

Event Greening Forum EGF-S01-2015- Sustainable Events Standard



Use of This Standard

This standard identifies environmental, quality, regulatory and social performance criteria that MICE (meetings, incentives, conference and exhibition) professionals provide to the event sector. This standard should be met in order for any event to be considered as 'sustainable' or 'green'.

This standard can be used by meeting professionals to guide their sustainability performance by using the criteria as key performance benchmarks to reduce the environmental, social, cultural and economic loads resulting from their activities. The standard is necessarily restricted in its identification of environmental loads under the direct control of the service provider. Providers should consider other measures, which are not included in this standard, in their activities and aim for even higher levels of sustainable performance where technically possible.

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Sustainable Events

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SUSTAINABLE EVENT MINIMUM STANDARDS

1. Purpose

This standard provides a means by which to address the environmental, social, financial and organisational aspects of sustainable events. It is a tool for event organisers, suppliers and others to understand the requirements of an environmentally sustainable event. This standard has been developed to create a common benchmark for environmental performance in events for both organisers and suppliers, and it recognises the crucial partnership that must exist between event organisers, suppliers and others involved in events in order to achieve more sustainable outcomes.

The basis for this standard is to allow for measureable outcomes and performance and for the development of appropriate policies and procedures for individual events. It furthermore allows for the independent measurement and evaluation of performance for those wishing to independently certify their events as 'Sustainable' or 'Green'.

2. Introduction

Events are often, by their very nature, high impact and transient with both positive and negative social, environmental and economic impacts. These minimum standards have been developed by the Event Greening Forum (EGF) to provide event organisers and professional service providers with guidance in the organisation, planning, management and reporting of more sustainable events.

These draft standards have been compiled as input into the future establishment of a national standard for sustainable events in line with SANS 1-1:2012. They represent the minimum that an event organiser should do to demonstrate a commitment to hosting a sustainable event, but organisers are encouraged to go beyond this and to demonstrate best practice.

3. Background

These minimum standards are intended to provide clarity on what minimum measures need to be in place for an event to be considered sustainable, and how to evaluate performance towards this objective. They are applicable to any organisation or professional service provider to:

- Establish, implement, maintain and improve the responsibility and sustainability of events;
- Ensure conformity against a common set of minimum standards;
- Demonstrate voluntary conformance with the minimum standards by means of internal (first-party) evaluation or external (second/third-party) evaluation and certification.

The main set of minimum standards focus on event organisers, while there are various addenda that address different sectors within the industry:

- Addendum A: Minimum Standards for Sustainable Venues
- Addendum B: Minimum Standards for Sustainable Exhibit Selection
- Addendum C: Minimum Standards for Sustainable Transport Selection
- Addendum D: Minimum Standards for Sustainable AV & Production Selection
- Addendum E: Minimum Standards for Sustainable Event Marketing and Communications
- Addendum F: Minimum Standards for Sustainable Event Food and Beverage

In addition to these minimum standards, an accompanying interpretation guide will provide more details on how to measure compliance and encourage best practice.

• 3.1. Role-players

With any event, there may be any number of people that could be considered role-players in the overall event itself. Each of these role-players influences the overall impact the event has - and each in turn can either contribute to a more sustainable event or detract from the final results. These people can be:

- The Client or Event Owner
 - The Event Organiser (PCO or other)
 - The Venue Operator
 - Caterers
 - Technical Service providers
 - Contractors (including Security; Cleaning Services)
 - Exhibitors
 - Participants
 - Transport providers
 - Décor and design consultants
-
- 3.2 Continual Improvement

While the following standard represents the minimum appropriate actions or activities associated with sustainable events, they must be viewed in the context of a process of continual improvement by those involved. By ensuring effective planning (Plan) takes place, followed by a cycle of implementing (Doing) the standard or practice; checking the effectiveness or appropriateness of the processes involved by monitoring the outcomes and performance objectives (Check), and making the relevant improvements to procedures or standards (Act) based on their findings, a continual improvement cycle can be achieved.

Organisers and others involved in sustainable events need to understand and appreciate their part in improving current industry practice and in reducing the impacts of what is taken as a current standard or procedure on an on-going basis.

4. Terms and definitions

For the purposes of this document, the following terms, definitions and abbreviations apply.

“ accreditation ”	third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks
‘ accessibility ’	independent usability of a product, service, environment or facility by persons with a wide range of mobility or sensual limitations, either permanent or temporary in nature.
“ attestation ”	issue of a statement, based on a decision following review, that fulfilment of specified requirements has been demonstrated
“ baseline ”	a minimum or starting point used for comparisons
“ benchmark ”	a standard or point of reference against which performance may be compared or assessed.
“ benefit ”	monetary or non-monetary advantage (or both)
“ best practice ”	the most efficient (least amount of effort) and effective (best result) way of accomplishing a task, based on repeatable procedures that have proven themselves successful over time for large numbers of people.
‘ carbon credit ’	a generic term for any tradable certificate or permit representing the right to emit one tonne of carbon dioxide or the mass of another greenhouse gas with a carbon dioxide equivalent (CO ₂ e) equivalent to one tonne of carbon dioxide.
“ carbon emissions ”	the release of carbon into the atmosphere as a result of the use or consumption of fossil fuel energy sources and carbon dioxide (CO ₂) as a result of human activity.’
“ carbon footprint ”	the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organisation, or community.

“carbon-neutral event”	an event which has achieved net zero carbon emissions by balancing a measured amount of carbon released with an equivalent amount sequestered or offset, or buying enough carbon credits to make up the difference.
“carbon offset”	a reduction in emissions of carbon dioxide or greenhouse gases made in order to compensate for or to offset an emission made elsewhere.
“certification”	third-party attestation related to products, processes, systems or persons
“client”	the person/entity on whose behalf the event has been organised or held and who is sustainable for the payment of services or products associated with the event.
“conformity assessment”	demonstration that specified requirements relating to a product, process, system, person or body are fulfilled
“continual improvement”	a continual process by which the effectiveness or results of a process or activity are evaluated and improved upon
‘contractor’	a person or firm that undertakes to provide materials or labour to perform a service or do a job on behalf of another.
“corrective action”	action to eliminate the cause of a detected nonconformity or other undesirable situation
“delegate”	a participant (see ‘participant’)
“designated group”	as defined in the relevant national legislation (see foreword)
“documented”	a formalised recording of information required to be controlled and maintained by an organisation
“event”	<p>a temporary gathering that brings people together at a particular time, in a particular place, for a particular purpose. An event may take the form of sporting, entertainment, recreational, religious, cultural, meetings, conference, exhibition, incentive, organisational or any other similar activities hosted at a stadium, a venue or within a prescribed area (including the virtual on-line space)</p> <p><i>(alt) a planned gathering with respect to time and place where an experience is created and/or a message is communicated</i></p>
“event greening”	a process by which an event is planned and undertaken by incorporating environmental considerations designed to minimise its negative impact on the environment.
“event management cycle”	stages and activities of an event (including products and services involved, from research, conception and planning through to implementation, review and post-event activities
“event organiser”	the person or organisation that produces and/or manages all or some of the activities associated with the event.
“event owner”	the client
“event sector”	as defined in the relevant national legislation
“general claim”	statement that is not independently verified NOTE Some organisations often make this claim of their own accord. There is no verification behind this claim.
“interested party”	any person, organisation or stakeholder that can affect or be affected by a decision or activity
“legacy”	the enduring physical, economic, social or environmental impacts of an event

