



ReThink HK 2022 Sustainable Event Guidelines

Why are we introducing the Sustainable Event Guidelines?

While ReThink HK exists to accelerate the rate of change for our city to become more in harmony with nature, use resources efficiently and contribute towards a low-carbon and circular economy, it is critical for us to set an example and “practice what we preach” on top of solely providing a platform for showcasing solutions and hosting the conference.

Thus, it is also our mission to incorporate sustainability into the process of hosting the event and set the standard for large-scale expo format events in Hong Kong.

We believe that our exhibitors and sponsors all share the same values and determination with us.

These sustainable event guidelines aim to provide a set of rules and regulations for your participation at ReThink HK, and serve as an effective means for us all to work towards this common goal.

Rules and Regulations

For All Exhibitors & Sponsors

- Distribution of printed leaflets, brochures and other promotional materials is strictly prohibited. You are encouraged to switch to digital promotional materials that delegates can download via QR code scan.



If you would like us to host any digital material as part of your company profile within the event app then we can add this for delegates to download.

- Vinyl pull-up display banners are strictly prohibited and will not be permitted into the event venue. You are encouraged to use digital display signage as alternatives.



Plasma TV screens can be rented from the main contractor and mounted to your booth display backdrop.

- Any giveaways / souvenirs to be distributed from the booth should be;
 - ✓ Reusable
 - ✓ Sustainably sourced
 - ✓ Ethically manufactured
 - ✓ Free from any plastic packaging / wrapping



ReThink HK encourages you to not to print the event logo or dates on any items.



Should you need any advice on how to source sustainable giveaways / souvenirs then please let the event team know.

Non-reusable giveaways / souvenirs are not permitted and will be removed from the event by the organiser with a handling fee charged to the exhibitor.





- Waste bins will not be provided on booths. All attendees are required to take any waste to the designated recycling locations within the Hall or to Booth B65 where Spare-it will be collecting data to help the team measure and manage the overall waste handling for the event.

- Whilst we wait for updates on the restrictions that may or may not be in place around food and beverage for the event, we remain committed to the following:
 - ♻️ No single use plastic bottles being permitted into the event
 - ♻️ Providing a water refill service and encouraging attendees to bring a refillable water bottle
 - ♻️ Encouraging attendees to bring a reusable coffee cup

For Exhibitors Arranging Additional Booth Setup

This includes:

- ❖ Raw space booths (organiser will supply eco-carpet only)
- ❖ Booth that will arrange backdrop display and furniture (organiser will supply white panel walls, eco-carpet, basic lighting and electrics only)
- ❖ Booths that will arrange any additional furniture, structural and/or graphic setup
- The maximum height of your booth is restricted to **3m**, with the aim of reducing waste generated from structures.
- Eco-friendly carpet from the official contractor is the only option for the flooring to be used for booth design. This will be provided for you.
- Foam-board and plastic materials are prohibited as stand-building materials.
- The stand structure must be prefabricated and ready to assemble onsite. Final adjustment to prefabricated pieces for fitting purposes is allowed.
- Final coat onsite are for repair purposes only. Only Zero VOC paints are allowed.
- Reusable materials should be the first choice for booth building. Examples of such materials are:
 - ♻️ Reusable panel partitions
 - ♻️ Aluminum frames

-  Reusable fabric
- In case the use of non-reusable stand-building materials cannot be avoided, such materials should be recyclable.
 Examples of such materials are:
 -  Cardboard display (honeycomb structure)
 -  Sustainable fabrics, e.g., organic cotton, linen and Tencel
 -  Glass
- All other materials used in constructing the booth structures must be certified as eco-friendly. Certifications include but not limited to FSC Chain of Custody Standards, Greenguard and HK G-PASS.
- For lighting and other self-arranged electrical appliances, such equipment should be certified with Grade 1 Energy Label by the EMSD



ReThink HK encourages you to use LED lighting.

- A **Booth Materials Report** of your booth detailing the information of all the materials to be used, together with their corresponding eco-friendly certifications should be submitted by 26 August 2022 for approval.

The company / companies responsible for collecting the reusable / recyclable materials and the corresponding contact points should be clearly stated.



See Appendix 1 for an example template



Should you need any advice on how to source sustainable booth materials or contacts for contractors who can design, install and recycle your booth then please let the event team know.

Appendix 1: Example Booth Materials Report