

THE TIME IS  
**NOW**

# Sustainability in Business Events Industry

RFP and Contract Language resource



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## OVERVIEW

This resource provides language that event organisers can use in two important steps to ensure sustainability is embedded into their event: when selecting suppliers, and when contracting with selected suppliers.

The wording can be adapted, or even copied, when creating a request for proposal (RFP) or seeking a quote, as well as into the contract language so that you do not need to spend valuable time coming up with the language and making sure it will be used in practice.

Placement will depend on the type of event and the type of supplier, and wording can be softened or shortened as needed. Specific criteria may include things like product or facilities specifications, or processes to be put in place. Most importantly, asking about sustainability among event partners is one of the best ways that event organisers can drive positive change.

## WHY THIS IS IMPORTANT

Three reasons:

1. Asking for sustainability from your suppliers can motivate them to provide options that they may not otherwise have offered by default (i.e. because they just copy/paste the last RFP's response from multiple past editions!) and seek more solutions.
2. When asking in an RFP, suppliers understand that they are being compared among their competitors for sustainability in terms of service/product and also cost.
3. You reinforce the business case of "our clients are asking for this" that drives much of the impetus for suppliers to pursue sustainability in their products, services, and overall business model.

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## CLAUSES FOR SPECIFIC SUPPLIERS/PROVIDERS

The clauses cover the following use cases:

1. **Dedicated event venue** – A venue that exists for the sole reason or primary purpose of holding events, such as a convention centre.
2. **Facility used as an event venue** – A building that may cater for events but has a separate primary function (i.e. art gallery, restaurant, museum, town hall).
3. **Hotel accommodation and event venue** – A hotel's meeting rooms, ball rooms, or other amenities which are used as the meeting venue, and attendees may also stay as overnight guests.
4. **Hotel accommodation only** – when a hotel is contracted in a room block for overnight stays, but not meeting space usage.
5. **General Contractor** – when using a GC for logistics and buildouts or exhibits.
6. **Destination Management Company** – when contracting a DMC to handle ground logistics and other suppliers, which can then incorporate similar language and approaches in their vendor relationships.
7. **Other clauses for Plug-n-Play** – other specific clauses, which may be incorporated into the clauses for the suppliers above or separately depending on the configuration of the event and entities being contracted.
  - 7.1. Catering service
  - 7.2. Menu planning
  - 7.3. Ground Transport
  - 7.4. Audio/Visual
  - 7.5. Printing

Wording is provided for requesting a proposal or information (when inquiring about an aspect) and contracting (when the aspect mentioned will then be required), along with rationale for why each clause matters.

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## 1. DEDICATED EVENT VENUE

Topic	RFP Wording	Contract Wording
<b>Waste</b>	<p>Please provide details for how the Venue manages its waste to divert from landfill, including:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the event that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the venue will work to ensure that waste from the event is diverted</li> <li>4) Any limitations the venue has in diverting waste, due to the facility or the destination</li> </ol> <p>Please indicate whether the above are provided by default for all clients or only for this specific request.</p> <p>Please indicate how the above has been factored into fees quoted.</p> <p>If waste diversion procedures and infrastructure are unavailable at your Venue, please indicate why not.</p>	<p>Venue will provide details to Company, 60 days prior to event commencement date, containing:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the event that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the venue will work to ensure that waste from the event is diverted</li> <li>4) Actions needed on behalf of the organiser and other named suppliers to successfully support implementation of the plan</li> </ol> <p>For the period of 30 days prior to the event, Venue agrees to hold a weekly planning meeting, or incorporate into other scheduled and agreed-upon meetings, the aspects of waste management and other sustainability practices in order to ensure the plan is able to be carried out accordingly.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

<p><b>Waste</b></p>	<p>Please provide details on any waste-related programmes and/ or partnerships available directly through the Venue to divert or donate leftover materials from the event.</p> <p>If waste diversion programmes and/ or partnerships are unavailable at your Venue, please explain why not.</p>	<p>Venue will organise, coordinate, and ensure [partner organisations or programmes] will provide quoted services to receive and take away leftover materials from the venue.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Renewable Energy</b></p>	<p>Please indicate whether 100% renewable electricity will be:</p> <ol style="list-style-type: none"> <li>1) Generated or purchased to power the electricity usage of the event</li> <li>2) Generated or purchased to power the venue's electricity for the entire year in which the event takes place</li> <li>3) Factored into the fee structure quoted</li> </ol> <p>If the event's equivalent electricity consumption will be powered by renewables, please indicate in simple terms the calculation method that will be used to determine the electricity usage attributed to the event.</p> <p>Please indicate whether renewable energy sources or equivalent will be used for the energy consumption of the Venue.</p> <p>If the Venue is not powered by 100% renewable electricity for the equivalent duration of the event, please explain why not.</p>	<p>Venue will [purchase or generate] [100%] of electricity to power the [venue during the entire calendar year / equivalent consumption of the event], furnishing corresponding certificates, attestations, or guarantees of origin as documentation for compliance.</p> <p>Should venue not be able to comply with this section, it will 1) provide an explanation for why it was unable to comply and 2) reimburse Company for the equivalent amount at fair market value for renewable electricity certificates, and provide the kilowatt-hour equivalent of Company's event.</p>