“local”	pertaining to the local area of the event or facility
“local area”	in the case of businesses located within urban areas, the local municipal area within which the business is located, and in the case of businesses located within rural areas, the district municipal area within which the business is located
“local community”	all people who live in the local area of the event
‘local economy’	the economic activity within a defined community or area
“monitoring”	a process or activity designed to determine the status of a system, process or activity
“objective”	result to be achieved
‘organiser’	an individual sustainable for the planning, implementation and management of an event, usually as part of the event organising team or organisation
“organisation”	any person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives.
“outsourced”	any activity which is provided by an external party as part of an organisation’s function or process
“participant”	an organisation and/or individual that takes an active part in the activities of an event. This may include delegates, speakers, attendees, sub-contractors and suppliers.
“performance”	a measureable result
“policy”	the stated intentions or direction of an organisation or body
“persons with disabilities”	any person with permanent or temporary restriction of mobility or function
“responsible purchasing”	process in which organizations buy products and services that have a lesser or reduced negative effect and enhanced positive impact on human health and the natural, social, cultural and local economic environment when compared to other products and services that serve the same purpose
“responsible purchasing policy”	The formally stated overall intentions and direction of a company or individual on responsible purchasing
“review”	verification of the suitability, adequacy and effectiveness of selection and determination activities, and the results of these activities, with regard to fulfilment of specified requirements by an object of conformity assessment
“risk”	the combination of the likelihood of an activity and the severity of the consequences associated with the activity
‘service provider’	an organisation, business or individual which offers service to others in exchange for payment.
“specified requirement”	need or expectation that is stated
“standard”	a measure, norm, procedure or model used for common and repeated use of performance or comparative evaluation and approved by a recognised body.
“stewardship”	a responsibility for sustainable development shared by all those whose actions affect environmental performance, economic activity and social progress
“supplier”	any person or organisation providing products, services or facilities

“sustainability”	use of resources in an environmentally sustainable, socially just and economically viable manner, taking care of present needs without compromising the ability of future generations to meet their own needs
“sustainable event”	an event management strategy in which the organiser and client take responsibility to protect and conserve the natural environment, respect and conserve local cultures and ways of life, and contribute to stronger local economies and a better quality of life for local communities
“sustainable event policy”	the published and accessible stated overall intentions and direction of an organiser related to the sustainable planning, management and reporting of an event
“sustainability system”	management system that directs and controls an organization’s actions in management” relation to sustainability
“target”	a detailed performance requirement that needs to be met in order to achieve the objective

- Please note that these definitions are not inclusive. Where appropriate or necessary, additional definitions related to the Addenda can be found in the relevant section of this standard.

5. Principles of Sustainable Events

The overall principle of sustainable eventing is the implementation of responsible living practices, which includes ensuring a balance between environmental protection, social development and economic benefit. This ‘triple bottom line’ should be practiced to promote equality, participation and education in local communities and to leave a lasting legacy for future generations.

Sustainable events are those which are planned and executed based on the following minimum demonstrable set of principles:

- a) the efficient use and conservation of energy and water;
- b) the reuse, recovery and reduction of waste and avoidance of overproduction;
- c) the use of local resources in a responsible and sustainable manner;
- d) the understanding of and sensitivity towards local cultural conditions;
- e) the recognition of environmental, social and economic impacts associated with the event;
- f) the use of and support for environmentally responsible venues and locations;
- g) the involvement and beneficence of people from the local area;
- h) the monitoring of associated impacts; and
- i) the open disclosure of information.

6. Minimum Standards

The following minimum standards have been developed to give effect to the core principles of sustainable events.

6.1 Sustainable Operations and Management Criteria

- 6.1.1 The organiser and all service providers shall comply with all relevant national, provincial and local legislation, regulations, licences and permits, as may be required.
- 6.1.2 The organiser shall establish and communicate a sustainable event policy that is suitable to the nature and scale of the event, and which shall consider all associated environmental, socio-cultural, economical, quality, health and safety issues.
- 6.1.3 The organiser shall implement a sustainability management system that is suitable to the nature and scale of the event, and which addresses the associated environmental, socio-cultural, economical, quality, health, and safety issues.
- 6.1.4 The organiser shall implement policies and procedures for evaluating the effectiveness of its sustainability actions. Such information should be used in the critical review of the sustainability management system and to encourage continual improvement.
- 6.1.5 The organiser shall facilitate staff awareness of and training in its sustainable event policy.

- 6.1.6 The organiser shall make the sustainable event policy publicly available and provide information about its associated activities when requested by any interested or affected party.
- 6.1.7 Promotional materials shall be accurate and complete, shall not promise more than can be delivered by the event and shall not make misleading claims regarding sustainability.
- 6.1.8 The organiser shall conduct internal monitoring at planned intervals to ensure the sustainability system is being implemented and applied effectively. This shall include recording all non-conformances and any incidents that may occur.
- 6.1.9 The organiser shall ensure access and facilities for persons with disabilities and special needs.
- 6.1.10 The organiser shall invite participant and visitor feedback on the measures taken to ensure a sustainable event and shall take corrective action where appropriate.

6.2 Social and Cultural Criteria

- 6.2.1 Where an event takes place in, at or around any site of local historical, archaeological, cultural or spiritual importance, the organiser shall take all reasonable steps to ensure that the event does not directly or indirectly negatively impact the site.
- 6.2.2 The organiser shall ensure that where applicable, local communities or residents are provided reasonable, controlled access to sites of historical, social, cultural or religious significance that are located on the site of the venue.
- 6.2.3 The activities of the event shall not jeopardise the provision of basic services, such as water, energy and sanitation, to neighbouring communities.
- 6.2.4 The organiser shall ensure access and facilities for persons with disabilities and special needs.
- 6.2.5 The organisers shall ensure that the event recognises and respects the local traditions and cultural or religious beliefs of the affected community.
- 6.2.6 The organiser shall ensure support for local development initiatives in consultation with the people from the local area who are affected, as part of any event legacy.
- 6.2.7 The organiser shall provide a code of behaviour for participants in respect of local cultural, historical and religious sites or communities. Such code shall be developed in conjunction with the affected parties.

