

Venue Name: _____

Address: _____

Website: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Provide a brief description of operation: _____

Venue Square Footage: _____

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

4.2.1 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?

Choose 1 or more of the following:

- Posted on Website. Please provide web address: _____
- Available in venue 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.
- Employ a Venue Sustainability Manager: Provide name and contact information: _____

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 event document or specs with environmental objectives and performance criteria.
- Other. Please explain: _____

4.2.2.2 The supplier shall communicate to the planner the supplier's sustainability policies and include the policy in the supplier's sales and marketing materials and event planning guidelines as appropriate.

Choose 1 or more of the following:

- Provide example of email correspondence with planner communicating sustainability policies.
- Other. Please explain: _____

Choose 1 or more of the following:

- Provide example of sales kit outlining sustainability policies.
- Provide link to sustainability page of website: _____
- Other. Please explain: _____

4.2.2.3 The supplier shall provide visible communication to the supplier staff, planner staff, and attendees regarding the venue's environmental practices and request that these persons support its efforts by reporting to the supplier any environmental performance deficiencies observed.

Choose 1 or more of the following:

Provide evidence of communicating environmental practices. Examples include signage, equipment, etc.

Other. Please explain: _____

Document your request to support your efforts by reporting to you any environmental performance deficiencies observed for each of the following stakeholder groups:

Your Staff

Planner Staff

Attendees

Other. Please explain: _____

4.2.2.4 The supplier shall make materials such as contracts, sales kits, banquet event orders, and event specification guides available electronically.

Check all applicable documents and provide example(s):

Contracts

Sales Kits

Banquet Event Orders

Event Specification Guides

4.2.3 Waste Management

4.2.3.1 The supplier shall create a twelve-month waste diversion and disposal baseline (or all months of operation if less than twelve months).

Provide your twelve-month waste diversion baseline tracker.

4.2.3.2 The supplier shall conduct waste audits semi-annually to identify waste streams, and develop a plan for waste reduction and increased diversion.

Provide Waste Audit report with Waste Management plan.

If only one audit has been conducted to date, provide anticipated date of next audit: _____

4.2.3.3 The supplier shall achieve a minimum diversion rate of 30% over the course of a year, or a 45% diversion rate for a particular event inclusive of the venue's hazardous waste disposal, recycling, and other methods of diversion.

Choose either option:

- State your most recent annual diversion rate as supported by tracker: _____
- State diversion rate and event name for particular event: _____

4.2.3.4 The supplier shall place clearly labeled recycling bins at each trash bin with recyclable bags or reusable containers, or shall have a waste sort program.

Do you offer front of house recycling? YES NO

- If offer front of house recycling, provide photos of labeled bins placed side by side.
- Provide example of bin signage.

If no, do you sort recycling back of house? YES NO

- If sort back of house, provide photos or supporting evidence of sorting operation.

4.2.4 Energy

4.2.4.1 The supplier shall establish a twelve-month energy performance baseline (or for months in operation if less than 12 months) and track and record their energy use using own system or third party supported system.

- Provide your Energy Usage baseline tracker.

4.2.4.2 The supplier shall have a written energy reduction plan with specific goals and share the plan and results with the planner.

- Provide evidence of your plan for energy reduction with objectives and metrics.
- Provide evidence of sharing your plan with stakeholders. Examples include Sustainability Report or website.
- Other. Please explain: _____

4.2.4.3 The supplier shall ensure that a 50% reduced lighting protocol is implemented during move-in/move-out.

- Provide lighting policy.
- Other. Please explain: _____

4.2.4.4 The supplier shall ensure reduced HVAC during move-in/move-out.

- Provide HVAC policy.
- Other. Please explain: _____

4.2.4.5 The supplier shall ensure limited escalator operation during move in/move out.

- Provide escalator policy.
- Other or N/A. Please explain: _____

4.2.5 Air Quality

4.2.5.1 The supplier shall prohibit smoking inside.

- Provide copy of your no-smoking policy.

4.2.5.2 The supplier shall prohibit smoking within 20 ft. of doors, windows, and open air intakes.

- Provide evidence of prohibiting smoking. Examples include signage and/or policy.
- Other. Please explain: _____

4.2.5.3 The supplier shall enforce local no-idling ordinances. In the absence of an ordinance, the supplier shall restrict idling to less than ten minutes unless severe weather conditions exist.

- Does a no-idling ordinance exist for your city/town? If yes, please provide copy of ordinance.
- If no, provide documentation of no-idling policy for venue.

4.2.5.4 The supplier's employees shall receive training a minimum of once per year in no-idling procedures and enforcement.