<p><b>Carbon Emissions</b></p>	<p>Please indicate whether the Venue will be able to provide Company with the carbon footprint of its event at the Venue. If the Venue is unable to provide the carbon footprint, please explain why not.</p> <p>Please indicate whether the remaining carbon emissions of the event (after purchase or generation of renewable energy) will be able to be offset, including details of the process and offset provider. If the venue is unable to offset the carbon footprint, please explain why not.</p> <p>Please indicate how the provision of this information and offsetting have been factored into the fees quoted.</p>	<p>Venue will provide Company with a post-event impact report of the carbon emissions (and the amount offset with corresponding beneficiary programme) from the venue's energy usage within 45 days of event close.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Furniture and Equipment</b></p>	<p>Please identify which of the following is available in existing stocks on-site by default to be used during the event, and does not need to be purchased or rented separately and brought into the venue:</p> <ul style="list-style-type: none"> <li>○ Chairs for delegate seating</li> <li>○ Tables</li> <li>○ Lighting &amp; sound equipment</li> <li>○ Booths/stands for exhibitors</li> <li>○ Other (as applicable for event needs)</li> </ul> <p>If the venue does not provide stocks on-site, please explain why not.</p> <p>Please indicate how the provision of any items listed above has been factored into the fees quoted.</p>	<p>Venue will provide (indicate items contracted) for the duration of the event from on-site stocks, which will be reused or refurbished following the event's close for future events.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

<p><b>Walkability and Alternative Transportation</b></p>	<p>Please provide details on how the venue's location, facilities, operations, and surrounding area may enable the event to be:</p> <ol style="list-style-type: none"> <li>1) Walkable for attractions, amenities, and experiences during the event and in event off-hours to reduce transportation needs</li> <li>2) Accessible by alternative transportation such as biking, public transport, or other means to reduce use of buses, taxis, and private vehicles</li> </ol> <p>Please indicate which of the above are offered or available by default, and which will be included specifically for this event upon request (with corresponding fees)</p>	<p>Venue will provide [indicate what was quoted specifically and not by default or a destination attribute] during the duration of the event, from move-in to move-out.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Sustainability Accreditation</b></p>	<p>Please indicate the green or sustainability-related certifications or labels that the Venue has attained, and for each, provide further documentation as available and [indicate how this certification or label will positively affect the attendee and exhibitor] experience</p> <p>If the Venue has not attained any certifications or labels, please provide an explanation as to why none have been attained.</p>	<p>Venue will maintain its [indicate certifications] requirements and certificates in good standing during the duration of the event and for at least 180 days following the event's close.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>



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<p><b>Back of House Tour</b></p>	<p>Please indicate whether the Venue would be able to provide:</p> <ol style="list-style-type: none"> <li>1) a back-of-house sustainability tour of facilities and operations</li> <li>2) whether this tour would be open to the organiser, exhibitors, and/or attendees</li> <li>3) when the tour(s) can be made be available</li> <li>4) what the tour is able to cover</li> </ol> <p>If the Venue is unable to provide any back-of-house sustainability tours or walkthroughs, please provide an explanation as to why this is not available.</p> <p>Please indicate how the provision of any items listed above has been factored into the fees quoted.</p>	<p>Venue will provide details to Company, 60 days prior to event commencement date, of back-of-house tours to be provided (insert additional specifications provided by venue).</p> <p>Following the event, Venue will provide details on any tours that were not fulfilled, with an explanation for why they were not fulfilled.</p>
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## 2. FACILITY USED AS AN EVENT VENUE

Topic	RFP Wording	Contract Wording
<b>Waste</b>	<p>Please provide details for how the Venue will structure, set up, and manage the event's waste to maximise diversion from landfill, including:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the event that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the venue will work to ensure that waste from the event is diverted</li> <li>4) Any limitations the venue has in diverting waste, due to the facility or the destination</li> </ol> <p>Please indicate whether the above are provided by default for all clients or would be only for this specific request.</p> <p>Please indicate how the above have been factored into fees quoted.</p> <p>If waste diversion procedures and infrastructure are unavailable at your Venue, please indicate why not.</p>	<p>Venue will provide details to Company, 60 days prior to event commencement date, containing:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the event that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the venue will work to ensure that waste from the event is diverted</li> <li>4) Actions needed on behalf of the organiser and other named suppliers to successfully support implementation of the plan</li> </ol> <p>For the period of 30 days prior to the event, Venue agrees to hold a weekly planning meeting, or incorporate into other scheduled and agreed-upon meetings, the aspects of waste management and other sustainability practices in order to ensure the plan is able to be carried out accordingly.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

