

# MINIMUM STANDARDS 2017



## Sustainable Audio, Visual & Production Services

Minimum standards for evaluating and providing sustainable Audio, Visual and Production Services and products for meetings, events, trade shows, and conferences (events). This standard applies - but is not limited to, the provision of services, equipment, technology or other staging, décor, scenic elements, audio, video, lighting and technical production services.



# Minimum Standards 2017

## SUSTAINABLE AUDIO, VISUAL & PRODUCTION SERVICES

### Overview:

These minimum standards are intended for evaluating and selecting Audio Visual and Production services for use in meetings, events, trade shows, and conferences. This will include, but is not limited to, the provision of services, equipment, technology or other staging, décor, scenic elements, audio, video, lighting and technical production services.

This guideline focuses primarily on the management, reduction or elimination of environmental impacts arising from the provision of AV or Production activities at events

### Interpretations

For the purpose of this standard, the following interpretations apply:

<b>'biodegradable'</b>	capable of decomposing under natural conditions into elements found naturally in the environment
<b>'compostable'</b>	capable of undergoing biological decomposition in a compost site where the material breaks-down into carbon dioxide, water, inorganic compounds and biomass
<b>'corporate social responsibility (CSR)'</b>	a policy that functions as a self-regulating measure whereby organisations monitor, measure and support of legal and ethical standards in relation to the environment, consumers, communities, employees and stakeholders.
<b>'décor'</b>	the furnishing, decoration and visual enhancements of a venue, room or facility
<b>'environmentally preferable products'</b>	products or services that have a lesser or reduced effect on the environment when compared against standard products or services that serve the same purpose
<b>'environmentally sustainable'</b>	the components or functions or systems of products or services that meet the needs of today without compromising the ability of future generations to meet their own needs.
<b>'demonstrate'</b>	to provide verifiable evidence of compliance
<b>'hazardous material'</b>	any materials or combination of materials that due to their composition, composition or quantity pose an unreasonable risk to humans or the natural environment or both
<b>'local'</b>	related to products or services obtained from businesses within a 50km radius of the facility.
<b>'pre-consumer material'</b>	refers to material that is reclaimed from manufacturing processes prior to being used for the end purpose by consumers.
<b>'primary Service Provider'</b>	the Service Provider directly contracted by the organiser or client.

‘recovered material’	refers to material that has been recovered or diverted from the waste stream
‘recycle’	recovering or reprocessing materials in the form of raw materials for use in the manufacturing process of new products
‘recycled content’	products that contain pre- or post-consumer materials as part of their manufacturing process.
‘renewable materials’	substances derived from a living tree, plant, animal or ecosystem that has the ability to regenerate itself
‘scenic elements’	of or relating to the visual elements, scenery or décor of a venue or a stage setting, or stage representation.
‘secondary Service Provider’	any service appointed by a primary Service Provider to provide services on his/her behalf
‘Service Provider’	the purveyor, provider, vendor or Contractor providing facilities, services or products or any combination thereof.
‘staging’	the method of presenting a performance or temporary platforms arranged as a support for performers
‘technical support services’	a range of services provided by experts to users of technology products such as mobile phones, televisions, computers, software products or other informatics, electronic or mechanical goods.
‘third party certification’	an independent assessment declaring that specified requirements pertaining to a product, person, process or management system have been met.
‘RFP’	Request for Proposal – an invitation for suppliers, often through a bidding process, to submit a proposal on a specific product or service
‘sustainability’	the maintenance of environmental, economic and social components, functions and systems for future generations.

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### **Part One - Minimum Standards for Sustainable AV and Production Services**

The following standards are considered the minimum necessary to consider the audio, visual, décor, staging, scenic element, lighting and or technical production elements associated with an event as sustainable (Green). In all instances, Service Providers should strive to exceed this standard.

