduct media follow-up, such as organising a press conference and/or send a press release on the waste and recyclable statistics.

NON-GOVERNMENTAL ORGANISATIONS (NGOs):



If surplus food is expected to be generated, the event organisers can partner with a local food bank/ church/ NGOs for collection and donation to the needy. To provide caterers with more information regarding the donation programme(s), event organisers should cooperate with food-donation partners and deliver briefing session(s) to enhance caterers' participation and to make sure the food collected are suitable for donation.

Besides, event organisers could also consider donating the reusable items to NGOs.

Example - Donation of unsold pots of flowers and plants (Lunar New Year Fair 2025)




FEHD gathered some 1 600 unsold pots of flowers and plants donated by licensees at the fairs. These were delivered to 242 elderly homes/ residential care homes for persons with disabilities and five public hospitals by 21 volunteer teams comprising FEHD staff members.

(Source: Press Release on January 29, 2025
<https://www.info.gov.hk/gia/general/202501/29/P2025012900530.htm>)

GREEN AMBASSADORS:

With the on-site assistance provided by **Green Ambassadors**, the event organiser could raise the environmental awareness of the event stakeholders (particularly the event participants) and disseminate the messages on proper and clean recycling. The **Green Ambassadors** will be assigned to take care of the recycling facilities which would assist in sorting recyclable items correctly, and more importantly, help to enhance public awareness regarding clean recycling. An event organiser should:

- Educate the Green Ambassadors by providing  briefing session(s);
- Recognise the work performed by the **Green Ambassadors** by giving out event uniforms, certificates, meals and allowances.

CLEANSING CONTRACTORS:

Through specifying contractual requirements (particularly on sorting and treating waste and recyclables) with the cleansing contractors, the event organisers could maximise the recycling rate, ensure delivery of recyclables to proper recycling outlets as well as recording waste statistics systematically.



Possible contractual requirements for cleansing contractors

The event organisers should communicate with the cleansing/recycling contractor(s) on the roles and responsibilities of the frontline staff through precise and clear work instructions. Both parties should reserve adequate human resources to tackle unexpected situations owing to the high visitors' flow and tight event schedule. For example, the event organiser could consider adopting user-friendly "stall-to-stall" collection mode performed by the cleansing contractor in order to facilitate stall operators to engage in source separation of waste and recyclables.

Issues to be discussed between the event organiser and the cleansing contractor



To identify and discuss types of recyclables to be collected



To adopt transparent plastic bags for collecting recyclables



To select recycling bins of suitable size and quantity for different locations



To establish designated recyclable collection points (additional collection for bulky items)



To determine recyclable collection and hauling frequency and methods

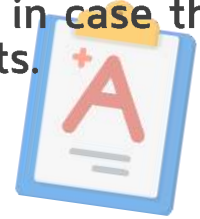


To enhance collection frequency as necessary to avoid overflow of recyclables



To develop strategies to reduce contamination of recyclables

The event organisers should review the performance of the cleansing/ recycling contractors, through spot checks to monitor their on-site performance closely; establish an evaluation mechanism and adopt follow-up actions in case the contractors cannot fulfil the contractual requirements.



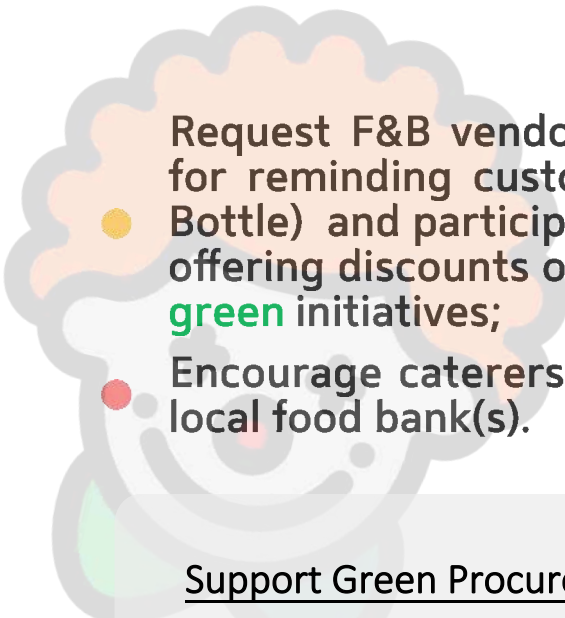
SUPPLIERS:

The event organiser shall communicate with its suppliers/ service providers regarding any requirement on the use of environmental friendly products/ materials (e.g. commodities with recycled content, third-party certification). Suppliers who have a commitment to and specialise in sustainable practices should be given a higher priority in a tendering process.

