

Circular 23: Green Tips for Exhibitors

To make a greener fair, the following green tips are suggested for your participation at HKTDC fairs.

Booth construction and set up

- To avoid excessive decorations
- To use natural decorative materials
- To use energy saving light bulbs or LED lights
- To use fewer electrical appliances or instruments
- To avoid energy-intensive appliances
- To avoid transport and bring in excessive display materials
- To maximize the usage of reusable panels, cabinets, signage boards and recyclable carpet
- To use re-erectable booth to reduce waste generated
- To adopt environmental friendly construction materials e.g. low VOC paints, FSC-certified wooden products and other wooden products with E0 or E1 formaldehyde standards
- To adopt re-usable exhibit

Booth Operation

- To arrive the fairground by public transports provided by the Organisers
- To use e-brochures or e-catalogues and minimizes the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging, if used, make a charity donation
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation

Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable wastes at recycle bins
- To minimize posting printed matters to interested buyers
- To donate unwanted edible packaged food products at the fairground to two Hong Kong's food rescue charities - Food Angel (3C-C16) and Food For Good (1A-B09) to promote food recycling

Hong Kong Trade Development Council

通告 23: 參展商綠色小貼士

為支持香港貿發局的展覽成為更環保展覽，請參考下列綠色小貼士。

展位建築及佈置

- 避免使用過量佈置或裝飾品
- 盡量使用天然佈置材料
- 盡量使用節能照明產品，如節能燈泡及發光二極管照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 盡量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 採用可重用組件來設置攤位以減少廢物的產生
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 盡量使用可重複使用的展品

展覽運作

- 乘坐公共交通工具來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家
- 鼓勵展商在展覽完結後捐贈食品到慈善團體，讓「惜食堂」(3C-C16)及「齊惜福」(1A-B09)回收剩餘的包裝食物，宣傳回收可食用的剩餘食物的訊息

香港貿易發展局