#### **I. Sustainable Operations and Management**

- a) The Organiser shall:
  - i. document a policy that includes definition of the events’ sustainability expectations, responsibilities and objectives;
  - ii. ensure that all personnel are made aware of, and can communicate effectively, about the environmental objectives of the exhibition;
  - iii. designate one or more staff members to implement the environmental sustainability initiatives related to the audio visual and production components of the event;
  - iv. maintain records of all environmental performance and objectives, and shall make such records available to third parties on request;
  - v. require all Service Providers or their Contractors to provide evidence of a sustainable procurement policy in respect of any services or products that will or may be supplied in terms of any agreement with the Organiser;

- vi. ensure that all approved plans/proofs for scenic/platform designs or technical structures and any official approvals, licences and permits are obtained and filed for easy reference by the relevant authority or other interested party;
  - vii. ensure that all legal, safety and sustainability obligations or requirements required by a relevant authority are complied with at all times and that all Service Providers or Contractors are made aware of their obligations in this regard.
- b) The service supplier shall:
- i. communicate the Organiser's environmental policy, objectives and goals to all personnel.
  - ii. employ the most sustainable and responsible transport method when transporting products or equipment to the event;
  - iii. ensure that electronic equipment purchases have one of the following classifications:
    - Restriction of Hazardous Substances Directive (ROHS) compliance
    - Certified according to ISO 14001 standard;
    - A formal system for evaluating and reporting the environmental performance of electronic equipment (EPEAT);
    - Green Star or equivalent energy rating;
    - A take-back or recycling programme;
    - Environmentally responsible packaging material.
  - iv. Ensure that visual material, décor, staging, scenic elements, lighting and or technical production elements are procured with due regard for their recyclability, repurposing, reuse or their safe disposal.

## II. Social and Cultural Criteria

- a) The Organiser shall:
- i. take all reasonable measure to ensure that no audio, visual or other material used for or at the event is likely to be viewed as socially, culturally or religiously inappropriate or offensive with respect to the host community or prevailing norms, and that all Contractors and Service Providers adhere to such standard;
  - ii. ensure that no children are involved in any commercial performance, entertainment or other promotional activity at the event and that where this is not possible to avoid, that the necessary approval and permissions have been received from the relevant parent, guardian or authority as may be the case.
  - iii. develop a donation strategy for all reusable, surplus floral and other materials that cannot otherwise be used by Service Providers or Contractors to the local community or non-profit organisations for distribution to local communities;
  - iv. coordinate donations to local community initiatives or programmes and ensure fair distribution of any materials or donations that may be made;
- b) The Service Provider shall ensure that:
- i. all potentially hazardous materials, equipment or other technical apparatus is secured and made safe so as not to pose any threat to unauthorised personnel or members of the public;
  - ii. where batteries are considered suitable for reuse by a local non-profit organisation, the Service Provider shall donate any that it considers safe to do so, or which cannot be reused or recycled by the Service Provider;
  - iii. all promotional material, banners or signage that cannot be reused are donated to a local non-profit organisation for recycling into new product.

## 3. Economic Criteria

- a) The Organiser and Service Providers shall:
- a) demonstrate a commitment to using a minimum of 50% local goods and services in relation to the event where feasible and appropriate and where prescribed skills and expertise so allow or are available;
  - b) demonstrate a commitment to complying with the applicable sectoral minimum wage for all employees and casual staff employed during the event.
- c) The Service Provider shall:
- i. demonstrate support for local suppliers, local Contractors, vendors and support personnel during the event where such exist and where the requirements and technical demands of the Service Provider can be met;
  - ii. minimise the 'importation' of any services, equipment, décor or other goods where the same items can be procured locally unless they can demonstrate that by doing so, such action would result in sub-standard performance or service delivery.

#### 4. Environmental Criteria

- a) The Organiser shall:
    - i. ensure that Service Providers and Contractors meet a minimum standard of air, energy, waste, emissions and overall environmental performance in accordance with the Sustainability Objectives and Policy of the event;
    - ii. require all Service Providers and Contractors to monitor and manage their own environmental performance in accordance with the Sustainable Objectives and Policy of the event;
    - iii. ensure that Service Providers and Contractors apply due care, consideration and compliance to all safety, fire, health and environmental regulations related to all technical, décor, scenic and staging activities.
  
