



# Standard Specification for Evaluation and Selection of Exhibits for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences<sup>1</sup>

This standard is issued under the fixed designation E2742; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

## INTRODUCTION

This specification offers a way to address environmental sustainability in the meeting and event industry. It is a tool for event planners and suppliers to understand the attributes of an environmentally sustainable event. The goal in developing this specification is to establish common benchmarks for environmental performance in events for both planner and supplier sectors. This specification considers the creation of an environmentally sustainable event to be a partnership between planners and their suppliers. Each plays a critical role in the effort.

In this specification, options are addressed for minimizing the environmental impact of face-to-face events. The approach of this specification is to focus on measurable outcomes and policies for planners and suppliers. This maximizes the ability of businesses to select the methods best tailored to their needs to achieve benchmarks and measurable outcomes.

## 1. Scope

1.1 This specification delineates procedural requirements for exhibits and expositions for meetings, events, trade shows, or conferences (hereafter, referred to as *events*). This includes the set up and dismantling of trade shows and the exhibits that are built within the event floor.

1.2 This specification identifies environmental sustainability criteria to be included in exhibits and expositions by planners, general service contractors, exhibitors, exhibit builders, and exhibitor-appointed contractors.

1.3 There are nine specifications covering the following areas of event planning: destination selection, accommodations, food and beverage, audio visual, onsite offices, communication and marketing materials, transportation, exhibits, and venues. Within each specification are eight categories' criteria: staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners. Each category is further split into four progressive levels of achievement. Information

within each specification is divided as follows: Main Body—Scope, Referenced Documents, Terminology, Planner Requirements for Level 1, Supplier Requirements for Level 1, and Keywords; Annexes—Planner Requirements for Levels 2 – 4, and Supplier Requirements for Levels 2 – 4.

1.4 All areas of performance under this specification may not be relevant for each event or for each facility or provider of meeting services. In some cases, an event planner would use this specification in conjunction with other specifications (for example, Specifications E2774, E2743) or this specification may be used individually. In other words, elements of an event may be separated and considered solely or added together and considered as a unit (for example, venues used individually versus transportation, accommodations, and destination selection used in conjunction). Furthermore, this specification applies separately to each supplier for an event. This means that if multiple suppliers are used within the context of a single specification, each supplier shall individually meet the supplier requirements. In cases, where it is incumbent upon planners to consider the activities and responsibilities of all suppliers for an event, not only the primary suppliers addressed in this specification, the term *event supplier* shall be used. The requirements for suppliers do not apply to event suppliers. To be considered an environmentally sustainable event at Level 1, all areas applicable to that event shall be achieved.

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1.5 If higher levels are achieved in some sections, the event can only be considered environmentally sustainable at the lowest level achieved.

1.6 The use of levels within this specification recognizes that the path to environmentally sustainable events is a multi-stage effort. The idea behind the levels is to provide a coherent baseline for measuring environmental performance, to be flexible enough to adapt to the needs of more advanced planners and to establish a performance path that encourages further environmental performance improvement. In addition, the evolution of products and services to support events is expected allowing additional advancements and underscoring the dynamic nature of environmental sustainability. This specification primarily focuses on environmental sustainability, while some aspects of economic and social sustainability are included recognizing the complete path toward overall sustainability.

1.7 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

## 2. Referenced Documents

### 2.1 ASTM Standards:<sup>2</sup>

**E2114** Terminology for Sustainability Relative to the Performance of Buildings

**E2743** Specification for Evaluation and Selection of Transportation for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences

**E2774** Specification for Evaluation and Selection of Venues for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences

## 3. Terminology

### 3.1 Definitions:

3.1.1 *biodegradable, adj*—capable of decomposing under natural conditions into elements found in nature. **E2114**

3.1.2 *diversion rate, n*—the rate or percentage of waste materials diverted from traditional disposal such as landfills or incineration to be recycled, composted, or reused.

3.1.3 *environmentally preferable products, n*—products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

3.1.3.1 *Discussion*—This comparison applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal. These products may possess biodegradable, organic, reusable, recycled, or recyclable attributes.