<p><b>Waste</b></p>	<p>Please provide details on any programmes or partnerships available directly through the Venue to divert or donate leftover materials from the event.</p> <p>If waste diversion programmes and/ or partnerships are unavailable at your Venue, please explain why not.</p>	<p>Venue will organise, coordinate, and ensure [partner organisations or programmes] will provide quoted services to receive and take away leftover materials from the venue.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Renewable Energy</b></p>	<p>Please indicate whether 100% renewable electricity will be:</p> <ol style="list-style-type: none"> <li>1) Generated or purchased to power the electricity usage of the event.</li> <li>2) Generated or purchased to power the venue's electricity for the entire year in which the event takes place</li> <li>3) Factored into the fee structure quoted</li> </ol> <p>If the event's equivalent electricity consumption will be powered by renewables, please indicate in simple terms the calculation method that will be used to determine the electricity usage attributed to the event.</p> <p>Please indicate whether renewable energy sources or equivalent will be used for the energy consumption of the Venue.</p> <p>If the Venue is not powered by 100% renewable electricity for the equivalent duration of the event, please explain why not.</p>	<p>Venue will [purchase or generate] [100%] of electricity to power the [venue during the entire calendar year / equivalent consumption of the event], furnishing corresponding certificates, attestations, or guarantees of origin as documentation for compliance.</p> <p>Should Venue not be able to comply with this section, it will 1) provide an explanation for why it was unable to comply and 2) reimburse Company for the equivalent amount at fair market value for renewable electricity certificates, and provide the kilowatt-hour equivalent of Company's event.</p>
<p><b>Carbon Emissions</b></p>	<p>Please indicate whether the Venue will be able to provide Company with the carbon footprint of its event at the venue. If the venue is unable to provide the carbon footprint, please explain why not.</p> <p>Please indicate whether the remaining carbon emissions of the event (after purchase or generation of renewable energy) will be able to be offset,</p>	<p>Venue will provide Company with a post-event impact report of the carbon emissions [and the amount offset with corresponding beneficiary program] from the venue's energy usage within 45 days of event close.</p>

	<p>including details of the process and offset provider. If the Venue is unable to offset the carbon footprint, please explain why not.</p> <p>Please indicate how the provision of this information and offsetting have been factored into the fees quoted.</p>	<p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<b>Furniture and Equipment</b>	<p>Please identify which of the following is available in existing stock on-site by default to be used during the event, and does not need to be purchased or rented separately and brought into the venue:</p> <ul style="list-style-type: none"> <li>○ Chairs for delegate seating</li> <li>○ Tables</li> <li>○ Lighting &amp; sound equipment</li> <li>○ Booths/stands for exhibitors</li> <li>○ Other (as applicable for event needs)</li> </ul> <p>If the Venue does not provide stock on-site, please explain why not.</p> <p>Please indicate how the provision of any items listed above has been factored into the fees quoted.</p>	<p>Venue will provide [indicate items contracted] for the duration of the event from on-site stock, which will be reused or refurbished following the event's close for future events.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<b>Sustainability Accreditation</b>	<p>Please indicate the green or sustainability-related certifications or labels that the Venue has attained, and for each, provide further documentation as available and indicate how this certification or label will positively affect the attendee and exhibitor experience.</p> <p>If the Venue has not attained any certifications or labels, please provide an explanation as to why none have been attained.</p>	<p>Venue will maintain its [indicate certifications] requirements and certificates in good standing during the duration of the event and for at least 180 days following the event's close.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