  - b) Service Providers shall:
    - i. have a published environmental sustainability policy, available for stakeholder review, which documents its vision, objectives and goals for sustainability of its operations;
    - ii. provide evidence of the responsible disposal of all waste materials associated with their service;
    - iii. ensure that a minimum of 30% of all scenic material used at the event has or will be reused, recycled or made recyclable;
    - iv. avoid the use of plastics, polycarbonates and other non-biodegradable materials for awareness, branding, publicity or promotional banners and signage;
    - v. ensure that publicity materials, banners and event signage is reusable by:
      - a. avoiding the use of dates and single-use slogans for events that are of an annual nature;
      - b. making use of materials that can be recycled, repurposed or reused;
      - c. making use of generic signage that can be reused at subsequent events (e.g.: toilets; exit; registration; etc.)
    - vi. ensure that where appropriate, a minimum of 30% of all floral displays shall be in the form of live, indigenous plants which shall either be replanted for reuse at a later event or donated to local communities for an indigenous planting scheme;
    - vii. demonstrate a commitment to the use of energy-efficient equipment and provide a written energy reduction strategy for their services. This commitment shall include:
      - a. the use of a minimum of 35% of low-energy light sources for performance, presentation, meal, buffet, branding, thematic projection and product display areas;
      - b. the use of liquid crystal display (LCD) screens rather than plasma or flat panel monitors;
    - viii. ensure that all powered equipment is switched to power-saving mode or off at the end of each day;
    - ix. ensure that only critical equipment is used during rehearsals or set-up;
    - x. demonstrate responsible disposal of e-waste and have a published electronic waste disposal policy;
    - xi. have a designated member of staff responsible for the implementation of sustainability initiatives;
    - xii. communicate the Organisers written environmental objectives and performance criteria related to their staff;
    - xiii. provide the Organiser with information on how it intends to meet the event environmental performance objectives.
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## **Part Two – Interpretation Guide for this Standard**

Implementing the Standard is in many instances a simple, organisational process, but the following interpretations of the Standard will assist in this regard. In all instances, these are for illustrative purposes and should not be regarded as the definitive practice.

### **I. Sustainable Operations and Management**

Very few events, exhibitions, conferences and meetings these days take place without some form of audio, visual or décor element. Some large events are built around these elements, with themed displays and entertainment being the main attraction in some cases. But whatever the size of the event, the audio, visual, eventing and technical aspects have impacts that we don't often appreciate.

The standard has been developed to address the responsibilities of the main role-players. Sustainable events start at the inception stage with the development of a **Sustainable Vision Statement** which outlines and establishes the 'rules of engagement' in respect of the overall sustainability objectives of the event.

- a) The Organiser is the lynchpin around which sustainable events are created. The Organiser usually contracts additional services such as the technical team; the décor and staging company; the artistic team and other specialised services, so establishing the sustainability objectives and 'rules' in advance is critical to the rest of the process.
  - i. The exhibition Organiser is expected to develop a Statement (or Policy) which defines the sustainability objectives of the event, including details on who is responsible for any specific element of the policy and the expectations of the Organisers. This Policy must be made known to all personnel involved in the event, and the Organiser is responsible for ensuring that everyone is aware of the sustainability objectives, and of their roles in achieving these.

Develop and make available published environmental objectives and performance criteria related to the specific event that address all the applicable environmental characteristics as described in this specification (sustainable operations and management; social and cultural; economic and environmental), related to the specific event and include these objectives in the RFPs.

