

# Information on the topic of exhibitions

## 1. Introduction

If, within the framework of an event an exhibition or information booths are additionally made available, this field should also make a contribution to an environmentally-friendly event.

Thus, those enterprises producing a booth, as well as those using it, are to be informed and involved.

Of course also the organiser is called upon to take within his (her) sphere of influence appropriate decisions (e.g. in the course of the commissioning of enterprises for the construction of booths) in order to orient this field of the event according to the principle of sustainability.

In this context the differentiation is made as follows:

**Exhibitors:** those enterprises and persons presenting their products/topics at a booth.

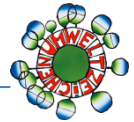
**Booth builders:** those persons/enterprises directly or indirectly responsible for the design and the construction of the booth (material, re-use, etc.). Exhibitors and booth builders can, but don't have to be identical.

Exhibitors and booth builders must be informed about the requirements and must receive general information about environmentally-friendly behaviour (criterion A1 and A2).

Moreover, an agreement on certain requirements is to be concluded with the exhibitors (criterion A3).

For both fields you will find examples enclosed with this information. Please process the examples in such a way that they fit for the framework conditions of your event. You can integrate the requirements of course also into your general exhibitor documents /exhibitor contracts.

The criteria apply also to booths of sponsors.



## 2. Information for exhibitors

Dear exhibitors,

We want to carry out this event according to the Guideline of the Austrian Ecolabel for Green Meetings and Green Events. In this context we try to save resources, avoid waste, and act in an environmentally conscious way in all fields. Please make also a contribution and take note of the following indications:

### Information about travelling to the destination:

- Please make use of the good connection to public means of transport [Click here to enter text](#): At [www.oebb.at](http://www.oebb.at) you can still book cheap Sparschiene tickets (destination: [Indicate](#))
- Local connections by public means of transport: [during the day ###](#), [afterwards ###](#) (more information on this [Google Map](#)).
- You will find prices and departure times if you click at the stops on the Google Map.
- CO<sub>2</sub> compensation of travelling to the destination by car: [co2.myclimate.org](http://co2.myclimate.org)
- Bicycles can be parked at [###](#)

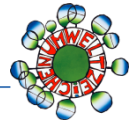
### Information about the accommodation:

- We would be pleased if you spent the night at an eco-certified enterprise. You will find a list at [Here](#). Or you select an accommodation at walking distance from the venue.
- Select accommodations for your staff members which are as close as possible to the venue.
- Most hotels are located in the immediate vicinity of the stop "[###](#)" .. From there [the bus ##](#) will bring you to the venue and back during the day.
- The Ecolabel hotels are marked in green on our map.

### Information on waste avoidance and waste separation:

You are obliged to comply with the waste management concept provided for for this event. Please try to avoid as much of the waste as possible right from the beginning:

- Reduce the volume of the material to be transported and to be stored as far as possible.
- Refrain from mass distribution of flyers or other printed matter, hand out printed matter only upon request, or give preference to electronic information transfer (e.g. indication of links for download etc.).
- Use 100% recycling paper or at least paper bleached completely without the use of chlorine (TFC) for the required printed matter, or commission a certified printing company with the printing job according to the Guidelines of the Austrian Ecolabel.



- Reuse the remaining brochures at other events.
- For the purposes of resource saving and waste avoidance you are kindly requested to refrain from giveaways (except for product samples). If this should not be possible, use durable and/or reusable products made of environmentally sound materials (domestic wood, natural fibres) without synthetic individual packaging, without batteries, from fair trade, or with certified quality seals.
- Give preference to cloth and paper bags vis-à-vis plastic bags.
- Return your badges/name tags at the registration desk after the event.

Please dispose wastes which are nevertheless generated according to the following requirements:

- Our colour system for waste separation: Residual waste, cardboard/paper, packages (foil, plastics, tetra pack), glass, metal, organic waste (see respective figure)
- Small dividing islands can be found on the whole premises of the event.
- Big containers for residual waste, cardboard, paper, packages (shrink film, plastics, tetra) glass, metal, and organic waste can be found at ###.
- At the end of the event numerous division islands (residual waste, cardboard/paper, valuable materials) will be at your disposal at ###.
- Please inform immediately about glass breakage, spilled products at the fair office or the fair phone (+43 ###)

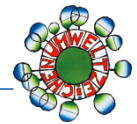
**Information about energy:**

- Turn off electricity during the assembly of the booth and during night; do not leave the standby function of appliances on during the night.
- Don't use any "open front" cooling devices.

Your **contact persons** are:

Green event coordinator: Name, phone number, e-mail

Deputy: Name, phone number, e-mail



### 3. Contents of the contract with exhibitors

Agreement on the use of booths at the event [Click here to enter text](#)

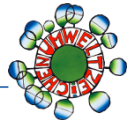
**Enterprise** Name: [Click here to enter text](#)

Address: [Click here to enter text](#)

Contact: [Click here to enter text](#)

We commit ourselves to meet the following requirements of the event:

- **Waste** accruing at the booth has to be disposed of according to the requirements of the waste management scheme. Types of waste presumably generated: [Click here to enter text](#)
- We **host booth visitors**:  
Beverages: yes no  
If yes: We use for that purpose only bulk packs of reusable packs (no cans, PET bottles, tetra packs, etc.) Description: [Click here to enter text](#)  
Food:  yes  no  
If yes: We don't use any disposable products for this purpose (cups, tumblers, plates and cutlery)
- At our booth **product tastings** are offered:  
 We use reusable dishes for this purpose: Description: [Click here to enter text](#)  
 The use of reusable dishes is not possible for the following reason: [Click here to enter text](#) Therefore we use small tasting units made of cardboard or organically degradable plastics. Description: [Click here to enter text](#)
- We distribute **giveaways** (others than product samples)  
 Yes  no  
If yes: The giveaways do not produce large quantities of waste (e.g. disposable packaging material for beverages) or hazardous wastes (e.g. products with batteries or accumulators).
- The **materials** brought and used by us for the design of the booth (racks, roll-ups, decoration, maybe floor covering) are reusable and are reused.



Click here to enter text

Place, date

Signature

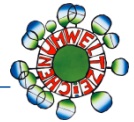
**In addition to that** we conclude the following agreement:

- For the purposes of saving resources and avoiding waste we reduce the distribution of printed matter as follows:  
Click here to enter text
- Our giveaways are made of environmentally friendly and natural materials or awarded with a quality label (Ecolabel, organic label, Fair Trade label...): We are using the following giveaways:  
Click here to enter text

Click here to enter text

Place, date

Signature



## 4. Information for booth builders

Dear booth builders,

We want to carry out this event according to the Guideline of the Austrian Ecolabel for Green Meetings and Green Events. In this context we try to save resources, avoid waste, and act in an environmentally conscious way in all fields. Please make also a contribution and, if possible, consider the following indications when assembling your booths.

- Use reusable and/or recyclable materials and reuse, if possible, the booths or their building components.
- Use exclusively PVC-free materials.
- Use energy-saving lighting systems (LED systems, energy-saving lamps, automatic time and daylight control, etc.).
- Dispose of your waste on the spot using the waste separation systems offered according to the requirements of the event management.

If your booth complies with **all** criteria mentioned above please inform us about it in writing and add a short description. The certification of this event is supported by a sufficient number of sustainable booths

Your **contact persons** are:

Green event coordinator: Name, phone number, e-mail

Deputy: Name, phone number, e-mail