6.3 Economic Criteria

- 6.3.1 The organiser shall provide temporary employment opportunities for people from the local area where this is possible or required.
- 6.3.2 The organiser shall provide sustainability training opportunities for staff relevant to the event.
- 6.3.3 The organiser shall demonstrate support for small enterprises wherever possible.
- 6.3.4 The organisation shall ensure that employees are paid a fair wage and provided with fair working conditions for the event.
- 6.3.5 The organiser shall take reasonable steps to ensure that child labour, forced labour and sexual exploitation of any kind is avoided.
- 6.3.6 The organiser shall report transparently on the application of a legacy initiative, where applicable.

6.4 Environmental Criteria

- 6.4.1 The organiser shall take reasonable measures to encourage service providers to adhere to a sustainable purchasing practice.
- 6.4.2 The organiser shall implement and report on energy efficiency measures that are taken and shall ensure that the energy consumption of the event is measured and recorded.
- 6.4.3 The organiser shall implement and report on measures that are taken to minimise water consumption at the event and shall ensure that the water consumption at the event is measured and recorded.
- 6.4.4 The organiser shall identify greenhouse gas emission reduction opportunities associated with the event and take measures to minimise or avoid such emissions..
- 6.4.5 The organiser shall ensure that waste management plan is available, addressing both solid and liquid wastes, and shall ensure measures are in place to collect, reduce, recycle and manage waste associated with the event.
- 6.4.6 The organiser shall ensure that appropriate facilities are made available to manage the disposal of hazardous chemicals, materials and waste.
- 6.4.7 The organiser shall implement measures to reduce pollution from noise, light, runoff, erosion, ozone-depleting compounds and other pollutants caused or affected by the event as applicable.

- 6.4.8 The organiser shall ensure that all service providers adhere to any national and international requirements that govern the trade in listed, endangered or threatened (or any combination of these) species and shall alert service providers to these requirements.
- 6.4.9 The organiser shall not permit the display, use or holding of any wildlife without the required permits or appropriate enclosures.
- 6.4.10 The organiser shall encourage the use of indigenous plants for décor, landscaping or rehabilitation purposes.
- 6.4.13 The organiser shall ensure that measures are in place to avoid any adverse effects on ecosystems, and shall ensure that any negative environmental impacts resulting from the activities of the event are addressed.
- 6.4.14 The organiser shall ensure that participants are made aware of the environmental, social or economic objectives of the event and encourage participation in reducing the event's overall impact on the environment and natural resources.

Addendum A: Minimum Standards for Sustainable Venue Selection

These minimum standards are intended for venue selection for meetings, events, trade-shows, conferences or exhibitions (events). This includes the research, evaluation and selection of a location and facilities required for an event.

Interpretations

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

“demonstrate”	to provide verifiable evidence of compliance
“facility”	the physical venue
“organiser”	the person or organisation responsible for the overall event. Not necessarily the Client.
“primary event facility”	the main physical venue of the event
“RFP”	Request for Proposal – an invitation for suppliers, often through a bidding process, to submit a proposal on a specific product or service
“sustainable event”	an event management strategy in which the organiser and client take responsibility to protect and conserve the natural environment, respect and conserve local cultures and ways of life, and contribute to stronger local economies and a better quality of life for local communities
“venue”	the physical place where an event, meeting, conference, concert or sports activity takes place.

Minimum Standards for Sustainable Venue Selection

The following standards are considered the minimum necessary to consider the venue(s) 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 event sustainability expectations, responsibilities and objectives;
 - ii. ensure that all appropriate personnel are made aware of, and can communicate effectively, about the environmental objectives of the event;
 - iii. distribute a written copy of the sustainability policy and objectives, and provide the venue with such information;
 - iv. include a clause in the Venue RFP that:
 - a. requires the venue to meet a minimum prescribed waste management practice and environmental performance;
 - b. requires the venue to meet a minimum prescribed energy management practice and environmental performance;
 - c. requires the venue to meet a minimum prescribed air quality management practices and environmental performance;
 - d. requires the venue to meet a minimum of responsible procurement practice and environmental performance.
- b) The venue shall have:
 - i. a published and accessible sustainability policy;
 - ii. recycling facilities for paper, cardboard, plastic, glass, wood and food waste;
 - iii. access to sustainable transportation options which may include:
 - a) alternate fuel or fuel efficient shuttle services
 - b) Hybrid shuttle or Taxi services
 - c) Bicycle share / rental services
 - d) Public transport facilities between the facility, local hotels and airport;
 - iv. if applicable, hotel accommodation with sustainable practices that meet the requirements of a recognised sustainability / responsible tourism certification system.

II. Social and Cultural Criteria

- a) The venue shall demonstrate a commitment to or support for a local sustainable community initiative;

- b) The venue shall provide the event organiser with opportunities to provide additional support or benefits in its sustainable community initiative or information on alternate initiatives that support the local community.

III. Economic Criteria

- a) The primary event facility shall;
 - i. demonstrate a commitment to responsible procurement with a formalised policy and the provision of environmentally and socially sustainable goods or services ;
 - ii. demonstrate a commitment to the use of local community members for staffing and other event services;
 - iii. demonstrate a commitment to meeting or exceeding the applicable minimum wage for employees and casual staff.

IV. Environmental Criteria

- a) The venue shall provide documentation to support any environmental claims it may make;
- b) The venue shall provide evidence of responsible waste management practice which shall include waste minimisation, avoidance and recovery and a means by which the waste associated with the event can be measured or quantified by waste category;
- c) The venue shall provide recycling/diversion facilities for at least:
 - i. Cardboard
 - ii. Paper
 - iii. Glass
 - iv. Plastics
 - v. Food Waste
- d) The venue shall demonstrate a commitment to energy efficient practice and provide a means by which the energy consumption of the event can be measured.
- e) Where available, the venue shall identify and make available alternate, sustainable energy sources.
- f) The venue shall demonstrate a commitment to water conservation and water quality management and provide a means by which water consumption of the event can be measured.
- g) The venue shall:
 - i. meet the requirements of a recognised, independent sustainability certification system;
 - ii. have a published environmental policy, available for stakeholder review;
 - iii. identify a designated member of staff responsible for the implementation of sustainability initiatives;
 - iv. communicate the event organisers written environmental objectives and performance criteria to staff;
 - v. provide the organiser with information on how it intends to meet the event environmental performance objectives;
 - vi. establish baseline energy and water readings prior to the event and provide another reading post-event for evaluation purposes.