3.1.4 *environmentally sustainable, adj*—environmental focus on components, functions and systems that meets the needs

<sup>2</sup> For referenced ASTM standards, visit the ASTM website, [www.astm.org](http://www.astm.org), or contact ASTM Customer Service at [service@astm.org](mailto:service@astm.org). For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

of the present without compromising the ability of future generations to meet their own needs.

3.1.5 *exhibitor, n*—an exhibitor is someone who organizes an exhibit for others to see.

3.1.6 *exhibitor-appointed contractor, n*—a contractor hired by an exhibitor to perform trade show services independently of show management appointed contractors.

3.1.6.1 *Discussion*—Also called Independent Contractor or EAC.

3.1.7 *general service contractor (GSC), n*—an organization that provides event management and exhibitors with a wide range of services, sometimes including, but not limited to installation and dismantling, creating and hanging signage and banners, laying carpet, freight and material handling (also known as “drayage”), and providing booth/stand furniture; the GSC may handle any union labor management necessary for providing these goods and services.

3.1.8 *local, adj*—relating to or applicable to a city or town or district rather than a larger area.

3.1.8.1 *Discussion*—The exact distance for purposes of sourcing goods (including food and beverage), services, and personnel will be determined by the planner or supplier, or both, and be based upon the event location adjusting for location size and season. No standard definition exists to define local, inherent in this practice is the philosophy to use sources geographically proximate to the event and be practical given wide dispersion of services and products across geographic areas.

3.1.9 *no-idling policy, n*—a written statement that sets limits on the maximum idling time for engines or motors of all vehicles.

3.1.10 *planner, n*—person whose job it is to oversee and arrange every aspect of an event; an employee or hired ad hoc by large companies, professional associations, or trade associations to plan, organize, implement, and control events, conventions, and other events.

3.1.10.1 *Discussion*—Planners may include professionals who work for government, association, corporate, or independent agencies. The planner is the buyer of event services.

3.1.11 *post-consumer, adj*—refers to materials that are reclaimed from products that have already served their intended end-use as consumer items.

3.1.11.1 *Discussion*—Waste from industrial processes are not considered post-consumer. Post-consumer materials are a subset of recovered materials.

3.1.12 *pre-consumer material, adj*—refers to material that are reclaimed from manufacturing and other industrial processes and products which have not served their intended end-use as a consumer item. **E2114**

3.1.12.1 *Discussion*—Pre-consumer materials include: culls, trimmed materials, print overruns, overissue publications, and obsolete inventories.

3.1.13 *recovered materials, n*—waste material and by-products which have been recovered or diverted from the waste stream, but such term does not include those materials and

by-products generated from, and commonly used within, an original manufacturer process. **E2114**

3.1.14 *recycle, v*—recovering or reprocessing materials for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion. **E2114**

3.1.14.1 *Discussion*—The use of the word *recycle* used in this specification applies to planners and their suppliers which provide meeting products and services. Recycling, as defined, does not extend to the activities of the suppliers' vendors or suppliers.

3.1.15 *request for proposal (RFP), n*—an invitation for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service.

3.1.16 *stakeholder, n*—individuals, organizations or other entities that directly affect or are directly affected by the planning and execution of a specific event.

3.1.16.1 *Discussion*—Stakeholders in the event industry include but are not limited to: event organizer, event planner, surrounding community, convention and visitors bureau, labor unions, news media, government, attendees, hotels, airlines, maintenance personnel, material handlers, local transportation companies and warehouses, florists, photographers, security companies, medical facilities, registration companies, restaurants, gas stations, recycling facilities, utility companies, caterers, audio visual providers, printers, ad specialty brokers, laundries, grocery stores, farmers, fisheries, fisherman, pharmacies, and bakeries.

3.1.17 *supplier, n*—purveyor, provider, vendor, or contractor offering facilities, products, or services, or combination thereof.