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<p><b>Sustainability Experience</b></p>	<p>Please indicate how the Venue will be able to incorporate sustainability into the attendee experience of the event, such as:</p> <ol style="list-style-type: none"> <li>1) Back-of-house sustainability tour of facilities and operations</li> <li>2) Design features of the venue</li> <li>3) Other amenities, attractions, or offerings</li> <li>4) How any fees for this service have been factored into the quote</li> </ol> <p>If the Venue is unable to provide any sustainable event experience, please provide an explanation as to why this is not possible.</p>	<p>Venue will provide [as quoted] to enhance the attendee sustainability experience during the event [including timing or days, or open to close].</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Walkability and Alternative Transportation</b></p>	<p>Please provide details on how the Venue's location, facilities, operations, and surrounding area may enable the event to be:</p> <ol style="list-style-type: none"> <li>1) Walkable for attractions, amenities, and experiences during the event and in event off-hours to reduce transportation needs</li> <li>2) Accessible by alternative transportation such as biking, public transport, or other means to reduce use of buses, taxis, and private vehicles</li> </ol> <p>Please indicate which of the above are offered or available by default, and which will be included specifically for this event upon request (with corresponding fees)</p>	<p>Venue will provide [indicate what was quoted specifically and not by default or a destination attribute] during the duration of the event, from move-in to move-out.</p> <p>Following the event, Venue will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

## 3. HOTEL ACCOMMODATION AND VENUE

Topic	RFP Wording	Contract Wording
<b>Waste</b>	<p>Please provide details for how the Hotel will structure, set up, and manage the event's waste to maximize diversion from landfill in the guestrooms, meeting and pre-function areas, public areas, and back-of-house, including:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the event that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the hotel will work to ensure that waste from the event is diverted</li> <li>4) Any limitations the venue has in diverting waste, due to the facility or the destination</li> </ol> <p>Please indicate whether the above are provided by default for all clients or would be only for this specific request.</p> <p>Please indicate how the above have been factored into fees quoted.</p> <p>If waste diversion procedures and infrastructure are unavailable at your Hotel, please indicate why.</p>	<p>Hotel will provide details of the following to Company, 30 days prior to event commencement date, containing:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the event that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the hotel will work to ensure that waste from the event is diverted</li> <li>4) Actions needed on behalf of the organiser and other named suppliers to successfully support implementation of the plan</li> </ol> <p>For the period of 30 days prior to the event, Hotel agrees to hold a weekly planning meeting, or incorporate into other scheduled and agreed-upon meetings, the aspects of waste management and other sustainability practices in order to ensure the plan is able to be carried out accordingly.</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

<p><b>Waste</b></p>	<p>Please provide details on any waste-related programmes and/ or partnerships available directly through the Hotel to divert or donate leftover materials from the event.</p> <p>If waste diversion programmes and/ or partnerships are unavailable at your Hotel, please explain why not.</p>	<p>Hotel will organise, coordinate, and ensure [partner organisations or programmes] will provide quoted services to receive and take away leftover materials from the venue.</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Renewable Energy</b></p>	<p>Please indicate whether 100% renewable electricity will be:</p> <ol style="list-style-type: none"> <li>1) Generated or purchased to power the electricity usage of the event and room block using the HCMI methodology.</li> <li>2) Generated or purchased to power the hotel's electricity for the entire year in which the event takes place</li> <li>3) Factored into the fee structure quoted</li> </ol> <p>If the event and room block's equivalent electricity consumption will be powered by renewables, please indicate in simple terms the calculation method that will be used to determine the electricity usage attributed to the event and room block.</p> <p>Please indicate whether other sources of renewable energy or equivalent will be used for the energy consumption of the hotel.</p> <p>If the Hotel is not powered by 100% renewable electricity for the equivalent duration of the event, please explain why not.</p>	<p>Hotel will [purchase or generate] [100%] of electricity to power the [Hotel during the entire calendar year / equivalent consumption of the event and room block], furnishing corresponding certificates, attestations, or guarantees of origin as documentation for compliance.</p> <p>Should hotel not be able to comply with this section, it should 1) provide an explanation for why it was unable to comply and 2) reimburse Company for the equivalent amount at fair market value for renewable electricity certificates, and provide the kilowatt-hour equivalent of Company's event.</p>



<p><b>Carbon Emissions</b></p>	<p>Please indicate whether the Hotel will be able to provide Company with the carbon footprint of its event and room block using the HCMI Methodology. If the Hotel is unable to provide the carbon footprint, please explain why not.</p> <p>Please indicate whether the remaining carbon emissions of the event (after purchase or generation of renewable energy) will be able to be offset, including details of the process and offset provider. If the Hotel is unable to offset the carbon footprint, please explain why not.</p> <p>Please indicate how the provision of this information and offsetting have been factored into the fees quoted.</p>	<p>Venue will provide Company with a post-event impact report of the carbon emissions (and the amount offset with corresponding beneficiary programme) using the HCMI methodology within 45 days of event close.</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Furniture and Equipment</b></p>	<p>Please identify which of the following is available in existing stocks on-site by default to be used in the meeting space during the event, and does not need to be purchased or rented separately and brought into the Hotel:</p> <ul style="list-style-type: none"> <li>○ Chairs for delegate seating</li> <li>○ Tables</li> <li>○ Lighting &amp; sound equipment</li> <li>○ Booths/stands for exhibitors</li> <li>○ Other (as applicable for event needs)</li> </ul> <p>If the Hotel does not provide stocks on-site, please explain why not.</p> <p>Please indicate how the provision of any items listed above has been factored into the fees quoted.</p>	<p>Hotel will provide (indicate items contracted) for the duration of the event from on-site stocks, which will be reused or refurbished following the event's close for future events.</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>