VENDORS (OR EXHIBITORS):

To implement a successful waste management system, it is important to gain the support from the vendors as they are the largest contributors of trash. The event organisers shall inform all vendors about the objectives and targets on waste reduction before the event. Event Waste Manager, Green Ambassadors, frontline staff of cleansing/ recycling contractor (s) can closely communicate with and provide on-site support to the vendors during the event. Hence, the event organizer may consider adopting the following measures:

- Encourage the vendors to make good use of the recycling facilities to jointly achieve the event's sustainability goals;
- Insert a waste reduction and recycling clause in the vendor agreement or contract;
- Call upon the vendors to prevent the use of disposable item(s);
- Recommend vendors to select and purchase environmental friendly item(s), and control the amount of item(s) distributed;



Request F&B vendors to post flyers around their booths for reminding customers to “B-Y-O-B” (Bring Your Own Bottle) and participant in resource recycling, and consider offering discounts or incentives for those who support the green initiatives;

Encourage caterers to collect and donate surplus food to local food bank(s).

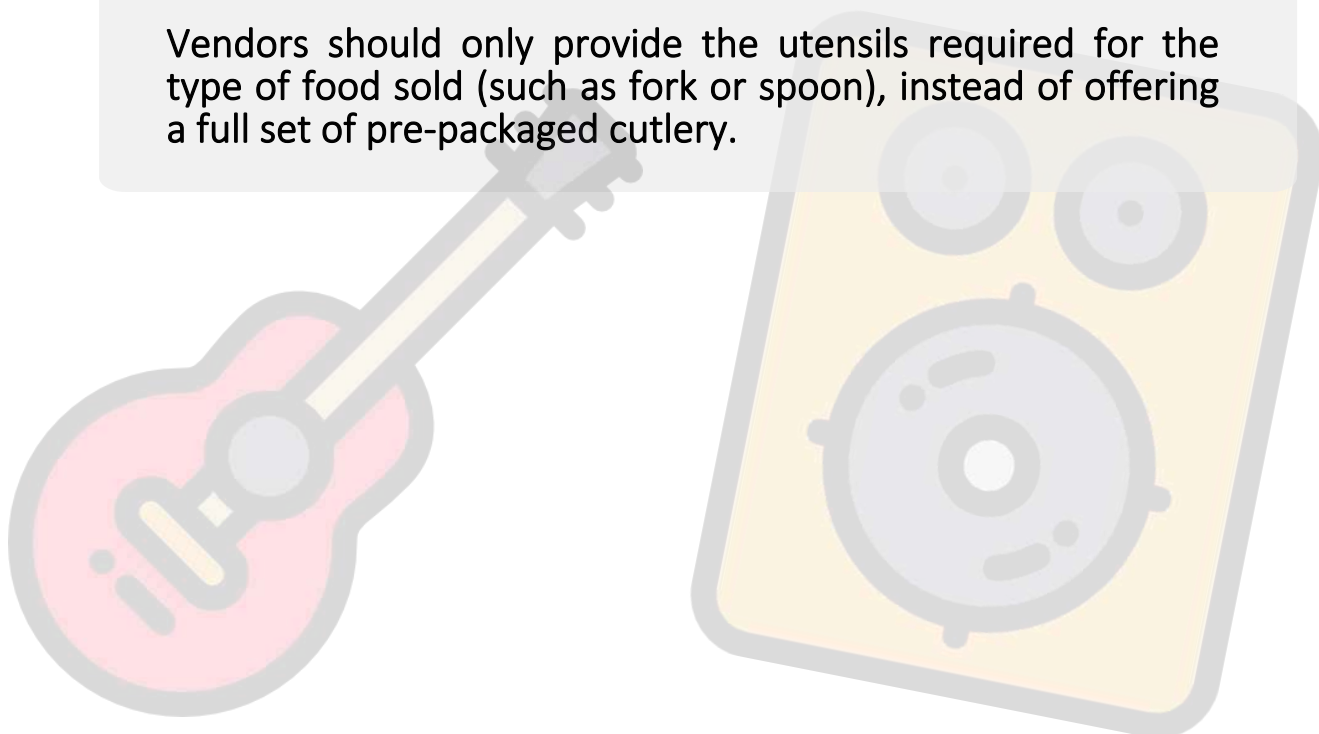
Support Green Procurement

Green procurement could contribute to circular economy through purchasing green products and services, particularly with higher recycled content and improved recyclability, which helps to drive up the market scale and facilitate circulation of resources in the closed-loop system.



