



Eco-Event - Features and Explanatory Notes

September 2020

Introduction:

1. Definition:

The Eco-Event Category includes indoor or outdoor events conducted for a specified period, either (a) on a temporary site that contains no permanent structures installed specifically for the event, or (b) on a site within an existing building or a previously developed outdoor space with no new permanent structures built specifically for the event. The category includes one-off events and recurring events. The candidate event should comply with the country’s culture, ethics, and traditions. To be eligible for Eco-Event, the candidate event must be managed by an organizer that enjoys appropriate legal status, complying with local, communal, and indigenous rights. Furthermore, the applicant is responsible for implementing the Eco-Event features, and as such must have vested authority over the event.

- 2. **Award procedure:** Refer to Eco-Event Handbook document for details
- 3. **Award Fees:** Refer to Eco-Event Fee document for the fee and payment details
- 4. **Award Application** Refer to Eco-Event application forms for details

Features Explanatory Notes:

1. ENVIRONMENTAL MANAGEMENT		
1.1	Appoint an environmental manager from among the staff of the event organizer	<p>To ensure that Eco-Event is effectively implemented and administered, the event management must appoint an environmental manager from the event staff.</p> <p>The main functions of the environmental manager include:</p> <ul style="list-style-type: none"> • Contact person for all environmental/sustainability matters to management, staff, suppliers, and Eco-Event representatives. S/he provides support and gathers required data for the award.

		<ul style="list-style-type: none"> Responsible for the development and implementation of the environmental policy and action plan of the event.
1.2	The event is not held in a protected or sensitive area requiring specific measures for conservation that are not compatible with the type of event/activity	The aim of this feature is to limit the impact of the event on protected wildlife and ecosystems. Protected areas are important for biodiversity conservation as they provide habitat and protection for threatened and/or endangered species. Protection helps maintain ecological processes that cannot function in most intensely managed land and seascapes.
1.3	All documentation concerning the Eco-Event must be kept and maintained in a single place for inspection	To have all information easily accessible, the Eco-Event binder is normally organized according to the Eco-Event features sections and numbers containing all the relevant and updated documents showing compliance with each feature. The binder does not have to be physical and can be digital.
1.4	The event management must hold meetings before, and after the event with the staff in order to brief them on existing and new environmental initiatives	<p>It is important to inform and engage the staff on the environmental initiatives of the event. The management therefore normally organizes at least one meeting during different event phases.</p> <p>If the event lasts for more than two days, additional environmental briefings are encouraged to be held during the event.</p> <p>The meeting information includes environmental management on Water, Energy, Waste, Cleaning, Food and beverage, etc., other sustainability issues, and awareness raising of visitors, staff, suppliers, and the surrounding community.</p>
1.5	The event must formulate an environmental policy	<p>To ensure an overall framework for the sustainability actions of the event, an environmental policy is formulated. It describes the overall aims and level of ambition for the environmental performance of the event, and should cover environmental management, training, information, and awareness raising.</p> <p>The environmental policy is a general statement with a commitment for continuous improvements and the monitoring of it, while tackling various event categories such as Water, Energy, Waste, Cleaning. It also sets SMART targets and highlights means and measures to meet them.</p>

1.6	The event management must establish active collaboration with relevant stakeholders	<p>The aim is to enhance the active role the event plays in creating environmental awareness in the local area surrounding the event as well as promoting environmentally friendly practices to collaborating partners.</p> <p>For example, the event management can provide a place for an exhibition organized by a local NGO on issues related to the environment. Eco-Event encourages the establishment to foster cooperation with stakeholders involved in the protection of local historical, archeological, cultural, and spiritual properties and sites of significance.</p> <p>The relevant stakeholders - at least one type should be selected - could be non-governmental organizations, local community groups, local authorities, local residents, local schools, suppliers, to name a few.</p>
1.7	Third-party operated shops and businesses located at the event must be informed about the environmental initiatives of the establishment as well as Eco-Event, and be encouraged to manage their activities in the same spirit following the Eco-Event features	<p>Third-party operated shops and businesses located on the site, such as cafés, restaurants, souvenir shops, kiosks, and food trucks, are informed about the environmental and sustainability initiatives of the event. The information can be provided through written communication or in connection with joint meetings.</p> <p>The third-party operated shops and businesses are also encouraged to align their activities in line with the Eco-Event features or in the same spirit as the Eco-Event program and avoid activities with negative effects on the natural ecosystems and wildlife. The event management may provide a list of guidelines to third-party vendors to comply with, for example, Waste, Disposables, or Food.</p>
1.8	The environmental manager and other staff members must receive training on environmental and other sustainability issues	<p>It is important that the environmental manager as well as other staff members receive training on environmental and other sustainability issues so that suitable and possible solutions for the event can be determined and implemented.</p> <p>The training includes issues of environmental management from the perspective of Water, Energy, Waste, Cleaning, Food and beverage , awareness raising of visitors, staff, suppliers, and the surrounding community, as well as other sustainability issues addressing social, cultural, economic, quality, and health and safety issues. The training could also be extended to add knowledge on other issues within or around the event, for instance, Biodiversity.</p>

1.9	Prepare Green procurement policy, including fair trade services, goods, and eco-certified suppliers	<p>This ensures that the event has a minimal negative footprint on the environment through its commitment to sustainable procurement and adoption of the key elements of sustainability, environmental quality, social justice, and economic prosperity.</p> <p>The event seeks products and services that are environmentally friendly, encourage stimulation of local economy, and conserve natural resources throughout the operational activities. A great policy for sustainable procurement focuses on acquiring products and services that meet the Customer's needs, delivers longterm value for money, maximizes social and economic benefits, and minimizes damage to the environment and health.</p> <p>The event and its vendors procure from ethical, legal, and environmentally conscious sources. Certified or labelled products such as fair trade, locally sourced, or that have recycled content to encourage circular procurement practices that consider the lifecycle of any purchased product are ideal</p> <p>The management sets sustainable guidelines for newly purchased items such as energy efficient appliances and, low VOC (volatile organic compounds) content. It limits the use of hazardous content materials and bans single use products.</p>
1.10	The event informs its suppliers about its environmental commitments and encourages the suppliers to follow Eco-Event features	<p>The Eco-Event management informs its suppliers about its environmental policies and calls on suppliers to abide by their standards, for example, by minimizing packaging, avoiding single use items and packaging, and offering reusable items.</p>
1.11	The event management will measure the carbon footprint using a recognized CO ₂ measurement tools or methodology	<p>The event uses its measured amounts of Energy or/and Water, Waste, Transportation to calculate the event carbon footprint of the scheme chosen using a recognized CO₂ measurement tool. The calculation aims to ultimately reduce its carbon footprint; it can also be used to compare carbon emissions between events, and/or it can be used to offset or encourage offset of the carbon emission.</p> <p>Several climate calculators exist that calculate climate emissions for events or for certain schemes such as Transportation, Flights or Waste: www.co2.myclimate.org/en/event_calculators/new</p>

