

sustainable procurement policy

sustainable procurement guidelines.

product / service	recommended criteria
AV equipment	• good energy performance • risk assessment to prevent work accidents • appropriate Personal Protective Equipment (PPE) for staff • staff training on preventative measures and use of PPE • equipment rental prioritized over purchasing new equipment
balloons and fireworks, confetti	• biodegradable confetti • biodegradable or foil balloons • eco-friendly fireworks with a clean burning, nitrogen-based fuel and made from cardboard or paper rather than plastic and meta • low-noise fireworks
coffee and tea	• bio and/or fairtrade label • avoid coffee pods that are not recyclable
flowers	• locally sourced flowers • that last for the entire event • donation or composting after the event
food and beverage	• menus with local and seasonal produce • vegetarian and/or vegan options • clear identification of allergens • use of reusable crockery and cutlery • good employee working conditions • awareness information to audience and staff to avoid waste • menus are designed to utilise as much of a produce as possible • management methods are in place to reduce the likelihood of food waste from surplus and over-portioning, such as pre-ordering for audience and staff and avoiding self-service buffets. • waste bins provided to collect the packaging materials, used cooking oils, unused ingredients and cooked items • data on food surplus and waste from catering is captured and reported post-event. these learnings are shared with clients / suppliers to shape performance improvements for future events.

product / service	recommended criteria
	• food waste reduction programme
generators	• power mapping to accurately define energy requirements and reduce size and number of generators • generators use biofuels (e.g. HVO) • on-site equipment usage is monitored to ascertain whether the volume or frequency of power supplied was accurately specified. • data is collated to fuel usage used in generators • automatic shut-off during low demand • noise reduction measures (for example impact in hotel clients or neighbors next to a venue)
ground transportation	• fleet with good energy efficiency (euro 6) • vehicles using low carbon fuel (electric, green hydrogen, etc.) • accessible to people with disabilities, if applicable
merchandising	• select merchandise with a clear practical purpose with good sustainability credentials (made from sustainable resources such as bamboo or recycled materials). avoid cheap plastic throwaway items. • consider the amount of plastic wrap and polystyrene blocks are used - and replace with blankets or paper wrapping instead.
printing	• FSC or PEFC label • ISO 14001 certification • use of vegetable inks • 100% recycled paper
social activities	• activities related to the local heritage, culture, history and natural places • involvement of local NGO and charities • use of social activities to raise funds for local NGO and charities • don't work with orphanages. • accessibility for all participants
travel agency	• presentation of low-carbon options (direct flights, airlines that use more efficient airplanes, etc.) • provision of information related to GHG emissions • promotion of public transport at destination and/or sustainable accommodation recommendations
venue	• reusable decorations, made from natural or recycled materials • rented furniture, if needed

product / service	recommended criteria
	• waste management system with all the waste streams managed in the city or region • clear signage of what to put in each waste bin • venue accessible to people with disabilities (lifts, accessible toilets, accessible restaurant, etc.) • electricity used comes from renewable sources • measurement of energy and water used in the event • measurement of waste produced • certification against ISO 14001, BREEAM, LEED, GreenKey, etc.