Think twice before using prepackaged cutlery sets

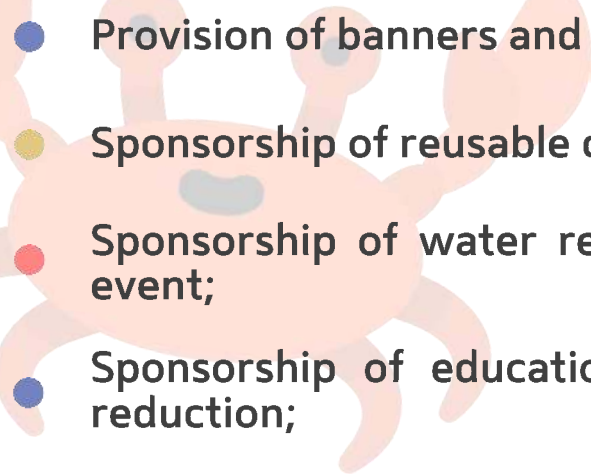
Vendors should only provide the utensils required for the type of food sold (such as fork or spoon), instead of offering a full set of pre-packaged cutlery.



SPONSORS:

Sponsors are concerned about how the events can help them improve brand image, increase their reach to new clients, and generate media attention.

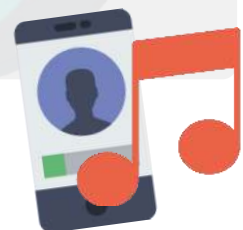
The event organisers could suggest sponsors using sustainable marketing channels and supporting on-site environmental activities, such as:

- 
- Provision of banners and links on event media platforms;
 - Sponsorship of reusable cutlery or containers;
 - Sponsorship of water refilling stations throughout the event;
 - Sponsorship of educational booth to promote waste reduction;
 - Sponsorship of gifts/souvenirs which encourage a more sustainable lifestyle;

Green events could attract more sponsors who are concerned about the environment and Corporate Social Responsibility (CSR).

Example — Offer virtual gifts

The event sponsor presented a 3-month membership account of an online music platform to each participant of the music performance as an event souvenir.



Noise & Light Pollution And Control



Noise emanated from outdoor events could likely cause disturbance to Noise Sensitive Receivers in adjacent areas, particularly in densely populated areas with sound amplification systems.

Noise Control Ordinance, Cap. 400 has provisions on controls of noise from various venues. Careful planning, sufficient alleviation measures and noise monitoring can ensure noise levels does not exceed the statutory requirements.

Noise Pollution

For further information about controls of noise in Hong Kong, please visit the EPD's website at:

Concise Guide to the Noise Control Ordinance

https://www.epd.gov.hk/epd/sites/default/files/epd/english/environmentinhk/noise/guide_ref/files/CG_E-06n.pdf

Music, Singing and Instrument Performance

https://www.epd.gov.hk/epd/sites/default/files/epd/english/environmentinhk/noise/help_corner/files/e_entgui_e.pdf



Light Nuisance

With a view to minimising the adverse impacts arising from external lighting and providing residents nearby an environment conducive to sleep, event organisers should switch off lighting installations of decorative, promotional or advertisement purposes which affect the outdoor environment from 11p.m to 7a.m., and observe the good practices in the "Guidelines on Industry Best Practice for External Lighting Installations" such as avoiding overspill of light.

For further information about controls the "Guide", please visit the Environment and Ecology Bureau website at:

https://www.eeb.gov.hk/sites/default/files/en/node78/guidelines_ex_lighting_install_eng.pdf



ANNEX:

I. WASTE/RECYCLABLE CATEGORIES

Recyclable Items

Categories	Descriptions
Food waste	Cooked and uncooked food, expired food, etc.
Paper	Paperboard and newspaper
Plastics	Plastic containers for beverages or personal care products
Metals	Beverage containers, etc.
Glass bottles	Glass bottles, jars and other types of glass containers
Reusable items	Stationery which can still function/ use or without any damages, clothes and textiles, furniture, gifts/souvenirs
Other recyclables/ Donated materials	Rechargeable batteries, fluorescent tubes/ lamps (CFLs), printer toners/ ink cartridges, waste electrical and electronic equipment (WEEE), wooden pallets, yard waste and surplus food, etc.