1.12	The event makes use of a recognized carbon off-setting scheme, to offset for at least one impact: such as Transportation, Water, Waste or Energy	<p>The event management must demonstrate the use of an appropriate tool to measure the carbon output of the event and use these calculations for the basis of using an approved carbon off-setting scheme.</p> <p>UN Climate Change launched Climate Neutral Now initiative works towards global climate neutrality by reducing carbon footprint in a simple 3-step method: Measure, Reduce and Compensate</p> <ul style="list-style-type: none"> • https://unfccc.int/climate-action/climate-neutral-now • https://offset.climateneutralnow.org/
2. AWARENESS		
2.1	The Eco-Event award must be displayed in a prominent place during the event	<p>The event management must display the standard Eco-Event logo at the entrance to the event, via a plaque, flag, or a banner. The logo must be clearly visible to the visitors.</p> <p>This indicates to the visitors the Eco-Event certified status of the event and informs them of the efforts done to reduce the negative impact on the environment.</p>
2.2	Information material about Eco-Event must be visible and accessible to visitors during the festival and shared on the event's digital platforms	<p>The event visitors must be provided with easy access to information so they can familiarise themselves with the sustainable practices and requirements for achieving the Eco-Event label status.</p>
2.3	Ticket office staff (if available) must be in a position to inform visitors about Eco-Event and the current environmental activities and undertakings of the event	<p>In case visitors want to know more about Eco-Event, the event staff provides accurate and complete information with regard to the event and its products and services, including sustainability practices and environmental undertakings.</p> <p>This is a great opportunity for the event to educate people and raise their awareness on various measures they can implement to be more environmentally friendly.</p>
2.4	Information about energy and water savings should be visible to visitors	<p>Highlighting the management's efforts to reduce Water and Energy consumption educates the visitors about measures and savings, given that these two areas tend to be high contributors in an event's environmental footprint.</p>

		For example, water dispensers can display the amount of plastic water bottles saved. Another example worth highlighting would be in regards to lightening fixtures quantities and when to turn them on and off.
2.5	The event management must keep the visitors informed and involved about its environmental work and encourage visitors to participate in environmental initiatives	<p>It is important that the event management informs its visitors about the environmental undertakings of the event, for example, in the area of Waste reduction, Water, Energy consumption, Biodiversity, and how this helps the event management reduces its footprint.</p> <p>This information can be posted on site, for example, near the drytoilets, near the stages; about efficient lightning, near the food stands, or food trucks.</p> <p>One idea is to display green efforts implemented in a prominent stop for visitors. A good example is seen in Greenbuild Expo which has implemented some of these features and successfully informed visitors about them.</p>
2.6	Establish a place for environmental suggestions via a green ideas box or provide visitors with the opportunity to evaluate the environmental and/or socio-cultural performance	<p>Getting feedback is always a beneficial way to perform better and improve, even if to rectify a measure for a better performance.</p> <p>This can be done as a suggestion box or an online survey or a text message. It gives an indication of how the visitor values the work done by the event on the environmental and/or socio-cultural performance.</p>
2.7	Information about nearby parks, landscape, and nature conservation areas must be available to the visitors	<p>To strengthen the environmental profile of the event and to encourage the visitors to get involved in green activities, the event offers information about nearby parks, landscape, and/or nature conservation areas.</p> <p>The information includes encouragement for visitors to choose outdoor or green activities in proximity, including walks, jogging, bicycling, swimming, sailing, canoeing, picnicking, and outdoor playgrounds.</p>
<p>3. WATER</p>		

3.1	Identify two potable water saving measures which suit the nature of the event.	The event management shall identify potable water savings and implement them. For example, collect water from unempty water bottles for irrigating plants or to use for cleaning. Further ideas are use of water efficient faucets or equipment such as dishwasher, and collecting an AC's condensed water for reuse.
3.2	Water saving tips are displayed to educate participants	Use the event as an educational tool and share best practices with the visitors. For example, share tips near the water faucets about how to save water when lathering or the potential savings in using native plants, or around cleaning stations.
3.3	Any newly purchased machines for the event must be water efficient	To reduce the environmental footprint through water savings and thereby cutting costs, all newly purchased machines and equipment must be water efficient as per international standards or with an ecolabel like WaterSense, European Water Label, etc.
3.4	Any newly purchased water fixtures must be water efficient	To reduce the environmental footprint through water savings and thereby cutting costs, the water flow of taps and toilets in public areas must comply with international standard or exceed them. For example, installing timed faucets or with sensors in the public toilets reduces water consumption.
3.5	Register total water consumption of the event. (Post-Event)	In order for the event to reduce its environmental footprint and thereby cut costs, it is necessary to have a regular recording of the water consumption during the event to calculate the water consumption per visitor. If available, the sources of the water are to be indicated. The environmental manager must be in a position to obtain reliable data concerning water use at the event. Collecting data gives an indication of consumption in relation to other events and thus identifies areas to improve. The event management can collect data in arrangement with the venue facility management to collect meter readings before and after the event. For outdoor events, the event manger can keep a log with the number of water tanks filled and their capacity.
3.6	Smart venue choice, whereby at least 75% of water taps are water efficient; water flow from the taps must not	To reduce the environmental footprint through water savings and thereby cutting costs, the water flow of 75% of the taps in bathrooms must not exceed eight litres (or 2.11 US gallons) per minute. In many cases, the water flow in the taps could be further reduced without compromising the comfort of the visitors by installing aerators to reduce the water flow. Timed or sensed water fixtures also contribute to this credit.

	exceed 8 liters per minute or timed or equipped with sensors	
3.7	Smart venue choice, whereby water flow from at least 75% of the showers must not exceed 9 liters per minute	To reduce the environmental footprint through water savings and thereby cutting costs, the water flow of 75% of the showers must not exceed nine litres (or 2.38 US gallons) per minute. Aerators can be installed to restrict water flow. Timed shower heads contribute to this credit.
3.8	Smart Venue choice, whereby water closets at the event must not flush more than 6 liters per flush dual flush	Toilets must not exceed six litres (or 1.59 US gallons) per flush. In the case where the event is held in an existing building, the event management must take steps to encourage the building owner to fulfil this feature. Simple steps can be used to reduce the toilet’s water tank volume and thus reducing water consumed with each flush.
3.9	Smart venue choice, whereby urinals must not flush more than 1.5 liters per flush or have sensors, or have water saving devices, or be waterless	Urinals at the event can contribute to the reduced environmental footprint through lower water consumption and thereby cut costs. The urinals should either have detection sensors or a “push” button (not flushing more than three litres or 0.79 US gallons per minute) or be water free. Each urinal should have an individual sensor.
3.10	All wastewater must be treated in accordance with national and local regulations	The establishment can either be connected to an existing public sewage system or have the wastewater treated in their own sewage system. It is important that all wastewater is treated to a level in accordance with national or local legislation. After treatment, the treated wastewater is to be released safely with no adverse effects to the local population and the environment.
3.11	Separate water meters are installed in areas with a high degree of water consumption	To better track the water consumption from different parts of the event, additional/separate water meters are installed, especially in areas with a high-water consumption, such as kitchens. In case the event is large, separate water meters from different parts of the event could be installed. This also facilitates the possibility of faster leak detection.
3.12	Wastewater is collected, treated onsite and re-used	To lower the environmental footprint and reduce water consumption, wastewater is, where feasible, reused after treatment; the treatment is either done by public wastewater plant or by the event’s own