- Provide training documentation on no-idling procedure.
- Name department responsible for enforcing no-idling procedures: _____
- Provide date of most recent training: _____

4.2.5.5 The supplier shall have procedures in place that prevent exhibits from blocking air exchanges and air flow.

- Provide policy prohibiting exhibits from blocking air exchanges.
- Other or N/A. Please explain: _____

4.2.5.6 The supplier shall not use motorized equipment and vehicles powered by internal combustion engines anywhere inside its facility except in garages, in front of loading docks, in the load-in and load-out of vehicles used for exhibit display purposes, or in case of emergencies.

- Provide policy regarding internal combustion engines.
- Other or N/A. Please explain: _____

4.2.6 Water

4.2.6.1 The supplier shall create a baseline of water use with one to three years of historical data (or all months of operation if less than one year).

- Provide your Water Usage baseline tracker.

4.2.6.2 The supplier shall develop a plan that can be shared with stakeholders for annual water reduction with specified objectives and reduction metrics associated with each objective.

- Provide evidence of your plan for annual water reduction with objectives and metrics.
- Provide evidence of sharing your plan with stakeholders. Examples include Sustainability Report or website.
- Other. Please explain: _____

4.2.6.3 The supplier shall have 20% of its fixtures be high-efficiency fixtures as defined in this specification.

Choose 1 or more of the following:

- Provide water fixture inventory.
- Provide water fixture manufacturer information if all fixtures are the same throughout the building.
- Other. Please explain: _____

4.2.6.4 The supplier shall have public access water fountains in main thoroughfares.

- Provide map with fountain locations indicated.
- Other. Please explain: _____

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 Environmental Purchasing Policy (EPP).

4.2.7.2 The supplier shall establish a twelve-month baseline of percentage of purchases made in accordance with the purchasing policy above.

- Provide baseline of purchases.

4.2.7.3 The supplier shall purchase environmentally-preferable products, based on above criteria, not less than 30% of the time.

- Include criteria in EPP stating adherence to the policy a minimum of 30% of all purchases.
- Demonstrate adherence to EPP for at least 30% of purchases.

4.2.7.4 The supplier shall purchase office supplies such that no less than 30% of supplies purchased contain 20% or greater post-consumer content or recycled content, or both.

- Include criteria in EPP stating adherence to the policy a minimum of 30% of office supply purchases.
- Demonstrate adherence to EPP for at least 30% of office supply purchases through purchasing tracker.

4.2.7.5 The supplier shall, at least annually, communicate the contents and any updates of its sustainable procurement policy to current vendors, encouraging them to adopt the venue's procurement policy.

- Do you share your EPP with vendors annually? YES NO

4.2.7.6 The supplier shall create an annual inventory of products containing VOC, HAP's, heavy metals, materials classified as toxic, known carcinogens and other hazardous substances and create a plan, where feasible, for reduction of these materials.

- Include criteria in EPP restricting hazardous materials when feasible.
- Provide product inventory of hazardous materials.
- Other. Please explain: _____

4.2.7.7 The supplier shall use a minimum of 25% of green-certified cleaning products and laundry products.

- Include criteria in EPP indicating 25% of cleaning and laundry products shall be green certified.
- Provide inventory of green cleaning and laundry products.

4.2.7.8 The supplier shall increase percentage of bulk purchases by a minimum of 10% over the past twelve months or ensure bulk purchases constitute a minimum of 30% of total purchases.

- Include stated goal in EPP of increasing bulk purchases by 10%.
- Include criteria in EPP stating 30% of purchases to be in bulk.
- Demonstrate adherence to EPP regarding bulk purchases in baseline purchasing tracker.
- Other. Please explain: _____

4.2.8 Community Partners

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

Choose 1 or more of the following:

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

4.2.8.2 The supplier shall document that, to the maximum extent possible, you have donated reused materials when renovating or updating your facility.

Choose 1 or more of the following:

- Provide email correspondence regarding donation and/or reuse of materials during renovation.
- Provide policy addressing donation of leftover materials from renovation.
- Other. Please explain: _____

4.2.8.3 The supplier shall provide information about local community or non-profit organizations to planners, exhibitors, etc. to enable onsite donations during the event.

- Provide list of local organizations that is available for planners to enable donations..
- Other. Please explain: _____

Criteria for Submission Form based on ASTM Standard E2774, 2011, "Standard Specification for Evaluation and Selection of Venues for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences", ASTM International, West Conshohocken, PA, 2003, DOI: 10.1520/E2774-11, www.astm.org.