Hard-to-recycle Items

Wastes not suitable for recycling	Contaminated recyclables, tetra-packs, non-recyclable batteries, ceramics, and items composed of various material types, etc.
Special wastes	Clinical waste, chemical waste (e.g. pesticides, paints, corrosive household cleaners), etc.

II. WASTE/RECYCLABLE DATA COLLECTION TABLE

Use the table below to record and compare the actual quantities of trash and recyclables collected, which will help prepare your Event's Environmental Report.

Waste Type (e.g. general waste, paper, metals, plastics, Food Waste)	2023 Quantity (kg)	2024 Quantity (kg)	2025 Quantity (kg)	Compared to Previous year(s) (%)	
				2024	2025
Total					

Example—Quantity of waste/recyclables collected in the 2025 Festival

Waste Type (e.g. general waste, paper, metals, plastics)	2023 Quantity (kg)	2024 Quantity (kg)	2025 Quantity (kg)	Compared to Previous year(s) (%)	
				2024	2025
Plastics	38	40	60	+57.9%	+50%

III. CHECKLIST FOR EVENT WASTE MANAGEMENT

The following checklist is designed to help develop a waste management plan at the planning stage of the event.

WASTE MANAGEMENT

A1 Formulate waste management system

- ☐ Develop strategies, plans and measures on waste reduction and recycling

A2 Understand types and quantities of waste and recyclables

- ☐ Rank the top 3 waste types by reviewing last year's statistics/report
- ☐ Conduct waste audit to record quantities of waste and recyclables collected in the event
- ☐ Explore any possibilities to maximise recycling rate and minimise waste generation

A3 Include waste reduction provisions in contracts

- ☐ Require vendors (or exhibitors) to support waste reduction and properly handle their resources before moving out
- ☐ Require cleansing contractors to collect recyclables and sort non-recyclable items out

A4 Engage stakeholders to support waste reduction and recycling

- ☐ Incentivise event participants to perform waste reduction and recycling by offering discounts
- ☐ Cooperate with vendors (or exhibitors) or provide technical assistance when necessary
- ☐ Partner with non-governmental organisations to collect reusable items

VENUE SET-UP

B1 Simplify venue set-up

- ☐ Adopt marquees which are reusable and durable
- ☐ Reduce or avoid unnecessary decorations
- ☐ Store and repair decoration materials for further reuse

FOOD AND BEVERAGE

C1 Reduce the use of disposable items

- ☐ Provide water refilling stations
- ☐ Reduce the use of disposable utensils and cutleries
- ☐ Offer discounts for customers bringing their own containers/bottles

C2 Manage food waste properly

- ☐ Collect food waste for recycling
- ☐ Donate surplus food to food banks or charities

PROMOTION

D1 Conserve resources

- ☐ Utilise E-Registration / E-Invitation
- ☐ Upload booklets and other promotional materials to event website and social media
- ☐ Minimise packaging materials for the promotional giveaways
- ☐ Choose gifts/souvenirs that can be reused or recycled
- ☐ Prepare promotional materials (e.g. Posters, banners, signage and booths) without specifying the date and time of the event for future use

III. CHECKLIST FOR EVENT WASTE MANAGEMENT (CON'T)

EDUCATION

E1 Educate event participants about waste reduction and recycling

- ☐ Post information, such as “Event **Green** Tips” , on social media
- ☐ Make announcement via public address (PA) system or TV shooting for reminding people to conduct waste reduction and recycling

E2 Educate frontline staff and vendors (or exhibitors) about waste reduction and recycling

- ☐ Instruct staff and **Green** Ambassadors to distinguish recyclable and non-recyclable items
- ☐ Remind vendors (or exhibitors) to properly handle their waste before moving-out

PROCUREMENT

F1 Purchase reusable and recyclable items

- ☐ Avoid buying one-off materials
- ☐ Consider renting materials and facilities instead of buying new ones
- ☐ Choose single material instead of multi-layer composite materials for promotional materials
- ☐ Give higher priority to products made of recycled materials