		<p>facility. The wastewater can be used as fertilizer for fields, the green areas of the event or elsewhere appropriate. The reuse of treated wastewater is done safely with no adverse effects to the local population and the environment. The event management can seek partnership in case other events are taking place at the same site to make the investment and actions feasible and justifiable.</p>
3.13	The event relies on non-potable water sources for relevant uses	To reduce the environmental footprint through water saving, rainwater or condensed water from air conditioning is collected and used for toilets or other suitable purposes, such as irrigation of the green areas. The collection of other water sources is done safely with no adverse effects to the visitors and staff of the event, the local population, and the environment.
3.14	The staff and cleaning personnel must have a system in place to regularly check for dripping taps and leaky toilets	Dripping taps and leaking toilets in public areas and staff areas may cause a negative effect on the environmental footprint through excessive water consumption and thereby cause unnecessary costs. The standard operational procedures that are in place for the housekeeping staff and cleaning personnel include regular checks for visibly dripping taps and leaky toilets. In the case of dripping taps and leaky toilets being observed, corrective actions to fix the leaks are implemented.
4. ENERGY		
4.1	Identify two energy saving measures which suit the nature of the event	<p>The event management shall identify energy saving areas and take measures to reduce and save.</p> <p>For example, use of efficient lighting fixtures, use of energy efficient LED screens, maximization of reliance on natural day light, introduction of renewable energy for gadget charging stations, are some feasible steps.</p>
4.2	Energy saving tips are displayed to educate participants	Use the event as an educational tool and share best practices with the visitors. For example, share tips about energy efficient lighting fixtures or introduce tips near gadget charging stations or near screens. The event can highlight some planning best practices, for example, choosing the event operating hours to maximize daylight and reduce artificial lighting.
4.3	The event defines 21-23°C as a standard temperature for cooling and heating in	To lower the environmental footprint through keeping best possible control over the energy consumption and thereby cutting costs, the event should define a standard temperature for cooling and heating in enclosed spaces. The standard cooling temperature should be set at a minimum of 21°C and the heating

	enclosed spaces	temperature at a maximum of 23°C. The standard temperature can be set automatically from a central system or it could be set manually in each venue/space. It will still be possible for visitors in the meeting rooms or halls to have the standard temperature changed manually or by contacting venue manager.
4.4	50% of all existing light bulbs are energy efficient	As light bulbs contribute to a significant amount of energy consumption, the event management, in order to lower the environmental footprint, ensures that the targeted % of all light bulbs, including halogen lamps, on the event's site are energy efficient. The requirement is valid for outside lighting, stages, public areas, including entrance, restaurants, rooms, halls, etc., and the staff areas.
4.11	Smart venue choice, whereby 75% of all existing light bulbs are energy efficient	
4.14	Whereby 90% of all existing light bulbs are energy efficient	
4.5	Equipment – not limited to - vending machines, coffee and water dispensers are switched off in periods of non-use. Computers and laptops are turned off automatically or switched to energy saving mode	<p>To lower the environmental footprint through energy savings and thereby cutting costs, vending machines, coffee and tea and water dispensers are, where possible, switched off in periods of non-use. It is important that the energy consumption of switching off and on does not exceed the energy consumption by having the machines in use all the time. This balance refers both to the energy consumption itself; when restarting after a gap, but also in relation to the effect on the lifespan of the machines. The event management only uses computers, printers, and copy machines that switch to energy saving mode within a short time when not in use, e.g., within 2-5 minutes.</p> <p>As the energy saving mode is also energy-consuming, the equipment automatically turns completely off after a longer time when not in use, e.g., within 1-2 hours.</p>
4.6	All newly purchased electric devices used are energy efficient	Electric devices that are installed or bought specially for the event must have an eco-label. Alternatively, the event management ensures that the companies having produced the products have an environmental management system.
4.7	All newly installed light bulbs are LED and energy efficient	As light bulbs contribute to a significant amount of energy consumption, the event management, in order to lower the environmental footprint, ensures that any newly purchased lighting fixtures for the event is LED. The requirement is valid for outside lighting, stages, public areas and the staff areas

4.8	The total energy consumption during the event must be registered (I). POST EVENT.	In order for the establishment to lower its environmental footprint by reducing its energy consumption and thereby cut costs, the event management record its total energy and calculate the energy consumption per visitor. If available, the sources of the energy consumption are indicated. The environmental manager must be in a position to obtain reliable data concerning energy use at the event. The event manager can arrange with the facility management to take meter readings before and after the event. In case of outdoor events where energy generators are installed, meters are to be installed as well to track consumption.
4.9	Suppliers equipment and machines are all energy efficient or have an eco-label	Suppliers shall be encouraged to follow the eco event standards. Therefore, electric devices that are installed or brought by suppliers to the event must have an eco-label. Alternatively, the event management ensures that the manufacturer has an environmental management system in place.
4.10	Exterior lighting is minimized and/or has an automatic switch-off sensor installed	The event has a system in place for the reduction of energy consumption of outside lighting. Besides the expectation that the outside lighting system is turned off during daytime/natural light hours, there are also other ways of minimizing the outside lighting, either by having the lighting automatically turned off at certain parts of the night or by sensors that turn on lighting when detecting movement. Different systems may apply to different outside lighting and purposes. In certain areas, the outside lighting is also minimized in order not to disturb wildlife. This feature excludes lighting on major emergency routes throughout the event grounds.
4.12	The HVAC+R system installed in the venue is energy efficient and represents EER or SEER or any energy efficient label	To reduce the environmental footprint by lowering the energy use and thereby cutting costs, the event management must install an energy efficient HVAC+R system in place. HVAC+R equipment, ventilators, compressors, boilers, chillers, and pumps should follow the country's minimum efficiency standards, if available, for example, for AC units an EER or SEER or any energy efficient label.
4.13	If the venue is not connected to the municipality's electrical grid, the event generates electricity from energy efficient generators and/or hybrid generators	If the event generates its own electricity, then the electricity generators are highly recommended to be energy efficient. Energy efficient motors have higher performance due to key design improvements and more accurate manufacturing tolerance. In addition, they also have the ability to reduce electrical losses and lower energy consumption. Further, a hybrid system that uses clean energy will not only lower the environmental footprint but also cut costs.