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<p><b>Sustainability Attributes</b></p>	<p>Please indicate which of the 12 criteria of the Hotel Sustainability Basics below will be in place during the event, and provide any specific attributes or practices where they will help better understand how they are being implemented and how they will impact the guest experience during the stay.</p> <p><u>Efficiency</u></p> <ol style="list-style-type: none"> <li>1) Measure &amp; Reduce Energy Use</li> <li>2) Measure &amp; Reduce Water Use</li> <li>3) Identify &amp; Reduce Waste</li> <li>4) Measure &amp; Reduce Carbon Emissions</li> </ol> <p><u>Planet</u></p> <ol style="list-style-type: none"> <li>5) Linen reuse programme</li> <li>6) Green cleaning products</li> <li>7) Vegetarian options</li> <li>8) No plastic straws or stirrers</li> <li>9) No single use plastic water bottles</li> <li>10) Bulk amenity dispensers</li> </ol> <p><u>People</u></p> <ol style="list-style-type: none"> <li>11) Community Benefit</li> <li>12) Reduce Inequalities</li> </ol> <p>For the criteria that will not be in place during the event, please provide an explanation for why they will not be implemented at that time.</p>	<p>Hotel will maintain [the criteria they said they had in place] during the time of the event, and for at least 180 days following the event's close.</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
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<p><b>Room Cleaning Opt-Out</b></p>	<p>Please indicate whether the Hotel will be able to offer:</p> <ol style="list-style-type: none"> <li>1) An opt out of housekeeping option for guests during the event</li> <li>2) The details of the opt-out duration and process</li> <li>3) If available, how the guests will be engaged to participate in the programme prior to arrival or upon check-in</li> <li>4) Any incentives that will be provided as a result of participation</li> </ol> <p>If the option to opt-out housekeeping is unavailable at Hotel, please indicate why not.</p>	<p>Hotel will provide an opt-out option of housekeeping for overnight guests during the duration of the event [adding details as provided in the quote]</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Sustainability Accreditation</b></p>	<p>Please indicate whether the Hotel has attained GSTC certification by an accredited body, and any additional green or sustainability-related certifications or labels that the hotel has attained. For each, provide further documentation as available and indicate how this certification or label will positively affect the overnight guest and meeting attendee experience.</p> <p>If the Hotel has not attained any certifications or labels, please provide an explanation as to why none have been attained.</p>	<p>Hotel will maintain its [indicate certifications] requirements and certificates in good standing during the duration of the event and for at least 180 days following the event's close.</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

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<p><b>Sustainability Experience</b></p>	<p>Please indicate how the Hotel will be able to incorporate sustainability into the attendee experience of the event, such as:</p> <ol style="list-style-type: none"> <li>1) Back-of-house sustainability tour of facilities and operations</li> <li>2) Design features of the venue</li> <li>3) Other amenities, attractions, or offerings, either onsite or offsite</li> <li>4) How any fees for this service have been factored into the quote</li> </ol> <p>If the Hotel is unable to provide any sustainable event experience, please provide an explanation as to why this is not available.</p>	<p>Hotel will provide [as quoted] to enhance the overnight guest and meeting attendee sustainability experience during the event [including timing or days, or open to close].</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Walkability and Alternative Transportation</b></p>	<p>Please provide details on how the Hotel's location, facilities, operations, and surrounding area may enable the event to be:</p> <ol style="list-style-type: none"> <li>1) Walkable for attractions, amenities, and experiences during the event and in event off-hours to reduce transportation needs</li> <li>2) Accessible by alternative transportation such as biking, public transport, or other means to reduce use of buses, taxis, and private vehicles</li> </ol> <p>Please indicate which of the above are offered or available by default, and which will be included specifically for this event upon request (with corresponding fees)</p>	<p>Hotel will provide [indicate what was quoted specifically and not by default or a destination attribute] during the duration of the event, from move-in to move-out.</p> <p>Following the event, Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