The Policy must be published and accessible (printed or electronic) and it must express managements' commitment to managing the impacts of the event and its' activities in a sustainable and responsible manner. The Policy should address the following commitments specifically:

- to the responsible use and management of water, energy, waste and emissions
  - to the use of sustainable and responsible products and services and Service Providers;
  - to the use of local community members and
  - to a process of continual improvement.
- ii. In addition to this, exhibitors, Contractors and Service Providers must be made aware of this Policy as part of their contract or participation agreement. It is recommended that the Environmental Vision Policy forms part of the overall contract for anyone involved in the event, and that the objectives and measures that are being taken are communicated widely through newsletters, the event website and other marketing and communications media.
  - iii. Organisers have a million things to focus on during an event, so it is recommended that an individual be designated as the Sustainability Officer in large events and tasked with overseeing and monitoring the performance of all of the integral parts and role-players. This individual need not be an expert in the field, but should understand what the sustainability objectives of the event are and importantly, provided with the authority to act where transgressions are found.
  - iv. It is important to keep records related to the environmental or sustainability performance of the event. These include resource consumption, waste generated and even the range and type of technical equipment that is being used. By maintaining and managing this data, the overall performance of the event is easier to calculate. Obviously, these should be made available to interested or affected parties or the authorities on request.



- v. When issuing an RFP for an event – or in the contracting phase of an event, the Organiser must ensure that Contractors are made aware of their obligations in respect of the minimum acceptable standards of the event with regards to water, energy and waste management and responsibility for ensuring sustainable procurement and environmental performance while involved in the event. This could include requiring exhibitors to:
  - a. provide evidence to support any claims or statements of compliance that they may make;
  - b. use low-energy lamps and lighting systems;
  - c. avoid the use of bottle water on tables;
  - d. minimise the use of non-recyclable products for the design, construction and staging of the event;
  - e. ensure that a set percentage labour or services associated with the event are sourced locally;
  - f. dispose of any waste products in a safe and responsible manner and
  - g. ensure that the overall management and participation during the event supports and contributes to the overall sustainability targets of the event itself.
  
- vi. The Organiser is responsible to the authorities for any activities that take place on the premises, and it is important to ensure that all prescribed permits, licences, approvals, plans and technical drawings/details are obtained from the Contractors and Service Providers. The requirement for these must be specified in any contract or RFP and filed for easy access by the relevant authority. Some examples include
  - a. Permits related to food service, liquor or other hygiene requirement
  - b. Safety permits for any structures that may be erected for the event
  - c. Approved plans and designs for any structures or electrical / cable work
  - d. Health and Safety permits

***It is important to understand that the sustainability standards and expectations of the Organiser must be made known at the time of booking/contract to ensure that they are met. Expecting Contractors to comply with additional standards that were not made known at the time of initial contracting raises all-sorts of legal complications, and in most cases, these are not enforceable.***

- b) Contractors and Service Providers are expected to ensure that they communicate the environmental//sustainability objectives and standards of the event to all personnel under their control and that they take steps to monitor compliance as it relates to their activities.
  
- c) Transport represents one of the largest contributors to emission levels and these often result in an event not achieving certification (where this is applied for). The transport of goods and products must be undertaken in the most responsible and sustainable manner, and this could include:
  - i. ensuring that vehicles are used to their best load capacity, and reducing the number of trips that are required to get equipment, products or goods to the venue facility;
  - ii. ensuring that vehicles are in good condition reduces consumption and emissions (correct tyre pressures; tuned engines; etc.);
  - iii. using vehicles that have a lower emission factor (diesel and Euro 5 compliant);
  - iv. using direct routes or sharing deliveries between a number of destinations on the same route;
  - v. avoiding air transport wherever possible (this has higher emission levels);
  - vi. combining loads with other suppliers or Contractors;
  - vii. avoiding idling at loading and delivery points.
  
- d) Electronic equipment has developed considerably over the past few years, and today staging, sound, visual and entertainment equipment (and other catering and service equipment too) is far-more energy efficient and environmentally responsible (manufacturing and disposal standards) than before. Contractors and Service Providers should ensure that the equipment that purchase or use at events meets internationally recognised standards of sustainability by selecting items that have been independently certified and labelled by an internationally recognised label such as Green Star; EPEAT or ISO14001.