4.15	Separate electricity and gas meters are installed at strategically important places for energy monitoring	To better trace the energy consumption from different areas in the event, additional/separate energy and gasmeters are installed, especially in areas with high degrees of energy consumption such as stages or showrooms. Providing more accurate information through the additional/separate electricity and gasmeters about the different sources of energy use enables targeted strategies on energy consumption reduction for future events.
4.16	Heating and air-conditioning control systems must be applied according to the seasonal changes or when the event facilities are not in use	To reduce the environmental footprint by lowering the energy use the event management should have a system in place to control the heating and air-conditioning. It can be a centralized automatic or manual computerized system, i.e., building management system, of changing or switching off the heating and air-condition system. It can also be an adjustment of the heating and cooling done manually in the different parts of the event. The control system considers seasonal weather patterns and the use or non-use of the different parts of the site.
4.17	Perform maintenance for the ventilation system and surfaces of the heating and cooling exchanger before the event	It is strongly encouraged that the ventilation system is checked by an external energy company, but it can also be controlled internally by the chief engineer. If the inspection of the ventilation system reveals the need for repair, then this must be carried out before the event. Also, ensure that the surfaces of the heating/cooling exchanger of the ventilation system function optimally without any excess use of energy and are cleaned regularly.
4.18	Fat filters in the exhaust must be cleaned before the event if available on site.	The exhausts in the kitchen consume more energy when the fat filters are not cleaned regularly. To lower the environmental footprint, it is therefore required that the fat filters in the exhausts are cleaned at least once a year, but preferably more often.
5. WASTE		
5.1	Waste must be separated and disposed off as per national legislation and in a minimum of three categories	To ensure that all the waste produced as a result of the event is identified, collected, and disposed off correctly and in order to promote the reuse and recycling of waste, the event management separates the waste as per national legislation but in a minimum of three categories. Examples of the types of separated waste are paper, cardboard, metal, cans, glass, plastic, refundable bottles, organic waste, garden waste, and cooking oil. General waste or other waste is not considered as a

		category.
5.2	Instructions on how to separate and handle waste must be easily available to the staff, visitors, and subcontractors in an understandable and simple format	To encourage staff and visitors to practice environmental stewardship, the waste sorting area should have instructions/signs indicating clearly how to separate the waste. It is strongly recommended to use icons or illustrations for easy understanding of the different containers/bins designed for the different types of waste. The best method is to have different places to sort out the waste, and bins for visitors and containers for the staff where the waste can then be stocked. The latter must not be accessible to the visitors.
5.3	Hazardous solid and liquid chemicals must be stored in separate containers, preventing leaks and contamination of the environment	Hazardous chemicals and waste, regardless of being in solid or liquid form, are sorted and carefully stored in separate and appropriate containers to avoid any leakage or contamination of the environment. The separated hazardous chemicals are stored safely in compliance with relevant national legislation. It is strongly encouraged that the hazardous chemicals are in a locked room, separate from other waste. The location of the hazardous chemicals is properly ventilated to avoid a health and safety risk for staff entering the room. Examples of the types of separated hazardous chemicals are pesticides, paints, batteries, light bulbs, cleaning material, and disinfection substances.
5.4	Each toilet must have a waste bin placed near the toilet	A waste bin is placed near the toilet and accessible to each WC so that hygiene waste is collected instead of being flushed through the toilet and sewage system.
5.5	The event has dispensers for hand soap/shampoo/sanitizers	To lower the environmental footprint by reducing the amount of waste generated, the event has dispensers for hand soap, shampoo, and sanitizers in public and staff areas.
5.6	Single use plastic water bottles are not allowed, nor plastic cutleries or bags.	To limit depletion of resources and the amount of waste, the event should not use single-use plastic items such as cups and glasses, plates and cutlery, straws, coffee stirrer and the like.
5.7	Reduce printed material, use double sided, small size, recycled content paper, print upon request	To limit depletion of natural resources, measures to reduce printed material should be in place starting from the event planning phase to communication, PR and marketing, all the way to the event phase. Some strategies to consider: utilize digital platforms and provide screens to display agenda, information. Use different paper sizes for different purposes, avoid roll up banners. Send out event invitations and reminders

		electronically. Ask delegates to bring their own pens and notepads.
5.8	No Styrofoam is allowed for disposables	Styrofoam is not biodegradable and cannot be recycled, which means that styrofoam contributes to landfill trash. Moreover, it contains the toxic substances styrene and benzene, and suspected carcinogens and neurotoxins that are hazardous to humans. Hot foods and liquids actually start a partial breakdown of the styrofoam, causing some toxins to be absorbed into the contents.
5.9	The event must formulate a waste management reduction plan, covering all phases of the event	It is highly encouraged to have a waste management plan in place identifying sources, types, and quantities wherever applicable, along with appropriate methods for disposal in line with the waste hierarchy of reduce, reuse, recycle. This management plan must encompass all phases of the event, including preparation, erection, operation, and dismantling.
5.10	No single use plastic items provided at the event by the organizers or third parties. Disposable items are reusable, made of recyclable material or compostable, and degradable	<p>To lower the amount of non-recyclable waste produced and therefore the environmental footprint of the activity, the event management makes sure that the food providers or third parties use reusable cups, glasses or bottles to serve drinks to the visitors.</p> <p>The event management ensures that the disposable items are of recyclable material or compostable and degradable and are being collected separately and recycled after their use.</p> <p>These items may incur additional cost, so the organizers can imprint event details and insignia which becomes memorabilia for visitors, and who may wish to retain the items for longer and use them on other occasions.</p>
5.11	Third parties offering food products have undertaken initiatives to reduce waste produced through the packaging	<p>To lower the amount of waste produced and therefore the environmental footprint of the activity, third-party suppliers and vendors shall aim to reduce the amount of waste they generate by rethinking their operation, packaging, and the final product presented or sold to visitors. Moreover, if single serving packages are used, they should be reduced to a minimum or packaged in recyclable materials or reusable, compostable and biodegradable form.</p> <p>For example, food providers or food trucks should be encouraged not to use single serving packages for cream, butter, jam, etc.</p>

5.12	Sustainable sourcing for the events' collaterals and giveaways	To encourage the market of sustainable and environment friendly products to mature along with reducing depletion of natural resources and thus reducing the event's negative impact on the environment, events collaterals such as leaflets, menus, place cards, insignias, flyers, signs, and flags are made from recycled content material or from eco-labelled material such as FSC for paper, renewable material such as bamboo or cork. Promotional giveaways should be durable and purposeful.
5.13 5.16	At least 50% of the event buildups, if any, are built using materials that are recycled or reused or eco designed All of the event buildups, if any, are built using materials that are recycled or reused or eco designed.	<p>These types of stands contribute to the circular economy. As material is recycled or reused, it enables saving of natural resources and limits the pollution linked to the production of new material and to the treatment of waste.</p> <p>If the product is codesigned, it means that it has a better environmental performance through its lifespan, either when created or used, e.g., wood sourced from a sustainably managed forest, equipment functioning with a lower level of energy consumption, and equipment that can be easily reused, repaired or recycled.</p> <p>There are labels certifying these products' characteristics: FSC or PEFC for the wood, energy label for equipments, Naturalis for building material, and Cradle-to-Cradle / Solids' for material that can be reused.</p>
5.14	The event organizers register the total amount of waste during the buildup, operation and dismantling. (POST-EVENT)	Measuring waste generated from different streams at different event phases will give a clear indication of consumption and practices. Thus, the event management will be able to formulate a waste plan on how to reduce, recycle and/or reuse the amount of received waste in the different categories.
5.15	Material and supplies that are no longer used are collected and donated to charitable organizations or saved for future events (POST-EVENT)	<p>To create awareness about the event management's corporate social responsibility and lowering of the environmental footprint through recycling, the management collects and donates material and supplies that can still be used but are no longer required by the event to charitable organizations, e.g., organizations supporting persons in need or it collects and reuses name tag holders or reusable decorations such as washable tablecloth, potted plants.</p> <p>To comply with this feature, the material and supplies are donated to charitable organizations within the previous 12-months period.</p>