3.1.18 *sustainable development, n*—development that meets the needs of the present without compromising the ability of future generations to meet their own needs. **E2114**

3.1.19 *sustainability, n*—the maintenance of environmental, economic, and social components, functions and systems for future generations. **E2114**

3.1.20 *waste, n*—discarded residue for disposal or recovery.

#### 4. Level 1 Requirements

##### 4.1 *Planner Performance Requirements:*

##### 4.1.1 *Staff Management Policy:*

4.1.1.1 The planner shall maintain a written environmental sustainability policy for its organization, available for stakeholder review, documenting a vision, objectives, and goals for sustainability that addresses all the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners).

4.1.1.2 The planner shall have written environmental objectives and performance criteria related to the specific event that address all the applicable environmental characteristics as described in this specification (staff policy, communications, waste management, energy, air quality, water, procurement, and community partners) related to the specific event and include these objectives in the RFPs.

4.1.1.3 The planner shall designate one or more staff members to implement the environmental sustainability initiatives related to the exhibits components of the event.

4.1.1.4 The planner shall consider whether the planned exhibit facility meets the sustainable qualifications set for the exposition and document a policy that includes a definition of expectations, requirements, and goals.

4.1.1.5 The planner shall implement a no-idling policy of no more than five minutes of idling every hour in the dock/yard.

##### 4.1.2 *Communications:*

4.1.2.1 The planner shall maintain records of all environmental efforts, and shall make those records available to stakeholders and for reference for planning future events.

4.1.2.2 The planner shall ensure all appropriate personnel are made aware of, and can communicate effectively, the environmental policy of both the planner and the supplier.

4.1.2.3 The planner shall distribute a written environmental sustainability policy with guidelines and objectives to exhibitors by at least one or more of the following methods: exhibitor prospectus, e-newsletter, or website.

4.1.2.4 The planner shall communicate necessary information about attendance and estimated sample needs in order for exhibitors to appropriately supply their booths onsite.

##### 4.1.3 *Waste Management:*

4.1.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to meet a minimum of supplier Level 1 waste management practices and environmental performance outcome measures as defined within this specification.

4.1.3.2 The planner shall communicate necessary information to exhibitors, vendors and suppliers in an environmentally responsible manner using at least one or more of the listed methods: exposition micro-site, online ordering, email, digital brochure, or website.

4.1.3.3 The planner shall achieve a minimum diversion rate of 40 % for the event for the exhibit floor.

##### 4.1.4 *Energy:*

4.1.4.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring suppliers to meet a minimum of supplier Level 1 energy management practices and environmental performance outcome measures as defined within this specification.

4.1.4.2 The planner shall require the facility to operate exhibit hall working lights at less than maximum power during move-in and move-out activity, taking advantage of natural daylight while not sacrificing safety.

4.1.4.3 The planner shall require exhibitors/exhibit hall to turn off booth electricity (with an exception for perishable products) and show lights after show hours.

4.1.4.4 The planner shall provide an accurate and detailed schedule of events to allow supplier to adequately schedule lights, heating/ventilation/air-conditioning (HVAC) systems, and escalators.

4.1.4.5 The planner shall require all show areas in the exhibit hall to turn off and unplug equipment.

4.1.4.6 The planner shall request provisions in the contract to reduce the lighting and ensure limited escalator operation during move-in/move-out.

#### 4.1.5 *Air Quality:*

4.1.5.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring suppliers to meet a minimum of supplier Level 1 air quality management practices and environmental performance outcome measures as defined within this specification.

#### 4.1.6 *Water:*

4.1.6.1 No requirements.

#### 4.1.7 *Procurement:*

4.1.7.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to meet a minimum of supplier Level 1 procurement practices and environmental performance outcome measures as defined within this specification.

4.1.7.2 The planner shall contract with suppliers that actively follow and purchase according to the supplier's documented environmental procurement policies, specify the environmental sustainability attributes of products to be purchased, or meet the environmental sustainability specification in the planner's RFP, or combination thereof. These suppliers shall represent a minimum of 25 % of the planner's total supplier base for the event.

