

## PRE EVENT / BUMP IN

### VENUE HIGHLIGHTS

Consider the environmental credentials of the venue you're sourcing.

Promote key environmental building features, relevant to your event, across communications channels to highlight a strong focus on environmental sustainability.

### ENERGY

Request exhibitors to use LED lighting for stand builds.

Utilise reticulated air only, and request heating and cooling to be set at reasonable temperatures that minimises energy consumption.

### WATER CONSUMPTION

Plan to provide Sydney Water for delegates and attendees by booking water stations across the event.

Communicate availability of water fountains to delegates and contractors – encourage attendees to bring their own bottle.

### WASTE MANAGEMENT

Identify high risk waste areas and develop a plan to tackle these.

Seek alternatives to paper, plastics and MDF that could be used across the event.

Communicate with exhibitors, contractors and suppliers to limit the amount of waste they bring into the event.

Identify waste disposal needs and communicate these with your event planner.

Circulate [ICC Sydney's Exhibitor Donations Form](#) to identify items to be repurposed.

Appropriately segment waste during bump in and limit contamination.

### FOOD & BEVERAGE

Provide accurate numbers for catering to reduce over production of food.

Choose menu items and beverages that utilise NSW products. ICC Sydney's NSW Beverage Package features NSW wines sourced from local producers.

### TRANSPORT

Schedule deliveries and bump in with ICC Sydney's Loading Dock Management System to minimise congestion and over use of vehicles.

Communicate [green travel methods](#) with attendees, noting the various public transport connections available a short walk from ICC Sydney.

## DURING THE EVENT

### VENUE HIGHLIGHTS

Consider collaborating with ICC Sydney to provide venue tours, highlighting key sustainability features to delegates.

### ENERGY

Implement a power shutdown overnight to reduce energy consumption.

Minimise use of machinery, power tools etc. that consume power across the event.

### WATER CONSUMPTION

Hand out reusable water bottles as part of the event satchel for delegates.

Encourage staff to carry reusable water bottles with them which can be refilled at Sydney Water stations across the venue and lead by example.

### WASTE MANAGEMENT

Communicate with delegates and visitors to ensure waste streams are used appropriately.

Highlight the negative impact of waste contamination and encourage positive visitor behaviour.

Provide alternatives to single use items such as reusable bottles and keep cups.

Work with ICC Sydney to develop signage around bins to identify what items go in which bin.

Reduce waste by removing plastic bags and going paperless, use technology to create electronic registration and show guides and encourage exhibitors to use reusable bags for any give aways.

### FOOD & BEVERAGE

Promote regional suppliers through signage and messaging across the event, raising awareness amongst attendees of supporting local farmers.

Encourage attendees to utilise organic waste streams to ensure excess food is recycled.

### TRANSPORT

Promote green travel methods for delegates to reduce emissions.

Consider surveying attendees on their travel methods to benchmark and improve on in future years (where the event is a recurring one).

## POST EVENT / BUMP OUT

### VENUE HIGHLIGHTS

Celebrate a successful and sustainable event.

### ENERGY

Request a post event energy report from ICC Sydney.

Benchmark energy consumption and monitor year on year (if event is recurring).

### WATER CONSUMPTION

Request a post event water report from ICC Sydney.

Benchmark water consumption and monitor year on year (if event is recurring).

### WASTE MANAGEMENT

Follow ICC Sydney's Stand Disposal guide to effectively divert waste from landfill.

Collect lanyards, satchels and bottles to be repurposed with one of ICC Sydney's community partners.

Segment items allocated for donation to ICC Sydney's community partners.

Share the success of waste diversion initiatives through social media and relevant communication channels.

### FOOD & BEVERAGE

Collaborate with ICC Sydney to repurpose and donate excess food where applicable.

### TRANSPORT

Minimise congestion and over use of vehicles by scheduling bump out times.