Other considerations that could be made would include buying products and equipment that either have a high recyclability potential, or a buy-back programme from the manufacturer that avoids waste to landfill. A large percentage of electronic equipment can be recycled, but items such as batteries, some lighting systems and even items such as décor and scenery, result in high landfill impacts when discarded. It is about buying responsibly and understanding the impacts of the products you purchase – across their whole life-cycle.

And finally, a large part of the impacts that products in the audio, visual, technical and associated fields can be attributed to the packaging that comes with the products. By being selective about the amount of packaging your product purchases come with, you can reduce waste to landfill – or at least ensure that the packaging that can be recycled, is recycled. Whatever the product that you purchase

## II. Social and Cultural Criteria

- a) Organisers should consider the following when meeting this standard:
  - a) Product launches, exhibitions, conferences and events often have unintended consequences on host communities – some of these are environmental, but occasionally, they are related to socio/cultural impacts. When planning the audio, visual or overall concept of an event, care must be exercised in ensuring that the material used by the Organisers (or Service Providers) takes into account the prevailing social and cultural sensitivities of the host community. For example, planning and holding a sexually explicit show or event in a staunchly conservative community will offend sensitivities; increase complaints and opposition and even leave a lasting impact on the community long after the event has ended. So, in meeting this standard, Organisers need to be mindful of the local community and take every possible, reasonable precaution not to create offence or inappropriate consequences.
  - b) Using children for any commercial activity is something that must be avoided. We have all seen or even used, child performers in local troupes or entertainment package (be it a local school choir or a traditional dance group), but unless permission for their performance and inclusion is received from their parents or other guardian, avoid this practice at all costs. Where money changes hands for the performance, make absolutely sure that the children are not under the age of 14 and that the proceeds of their performance are indeed given to their parents or guardians as arranged. The line between entertainment or empowerment and child labour and exploitation is very fine, and responsible and sustainable event organisers know the difference.
  - c) The Organiser must demonstrate what steps have been taken to donate or reuse items such as floral displays, décor and other non-reusable items from their events to local charities, organisations and social initiatives. These donations need not be extensive, but as part of the Legacy of events, consideration should be given to leaving the community with some form of appreciation or recognition in the form of usable donations. For example, where floral arrangements have been used – and have not been taken or given to guests, they could be donated to local hospitals or old-age homes as part of the Legacy of an event. Organisers should look at ways in which they can contribute with items that would otherwise go to waste, but which could create goodwill in the community.
  - d) All donations – whether in kind or financial, must be recorded and details of their distribution must be kept for evaluation purposes by interested parties. But in addition to this, distribution must take place on an equitable and fair basis to ensure that no particular segment of the community or organisation benefits unreasonably from events that take place. By working with the venue, identify the charities, organisations and initiatives that they support and where feasible, consider joining them in their selection, or select from a list that is often available from local community organisations. Obviously, if by being fair and equitable, not one of the charities or initiatives benefits of any significance (because of a lack of volume or the size of the donation), then select one that can benefit and keep records for future reference. Where Organisers use the same location on an annual basis – or repeatedly, share the benefits among the organisations or initiatives that are identified.
- b) The Service Provider should consider the following in meeting this standard:
  - i. Every effort must be made to avoid accidents as a result of unattended or easily accessible equipment or technical apparatus by unauthorised individuals. In large, open-air concerts and events, keeping the public away from electrical cables and equipment is a standard precaution taken by most companies, but this often doesn't extend to smaller venues or events. Service Providers are required to demonstrate what measures they have implemented to ensure the safety of the public, so keep records.
  - ii. Bearing in mind the legal responsibility on donations of technical or potentially hazardous items, the Service Provider must consider donations of this type of material carefully. Batteries and other products that cannot be reused (for technical reasons) or that still have a degree of use left in them, can be donated to local community



groups with care. Again, records must be kept and care exercised in the process. Items that could be reused would include batteries (donate to local schools or community watch organisations); lamps and bulbs; etc.