Addendum B: Minimum Standards for Sustainable Exhibitions

These minimum standards are intended for exhibitions associated with meetings, events, trade-shows, conferences or other events. This includes the set up and dismantling of trade shows and the exhibits that are built within the event venue.

Interpretations

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

“biodegradable”	material which is capable of decomposing under natural conditions into elements found in nature
“contractor”	a person or organisation hired to perform services on behalf of an organiser
“diversion rate”	the percentage of waste materials diverted from landfill or other traditional disposal methods to be recycled, reused or composted
“environmentally preferable”	products or services that have a reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.
“environmentally sustainable”	components, functions or systems that meet the needs of the present without compromising the ability of future generations to meet their own needs.
“exhibitor”	a person or organisation that exhibits a product or service for others to view
“exhibitor contractor”	a person or organisation hired to perform services on behalf of an exhibitor, independently of an organiser
“supplier”	a provider or vendor offering facilities, products or services – or a combination thereof

Part One - Minimum Standards for Sustainable Exhibitions

The following standards are considered the minimum necessary to consider exhibitions and displays associated with an event as sustainable (Green). In all instances, service providers should strive to exceed this standard.

I. Sustainable Operations and Management

Sustainable exhibitions involve a number of separate but inter-related service providers or individuals. The Exhibition Organiser sets the sustainability objectives of the exhibition – including the minimum standard expected, while the exhibition service provider (exhibitors; stand builders; clients) develop, design and construct their stands and other exhibition materials in accordance with this standard. Finally, the venue associated with the exhibition needs to provide certain services to the whole group.

- b) The exhibition organiser shall:
- i. document a policy that includes definition of the exhibition’s sustainability expectations, responsibilities and objectives;
 - ii. ensure that all appropriate personnel are made aware of, and can communicate effectively, about the environmental objectives of the exhibition;
 - iii. distribute a written copy of the exhibition sustainability policy and objectives, and provide exhibitors, vendors and suppliers with such information by at least an exhibitor prospectus or e-newsletter or website;
 - iv. include a clause in the exhibition RFP that:
 - a. requires exhibitors to meet a minimum prescribed waste management practice and environmental performance;
 - b. requires exhibitors to meet a minimum prescribed energy management practice and environmental performance;
 - c. requires exhibitors to meet a minimum prescribed air quality management practices and environmental performance;

- d. requires exhibitors to meet a minimum of responsible procurement practice and environmental performance.
- c) Exhibitors shall:
 - i. comply with the sustainability management policies of the exhibition;
 - ii. communicate the exhibition sustainability objectives and performance criteria to all their employees and contractors;
 - iii. ensure that contractors are aware of, and comply with the sustainability objectives, performance criteria and goals of the exhibition.
- d) The venue /facility shall:
 - i. comply with the sustainability management policies of the organiser;
 - ii. communicate the exhibition sustainability objectives and performance criteria to all their employees and contractors;
 - iii. ensure that contractors are aware of, and comply with the sustainability objectives, performance criteria and goals of the exhibition.

2. Social and Cultural Criteria

- a) The exhibition organiser shall:
 - i. identify and publish a list of local sustainable community projects for consideration by exhibitors as donation or support recipients after the exhibition;
 - ii. take reasonable steps to ensure the fair and equitable distribution of donations, recycled, repurposed or reusable waste and other legacy items after the exhibition;
 - iii. record by weight, volume, or count the amount and nature of materials donated to local community initiatives after the exhibition. For example, materials considered for donation may include: steel/metals, plumbing/hardware, vinyl, shrink wrap, badges, badge holders, bags, lanyards, exhibitor sets and giveaways, carpeting/padding, and furniture.

3. Economic Criteria

- a) The exhibition organiser shall:
 - i. contract with suppliers that demonstrate documented responsible procurement policies, which specify the environmental sustainability attributes of products to be purchased, or meet the environmental sustainability specification in the planner's RFP, or a combination thereof. These suppliers shall represent a minimum of 25 % of the planner's total supplier base for the event;
- b) Exhibitors and contractors shall:
 - i. ensure that a minimum of 20% of exhibition materials are sourced locally;

4. Environmental Criteria

- a) The Exhibition Venue/Facility shall:
 - i. ensure that all exhibitors and contractors are made aware of the sustainability management standards of the venue prior to the exhibition taking place;
 - ii. implement and monitor a no-idling policy of no more than 5 minutes of idling in every hour in the loading dock area and ensure that such policy is communicated to all exhibitors and contractors
 - iii. ensure that contractors, exhibitor contractors and exhibitors divert their waste into available recycling streams;
 - iv. ensure that all exhibition stands and equipment are turned-off and/or unplugged out of show times;
 - v. operate exhibition hall lights at a maximum of 50% during set-up and break-down periods, taking advantage of natural light while not sacrificing safety or security;
 - vi. ensure sustainable procurement practices are applied to the procurement of supplies, products or services associated with the event;
 - vii. reduce the potential for waste associated with food through close cooperation with the organiser in respect of attendees, menu's and timing;
 - viii. achieve the following waste targets:
 - a. a minimum 60% waste diversion rate of waste from the exhibition floor;
 - b. a maximum 25% waste level for food waste when measured against total production for the event;

- b) Exhibitors and Contractors shall:
- i. ensure that a no-idling policy is applied by all vehicles entering the loading bay or delivery area of the exhibition venue;
 - ii. include a minimum of 25% environmentally preferable products in the construction of their exhibits;
 - iii. ensure that all waste associated with their activities is separated and diverted to the applicable recycling or waste handling facilities;
 - iv. provide the venue with an accurate and detailed schedule of construction activities to allow for sustainable scheduling of lighting, heating/ventilation/air-conditioning/ lifts and escalators;
 - v. ensure that wherever possible, décor, flowers or other reusable items are reused or donated in accordance with the exhibition sustainability management policy;
 - vi. make every effort to minimise packaging;
 - vii. ensure that a pack-out/pack-in policy is implemented to reduce waste and to increase the reuse of packing material;
 - viii. reduce or eliminate the use of harmful chemicals, materials or compounds in the construction of their exhibition stand;
 - ix. reduce emissions to air associated with products or services being exhibited;
 - x. take steps to limit the number and type of samples and promotional materials distributed at the event;
 - xi. avoid the display or use of any wildlife on their exhibit unless specifically approved by the organiser and relevant authority;
 - xii. implement measures to ensure the safe handling and transport of live exhibits and avoidance of loss of aquatic life where displays include the use of fish-tanks,;
 - xiii. turn-off all electrical equipment at the end of each exhibition day unless perishable goods or the safety of the exhibits are at risk ;
 - xiv. ensure that a minimum of 45% of all equipment and lighting used for exhibition purposes is energy efficient;
 - xv. ensure the most efficient and sustainable transport systems or methods for products, materials and personnel for the event;
 - xvi. minimise the use of water on booths that require a water element.