CLEANSING AND RECYCLING

G1 Setting up recycling facilities

- ☐ Put the recycling bins at accessible and conspicuous locations
- ☐ Place trash bins next to the recycling bins for facilitating people to dispose of non-recyclable items
- ☐ Install eye-catching standees near recycling facilities
- ☐ Assign green ambassadors to manage the recycling facilities for reminding event participants of clean and proper recycling

G2 Proper Recycling

- ☐ Encourage vendors (or exhibitors) to implement waste reduction initiatives and involve in waste recycling (e.g. provide floor plan (with locations of trash and recycling bins marked) and Know-how Instruction on Recycling and Waste Disposal)
- ☐ Prepare transparent plastic bags for collecting recyclables
- ☐ Arrange certified recyclers to manage recyclables

IV. OTHER EVENT PARTNERS

Recyclables	Name of Organisation	Website
Surplus Food	Food Angel	https://www.foodangel.org.hk/
	Food Grace	https://www.foodgrace.org.hk/
	Foodlink Foundation	https://foodlinkfoundation.org/
Clothing and Goods	The Salvation Army	https://recycling.salvationarmy.org.hk/
	St. James Settlement Jockey Club Upcycling Centre	https://upcc.sjs.org.hk/
	Christian Action	https://www.christian-action.org.hk/

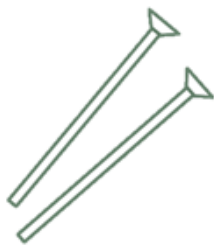
Green Services	Name of Organisation	Website
Event Equipment Rental Service	Pyjama	https://www.pyjamahk.com/
	Shamrock	https://shamrock.com.hk/
Tableware Rental Service	We Use	https://www.weuse.hk/
	Zebra Catering	https://www.zebracatering.com/
	BottLess	https://www.bottless.hk/
	AND-JOY	https://www.and-joy.com/
	ReCube	https://www.recube.hk/
Water Refilling Station	BottLess	https://www.bottless.hk/
	Urban Spring	http://www.urbanspring.hk
	Life Solutions	https://lifesolutions.com.hk/
Reverse Vending Machines	A.S. Watson Group (HK) Limited	https://ww-fun.com/hk/greenpoint
	Carbon World Limited	https://www.ecomedia.hk/
	Cornerstone Smart Recycling Limited	https://www.cstsr.com.hk/
	Smart City Circular Economy Solutions Limited	https://www.alba.com/business-area/smart-city-solutions/
	TOMRA Collection Hong Kong Limited	https://www.tomra.com/reverse-vending



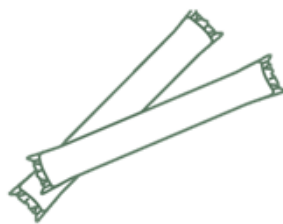
V. THE REGULATION ON DISPOSABLE PLASTIC TABLEWARE AND OTHER PLASTIC PRODUCTS

The regulation on disposable plastic tableware and other plastic products has come into effect on April 22, 2024.

Sale (including displaying for sale purpose) and free distribution of the following disposable plastic products during the event are prohibited:



Balloon sticks



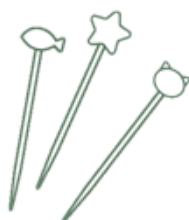
Inflatable
cheer sticks



Glow sticks



Party hats



Food sticks



Plastic
toothpicks



Umbrella bags

Free supply of the following items is prohibited (but sales is allowed):



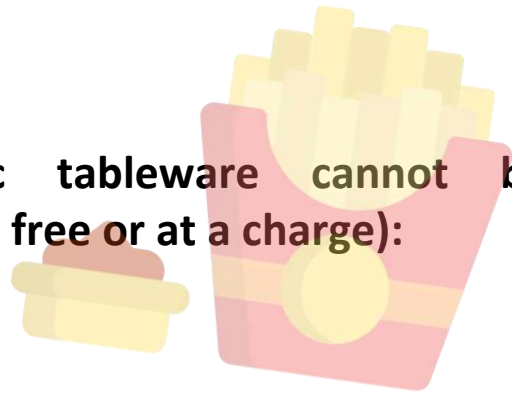
Disposable
transparent
plastic gloves



Plastic-packaged
tissue paper for
promotional use



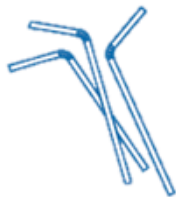
The following disposable plastic tableware cannot be supplied to the customers (either for free or at a charge):