- iii. Organisers and Service Providers should consider reusing banners and corporate signage for subsequent events by the same client (by avoiding dates and agenda on the material), but where this is not possible, selecting the right material on which the banners and signs are printed in the first place, the products can be donated to local charities for reworking into useful items. Banners can be repurposed into bags and pencil cases; while tablecloths, material and scenery items can be used for clothing and even household items by imaginative community organisations.

#### 4. Economic Criteria

While a large part of this specific standard addresses the more technical nature of events, requiring specialised skills and equipment that are not always available at local level, sustainable events demand that consideration be given to the use of and support for local services, products and skills as far as possible. Sound technicians, state-of-the-art mixing desks and other highly specialised services that are perhaps only found in the larger centres should be offset with the use of local skills, labour and Service Providers wherever possible as part of a commitment to the economic beneficiation of local host communities.

When it comes to services such as floral design and products; linen and crockery hire, décor hire and service staff, local suppliers should be considered over any attempt to bring these items in from other parts because by using local services, the event Organisers, Contractors and Service Providers can contribute to the growth of local services and Service Providers in this way.

To meet this standard, the following is necessary:

a) The Organiser and Service Providers:

- i. Where feasible and where the necessary skills and personnel are available, the Organiser is expected to demonstrate a commitment to using a minimum of 50% local goods and services in relation to the event. This can include contracting local Service Providers to provide non-technical services and labour and to the support of local businesses as far as possible for items such as cleaning services, hire-services and general equipment hire. ***'Local' is regarded as any service or product supplier within a radius of 50 kilometres in urban areas and 150 kilometres in rural areas.***
- ii. When using local labour, it is expected of Organisers and Service Providers to demonstrate a commitment to complying with the applicable sectoral minimum wage for all employees and casual staff employed during the event, irrespective of where the event is being held. Ideally, this minimum wage should be the same as that paid to staff in their home location (where different agreements have been negotiated ((for example rural and urban areas)). Documented proof of this should be kept for official use.

b) The Service Provider:

- i. Where the technical requirements of Contractors and Service Providers can be met, local suppliers, local Contractors, vendors and support personnel required during the event should be utilised by all Contractors and Service Providers. Where these requirements cannot be met due to a lack of skills or expertise at local level, the Contractors or Service Providers must demonstrate the measures that were taken to determine this, and what measures have been taken to address the shortage through mentorship and training opportunities offered during the event.
- ii. To ensure the highest possible economic benefit for local businesses, efforts must be made to minimise the 'importation' of any services, equipment, décor or other goods where the same items can be procured locally unless Service Providers can demonstrate that by doing so, this would result in sub-standard performance or service delivery. Sub-standard performance or service delivery would normally only apply to specialised technical and entertainment services and unless fully demonstrated, would not include services related to the hire of catering equipment, décor, chairs, tables and other generally available items.

## 5. Environmental Criteria

The impacts of event technical services on the environment can vary, but in general, these are low to medium impacts that can be mitigated or avoided with little effort. As is the case in other categories of this standard, most impacts must be identified and measures implemented to address these in a responsible and sustainable manner.

### a) The Organiser:

- i. The event Organiser is expected to ensure that all Contractors and Service Providers are made aware of the environmental and sustainability objectives and policies of the event from the outset. In contracting for services, the Organiser must ensure that performance standards and targets are included in each contract or RFQ and that the Contractor or Service Provider is held accountable for their performance.
- ii. Service Providers and Contractors must be expected to monitor and manage their own performance with regards to air, water, emissions, waste and energy in accordance with the Event Sustainability Policy. Where this is not done, the Organiser is expected to provide the monitoring and oversight function in order to ensure a sustainable event takes place.
- iii. The Organiser is required – by relevant legislation and regulations, to ensure that all activities that take place around the event are undertaken in a safe, legal and environmentally responsible manner. While the on-site responsibility for this can be assigned to Contractors and Service Providers, the overall accountability for performance rests with the Organiser, so it is important to ensure that the Contractors and Service Providers play their part in this process in terms of their contracts and SLA's.