Addendum C: Minimum Standards for Sustainable Transport Selection

These minimum standards are intended for evaluating and selecting transportation for use in meetings, events, trade shows, and conferences (events). This will include, but is not limited to, the following activities: transporting participants to/from conference related events, transporting participants between conference facilities and hotels, and transportation of materials.

This guideline focuses primarily on the reduction of carbon emissions from transport-related activity arising from events

Interpretations

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

“alternative fuel”	fuel that is substantially non-petroleum based conventional liquids which provide substantial energy security and environmental benefits. This can include: pure methanol, ethanol, blends of more than 68% alcohols with petroleum, natural or liquid gas, propane, hydrogen, sustainable electricity and bio-fuels.
“demonstrate”	to provide verifiable evidence of compliance
“hazardous material”	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
“hybrid vehicle”	vehicles that use a mixture of more than one energy source
“late model vehicles”	vehicles that are more than eight years old
“no-idling zones”	an area that has been designated and identified as one in which a vehicle may not idle for more than a specified period per hour
‘primary service provider’	the service provider directly contracted by the organiser or client.
‘published’	a process by which a policy, document or statement is made public
“renewable energy”	energy obtained from renewable or perpetual resources including wind, solar, geothermal, tidal, biomass and hydroelectric sources
“renewable materials”	substances derived from a living tree, plant, animal or ecosystem that has the ability to regenerate itself
“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.
‘RFP’	Request for Proposal – an invitation for suppliers, often through a bidding process, to submit a proposal on a specific product or service
“transportation”	the movement of people or goods
‘transportation company’	includes bus, charter, limousine, airlines, freight forwarders, taxi, van pool, boat, rail and ground operators, and car rental agencies.

Minimum Standards for Sustainable Transport Services

The following standards are considered the minimum necessary to regard transport 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 event sustainability expectations, responsibilities and objectives;
 - ii. the Policy shall have a no-idling clause that controls and minimises unnecessary emissions and pollution associated with idling vehicles;
 - iii. ensure that all appropriate personnel are made aware of, and can communicate effectively, about the environmental objectives of the event;
 - iv. distribute a written copy of the sustainability policy and objectives, and provide the Service Provider with such information;
 - v. include a clause in the Event RFP that:
 - a. requires the Service Provider to meet a minimum prescribed waste management practice and environmental performance;
 - b. requires the Service Provider to meet a minimum prescribed energy management practice and environmental performance;
 - c. requires the Service Provider to meet a minimum prescribed air quality management practices and environmental performance;
 - d. requires the Service Provider to meet a minimum of responsible procurement practice and environmental performance.
- b) The Service Provider shall:
 - i. comply with and ensure that all drivers and personnel are reminded verbally and non-verbally of the event sustainability Policy on an ongoing basis;
 - ii. ensure that daily passenger numbers, distances and/or fuel consumption data for the duration of the engagement is provided to the Organiser;
 - iii. clearly identify, demarcate and manage measures taken to comply with the no-idling Policy;
 - iv. ensure that all passengers are made aware of the transport-related environmental performance objectives and actions being implemented.
- c) The Service Provider shall indicate to the Organiser during submissions or RFP's:
 - i. the degree to which alternate fuel fleets are available for the event;
 - ii. the availability of low-emission vehicles for the event;

II. Social and Cultural Criteria

- a) The Service Provider shall indicate to their commitment to:
 - i. social community initiatives undertaken and
 - ii. contributions to or support for local sustainable community initiatives.

III. Economic Criteria

- a) The Service Provider shall:
 - i. demonstrate a commitment to a minimum of 70% use of local services related to the event;
 - ii. demonstrate a commitment to the use of local community members for staffing and other services;
 - iii. demonstrate a commitment to meeting or exceeding the applicable sectoral minimum wage for employees and casual staff.

VI. Environmental Criteria

- a) The Service Provider shall:
 - i. implement and manage activities in accordance with documented environmental policies;
 - ii. provide evidence of the sustainable disposal of all waste materials associated with the vehicle fleet;
 - iii. provide documentation to support any environmental claims it may make regarding its fleet or operational activities;
 - iv. provide evidence of water-saving initiatives and results associated with the cleaning of the fleet;
 - v. provide a strategy for the incorporation of alternate energy sources for the fleet over a five-year period.
- b) The Service Provider shall provide evidence of its commitment to sustainable business practice including:
 - i. certification or recognition by an independent, 3rd-party sustainability certification system;
 - ii. publishing an appropriate environmental sustainability policy, available for stakeholder review;

- iii. appointing a designated member of staff responsible for the implementation of sustainability initiatives in the company or organisation;
- iv. communicating the Organisers written environmental objectives and performance criteria related to their staff;
- v. providing the Organiser with information on how it intends to meet the event environmental performance objectives;
- vi. establishing a baseline odometer reading per vehicle prior to each event and another reading post-event for verification purposes.

Addendum D: **Minimum Standards for Sustainable Audio, Visual & Production Services**

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, staging, décor, scenic elements, audio, video, lighting and technical production services. The provision of services, equipment, technology or other

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:

‘biodegradable’	capable of decomposing under natural conditions into elements found naturally in the environment
‘compostable’	capable of undergoing biological decomposition in a compost site where the material breaks-down into carbon dioxide, water, inorganic compounds and biomass
‘corporate social responsibility (CSR)’	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.
‘décor’	the furnishing, decoration and visual enhancements of a venue, room or facility
‘environmentally preferable products’	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
‘environmentally sustainable’	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.
‘demonstrate’	to provide verifiable evidence of compliance
‘hazardous material’	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
‘local’	related to products or services obtained from businesses within a 50km radius of the facility.
‘pre-consumer material’	refers to material that is reclaimed from manufacturing processes prior to being used for the end purpose by consumers.
‘primary Service Provider’	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.

