



Exhibits - Exhibitor Supplier Submission Form E2742-11 Level One



Company Name: _____

Address: _____

Website: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Provide a brief description of operation: _____

Date of Submission: _____

- Verify you have purchased a copy of the standard from ASTM International. If not, purchase by visiting www.ASTM.org.
- Register your project with the Green Meeting Industry Council at www.gmicglobal.org

4.3.1 Staff Management Policy

4.3.1.1 The exhibitor shall have a written environmental sustainability policy documenting a vision, objectives and goals for sustainability that address the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners.)

- Provide a copy of Environmental Policy.

4.3.1.2 The exhibitor shall designate one or more staff members to implement the exhibitor's sustainability initiatives.

Choose 1 or more of the following:

- Provide a Green Team Roster.
- Provide name and title of individual(s): _____
- Other. Please explain: _____

4.3.2 Communication

4.3.2.1 The exhibitor shall communicate the planner's written environmental objectives and performance criteria related to exhibits to its staff.

Choose 1 or more of the following

- Provide Sample Production Schedule or Scope of Work with Sustainability specification.
- Provide copy of email correspondence or memo communicating the planner's sustainability policies to staff.
- Other. Please explain: _____

4.3.3 Waste Management

4.3.3.1 The exhibitor shall implement a pack-in/pack-out policy that diverts all possible waste into available recycling streams, and then pack all other unavoidable material into crates/pack-out items.

Provide copy of pack-in/pack-out policy.

4.3.3.2 The exhibitor shall limit the number of samples and promotional materials distributed at the event.

Provide copy of policy limiting the distribution amount of samples and promotional materials at event.

4.3.4 Energy

4.3.4.1 The exhibitor shall turn off electronic equipment at the close of each night unless perishable goods are at risk.

Provide power down policy.

4.3.4.2 The exhibitor shall use at least 25% of equipment that is energy efficient.

Provide energy consuming equipment inventory, indicating which are considered energy efficient for a total calculation of 25% or greater.

4.3.5 Air Quality

4.3.5.1 The supplier shall have a strategy in place to enforce a no-idling policy in the marshalling yard. The supplier shall use a SmartWay Transport (or a similar governmental-verified and -approved program that addresses reduction of fuel consumption for trucks and rail, and reduction of emissions of carbon dioxide (CO₂), nitrogen oxide (NO_x), sulfur oxide (SO_x), particulate matter, and air toxins) partner a minimum of 20% of the time.

Provide copy of your strategy to enforce a no-idling policy in marshalling yard.

Provide list of partners indicating those who participate in the SmartWay Transport or similar program.

Provide evidence demonstrating these suppliers account for a minimum of 20% of partners.

4.3.6 Water

4.3.6.1 The exhibitor shall use a water reclamation system in booths that require a water element.

Provide details of your water reclamation system for your booth.

N/A

4.3.7 Procurement

4.3.7.1 The exhibitor shall establish criteria for purchasing environmentally-preferable products for their exhibit at the event.

- Provide criteria outlining purchasing environmentally-preferable products for exhibit.

4.3.7.2 The exhibitor shall minimize packaging associated of all purchases. The exhibitor shall share incremental progress, annual goals and results for packaging reduction.

- Provide copy of plan to reduce packaging of all purchases and strategy for implementation.

4.3.8 Community Partners

4.3.8.1 The supplier shall partner with community organizations to reuse or repurpose, or both, reusable, surplus materials left from events that cannot otherwise be reused by the supplier.

Choose 1 or more of the following:

- Provide list of community partners for donation.
- Provide email correspondence regarding donation of leftover materials.
- Provide policy addressing community donations.
- Other. Please explain: _____

4.3.8.2 The exhibitor shall donate surplus samples (food and non-food) that cannot otherwise be reused by the exhibitor.

- Provide donation tracker.
- Provide receipts from organizations receiving materials.
- Other. Please explain: _____

Criteria for Submission Form based on ASTM Standard E2742, 2011, "Standard Specification for Evaluation and Selection of Exhibits for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences", ASTM International, West Conshohocken, PA, 2003, DOI: 10.1520/E2742-11, www.astm.org.