## 4. HOTEL ACCOMMODATION ONLY

Topic	RFP Wording	Contract Wording
<b>Waste</b>	<p>Please provide details for how the Hotel will structure, set up, and manage the event's waste to maximize diversion from landfill in the guestrooms, public areas, and back-of-house, including:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the event that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the hotel will work to ensure that waste from the event is diverted</li> <li>4) Any limitations the venue has in diverting waste, due to the facility or the destination</li> </ol> <p>Please indicate whether the above are provided by default for all clients or would be only for this specific request.</p> <p>Please indicate how the above have been factored into fees quoted. If waste diversion procedures and infrastructure are unavailable at the Hotel, please indicate why.</p>	<p>Hotel will provide details of the following to Company, 30 days prior to room block commencement date, containing:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the property that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the hotel will work to ensure that waste from the property is diverted</li> </ol> <p>Following the room block, the Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

<p><b>Renewable Energy</b></p>	<p>Please indicate whether 100% renewable electricity will be:</p> <ol style="list-style-type: none"> <li>1) Generated or purchased to power the electricity usage of the room block using the HCMI methodology</li> <li>2) Generated or purchased to power the Hotel's electricity for the entire year in which the event takes place</li> <li>3) Factored into the fee structure quoted</li> </ol> <p>If the event and room block's equivalent electricity consumption will be powered by renewables, please indicate in simple terms the calculation method that will be used to determine the electricity usage attributed to the event and room block.</p> <p>Please indicate whether other sources of renewable energy or equivalent will be used for the energy consumption of the hotel.</p> <p>If the Hotel is not powered by 100% renewable electricity for the equivalent duration of the event, please explain why not.</p>	<p>Hotel will [purchase or generate] [100%] of electricity to power the [Hotel during the entire calendar year / equivalent consumption of the room block], furnishing corresponding certificates, attestations, or guarantees of origin as documentation for compliance.</p> <p>Should hotel not be able to comply with this section, it 1) provide an explanation for why it was unable to comply and 2) reimburse Company for the equivalent amount at fair market value for renewable electricity certificates, and provide the kilowatt-hour equivalent of Company's event.</p>
<p><b>Carbon Emissions</b></p>	<p>Please indicate whether Hotel will be able to provide Company with the carbon footprint of the room block using the HCMI Methodology. If Hotel is unable to provide the carbon footprint, please explain why not.</p> <p>Please indicate whether the remaining carbon emissions of the room block (after purchase or generation of renewable energy) will be able to be offset, including details of the process and offset provider. If the Hotel is unable to offset the carbon footprint, please explain why not.</p> <p>Please indicate how the provision of this information and offsetting have been factored into the fees quoted.</p>	<p>Hotel will provide Company with a post-event impact report of the carbon emissions [and the amount offset with corresponding beneficiary program] using the HCMI methodology within 45 days of room block close.</p> <p>Following the event, the Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

<p><b>Sustainability Attributes</b></p>	<p>Please indicate which of the 12 criteria of the Hotel Sustainability Basics will be in place during the event.</p> <p><u>Efficiency</u></p> <ol style="list-style-type: none"> <li>1) Measure &amp; Reduce Energy Use</li> <li>2) Measure &amp; Reduce Water Use</li> <li>3) Identify &amp; Reduce Waste</li> <li>4) Measure &amp; Reduce Carbon Emissions</li> </ol> <p><u>Planet</u></p> <ol style="list-style-type: none"> <li>5) Linen reuse programme</li> <li>6) Green cleaning products</li> <li>7) Vegetarian options</li> <li>8) No plastic straws or stirrers</li> <li>9) No single use plastic water bottles</li> <li>10) Bulk amenity dispensers</li> </ol> <p><u>People</u></p> <ol style="list-style-type: none"> <li>11) Community Benefit</li> <li>12) Reduce Inequalities</li> </ol> <p>For the criteria that will not be in place during the event, please provide an explanation for why they will not be implemented at that time.</p>	<p>Hotel will maintain [the criteria they said they had in place] during the time of the event, and for at least 180 days following the event's close.</p> <p>Following the event, the Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
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<p><b>Room Cleaning Opt-Out</b></p>	<p>Please indicate whether the Hotel will be able to offer:</p> <ol style="list-style-type: none"> <li>1) An opt out of housekeeping option for guests during the room block</li> <li>2) The details of the opt-out duration and process</li> <li>3) If available, how the guests will be engaged to participate in the programme prior to arrival or upon check-in</li> <li>4) Any incentives that will be provided as a result of participation</li> </ol> <p>If the option to opt-out housekeeping is unavailable at the Hotel, please indicate why not.</p>	<p>Hotel will provide an opt-out option of housekeeping for overnight guests during the duration of the room block [adding details as provided in the quote]</p> <p>Following the event, the Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Sustainability Accreditation</b></p>	<p>Please indicate whether the Hotel has attained GSTC certification by an accredited body, and any additional green or sustainability-related certifications or labels that the hotel has attained, and for each, provide further documentation as available and indicate how this certification or label will positively affect the guest experience.</p> <p>If the Hotel has not attained any certifications or labels, please provide an explanation as to why none have been attained.</p>	<p>Hotel will maintain its [indicate certifications] requirements and certificates in good standing during the duration of the event and for at least 180 days following the event's close.</p> <p>Following the event, the Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Sustainability Experience</b></p>	<p>Please indicate how the Hotel will be able to incorporate sustainability into the guest experience, such as:</p> <ol style="list-style-type: none"> <li>1) Other amenities, attractions, or offerings, either onsite or offsite</li> <li>2) How any fees for this service have been factored into the quote</li> </ol> <p>If the Hotel is unable to provide any sustainable event experience, please provide an explanation as to why this is not available.</p>	<p>Hotel will provide [as quoted] to enhance the guest sustainability experience during the room block [including timing or days, or open to close].</p> <p>Following the close of the room block, the Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