4.1.7.3 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to purchase environmentally preferable products a minimum of 20 % of the time.

#### 4.1.8 *Community Partners:*

4.1.8.1 The planner shall create a list of participating organizations for an onsite donation program and include it in the exhibitor kit.

### 4.2 *Supplier (GSC/Venue) Performance Requirements:*

#### 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).

4.2.1.2 The supplier's sustainability policy shall have general manager or executive support as indicated by a signed statement.

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

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

#### 4.2.2 *Communications:*

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

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.

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.

#### 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.

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.

#### 4.2.4 *Energy:*

4.2.4.1 No requirements.

#### 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.

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.

#### 4.2.6 *Water:*

4.2.6.1 No requirements.

#### 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.

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.

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

#### 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.

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.

### 4.3 *Exhibitor Performance Requirements:*

#### 4.3.1 *Staff Management Policy:*

4.3.1.1 The exhibitor shall have a written sustainability policy.

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

#### 4.3.2 *Communications:*

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

#### 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.

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

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

#### 4.3.5 *Air Quality:*

4.3.5.1 The exhibitor shall use a SmartWay Transport (or similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail, and reduction of emissions of CO<sub>2</sub>, NO<sub>x</sub>, SO<sub>x</sub>, particulate matter, and air toxins) partner a minimum of 20 % of the time.

#### 4.3.6 *Water:*

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

#### 4.3.7 *Procurement:*

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

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.

#### 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.

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

### 5. **Keywords**

5.1 conferences; environmentally sustainable events; exhibits; green events; green meetings; sustainability; trade shows

## ANNEXES

### (Mandatory Information)

#### A1. PLANNER LEVELS 2 – 4 REQUIREMENTS

##### A1.1 **Scope and Usage**

A1.1.1 To meet the specific level indicated, planners shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the planner shall meet all requirements for Level 1 and Level 2.

##### A1.2 **Staff Management Policy**

###### A1.2.1 *Level 2 Requirements:*

A1.2.1.1 The planner shall hire or recruit, or both, a minimum of 25 % from local labor sources for the exhibits component when additional personnel are needed.

A1.2.1.2 The planner shall have a tracking system in place that documents and appropriately rewards exhibitors who are meeting or exceeding the set forth minimums in this specification.

A1.2.1.3 The planner shall include a sustainability policy and practices in all employees' new hire training and review with current employees on an annual basis.

###### A1.2.2 *Level 3 Requirements:*

A1.2.2.1 The planner shall hire or recruit, or both, a minimum of 50 % from local labor sources for the exhibits component when additional personnel are needed.

A1.2.2.2 The planner shall require exhibit staff and volunteers to comply with environmental objectives and policies.

###### A1.2.3 *Level 4 Requirements:*

A1.2.3.1 The planner shall hire or recruit, or both, a minimum of 75 % from local labor sources for the exhibits component when additional personnel are needed.

##### A1.3 **Communications**

###### A1.3.1 *Level 2 Requirements:*

A1.3.1.1 The planner shall maintain and track measurable results of their environmental initiatives and resource use (for example, weight and type of both disposed and recycled materials) for the exhibits components and, where appropriate, track those of suppliers. The planner shall make this information available to stakeholders.

###### A1.3.2 *Level 3 Requirements:*

A1.3.2.1 The planner shall include information that accurately reflects the sustainability attributes and policies from the exhibits component in external communications to key stakeholders and attendees.

A1.3.2.2 The planner shall document in external communication the material ways key stakeholders and attendees can support or add to the environmental initiatives.

###### A1.3.3 *Level 4 Requirements:*

A1.3.3.1 No additional requirements.

##### A1.4 **Waste Management**

###### A1.4.1 *Level 2 Requirements:*

A1.4.1.1 The planner shall communicate necessary information to exhibitors, vendors and suppliers in an environmentally responsible manner using at least two or more of the listed

methods: exposition micro-site, online ordering, email, telemarketing, and online video/webinar.

A1.4.1.2 The planner shall achieve a minimum diversion rate of 55 % for the event for the exhibit floor.