6. FOOD AND BEVERAGE

If the event management are not in charge of providing food to the visitors during the event, but are giving this opportunity to subcontractors, for example owners and managers of food outlets, they have to ask them to comply to below-mentioned Eco-Event features. In this case, in addition to what is being described below, the contract or signed agreement between the event management and the subcontractors is kept on record for Eco-Event auditing.

6.1	There are at least three types of food/drink products offered that are labelled as organic, fair trade labelled and/or locally produced	This feature concerns products proposed during the event by the organizers or by subcontracted food providers or food trucks. The event management is therefore registering the food and beverage purchased that are either organic, eco-labelled, fair-trade labelled and/or locally produced.
6.10	There are at least six types of food/drink products offered that are labelled as organic, fair trade labelled and/or locally produced	Only official labels are recognized in the framework of this feature. Products are, wherever possible, produced locally in order to lower the environmental footprint from reduced transportation and to stimulate local economy. Whether a product is locally produced would depend on circumstances, but a distance of less than 100 kms from the source of production to the event is typically considered as being locally produced. The choice of products would depend on the availability and price. A very minimum of three types of products are required to meet the imperative, but it is strongly recommended to include additional types of products.
6.2	No products from endangered fish, seafood or other species	As part of the purchase policy, the event management avoids buying endangered fish and seafood. Refer to the Marine Stewardship Council (MSC) label or WWF's fish and seafood recommendations for your choices.
6.3	Food served has ingredient labels	Food labeling of ingredients are important to avoid health risks and allergic reactions to people who are sensitive to certain foods such as fish, peanuts, eggs, wheat, and gluten.
6.4	The event communicates the products that are organic,	To increase the awareness of visitors about organic, eco-labelled, fair-trade labelled and locally produced food, the event management clearly indicates which products are organic, eco-labelled, fair-trade labelled

	eco-labelled, fair-trade labelled and/or locally produced	and produced from local sources. This could be done on the menu or through signage. The indication is done by using icons or other easily understood means of communication.
6.5	A vegetarian alternative menu is proposed in the restaurant and food outlets	As vegetarian and vegan food has a lower environmental footprint than meat-based food, the event must have one or more vegetarian or vegan alternatives included in the offering. This feature also addresses the growing demand by visitors for vegetarian or vegan alternatives to the traditional meat-based menus. The vegetarian and vegan options are clearly indicated on the menu or by signage. This indication is done by using logos or other easily understood means of communication.
6.11	50% of the menu proposed in the restaurant/food shops is vegetarian or vegan	
6.6	Water and beverages are not served in single use plastic bottles or cups	Due to the harm plastic causes to the environment and marine life, it is to be banned at the event. The event can offer water dispensers or water jugs but remind the catering partner not to pre-pour water glasses for banquet events.
6.7	Donate unspoiled food leftovers	To ensure that unspoiled portions of food do not end up in landfill, plan should be prepared in advance regarding handling of leftovers. Arrange in advance with food banks or food rescue programs to repackage, collect, and deliver leftovers on time. Or simply donate leftovers to staff and the crew. Remember to use compostable containers.
6.8	Condiments and beverages are served in bulk	To reduce the amount of waste generated from the event, provide condiments and beverages in bulk. You can prepare a station where items such as ketchup, mayo, and mustard are available in large user-friendly containers. In large events with multiple food vendors, one shared station for condiments and beverages can be located nearby rather than having one at each vendor.
6.9	The event management must register the amount of food waste and take initiatives to	To reduce the environmental footprint by minimizing the amount of food waste and thereby cut costs, the event registers the amount of food waste.

	<p>reduce it</p> <p>(POST-EVENT)</p>	<p>After ascertaining the amount of food waste in various categories, the establishment prepares a plan for reducing food waste. The plan considers a range of issues:</p> <p>Can the amounts and types of food be adjusted?</p> <p>Can the food be stored and served in a better way to last longer?</p> <p>Can the ingredients to a large extent all be used?</p> <p>Can the portion size be reduced?</p> <p>Can serving be changed from buffets that are continuously filled up to portions?</p> <p>In case of buffets, can visitors be encouraged not to overload the plates?</p> <p>How can food that is left be reused?</p>
6.12	<p>All food and beverages prepared in the event are offered in different portions and sizes to reduce overconsumption and food waste</p>	<p>To avoid generating large quantities of food waste in events, especially in large events with multiple food vendors where visitors prefer to have tastes from different shops, visitors are offered food in different portions and plate sizes. You can ask delegates to sign up for meals in advance or allow them to preselect a meal size and offer smaller meal options.</p>
6.13	<p>The event management has a strategy to reduce ‘food miles’</p>	<p>The event management encourages vendors to offer and use seasonal products and locally produced food which will reduce the environmental footprint created by transportation. The event management takes into consideration the location of the food catering facility and looks into preparing food on site, if possible, as well attempts to reduce number of trips to and from the event site.</p>
6.14	<p>Food waste is composted, if any</p>	<p>In order to reduce the amount of waste in landfills and not to waste the food waste as a valuable source to produce fertilizer and rich soil or biogas, the event management or food vendors and providers have a system for composting the organic waste. The system can offer on-site food composting bins or arranges with a third-party to collect food waste for composting.</p> <p>It is important that composting is done without affecting the hygiene of the visitors, staff, and the surrounding community.</p>
6.15	<p>The event offers dishes to suit individuals with dietary restrictions. The event offers</p>	<p>The event management ensures that the event offers at least one main dish with clear labeling for each of the following:</p> <p>Peanut free, Gluten free, Lactose free, Egg-free, contains no animal, seafood or dairy product, and Contains</p>