Minimum Standards

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 (R0HS) 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.

III. Economic Criteria

- a) The Organiser and Service Providers shall:
- i. 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;
 - ii. demonstrate a commitment to complying with the applicable sectoral minimum wage for all employees and casual staff employed during the event.
- b) 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.

IV. 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.

Addendum E: Minimum Standards for Sustainable Event Marketing and Communication Services

These minimum standards are intended to specify procedural requirements for communications and marketing for sustainable meetings, events, trade-shows, conferences or other events. .

Interpretations

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

“biodegradable”	capable of decomposing under natural conditions into elements found in nature
“bio-derived renewable content (BRC)”	material which originated from plants, animals or other naturally derived sources (such as water) that can be replenished in a short time period
“bio-polymer”	all polymers which are biodegradable
“communications materials”	materials associated with the marketing and communications aspect of an event including but not limited to: paper; printed materials; giveaways and promotional items; signage; educational materials; written pre- and post-event instructions to each exhibitor, service provider or participant; registration area apparatus; forms; advertising; organisers and packaging; surveys; exhibitor advertising leaflets; event guides and maps; badges; holders; stickers; ribbons; writing pads; pens; pencils; bags; totes and lanyards.
“compostable”	capable of undergoing biological decomposition in a compost or waste site
“contractor”	a person or organisation hired to perform services on behalf of an organiser
“diversion rate”	the percentage of waste materials diverted from landfill or other traditional disposal methods to be recycled, reused or composted
“environmentally preferable”	products or services that have a reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.
“environmentally sustainable”	components, functions or systems that meet the needs of the present without compromising the ability of future generations to meet their own needs.
“exhibitor”	a person or organisation that exhibits a product or service for others to view
“exhibitor contractor”	a person or organisation hired to perform services on behalf of an exhibitor, independently of an organiser
“feedstock”	source material used in the manufacture process
“general services contractor”	the primary contractor selected by an event organiser to implement the provision of general exhibition services to the event
“hazardous material”	any material or combination of materials which because of their quantity, composition or physical or chemical characteristics poses unreasonable risk to the health or safety of persons or the environment, or both.
“independent”	not directly affiliated or associated with the organisation, activity or event itself
“planner”	person whose job it is to oversee and arrange every aspect of an event.

“post –consumer”	products that have been reclaimed or reused from products that have already served the intended end-use as consumer goods
“pre-consumer”	products that have been reclaimed from the manufacturing process which have not served their intended use as a consumer item
“processed chlorine free (PCF) paper”	paper in which no chlorine or chlorine derivatives were used in the recycling process although paper products used as feedstock in this process may have contained such
“recovered materials”	waste materials and by-products which have been recovered or diverted from the waste stream other than those derived from a manufacturing process
“recycle”	recovering or reprocessing materials for use in the form of raw materials (feedstock) in the manufacture of new consumer products
“recycled products”	products that contain pre- or post-consumer materials as all or part of their feedstock
“renewable materials”	substances derived from a living tree, plant, animal or ecosystem which has the ability for self-regeneration
“service provider”	a person or organisation hired to perform services on behalf of an organiser or general services contractor
“stakeholder”	individuals, organisations or other entities that directly affect or are directly affected by the planning and execution of a specific event
“supplier”	a provider or vendor offering facilities, products or services – or a combination thereof
“toxic”	any substance that is likely to produce personal injury or illness to humans when inhaled, ingested or absorbed through the skin
“verified performance”	independent verification of the sustainability performance of an event
“volatile organic compounds (VOC)”	organic chemicals that have a high vapour pressure at ordinary room temperature resulting from a low boiling point, and which causes large numbers of molecules to evaporate or sublime from the liquid or solid form of the compound and enter the surrounding air.

Minimum Standards

I. Sustainable Operations and Management

- a) The event organiser shall:
 - vi. document a policy that includes definition of the event’s sustainability expectations, responsibilities and objectives;
 - vii. ensure that all appropriate personnel are made aware of, and can communicate effectively, about the environmental objectives of the event;
 - viii. distribute a written copy of the event sustainability policy and objectives, and provide exhibitors, vendors and suppliers with such information by at least an exhibitor prospectus or e-newsletter or website;
 - ix. reduce the use of paper through the implementation of at least three of the following strategies:
 - a. processing at least 25% or more of an event’s accounting procedures (for example invoices, receipts) electronically or online;
 - b. publishing 25% or more (by volume) of communications and marketing materials online or electronically;
 - c. printing book style or using both sides of paper;

- d. distributing electronic files and hand-outs rather than printed materials;
 - e. providing online registration as one or the only option;
 - f. conducting pre- and post-event surveys electronically;
 - g. publishing 25% or more (by volume) of communications and marketing materials in other media format (i.e.: flash drives; CD or web-based) rather than print;
 - h. selecting the lightest, functional weight paper or plastic badge stock;
 - i. designing materials with sustainable attributes such as limited- or no-bleed; standard sheet size; light ink coverage; etc.
- b) The event organiser shall not make any claim or inference regarding the sustainability status of an event prior to the actual event itself or without independent verification of such claim or inference during or after the event.
- c) The event organiser may indicate the sustainability objectives of the event prior to the event taking place (i.e.: “we are planning to ensure a Green / Sustainable event”) subject to the publication and communication of actual verified performance after the event.

II. Social and Cultural Criteria

- a) The Event Organiser shall ensure that the expected and potential impacts of the event are communicated clearly and fully with all interested and affected communities prior to the event taking place. This will include addressing any social, cultural, religious or other significant impact that may adversely affect the community, visitors, delegates or others involved in the event and should include:
- i. raising awareness of such potential or actual impacts with all contractors, exhibitors, service providers, delegates and visitors prior to the event taking place;
 - ii. addressing the social and cultural sensitivities of host communities prior to the event taking place;
 - iii. raising awareness of host community cultural norms, practices and accepted behavior with visitors, contractors and others involved with the event;
 - iv. monitoring all impacts of the event and mitigating or avoiding those that could offend or create disagreement or which could result in complaints and disagreements with host communities, delegates and others associated with the event;
 - v. provide full, honest and transparent reporting and communication on all social, religious or cultural impacts and measures taken to avoid and address complaints associated with the event.

I. Economic Criteria

- a) The event organiser shall:
- i. communicate information about the availability of local suppliers, services and products to all Contractors and Service Providers as part of their commitment to increasing the economic benefit of events at local level;
 - ii. actively encourage support for local businesses where appropriate and acceptable services, goods or products are available;
 - iii. ensure that a minimum of 20% of event marketing and communication materials are sourced locally;
 - iv. demonstrate a commitment to the use of local communications and marketing mediums (newspapers; radio stations; brochure distribution services; etc.) during the promotional and communications activity of the event.