A1.4.1.3 The planner shall require all promotional items meet at least two or more of the following: rapidly renewable resource, reusable, minimally-packaged, made of recycled content, natural fibers, recyclable, biodegradable, compostable, locally sourced and/or consumable (for example, food) or that exhibitors do not provide promotional giveaways.

A1.4.1.4 The planner shall institute a policy on the number of samples permitted to exit the exhibit hall (for example, one bag) per person.

A1.4.1.5 The planner shall include a clause in the RFP and the contract for the supplier's services that requires recycling on the exhibition floor.

#### *A1.4.2 Level 3 Requirements:*

A1.4.2.1 The planner shall require all exhibitors' promotional items or booth giveaways to be devoid of information such as dates or locations of specific events that would prevent them from being reusable by the same exhibitors at other events or for other promotional efforts.

A1.4.2.2 The planner shall achieve a minimum diversion rate of 75 % for the event for the exhibit floor.

#### *A1.4.3 Level 4 Requirements:*

A1.4.3.1 The planner shall achieve a minimum diversion rate of 90 % for the event for the exhibit floor.

A1.4.3.2 The planner shall require one or more of the following waste management practices from exhibitors: promotional materials only available on web/email; leave no waste on move-out; when composting or recycling, or both, facilities are available in the area; and provide appropriate in-booth collection and conveyance services for composting or recycling, or both, in booth.

### **A1.5 Energy**

#### *A1.5.1 Level 2 Requirements:*

A1.5.1.1 No additional requirements.

#### *A1.5.2 Level 3 Requirements:*

A1.5.2.1 The planner shall provide suppliers with a dock door schedule to minimize when dock doors are open and the HVAC is operating.

#### *A1.5.3 Level 4 Requirements:*

A1.5.3.1 No additional requirements.

### **A1.6 Air Quality**

#### *A1.6.1 Level 2 Requirements:*

A1.6.1.1 The planner shall require that transportation companies comply with the planner's no-idling policies and signs. This provision shall be drafted as a material component of the contract for the supplier's services, and provide for a specific damages for any failure to comply.

A1.6.1.2 The planner shall include a clause in the RFP and the contract for supplier's services requiring that suppliers meet a minimum of supplier Level 2 air quality management practices and environmental performance outcome measures as defined within this specification.

#### *A1.6.2 Level 3 Requirements:*

A1.6.2.1 The planner shall utilize a marshalling yard for vendors and exhibitors during move-in/move-out.

#### *A1.6.3 Level 4 Requirements:*

A1.6.3.1 No additional requirements.

### **A1.7 Water**

#### *A1.7.1 Level 2 Requirements:*

A1.7.1.1 No additional requirements.

#### *A1.7.2 Level 3 Requirements:*

A1.7.2.1 No additional requirements.

#### *A1.7.3 Level 4 Requirements:*

A1.7.3.1 No additional requirements.

### **A1.8 Procurement**

#### *A1.8.1 Level 2 Requirements:*

A1.8.1.1 The planner shall require that exhibits and signage use environmentally preferable products a minimum of 40 % of the time.

A1.8.1.2 The planner shall contract with suppliers who actively follow documented environmental policies. These suppliers shall represent a minimum of 50 % of the planner's total supplier base.

A1.8.1.3 The planner shall contract with service providers (computer, AV, refrigeration, etc.) that have energy-efficient equipment.

#### *A1.8.2 Level 3 Requirements:*

A1.8.2.1 The planner shall require that exhibits and signage use environmentally preferable products a minimum of 60 % of the time.

A1.8.2.2 The planner shall contract with suppliers who actively follow documented environmental policies. These suppliers shall represent a minimum of 75 % of the planner's total supplier base.

#### *A1.8.3 Level 4 Requirements:*

A1.8.3.1 The planner shall contract with suppliers who actively follow documented environmental policies. These suppliers shall represent a minimum of 90 % of the planner's total supplier base.