	at least one dish of each of the following: Peanut free, Gluten free, Lactose free, Egg free, Sugar free	no animal product except for eggs and dairy.
7. CLEANING AND HYGIENE		
7.1	Newly purchased chemical cleaning products for daily use must either have a nationally or internationally recognized eco-label or cannot contain harmful or hazardous compounds	To lower the environmental footprint, the use of hazardous chemicals in cleaning products is minimized. The event management ensures that all chemical cleaning products for daily use in all parts of the event have an eco-label or are without hazardous compounds. Also, special attention is to be paid to dosage, safety precautions, and other instructions concerning correct use. If the event is held at an existing venue, and the event management contracts an external professional cleaning company, the venue and the contractor comply with the demands for the newly purchased cleaning products especially for the event.
7.2	The site is cleaned after the event	The event management must provide a clear policy and procedure, setting out how the site will be cleaned and maintained during the preparation, operation, and culmination of the event, and ensure that all areas are returned to their original state. The policy should include measures to ensure that negative environmental impacts are reduced, taking into consideration factors such as wind, water courses, wildlife and waste that is unwittingly buried. This should also include areas near the event, where the impact is likely to have been caused by the event and its visitors.
7.3	Paper towels, facial tissues, and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label	International or national recognized eco-labels for paper towels, facial tissues and toilet paper are evidence for a lower environmental footprint through a more environmentally friendly production process. Alternatively, it can also be checked if the products are produced from non-chlorine bleached paper, as bleaching of paper causes additional use of energy and chemicals.
7.4	Disinfectants must be used when necessary and in correspondence with the	Chemical disinfectants are to be used in line with health and safety guidelines of the local authorities to limit the spread of pathogen and disease control. Chemical disinfectants used in cases of insects or fungi constitute a significant nuisance or health risk, and the disinfection cannot successfully be replaced by other

	applicable legislation on hygiene	<p>methods.</p> <p>Due to the potential impact on environment and health, the use of the disinfectants is reduced to the minimum and in correspondnce with legislations. Consider replacing these by less harmful substance or only when absolutely necessary. It is important to ensure correct dosage and correct handling of the disinfection substances.</p>
7.5	Establish a green cleaning policy	<p>In order to minimize exposure of visitors and cleaning staff to potentially hazardous chemical and particle contaminants that will impact the air quality and environment, the event management or third-party cleaning staff should have a green cleaning policy. The policy includes and is not limited to the following:</p> <ul style="list-style-type: none"> • A list of approved cleaning products, either eco-labelled or with no hazardous components • Cleaning schedule that specifies the extent and frequency of cleaning • Staff training • Green cleaning equipment and tools • Exemplary green cleaning practices • Quality control and inspection
7.6	All newly purchased cleaning equipment must be high performance	<p>A high-performance cleaning equipment will increase productivity and the quality outcomes as well. It prevents the spread of contaminants and reduces contact with potentially harmful chemicals.</p> <p>For example:</p> <ul style="list-style-type: none"> • Choose battery operated equipment to avoid fumes and thus maintain a good indoor air quality • Equipment that is powered and designed to minimize vibration, noise, and user fatigue • Reusable and washable rags, dust, and wet mops • Microfiber cloth for less water and chemical detergents use
7.7	Soap provided for the visitors offered in dispensers and have a nationally or internationally recognized eco-label	<p>To lower the environmental footprint by reducing the amount of chemicals used, the event offers the visitors environmentally friendly soap having a nationally or internationally recognized eco-label. This applies to toilets in public areas and is encouraged for other applicable areas such as the kitchen.</p>

7.8	The event management provides regular cleaning schedule to avoid litter	The event management ensures that the venue or outdoor space is clean at all times to avoid litter, odor, pets, and insect spread. Waste bin location and numbers are crucial in order to allow visitors not to litter and grant them an easy access to frequently use them. The collection and emptying of waste bins must be done frequently and efficiently without causing any hygiene issues or discomfort to visitors.
7.9	The event management provides cleaning station for reusable items	Since the event management is encouraging the use of reusable cups, plates, and cutlery, it is important to provide a cleaning station for such items. In case of events with multiple food suppliers, each vendor can propose their own cleaning procedure, if feasible. A centralized cleaning station, or multiple ones, depending on the event size and vendors with energy and water efficient appliances, will be accessible to visitors and vendors. The service can be paid for or for free. Cleaning detergents shall follow green cleaning feature in 7.1.
8. INDOOR ENVIRONMENT		
8.1	Smoking is only permitted in designated outdoor areas for visitors and staff	To reduce health risk and the nuisance from smoking, smoking is only permitted in designated outdoor areas. The designated areas must be clearly marked and located away from areas of heavy footfall and food areas, i.e., preparation, selling, and eating.
8.2	Clean AC filters and air outlets before the event	As the indoor air quality has direct impact on occupants health and performance, and in order for the filtration system to continue to operate as designed, the AC filters shall be cleaned before the advent of indoor events. If the event venue facility management confirmed a regular cleaning protocol and provided a cleaning log, then the document will be sufficient and there is no need for the event management to order AC filter cleaning.
8.3	The event does not use aerosol, air fresheners or any fragrance dispensers or scent devices.	This feature lowers the environmental footprint by using fewer chemical substances and to decrease the risks of allergy reactions as they only mask the odor and not deal with it. In case of foul smells and odors, introduce fresh air to the space or adjust AC to allow for improved circulation of fresh air.

8.4	The event avoids fragrance sprays and perfumes in connection with washing and cleaning	To lower the environmental footprint by using fewer chemical substances and to decrease the risks of allergy reactions, the event avoids the use of fragrance sprays and perfumes in connection with washing and cleaning. This requirement applies if the event management is in charge of the washing and cleaning or if the work is outsourced to a third-party contractor.
8.5	The establishment takes measures to maintain acceptable indoor air quality, for example, regular cleaning protocol and toxic material reduction in newly installed hardware	The event management prepares a policy to maintain indoor air quality. The policy starts by: <ul style="list-style-type: none"> • Cleaning protocol for occupied spaces such as green cleaning products and mold inspection • Air quality maintenance, such as monitoring CO₂ levels and allowing for intake of fresh air or increasing fresh air supply in mechanical systems • Recommending low VOC materials during all event phases and toxic materials such as urea-formaldehyde as well as flame retardant limitation.
8.6	During the construction of any structures, the event management uses approved low emitting products, such as paints, sealants, and adhesives	To limit VOC of newly applied interior paints, coatings, adhesives and sealants, the event management specifies that all paints, finishes, flooring, coatings, and furniture and furnishing should be eco-labelled or have a low VOC content clearly indicated on the products.
8.7	Provide healthy entrances to eliminate pollutants and harmful contaminants to enter the event venue, such as entryway mats, grilles, grates or slots	Visitors often track harmful contaminants indoors such as bacteria, heavy metals, lawn and agricultural pesticides. To capture particulates from visitors' shoes, a permanent entry way system such as grilles, grates or slots should be present. Rollout mats can also be considered. In the case of sports events, a staging area and a mud room separate the playing field from indoor spaces.
8.8	The establishment uses advanced air purification strategies such as carbon filtration and air sanitization	For some venues in proximity to high traffic roads and manufacturing plants, it is highly encouraged to invest in an advanced air purification system, such as carbon filtration, activated carbon filters or combination of particulate and carbon in the main air ducts to filter recirculated air. Another option is to use standalone air purifier with a carbon filter or with a high-efficiency particulate air (HEPA) filters. Consult professionals for the right size and placement. One can also upgrade the AC filters to MERV 13 as they have the ability to catch very fine and hazardous particles that are harmful to our health. For air sanitization,