Dine-in or Catering Service



**Expanded
Polystyrene (EPS)
tableware**



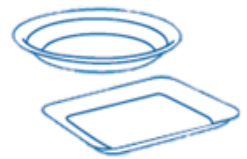
Straws



Stirrers



**Cutlery (knife,
fork, spoon)**



Plates



Food containers



**Food containers
covers**



Cups



Cups lids

Takeaway Service



**Expanded
Polystyrene (EPS)
tableware**



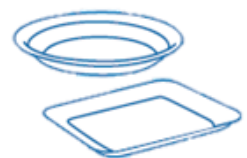
Straws



Stirrers



**Cutlery (knife,
fork, spoon)**



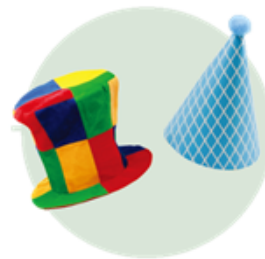
Plates



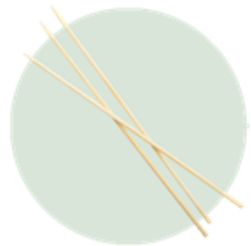
Alternatives to the Regulated Plastic Products



Paper balloon sticks



Reusable fabric / paper party hats



Bamboo food sticks



Wooden / bamboo toothsticks



Reusable umbrella dryers / umbrella bags

Alternatives to the Regulated Plastic Tableware



Reusable tableware



Non-plastic disposable tableware
(made of bamboo, wood, paper,
plant fibre, etc.)

VI. EXAMPLES ON OTHER STADIUM'S RULES AND REGULATIONS

Regions	U.S.	U.K.	Canada	Singapore	Mainland China
Venues	Allegiant Stadium	Wembley Stadium	Commonwealth Stadium	National Stadium	National Stadium
Spectators shall not bring into the venue	<ul style="list-style-type: none"> Hard-sided bottles, cans, beverage containers of any kind Outside food or beverages 	<ul style="list-style-type: none"> Aluminum & glass containers Plastic bottles over 500ml Alcoholic beverages and outside food 	<ul style="list-style-type: none"> Glass bottles, cans, containers with a capacity larger than 1L Alcoholic beverages and outside food 	<ul style="list-style-type: none"> Glassware or glass bottles Outside food and beverages including alcohol and bottled water 	<ul style="list-style-type: none"> Glassware or glass bottles Alcoholic beverages and outside food
Spectators are allowed to bring into the venue	<ul style="list-style-type: none"> Empty, soft-sided water bottles 	<ul style="list-style-type: none"> Empty plastic bottles (500ml or less) 	<ul style="list-style-type: none"> Empty plastic water bottles (1L or less) Juice boxes Empty thermoses and personal water bottles Small individual serving snacks 	<ul style="list-style-type: none"> Empty plastic bottles 	<ul style="list-style-type: none"> N/A
Green Practices	<ul style="list-style-type: none"> Food scrap collection Rubber pallet recycling Biomass composting 	<ul style="list-style-type: none"> Single-use plastics and packaging reduction Water refill stations installation Reusable water bottles and coffee cups distribution 	<ul style="list-style-type: none"> On-site waste separation and food waste recycling 	<ul style="list-style-type: none"> Solar panels installation 	<ul style="list-style-type: none"> Solar power generation Rainwater collection system for on-site reuse

Event organisers/venue management may refer to the above examples regarding the requirements for drink containers/bottles and implement green practices as appropriate.

VII. USEFUL LINKS

Hong Kong Waste Reduction Website

<https://www.wastereduction.gov.hk/>

Hong Kong Collector / Recycler Directory

<https://www.wastereduction.gov.hk/en-hk/industry-support/hong-kong-collector-recycler-directory>

Local Suppliers of Waste Separation Bins

<https://www.wastereduction.gov.hk/en-hk/resources-centre/supplier-list>

Green Service - Before the Event

<https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/greening-your-events/green-service-event>

Green Service - After the Event

<https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/greening-your-events/green-service-after-event>

Noise Guidelines & References

https://www.epd.gov.hk/epd/english/environmentinhk/noise/guide_ref/noise_guidelines.html

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揀  少 啲
Dump Less

慳  多 啲
Save More