### **A1.9 Community Partners**

#### *A1.9.1 Level 2 Requirements:*

A1.9.1.1 The planner shall donate reusable, surplus conference materials and supplies that cannot otherwise be reused by the planner to local community or non-profit organizations.

A1.9.1.2 The planner shall donate surplus exhibit samples (food and non-food) that cannot otherwise be reused by the planner to local community or non-profit organizations.

A1.9.1.3 The planner shall organize a volunteer and/or charitable contribution opportunity to the local community.

#### *A1.9.2 Level 3 Requirements:*

A1.9.2.1 No additional requirements.

#### *A1.9.3 Level 4 Requirements:*

A1.9.3.1 No additional requirements.

## A2. SUPPLIER (GSC/VENUE) LEVEL 2 – 4 REQUIREMENTS

### A2.1 Scope and Usage

A2.1.1 To meet the specific level indicated, the suppliers shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the supplier shall meet all requirements for Level 1 and Level 2.

### A2.2 Staff Management Policy

#### A2.2.1 *Level 2 Requirements:*

A2.2.1.1 The supplier shall have a written sustainability policy.

A2.2.1.2 The supplier shall hire or recruit, or both, a minimum of 25 % from local labor sources for the exhibits component when additional personnel are needed.

#### A2.2.2 *Level 3 Requirements:*

A2.2.2.1 The supplier shall hire or recruit, or both, a minimum of 50 % from local labor sources for the exhibits component when additional personnel are needed.

A2.2.2.2 The supplier shall make its sustainability policy and practices available to exhibitor-appointed contractors and local union labor.

A2.2.2.3 The supplier shall include a sustainability policy and practices in all employees new hire training and review with current employees on an annual basis.

#### A2.2.3 *Level 4 Requirements:*

A2.2.3.1 The supplier shall pursue or achieve voluntary or third-party certification, or both, in support of environmental claims.

A2.2.3.2 The supplier shall hire or recruit, or both, a minimum of 75 % from local labor sources for the exhibits component when additional personnel are needed.

A2.2.3.3 The supplier shall require exhibitor-appointed contractors and local union labor to sign an adherence notice of sustainability policy and practices, as applicable.

### A2.3 Communications

#### A2.3.1 *Level 2 Requirements:*

A2.3.1.1 The supplier shall provide empirically verifiable documentation to support environmental claims, if requested.

A2.3.1.2 The supplier shall communicate its sustainability policy to stakeholders, staff and attendees.

A2.3.1.3 The supplier shall provide planners and other clients with a document detailing the facility's sustainability policy and practices.

#### A2.3.2 *Level 3 Requirements:*

A2.3.2.1 The supplier shall accurately represent their appropriate environmental initiatives in external communications to key stakeholders.

A2.3.2.2 The supplier shall document in external communication the material ways key stakeholders and attendees can support or add to its environmental initiatives.

#### A2.3.3 *Level 4 Requirements:*

A2.3.3.1 No additional requirements.

### A2.4 Waste Management

#### A2.4.1 *Level 2 Requirements:*

A2.4.1.1 The supplier shall achieve a minimum diversion rate of 65 % for the event for the exhibit floor.

A2.4.1.2 The supplier shall provide appropriate in-booth collection and conveyance services for in-booth recycling or composting, or both, when recycling or composting facilities, or both, are available in the area.

#### A2.4.2 *Level 3 Requirements:*

A2.4.2.1 The supplier shall achieve a minimum diversion rate of 75 % for the event for the exhibit floor.

#### A2.4.3 *Level 4 Requirements:*

A2.4.3.1 The supplier shall achieve a minimum diversion rate of 90 % for the event for the exhibit floor.

### A2.5 Energy

#### A2.5.1 *Level 2 Requirements:*

A2.5.1.1 No additional requirements.

#### A2.5.2 *Level 3 Requirements:*

A2.5.2.1 No additional requirements.

#### A2.5.3 *Level 4 Requirements:*

A2.5.3.1 No additional requirements.

