

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Venue Square Footage (if applicable): \_\_\_\_\_

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](http://www.ASTM.org).
- Register your project with the Green Meeting Industry Council at [www.gmicglobal.org](http://www.gmicglobal.org)

### 4.2.1 Staff Management Policy

**4.2.1.1** The supplier shall have a written environmental sustainability policy, available for stakeholder review, for its organization 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.

**Is the policy available for public review?**

- Posted on Website. Please provide web address: \_\_\_\_\_
- Available in company informational materials. Provide copy of document.
- Other. Please explain: \_\_\_\_\_

**4.2.1.2** The supplier's sustainability policy shall have General Manager or executive support as indicated by a signed statement.

- Provide a copy of Environmental Policy signed by General Manager or Senior Executive.

**4.2.1.3** The supplier shall designate one or more staff members to implement the supplier's sustainability initiatives.

**Choose 1 or more of the following:**

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

**4.2.1.4** The supplier shall, in collaboration with the planner, set defined environmental performance goals for the specific event and provide to the planner a post-event report of the event's environmental achievements relative to the stated goals.

**Choose 1 or more of the following:**

- Provide document outlining sustainable event procedure.
- Provide FAQ documenting sustainable event procedure.
- Provide examples of email correspondence coordinating sustainable event objectives.
- Other. Please explain: \_\_\_\_\_

**Choose 1 or more of the following:**

- Provide example of a Post Event Sustainability Report.
- Other. Please explain: \_\_\_\_\_

## 4.2.2 Communication

**4.2.2.1** The supplier shall communicate the planner's written environmental objectives and performance criteria to its staff.

**Choose 1 or more of the following:**

- Provide sample scope of work or project description with sustainability specification.
- Provide example of email correspondence or memo communicating planner's written environmental objectives and performance criteria to staff.
- Other. Please explain: \_\_\_\_\_

**4.2.2.2** The supplier shall communicate to the planner and exhibitors the supplier's sustainability policies and include the policy in the supplier's sales and marketing materials and exhibitor kits, as appropriate.

- Provide evidence of communicating sustainability policy to planner.
- Provide evidence of communicating sustainability policy to exhibitors.
- Provide an example of sales kit and exhibitor kit outlining sustainability policies.

**4.2.2.3** The supplier shall post signs on property regarding the no-idling policy in the marshalling yards and in other areas. The supplier shall also post signs in other areas as identified by the planner.

- Provide examples of signage communicating no-idling policy in marshalling yards.
- Provide copy of no-idling policy.
- Provide map of sign locations as requested by planner.
- Other. Please explain: \_\_\_\_\_

## 4.2.3 Waste Management

**4.2.3.1** The supplier shall achieve a minimum diversion rate of 40% for the event for the exhibit floor.

- Provide your waste diversion tracker for the event with calculated diversion rate of 40% or more.
- Provide tickets from waste haulers specific to the event.
- Other. Please explain: \_\_\_\_\_

**4.2.3.2** The supplier shall implement a pack-in/pack-out policy that requires exhibitors and ancillary vendors to divert all possible waste into available recycling streams, then pack all other unavoidable material into crates/pack-out items.

- Provide copy of pack-in/pack-out policy.
- Provide example of how policy is communicated to exhibitors and ancillary vendors.

## 4.2.4 Energy - NO REQUIREMENTS AT LEVEL 1

### 4.2.5 Air Quality

**4.2.5.1** The supplier shall have a strategy in place to enforce a no-idling policy on the exhibit hall docks.

- Provide copy of your strategy to enforce a no-idling policy on exhibit hall docks.

**4.2.5.2** 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 (CO<sub>2</sub>), nitrogen oxide (NO<sub>x</sub>), sulfur oxide (SO<sub>x</sub>), 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.

## 4.2.6 Water - NO REQUIREMENTS AT LEVEL 1

### 4.2.7 Procurement

**4.2.7.1** The supplier shall establish criteria for purchasing environmentally-preferable products, which shall be outlined in a sustainable procurement policy. The criteria shall consider price and quality, environmental impact, and ethics/reputation of the vendor.

Provide copy of Sustainable Procurement Policy.

**4.2.7.2** The supplier shall have a plan in place to reduce packaging of all purchases to a minimum and ensure this plan is being implemented.

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

**4.2.7.3** The supplier shall source a minimum of 20% of event materials locally.

Include criteria in Sustainable Procurement Policy to source a minimum 20% of event materials locally.

Provide tracker of event material procurement indicating which are sourced locally for a minimum of 20%.

### 4.2.8 Community Partners

**4.2.8.1** 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: \_\_\_\_\_

**4.2.8.2** The supplier shall track and document by weight, volume, or count the amount of materials donated per event. 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.

Provide donation tracker.

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](http://www.astm.org).