# THE TIME IS NOW

<p><b>Walkability and Alternative Transportation</b></p>	<p>Please provide details on how the Hotel's location, facilities, operations, and surrounding area may enable the stay to be:</p> <ul style="list-style-type: none"> <li>1) Walkable for attractions, amenities, and experiences during the stay to reduce transportation needs</li> <li>2) Accessible by alternative transportation such as biking, public transport, or other means to reduce use of buses, taxis, and private vehicles</li> </ul> <p>Please indicate which of the above are offered or available by default, and which will be included specifically for this room block upon request (with corresponding fees)</p>	<p>Hotel will provide [indicate what was quoted specifically and not by default or a destination attribute] during the duration of the room block.</p> <p>Following the stay, the Hotel will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
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## 5. GENERAL CONTRACTOR

Topic	RFP Wording	Contract Wording
<b>Freight</b>	<p>Please indicate regarding transport emissions from freight:</p> <ol style="list-style-type: none"> <li>1) Whether these emissions will be tracked, quantified and a report provided to Company</li> <li>2) Whether this will cover direct shipments to the venue, or only ground transport to the venue after warehousing or centralized facility</li> <li>3) Whether the emissions from the freight will be offset, with any relevant details</li> </ol> <p>If the transport emissions are tracked, please indicate in simple terms the calculation method that will be used to determine the emissions attributed to freight transport for the event.</p> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If emissions calculation or offsetting are not able to be provided or these options not available, please explain why not.</p>	<p>General Contractor provide Company with a post-event impact report of the carbon emissions (and the amount offset with corresponding beneficiary programme) from freight within 45 days of event close. It will also clearly specify the boundary of the emissions report.</p> <p>Following the event, the General Contractor will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

<p><b>Buildouts</b></p>	<p>Please provide details on the sustainability attributes of the buildouts being requested of General Contractor within the scope of services, including:</p> <ol style="list-style-type: none"> <li>1) Environmentally friendly qualities of the materials and substrates used</li> <li>2) Reusability of the materials and structures after the event</li> <li>3) Waste management processes to reduce waste generated from buildouts, and divert it from landfill or incineration</li> </ol> <p>Please indicate whether the above are in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If any of the criteria stated above cannot be met, please explain why not.</p>	<p>General Contractor will provide details on the following, including:</p> <ol style="list-style-type: none"> <li>1) Environmentally friendly qualities of the materials and substrates used</li> <li>2) Reusability of the materials and structures after the event</li> <li>3) Waste management processes to reduce waste generated from buildouts, and divert it from landfill or incineration</li> </ol> <p>For each of the above criteria, General Contractor will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, General Contractor will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
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<p><b>Donations</b></p>	<p>Please provide details on any programmes and/or partnerships available directly through the General Contractor to divert or donate leftover materials from the event that cannot be reused in future events.</p> <p>Please indicate whether the above are in place by default for all clients, and which would be put in place for this event specifically upon request. Please indicate how the above has been factored into the fee structure quoted.</p> <p>If materials diversion or donation programmes and/ or partnerships are unavailable through the general contractor, please explain why not.</p>	<p>General Contractor will organise, coordinate, and ensure [partner organisations or programmes] will provide quoted services to receive and take away leftover materials from the venue.</p> <p>Following the event, General Contractor will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Waste</b></p>	<p>Please provide details for how the General Contractor will take to divert the waste from its logistics and onsite operations from landfill, including:</p> <ol style="list-style-type: none"> <li>1) The types of waste anticipated to be generated at the event that can be diverted</li> <li>2) The waste management setup and structure (types of bins, placement, signage used)</li> <li>3) How the General Contractor will work to ensure that waste from the event is diverted, including any training or procedures</li> <li>4) Any limitations the venue has in diverting waste, due to the facility or the destination</li> </ol> <p>Please indicate whether the above are in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate of how the above has been factored into the fee structure quoted.</p>	<p>General Contractor will provide details of the following to Company, 60 days prior to event commencement date, containing:</p> <ol style="list-style-type: none"> <li>1) The types of waste generated at the event that can be diverted</li> <li>2) The waste bin setup and structure (types of bins, placement, signage used)</li> <li>3) How the venue will work to ensure that waste from the event is diverted</li> <li>4) Actions needed on behalf of the organiser and other named suppliers to successfully support implementation of the plan</li> </ol> <p>Following the event, General Contractor will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