### A2.6 Air Quality

#### A2.6.1 *Level 2 Requirements:*

A2.6.1.1 The supplier shall use a SmartWay Transport (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail, and reduction of emissions of CO<sub>2</sub>, NO<sub>x</sub>, SO<sub>x</sub>, particulate matter, and air toxins) partner a minimum of 40 % of the time.

A2.6.1.2 The supplier shall use of minimum of 25 % of green-certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products.

#### A2.6.2 *Level 3 Requirements:*

A2.6.2.1 The supplier shall use a SmartWay Transport (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail, and reduction of emissions of CO<sub>2</sub>, NO<sub>x</sub>, SO<sub>x</sub>, particulate matter, and air toxins) partner a minimum of 60 % of the time.

A2.6.2.2 The supplier shall use of minimum of 50 % of green-certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products.

#### A2.6.3 *Level 4 Requirements:*

A2.6.3.1 The supplier shall use a SmartWay Transport (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail, and reduction of emissions of CO<sub>2</sub>, NO<sub>x</sub>, SO<sub>x</sub>, particulate matter, and air toxins) partner a minimum of 80 % of the time.

A2.6.3.2 The supplier shall use of minimum of 75 % of green-certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products.

### **A2.7 Water**

*A2.7.1 Level 2 Requirements:*

A2.7.1.1 No additional requirements.

*A2.7.2 Level 3 Requirements:*

A2.7.2.1 No additional requirements.

*A2.7.3 Level 4 Requirements:*

A2.7.3.1 No additional requirements.

### **A2.8 Procurement**

*A2.8.1 Level 2 Requirements:*

A2.8.1.1 The supplier shall communicate its sustainable purchasing criteria to vendors and the supplier shall discuss its

sustainable purchasing practices with current vendors who shall be encouraged to meet the supplier's purchasing criteria.

*A2.8.2 Level 3 Requirements:*

A2.8.2.1 No additional requirements.

*A2.8.3 Level 4 Requirements:*

A2.8.3.1 No additional requirements.

### **A2.9 Community Partners**

*A2.9.1 Level 2 Requirements:*

A2.9.1.1 The supplier shall give back to the local community through legacy projects or by supporting a charity.

*A2.9.2 Level 3 Requirements:*

A2.9.2.1 No additional requirements.

*A2.9.3 Level 4 Requirements:*

A2.9.3.1 No additional requirements.

## **A3. EXHIBITOR LEVEL 2 – 4 REQUIREMENTS**

### **A3.1 Scope and Usage**

A3.1.1 To meet the specific level indicated, the exhibitor shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the exhibitor shall meet all requirements for Level 1 and Level 2.

### **A3.2 Staff Management Policy**

*A3.2.1 Level 2 Requirements:*

A3.2.1.1 The exhibitor shall hire or recruit, or both, a minimum of 25 % from local labor sources for the exhibits component when additional personnel are needed.

*A3.2.2 Level 3 Requirements:*

A3.2.2.1 The exhibitor shall hire or recruit, or both, a minimum of 50 % from local labor sources for the exhibits component when additional personnel are needed.

A3.2.2.2 The exhibitor shall require exhibitor-appointed contractors and local union labor to sign an adherence notice of sustainability policy and practices, as applicable.

*A3.2.3 Level 4 Requirements:*

A3.2.3.1 The exhibitor shall hire or recruit, or both, a minimum of 75 % from local labor sources for the exhibits component when additional personnel are needed.

### **A3.3 Communications**

*A3.3.1 Level 2 Requirements:*

A3.3.1.1 The exhibitor shall provide empirically verifiable documentation to support environmental claims.

A3.3.1.2 The exhibitor shall communicate its sustainability policy to stakeholders, staff, and attendees.

A3.3.1.3 The exhibitor shall provide event planners and other clients with a document detailing environmental policy and practices.

*A3.3.2 Level 3 Requirements:*

A3.3.2.1 The exhibitor shall accurately represent their appropriate environmental initiatives in external communications to key stakeholders.

A3.3.2.2 The exhibitor shall document in external communication the material ways key stakeholders and attendees can support or add to the environmental initiatives.