II. Environmental Criteria

- a) The event organiser shall reduce waste associated with communicating, marketing and managing the event by:
- i. Managing event credentials by means of any of three of the following measures:
 - a. reusing at least 25% of lanyards or badge holders from previous events or conserving a minimum of 25% for future use;
 - b. recycling printed name cards;
 - c. offering exhibitors electronic data capture to replace the practice of business card exchange;
 - d. sourcing badges, lanyards, ribbons manufactured from biodegradable or post-consumer recycled materials;
 - ii. Managing event signage by means of any two of the following measures:
 - a. reducing the size or quantity of signage;
 - b. making use of reusable signage (inserts; digital);
 - c. recycling or repurposing signage into post-consumer products (bags; penholders; etc.);
 - d. using signage that is made from recycled materials; or
 - e. eliminating foam core-board unless identified as biodegradable.
 - iii. Managing event bags and carriers by means of any of the following measures:
 - a. encouraging attendees and participants to bring their own carriers or bags;
 - b. encouraging bag opt-out selection through pre-registration communication;
 - c. reusing at least 25% from previous events or conserving 25% for future event use;

- d. avoiding the use of date-specific branding;
- e. providing a bag recovery and donation facilities and ensuring distribution of donated bags to relevant causes.
- iv. Managing promotional giveaways through at least one of the following measures:
 - a. reducing the quantity or range of giveaways;
 - b. eliminating conference and event giveaways altogether;
 - c. encouraging exhibitors to reduce or eliminate giveaways.
 - b. the event organisers shall ensure that paper products or collateral meet at least two or more of the following attributes:
 - i. certified FSC compliant by an independent certification label;
 - ii. containing a minimum of 25% (by content) post-consumer recycled content;
 - iii. certified as processed chlorine free (PCF) by at least 25% by weight;
 - iv. certified environmentally responsible by an independent label.
- b) The event organiser shall ensure that binders, signage and banners have one or more of the following attributes:
 - i. containing at least 25% bio-polymer materials by weight;
 - ii. containing a minimum of 25% recycled post-consumer material;
 - iii. are at least 25% PVC free by content;
 - iv. containing at least 25% organic material (for example jute; cotton; hemp);
 - v. containing at least 25% biodegradable materials by content.
- c) The event organiser shall ensure that other event supplies (bags, bottles, portfolios, pencils, pens, giveaways, promotional items, etc.) have at least two of the following attributes:
 - i. containing wood which has been sourced from sustainably managed forests;
 - ii. does not contain wood or wood products sourced from hardwood or other endangered species;
 - iii. containing post-consumer material such as paper-related; PET; HDPE; PP/PE or PVC or other recycled material of at least 25% by content;
 - iv. containing a minimum of 25% biodegradable materials by content;
 - v. containing a minimum of 25% renewable material by content;
 - vi. containing post-consumer material of at least 25% by content;
 - vii. containing organic material of at least 25% by content;
 - viii. has been independently certified as environmentally responsible by a recognised label.

Addendum F: Minimum Standards for Sustainable Event Food and Beverage

These minimum standards are intended to specify procedural requirements for selecting and procuring food, beverage and non-consumable food- or beverage-related items for sustainable meetings, events, trade-shows, conferences or other events.

These standards include all food and beverage services provided onsite by catering, restaurants and concessions, as well as offsite food and beverage services which may be specified by the event organiser. It does not specify structural, legal, sanitary practices or the management of food preparation areas.

Interpretations

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

“antibiotic free”	food products that are sourced from animals that are not administered antibiotics at any point in their production life.
‘bio-based’	a product determined to be a commercial or industrial product (other than food or feed) that is composed of in part – or whole, of biological products or renewable domestic agricultural materials (including plant, animal or marine materials) or forestry materials.
“biodegradable”	capable of decomposing under natural conditions into elements found in nature
“cage free”	birds or poultry not confined to cages or artificial facilities and which have access to open areas during their production life (see also free-range)
“compost”	a stable humus material produced through a natural composting process
“compostable”	capable of undergoing biological decomposition in a compost or waste site
“contractor”	a person or organisation hired to perform services on behalf of an organiser or general services contractor
“diversion rate”	the percentage of waste materials diverted from landfill or other traditional disposal methods to be recycled, reused or composted
“environmentally preferable”	products or services that have a reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.
“environmentally sustainable”	components, functions or systems that meet the needs of the present without compromising the ability of future generations to meet their own needs.
“event organiser”	see “planner”
“fair trade”	products or services which meet any of the following principles: <ul style="list-style-type: none"> • Where fair and equitable prices are paid for the product or service • Produced or provided under fair labour conditions • Obtained directly from their source manufacturer without intermediaries (direct trade) • Procured from democratic and transparent organisations • Those which contribute directly to community development, and • Those which are produced in an environmentally sustainable manner.
“feedstock”	source material used in the manufacture process
“FOG”	an acronym for animal and vegetable fats, oils and grease which are a natural by-product of the cooking and food preparation process
“free range”	any bird or poultry product which has unrestricted access to the natural environment for ‘an undetermined period of time each day’.
“full service operations”	facilities which provide food and beverage service to customers at tables, counters or booths

‘grain/grass fed’	meat which is sourced from ruminant animals (including cattle, sheep or pigs) which has been raised on a lifetime diet of 100% grass, grain or forage and which have access to pasture during most times of their production season
“over-production”	a form of waste resulting from poor planning or wasteful production process
“planner”	person whose job it is to oversee and arrange every aspect of an event.
“post –consumer”	products that have been reclaimed or reused from products that have already served the intended end-use as consumer goods
“pre-consumer”	products that have been reclaimed from the manufacturing process which have not served their intended use as a consumer item
“recovered materials”	waste materials and by-products which have been recovered or diverted from the waste stream other than those derived from a manufacturing process
“recycle”	recovering or reprocessing materials for use in the form of raw materials (feedstock) in the manufacture of new consumer products
“recycled products”	products that contain pre- or post-consumer materials as all or part of their feedstock
“renewable materials”	substances derived from a living tree, plant, animal or ecosystem which has the ability for self-regeneration
“seasonal food”	food which can be grown in the bio-region or eco-region in which it is served at the time it is available without the use of greenhouse or artificial growing process, heat or light
“shade grown”	coffee which has been grown under the canopy of a medium height, with a minimum percentage of shade cover and an average number of species of shade trees per unit of area (also known as bird-friendly)
“slow food”	food that is produced or prepared in accordance with local culinary traditions, typically using high-quality locally sourced ingredients. It refers to a lifestyle that connects food consumption to wider social, ethical, lifestyle, political, environmental and spiritual elements.
“stakeholder”	individuals, organisations or other entities that directly affect or are directly affected by the planning and execution of a specific event
“supplier”	a provider or vendor offering facilities, products or services – or a combination thereof
“sustainable agriculture”	an integrated system of plant and animal production practices with a site-specific application that over time satisfy human food and fibre needs; enhance environmental quality and sustainability and which makes the most effective use of non-renewable resources
“sustainable food”	food which is produced in such way that is healthy for consumers and animals; does not harm the environment; is humane for workers; respects animals; provides a fair living wage for farmers and supports and enhances local community life
“vegan”	food which excludes all forms of animal products including meat, fish and poultry, eggs, dairy and their derivatives including gelatin and whey
“waste”	discarded residue for disposal or recovery