		consider integrating within the central AC system or even as a stand-alone device like ultraviolet germicidal irradiation or photocatalytic oxidation.
8.9	The event management installs sensors to monitor CO ₂ levels and other pollutants	To maintain ideal maintenance of AC and ventilation systems and to provide good indoor air quality, the event management arranges to install air quality monitoring devices for the spaces with high occupancy rates. Temperature, humidity, carbon dioxide concentration, particle count, and VOC can all be monitored. Collecting data allows to be aware and fix any deviation in indoor air quality.
8.10	Design the indoor lighting to avoid uncomfortable glare and excessive quantity of light	To support visual acuity, set a threshold for adequate light levels and maintain luminance level to be balanced within and across all indoor spaces.
9. OUTDOOR AND ACTIVITIES		
If the event management is not responsible for the management of green areas, it has to ask the responsible parties to comply to the features under this section through a written contract or signed agreement.		
9.1	Chemical pesticides and fertilizers must not be used unless there is no organic or natural equivalent	In order to minimize the use of chemicals and risk of pollution, the event management should, in case it has green areas, not use chemical pesticides and fertilizers. If pesticides and fertilizers are needed, organic or natural equivalents are used. Gas flames or mechanical herbicides are also recommended alternatives. Only in cases where no organic or natural replacements are available, affordable or useful, the event management may use chemical pesticides and fertilizers. In this case, they are normally only used once a year and only as “ready-to-use” products. Chemical substances are stored properly.
9.2	When using plants at the event, native and/or adaptive species are used	For the event to support local biodiversity, the event management, wherever feasible, ensures the use of native species or adaptive plants. Native and adaptive plant use less water and tolerate changing weather with little maintenance and care. This feature is also applicable for flowers or plants offered during the event.
9.3	Lawnmowers, if used, must be electrically operated, use	If the establishment has green areas, the lawnmowers purchased within the last 12 months must be energy efficient and low in noise and carbon emissions. The lawnmowers are preferably manual or electric, but if

	unleaded petrol, be equipped with a catalyst, be awarded with an eco-label, or be manually driven	they require petrol, alkylate petrol or unleaded petrol must be used, or the lawnmower is equipped with a catalyst. If the lawnmowers are awarded with an eco-label, they comply with this feature. The feature also applies if the management of the green areas of the establishment is outsourced to an external company.
9.4	Smart flower and garden watering procedures are in place	To minimize the consumption of water for irrigation, a smart system must be in place. The smart irrigation system can, for instance, include procedures of watering during morning or evening hours, a moisture sensor system or a drip system aiming at minimizing evaporation and providing the best impact for the roots of the plants. This also includes the use of collected rainwater, treated greywater or wastewater for watering flowers and gardens.
9.5	To ensure safety, exit pathways and parking lots are sufficiently lit	Outdoor lighting should be designed in balance between safety and energy efficiency. Effective lighting with timers and dimmer switches or motion sensors is the most adequate way. Direct light where it will be most useful and on pathways. It is recommended to use long-wavelength lights with red or yellow tint to minimize negative health effects.
9.6	Garden waste is composted, if there is a garden	To lower the environmental footprint through minimizing waste, the event management ensures that garden waste is composted, and the soil produced from garden waste is reused. As it will probably be too difficult to use on site, assuming the event lasts only a couple of days, the organic waste is collected by a third-party.
9.7	Provide noise and lighting prevention pollution measures	As events might be in densely populated areas or close to residential neighborhoods, noise and light pollution reduction measures must be in place. This policy starts from the right location of the event, meaning not too close to residential areas if it is a life music festival for example. Schedule the event activities that generate noise at certain time of the day and not nighttime. Install noise monitors to ensure noise is within the licensed parameters and install noise control devices during set up stage and around mechanical systems. For lighting, try to minimize outdoor light levels if possible and use fully shielded dark-sky friendly fixtures that lights down and not up. Use the right amount of light so as not to disturb the nocturnal life.
9.8	The event provides active outdoor areas which people are allowed to use	Encourage visitors to be active if the space allows. Introduce some engaging outdoor activities, especially during breaks. You can include some games. Have some agenda items in outdoor spaces if possible, to walk around if

		there is a garden or allow for some meals to be served outdoor, provide artwork where people can walk to observe.
10. SOCIAL RESPONSIBILITY		
10.1	The event follows local legislation and its CSR policy regarding environment, health, safety, and labor	The event management ensures that its function and activities within the areas of environment, health, safety, and labor take place in compliance with national legislation and regulations. The event management also ensures working in correspondence with international conventions and regulations including: “The Universal Declaration of Human Rights” (including the “UN Convention on the Rights of the Child”), the International Labor Organization’s “Declaration on Fundamental Principles and Rights at Work”, the “Rio Declaration on Environment and Development”, the “United Nations Convention against Corruption”, and “The Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism”. In many countries, the international conventions and regulations are partly or fully integrated into national and local legislation.
10.2	The event management is equitable in hiring women and local minorities, including in management positions, while refraining from employing child labor	To create awareness about the event’s CSR and support the equal treatment and rights of people, the event management hires staff in all positions, regardless of age, race, gender, religion, and socio-economic status. It is recommended that the establishment includes this requirement in its CSR policy. To support the local community near the event, it is important that local residents, and especially local minorities, are employed as staff in all positions, including in management positions, and that training is offered if necessary. Furthermore, it is particularly important that the event refrains from using child labor or from hiring suppliers using child labor. The event management must work actively against the use of child labor.
10.3	Endangered plants and animals, historical and archaeological artefacts are not sold, traded, or displayed, except as permitted by law	To create awareness about the establishment’s corporate social responsibility and support to environmental sustainability through the protection of endangered species of plants and animals, the establishment should not be selling, trading, or displaying these species in the event. In order to protect historical and archaeological artefacts, these items are not to be sold, traded, or displayed by the establishment. The establishment is only selling, trading, or displaying the endangered plants and animals and/or historical and archaeological artefacts in cases where local, national, and international legislations permit it.