*A3.3.3 Level 4 Requirements:*

A3.3.3.1 No additional requirements.

### **A3.4 Waste Management**

*A3.4.1 Level 2 Requirements:*

A3.4.1.1 The exhibitor shall institute policy for distributing promotional materials via electronic delivery and samples on a limited basis.

A3.4.1.2 The exhibitor shall engage in electronic methods of promoting exhibition participation (for example, electronic invitations versus printed invitations; emails versus postcards).

*A3.4.2 Level 3 Requirements:*

A3.4.2.1 No additional requirements.

*A3.4.3 Level 4 Requirements:*

A3.4.3.1 No additional requirements.

### **A3.5 Energy**

*A3.5.1 Level 2 Requirements:*

A3.5.1.1 The exhibitor shall unplug all electronic equipment at the close of each night (with an exception for perishable products).

A3.5.1.2 The exhibitor shall use at least 50 % of equipment that is energy efficient.

*A3.5.2 Level 3 Requirements:*

A3.5.2.1 The exhibitor shall use at least 75 % of equipment that is energy efficient.

*A3.5.3 Level 4 Requirements:*



A3.5.3.1 The exhibitor shall use at least 90 % of equipment that is energy efficient.

### **A3.6 Air Quality**

#### *A3.6.1 Level 2 Requirements:*

A3.6.1.1 The exhibitor shall use a SmartWay Transport (or similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail, and reduction of emissions of CO<sub>2</sub>, NO<sub>x</sub>, SO<sub>x</sub>, particulate matter, and air toxins) partner a minimum of 40 % of the time.

#### *A3.6.2 Level 3 Requirements:*

A3.6.2.1 The exhibitor shall use a SmartWay Transport (or similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail, and reduction of emissions of CO<sub>2</sub>, NO<sub>x</sub>, SO<sub>x</sub>, particulate matter, and air toxins) partner a minimum of 60 % of the time.

#### *A3.6.3 Level 4 Requirements:*

A3.6.3.1 The exhibitor shall use a SmartWay Transport (or similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail, and reduction of emissions of CO<sub>2</sub>, NO<sub>x</sub>, SO<sub>x</sub>, particulate matter, and air toxins) partner a minimum of 80 % of the time.

### **A3.7 Water**

#### *A3.7.1 Level 2 Requirements:*

A3.7.1.1 No additional requirements.

#### *A3.7.2 Level 3 Requirements:*

A3.7.2.1 No additional requirements.

#### *A3.7.3 Level 4 Requirements:*

A3.7.3.1 No additional requirements.

### **A3.8 Procurement**

#### *A3.8.1 Level 2 Requirements:*

A3.8.1.1 The exhibitor shall communicate its sustainable purchasing criteria to vendors and the exhibitor shall discuss its sustainable purchasing practices with current vendors who shall be encouraged to meet the exhibitor's purchasing criteria.

A3.8.1.2 The exhibitor shall use graphics (show or booth) that meet at least two or more of the following requirements: rapidly renewable resource; post-consumer content; low environmental impact materials; bio-derived or vegetable-based inks; UV inks; can be repurposed or can be recycled, or both.

#### *A3.8.2 Level 3 Requirements:*

A3.8.2.1 The exhibitor shall choose a floral vendor that addresses fair trade, local and organic requirements that align with a minimum of 20 % of the event's environmental policies and objectives, when floral arrangements are used.

A3.8.2.2 The exhibitor shall request the floral vendor meet at least one or more of the following: plant reclamation, re-planting program, and vendor in-house composting.

#### *A3.8.3 Level 4 Requirements:*

A3.8.3.1 The exhibitor shall purchase at a minimum of 20 % of event materials from local sources.

### **A3.9 Community Partners**

#### *A3.9.1 Level 2 Requirements:*

A3.9.1.1 No additional requirements.

#### *A3.9.2 Level 3 Requirements:*

A3.9.2.1 No additional requirements.

#### *A3.9.3 Level 4 Requirements:*

A3.9.3.1 No additional requirements.

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