I. Sustainable Operations and Management

- a) The event organiser shall:
 - i. have a written environmental sustainability policy and performance criteria related to food and beverage service at the specific event which addresses all the applicable environmental

- characteristics related to associated procurement, management, resource use, waste and community involvement issues
- ii. ensure that all appropriate personnel are made aware of, and can communicate effectively, about the environmental objectives of food and beverage operations;
- iii. distribute a written copy of the event sustainability policy and objectives, and provide exhibitors, vendors and suppliers with such information by at least an exhibitor prospectus or e-newsletter or website;
- iv. require that energy-efficient equipment be sourced where equipment is brought-in for an event;
- v. establish the dietary preferences of prospective participants prior to the event and ensure that the menu content addresses specific cultural, religious or dietary expectations in order to minimise or avoid waste;
- vi. ensure that timeous and accurate information is provided to the service provider to avoid overproduction or waste associated with the provision of food or beverage.

- b) The Service Provider/Contractor shall:
 - i. ensure compliance with the Event Sustainability Policy terms and obligations as specified by the Organiser;
 - ii. ensure that all service personnel and staff are aware of the sustainability objectives of the event and that they adhere to prescribed measures in respect of resource consumption, waste and procurement practice;
 - iii. take all reasonable measures to ensure sustainable preparation, service, storage and disposal of food and beverage items during the event;
 - iv. minimise waste associated with packaging and ensure the correct waste disposal measures are implemented for various waste streams;
 - v. ensure timely and accurate data related to catering requirements is obtained and acted upon before and during the event;
 - vi. ensure that all relevant regulations, by-laws and health standards are complied with at all times.

II. Social and Cultural Criteria

- a) The event organiser shall where possible ensure that left-over food is donated to the local community or non-profit organisation to the extent allowable by local health codes, regulations and relevant cultural or religious beliefs.
- b) The Service Provider/Contractor shall ensure that all food and beverage items are prepared and served in accordance with prescribed social, cultural or religious conditions as may be required.

III. Economic Criteria

- a) The event organiser shall require that:
 - i. a minimum of 50% of all food and beverage supplies are purchased locally or from local suppliers.
- b) The service provider shall:
 - i. as far as possible ensure that menu's and catering requirements are compiled with due regard to seasonality, availability and local content to reduce transport costs and to increase local procurement beneficiation;
 - ii. demonstrate a commitment to the use of local community members for staffing and other services;
 - iii. demonstrate a commitment to development and transfer of skills to local staff during the event;
 - iv. demonstrate a commitment to comply with the applicable sectoral minimum wage for employees and casual staff.

IV. Environmental Criteria

- a) The event organiser shall ensure that:
 - i. energy efficient practices are in place to reduce energy consumption associated with food and beverage operations;
 - ii. all necessary precautions are taken to minimise and avoid excessive smoke, emissions and other pollutants that may be associated with the preparation of food;
 - iii. effective and appropriate measures are taken to minimise unnecessary water use and to ensure the safe and appropriate disposal of liquid waste;
 - iv. paper menus and printed material shall be made from recycled content and where possible, printed with bio-derived inks. The items must be identified as such.

- b) The Service Provider/Contractor shall ensure that:
- ii. drinking water is supplied in bulk dispensers or jugs and that no single-use bottles or containers shall be made available unless specific local conditions require;
 - iii. condiments are served in bulk containers unless specific local conditions require single-serve packaging to be made available;
 - iv. food waste is avoided through effective planning and waste reduction practices;
 - v. all surplus, non-reusable food is composted or converted to its nutrient base for agricultural use wherever possible;
 - vi. a waste recycling programme is implemented and practiced across all food preparation, service and disposal areas;
 - vii. kitchens and food preparation areas are provided with waste bins that allow for the separation and recycling of organic and non-organic waste;
 - viii. a minimum of 25% of all food products sourced for the event shall constitute local, organic or sustainable – or any combination thereof;
 - ix. a minimum of 50% of all food items shall be seasonal with regards to the geographic location of the event.
 - x. all seafood for the event shall be sourced in accordance with the SASSI guidelines and/or recognised as sustainable or obtained from sustainable sources;
 - xi. a minimum of 25% of all non-food items used in food service or food preparation shall be certified as environmentally preferable or environmentally friendly;
 - xii. coffee used for the event shall be certified organic, Bird Friendly, Rainforest Alliance, Fair Trade certified or independently certified as such;
 - xiii. vegetarian or vegan main course alternatives shall be made available at all meals in accordance with the needs and expectations of the participants;
 - xiv. food products containing genetically modified organisms, antibiotics or hormones shall be avoided and where unavoidable, shall be identified for the consumer as such;
 - xv. menu items that could result in or give rise to any allergic response (such as nuts; lactose; etc.) shall be identified as such to the consumer;
 - xvi. all full-service operations shall provide reusable utensils, napkins, crockery, glassware table coverings and serving ware;
 - xvii. where non-reusable utensils, napkins, crockery, table coverings, glassware and serving ware is unavoidable or inappropriate, effective and adequate recycling and collection facilities shall be provided;
 - xviii. where take-out or concession packaging is used:
 - a) the items must be recyclable;
 - b) the items must indicate the recycled material content by percentage (with a minimum of 50% being required);
 - c) the items must be compostable/biodegradable or bio-based, or
 - d) the items must be manufactured without the use of chlorine.
 - xix. non-biodegradable or expanded polystyrene products may not be used for food presentation, sale or storage;
 - xx. all garnishes, centerpieces and decorations must be capable of being eaten, donated, recycled, reused, planted or composted.