

EXHIBITOR ENVIRONMENTAL CHECKLIST

As part of Reed Exhibitions Sustainability Group, our mission is to raise awareness of sustainability across our events, in line with the UN's Sustainable Development Goals. Below are some helpful tips to lower your company's footprint on the environment, which we encourage you to use.

Stand Design:

- q **Walling** – use recycled materials or a modular system that can be reused multiple times and avoid creating items that can't be used again.
- q **Flooring** - use standard hire items such as carpet tiles that can be re-used at multiple shows
- q **Signage** – use recycled materials with eco-friendly ink where possible, Ensure all content is not event specific and remove all dates and times
- q **Audio Visual** – use hire equipment or if purchasing new, ensure AV can be reused multiple times
- q **Furniture** – use hire equipment and/or recycled materials where possible
- q **Products/Display** - Use reusable and recyclable products and avoid difficult to recycle materials such as MDF, helium balloons and polystyrene packaging.

Power and Water Supply:

- q Turn off all lights & equipment at night.
- q Ensure suppliers use modern, energy-efficient technology with a minimum 3 star energy rating.
- q Ensure contractors use LED, energy-efficient lighting.
- q If you require water for displays arrange for water to be re-used.

Transportation:

- q Have your stand built locally to reduce international/interstate freight transportation.
- q Use local suppliers where possible to reduce international/interstate transportation.
- q Thoroughly check all boxes/crates to ensure you are not transporting goods that are not required at this event.
- q Encourage the use of a single freight forwarder for all deliveries; this could reduce the number of vehicles on the road and requiring access to the dock.

Food and Beverages:

- q Refill water bottles rather than using plastic cups.
- q Bring your own reusable mug for tea/coffee
- q Opt for reusable/recyclable dinnerware and cutlery for stand catering
- q Consider having more vegetarian options included in stand catering
- q Do not give away single wrap food and beverage items such as mints, chocolates or plastic water bottles.

Waste Management:

- q Separate and sort waste items according to what the venue can recycle or recover (e.g. Timber, scrap metal, comingling recycling, soft plastics or paper/cardboard).
- q Rather than handing out plastic bags full of promotional materials, provide reusable bags.
- q Minimise packaging and reuse your packing materials.
- q Bring only what is needed for the event, and take away/recycle what isn't distributed at the event.
- q Buy products made from recycled materials, or research and prioritise items and equipment that support the use of recycled materials.
- q Ensure you have a plan for your stand materials at the end of the event and pre-book cleaning, storage and transportation requirements. This will assist suppliers in optimising resources.

Travel:

- q Use local staff and resources to reduce international/interstate travel.
- q Use OzAccom to book accommodation close to the venue so you can walk or catch public transport.
- q Opt to offset your carbon emissions on flights.

Printed Material and Information:

- q Promotional materials should be reusable or made from recycled materials.
- q Instead of giving out promotional materials, collect business cards or use a QR Code for visitors to download information.
- q We can provide you with a PDF of the Exhibitor flyer to email to your clients instead of hard copies. It will also save money on postage.
- q Encourage your guests to bring USB sticks for on-site material eg. price lists, brochures.
- q Re-use your Event show bag.
- q Return your lanyards at the end of the event.
- q Use your environmental initiatives as a marketing tool. Use this as an opportunity to explain your initiatives and educate your clients.
- q Ensure your event communication includes a green message reminding people to think before printing.
- q Ensure printers and photocopiers are set to double-sided printing.