### b) Service Providers:

- i. Service Providers and Contractors are expected to have a written sustainability statement or policy that reflects the overall event Policy. However, if this is not possible for operational reasons, the event Policy takes precedence and is automatically binding on all parties and it is important that Service Providers and Contractors ensure their personnel and sub-Contractors are made aware of the terms and conditions.
- ii. Evidence that waste associated with the activities of each Contractor or Service Provider is being treated correctly and responsibly is the responsibility of the company concerned. This will include the disposal of general waste and any potentially hazardous materials at the event itself, or at the company's permanent location (in instances where waste is returned for safe disposal). A Waste Management Policy document would be advantageous.
- iii. Where scenic material is used for an event (including draping, banners, décor items, stands or structures), the Contractor is required to demonstrate that a minimum of 30% of all material is designed to be reused or recycled. This will include the reuse of items by the Contractor for future events; the minimisation of waste to landfill for items that will not be reused and/or the repurposing of items used for the event. An example of this would be the reuse of banners for multiple events; the repurposing of banners into bags by local initiatives; the reuse and storage of draping; the donation of hessian and other single-purpose materials; etc.
- iv. When selecting materials for an event, consideration must be given to avoiding the use of plastics, polycarbonates and other non-biodegradable materials for awareness, branding, publicity or promotional banners and signage. These materials should be replaced with more natural alternatives such as cotton and other fibres that have a higher reuse and recycle potential where this is possible. Where unavoidable, their design should be such that they could be reused for subsequent annual or corporate events or their use should be minimised as far as possible. The use of technical systems such as LED screens, projection and other means should also be considered.
- v. Event signage is generally considered as a single-use item, when in fact it could be reused repeatedly with a little pre-thought by Organisers and Service Providers. Unless the signage has to be specific to a particular event, organisation or brand, consider avoiding signage and banners that include the date of the event (particularly in cases where the same organisation holds the same event each year) or the names of sponsors.

Where the names of sponsors are needed, consider a separate banner or sign rather than include the names on a banner that could otherwise be reused at a subsequent event. Using generic signage for common services or facilities is another way to reduce unnecessary signage, so consider having a standard sign for services such as the Registration areas; Registration Desk; Delegates; Trade; Toilets and others that could be reused on other events. This not only saves you money, but it also minimises waste associated with this material.

- vi. Plants and 'live' décor add a special touch in most events, but unless this is planned carefully, this also tends to increase waste and biodiversity loss. Floral displays at sustainable events should include a minimum of 30% of material that can either be replanted, reused or returned to suppliers. This specifically relates to table arrangements and cut flower displays that often get discarded after an event. Where plants are hired for display purposes, the Organiser must ensure the degree to which the plants are reused or replanted by the supplier in an effort to avoid waste. The use of non-indigenous species should be avoided and care must be taken to ensure that potentially invasive plants are not used or donated to local communities.
- vii. Energy consumption during events is an impact that can be managed and this standard requires that Contractors and Service Providers have an energy management reduction strategy for their business that forms part of their overall contractual relationship with the Organiser. This strategy does not need to be extensive, but it should address issues such as the steps that have been taken to provide low-energy systems and facilities to the event; the steps that have been taken to source low-energy and alternate energy equipment; and the measures that are taken to reduce overall consumption during the event itself. The use of a minimum of 35% low-energy lighting and energy systems and LCD or LED systems should be addressed in this strategy.
- viii. During the event, Contractors and Service Providers are expected to take reasonable measures to minimise consumption of resources. By simply implementing steps designed to minimise consumption – and to manage consumption responsibly, the overall event benefits. Some of the measures that can be considered include ensuring that unused equipment is switched-off; that displays and equipment are switched-off after hours; that the minimum required equipment is used during the set-up phase and other operational controls. The responsible disposal of e-waste must be addressed by the relevant Service Provider, and all Contractors and Service Providers are required to ensure that their personnel are made aware of – and comply with the event's sustainability objectives.