10.4	The event provides access for people with special needs	To create awareness about the event’s CSR and assist people with special needs, it readily provides access to people with special needs. The access relates to visitors as well as staff and other users of the event. Examples of people with special needs include people with certain disabilities, persons in wheelchairs, blind people., and people with specific health concerns. The level of access for people with special needs offered by the event is clearly communicated to the visitors, staff, and other users.
10.5	The event management has undertaken initiatives to consider the interests of the local community and to reduce nuisances linked to event’s implementation and management	Because of the level of noise it creates and of the number of visitors coming to an event, it can be a great source of nuisance for the local community. It is asked that the event management finds a way to hear and consider the opinion of the local community regarding its implementation of the event and undertake initiatives to reduce the nuisances it might create. Engaging the community can be done for example through meetings or surveys. In case of noisy events, offering a discount ticket rate for neighbors can be a good gesture.
10.6	The event actively supports green activities or initiatives for social community development including, among others, education, health, sanitation, and infrastructure	<p>To create awareness about the event’s CSR and support the environmental, economic and socio-cultural sustainable development, the event management is active in supporting green activities or initiatives for social community development including, among others, education, health, sanitation, and infrastructure.</p> <p>The type of support will depend on the event and the surrounding area. Examples of active support could be:</p> <ul style="list-style-type: none"> ● Tree-planting activities ● Restoration of local green areas ● Outdoor activities: establishment of boat mooring places, nature trails, that can also be used by the public ● Activities with local schools or communities working with environmental initiatives ● Activities with local people with special needs or vulnerable and/or disadvantaged groups ● Activities promoting social justice and equal rights ● Support to provision of basic food, water, and energy services as well as health and sanitation services in neighboring communities ● Support to local infrastructure challenges

		For example, the event management can provide a raffle of 10 free tickets to participants in a forest or park cleaning event. It can also give funds to organizers of such activities or provide working time from volunteers.
10.7	<p>Beside meetings, reserve preferred seating area(s) to accommodate elderly and special needs participants</p> <p>Number of preferred seating is at least 5% of total participants at a given time</p>	In order for the event to accommodate all visitors and provide a considerate atmosphere to encourage more traffic to your event, people with special needs, elderly and children with limited mobility should be considered by providing seating places at different locations. The number of seats should accommodate at least 5% of total participants allocated at key locations such as near food vendors, stages, performance areas, and parking.
10.8	Supply means for communication for staff and safety/medical personnel	To ensure the safety of all participants and quick response to rectify and deal with any health risk issues, a mean of communication between event organizers and safety and health personnel is highly encouraged. This can be done with walkie talkies, in-person syncs, or group texts. In case of large events, the event can recruit volunteers and hire scouts to roam the event and report any issues.
10.9	The event is organized at a Green Key awarded establishment, or other eco-certified location	To ensure that all aspects of the event are managed and delivered in a sustainable way, the event must take place at a location that holds Green Key or other relevant eco-certification. This ensures that most features are achieved and promote the positive benefits of the wider Eco-Event program.
10.10	The event promotes local culture and identity throughout its activities and layout	In order to promote culture and reduce obstacles to people's access to culture, especially young people, it is very important to disseminate information on various locations of the event. Knowledge of cultural heritage and traditions among people, especially young people, can be done in different ways; choice of a venue with cultural value, the event decorations, a logo that is reflective of traditions, providing traditional food, and exhibition screens featuring cultural aspects.
10.11	The event offers the means for local small entrepreneurs to develop and sell sustainable products that are	To create awareness about the event's CSR and support the socio-cultural and economic sustainable development, the event offers the means for local SMEs to develop and sell sustainable products based on the nature, history, and culture of the local area.

	based on the area's nature, history, and culture	People from the local community will easily be able to sell products to the visitors of the event. This can be in the form of a small shop or stand, or the event can purchase and offer the local products most attractive to its visitors. The availability of products will depend on the business concept of the event.
10.12	The event provides preferred parking spaces for elderly and expectant mothers	The event provides preferred parking spaces for elderly, expectant mothers, and families with children. The preferred parking spaces are close to main entrances with no obstacles.
11. Transportation		
11.1	Inform visitors about local public transportation systems, shuttle bus, rail or cycling/walking alternatives in the invitations or marketing materials	<p>In order to encourage visitors arriving at the event to use other transportation means than cars and taxis, the event management must be in a position to inform about these alternatives. The alternative transportation includes:</p> <ul style="list-style-type: none"> ● Local public/private transportation systems such as bus, train, metro, tram, boat ● Shared taxis/minibus systems ● Shuttle busses provided by the establishment ● For the visitors using electric vehicles, the establishment could have a smart electric vehicle charging station or inform about the nearby locations for charging e-vehicles ● Cycling opportunities and walking alternatives <p>The information about local transportation systems and other transportation alternatives is provided at the event website or can be included in all PR material or through information material available in the public areas. Support to visitors in search of local transportation systems and other transportation alternatives via on site computer terminal could also be provided.</p>
11.2	Smart venue choice, the venue is located near a public transport station	To encourage visitors to use public transportation system, the venue choice is very important. A venue has to be 6-8 minutes walk from the metro station or a bus stop to be considered a feasible venue. The walkways should be pedestrian friendly, continuous with no obstacles and must be safe. All means of mass transport are included: train, bus, subway, tramway as run by public authorities.

11.3	The event management has undertaken initiatives to lower the environmental footprint from transportation of the event staff	<p>To reduce air pollution and increase wellbeing, the staff of the event uses environmentally friendly means of transportation to work. Try to allow attendees to participate remotely.</p> <p>Environmentally friendly transportation includes bicycles, public transportation such as bus, train, tram, boat, electric vehicles, car-pooling program, and shuttle bus systems. The event can encourage the use of environmentally friendly transportation in verbal or written communication; provide good facilities such as safe and good bicycle parking, charging stations for electric cars; and/or it can offer financial incentives e.g., tickets for use of public transportation, no cost for parking/charging electric cars, free shuttle bus, and support to car-pooling initiatives.</p> <p>Another way to achieve this is to offset the staff transportation’s carbon footprint by using a recognized carbon emission calculator and offsetting tools. The event can choose to offset part of the total carbon emissions like the international travel of performers and visitors</p>
11.4	The event management has undertaken initiatives to lower the environmental footprint from transportation of the event supplies	<p>To reduce air pollution and carbon footprint from transportation, the event management takes initiatives to lower carbon footprint from transportation of the event supplies. Measures can include choosing suppliers that are close to the venue to reduce miles driven to and from the site, schedule and arrange with vendors the number of trips for the delivery and pick ups of supplies and products from and to the event’s site and keep them to the minimum.</p> <p>One way to achieve this is to offset their carbon footprint, using a recognized carbon emission calculator and offsetting tools.</p>
11.5	The event provides environmentally friendly means of transportation to take participants around or from parking lot to event site	<p>In case of large events and venues, offering electric golf carts or bicycle carts to the visitors, the number of participants from different age groups and limited mobilities can increase while benefitting from a greentransportation.</p>
11.6	The event management incentivizes visitors with a more sustainable means of transportation, e.g., public transport, bicycle	<p>In order to encourage the use of more sustainable means of transportation, the event management provides advantages or incentives to the visitors who use them.</p> <p>Advantages can range from a discount on the entrance price to tickets for free drinks.</p>

11.7	The event management provides shuttle buses or carpooling program for participants to and from the event venue	In case the event’s venue is not near a public transportation station and in order to encourage visitors to choose a more environmentally friendly mean of transportation to and from the event venue, organize in advance a shuttle bus or a carpooling program. If the event management cannot provide the service, collaborate this service with other local service providers. Planning in advance to offer such a service and promoting it as part of the event’s PR, will lead to a high usage. The event management can provide preferred parking spaces for carpools to incentivize visitors.
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