

## Exhibitor Environmental Checklist

Our mission is to raise awareness of sustainability across our shows.

Below are some helpful tips to lower your company's footprint on the environment whilst exhibiting with us, which we encourage you to use.



- Walling* – use recycled materials or a modular system that can be reused multiple times and avoid creating items that can't be used again. (This is also quicker and easier to assemble onsite!)
- Flooring* - use standard hire items such as carpet tiles that can be re-used at multiple shows.
- Signage* – use recycled materials with eco-friendly ink where possible.
- Signage* - ensure all content is not event specific and remove all dates and times so that it may be reused.
- Audio Visual* – use hire equipment or if purchasing new, ensure AV can be reused multiple times.
- Furniture* – use hire equipment and/or recycled materials where possible.

### Waste Management



- Minimise packaging and reuse your packing materials.
- Bring only what is needed for the event and take away/recycle what isn't distributed at the event.
- Buy products made from recycled materials, or research and prioritise items and equipment that support the use of recycled materials.
- 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.
- Place waste in the appropriate venues bins that are placed on the show floor.

### Energy Consumption



- Turn off all lights & equipment at night.
- Ensure suppliers use modern, energy-efficient technology.
- Ensure contractors use LED, energy-efficient lighting (LED lights use approx. 80% less energy).

### Carbon Emissions



- Use local staff and resources to reduce international/interstate travel.
- Book accommodation close to the venue so you can walk or catch public transport.
- Opt to offset your carbon emissions on flights.
- Remind* your drivers to switch off engines when waiting to load or unload.
- Use local suppliers and have stands built locally to reduce interstate or international freight transportation.
- Thoroughly check all boxes/crates to ensure you are not transporting goods that are not required at this event.
- We Encourage the use of the official freight forwarder for all deliveries; this could reduce the number of vehicles on the road and requiring access to the dock. Please read the exhibitor manual for information on our official freight supplier.

### Catering



- Work with the venue's catering team to provide sustainable menus, e.g. increased plant-based options; less red meat; locally and ethically sourced products.
- Save money and avoid wasting food by only ordering the quantities of catering required.
- Ensure any packaging is recyclable and there are appropriate waste bins available on your stand.
- Refill water bottles are always recommended, refill stations are located within the show floor.
- Bring your own reusable mug for tea/coffee, rather than using a one use disposable cup.

### Promotional Material



- Printed promotional materials are discouraged.  
Use digital alternatives to share promotional material.