	<p>If waste management and diversion procedures are unavailable through the general contractor, please indicate why not.</p>	
<p><b>Packaging</b></p>	<p>Please provide details on how the General Contractor will reduce the environmental impacts of packaging from shipping and materials for the event, including:</p> <ol style="list-style-type: none"> <li>1) Environmentally friendly qualities of the packaging materials</li> <li>2) Reusability of the packaging and crates, boxes, or other containers after the event</li> <li>3) Waste management processes to reduce waste generated from packaging, and divert it from landfill or incineration</li> </ol> <p>Please indicate whether the above are in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If sustainable packaging solutions or these options are unavailable, please explain why not.</p>	<p>General Contractor will provide details on the following, including:</p> <ol style="list-style-type: none"> <li>1) Environmentally friendly qualities of the materials and substrates used</li> <li>2) Reusability of the materials and structures after the event</li> <li>3) Waste management processes to reduce waste generated from packaging, and divert it from landfill or incineration</li> </ol> <p>For each of the above criteria, General Contractor will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, General Contractor will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

## 6. DESTINATION MANAGEMENT COMPANY

Topic	RFP Wording	Contract Wording
<b>Venue Selection</b>	<p>Please describe and provide any further documents or proposal components for how your services for venue information, selection, and engagement involve sustainability criteria, in particular:</p> <ol style="list-style-type: none"> <li>1) Waste management</li> <li>2) Availability of furniture, booths, and other materials on-site</li> <li>3) Sustainability certifications</li> <li>4) Attendee sustainability experiences</li> <li>5) Food and beverage</li> <li>6) Renewable energy</li> <li>7) Carbon emissions</li> <li>8) Walkability and alternative transportation</li> <li>9) Other</li> </ol> <p>Please indicate whether these services are provided by default for all clients or would be only for this specific request.</p> <p>Please indicate how the above have been factored into fees quoted.</p> <p>If no sustainability aspects are available in your venue services, please explain why not.</p>	<p>DMC will provide details on sustainability for the following criteria a venue selection and engagement plan to Company, 60 days prior to event commencement date, containing details about how venue selection and engagement involve sustainability criteria, in particular:</p> <ol style="list-style-type: none"> <li>1) Waste management</li> <li>2) Availability of furniture, booths, and other materials on-site</li> <li>3) Sustainability certifications</li> <li>4) Attendee sustainability experiences</li> <li>5) Food and beverage</li> <li>6) Renewable energy</li> <li>7) Carbon emissions</li> <li>8) Walkability and alternative transportation</li> <li>9) Other</li> </ol> <p>For each of the above criteria, DMC will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, DMC will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

<p><b>Accommodation Selection</b></p>	<p>Please describe and provide any further documents or proposal components for how your services for accommodation information, selection, and engagement involve sustainability criteria, in particular:</p> <ol style="list-style-type: none"> <li>1) Waste management</li> <li>2) GSTC and other sustainability certifications</li> <li>3) Guest sustainability experiences</li> <li>4) Food and beverage</li> <li>5) Renewable energy</li> <li>6) Carbon emissions</li> <li>7) Common criteria according to the Hotel Sustainability Basics</li> <li>8) Other</li> </ol> <p>Please indicate whether these services are provided by default for all clients or would be only for this specific request.</p> <p>Please indicate how the above have been factored into fees quoted.</p> <p>If no sustainability aspects are available in your housing services, please explain why not.</p>	<p>DMC will provide an accommodation selection and engagement plan to Company, 60 days prior to event commencement date, containing details about how accommodation selection and engagement involve sustainability criteria, in particular:</p> <ol style="list-style-type: none"> <li>1) Waste management</li> <li>2) GSTC and other sustainability certifications</li> <li>3) Guest sustainability experiences</li> <li>4) Food and beverage</li> <li>5) Renewable energy</li> <li>6) Carbon emissions</li> <li>7) Common criteria according to the Hotel Sustainability Basics</li> <li>8) Other</li> </ol> <p>For each of the above criteria, DMC will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, DMC will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
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<p><b>Ground Transportation</b></p>	<p>Please describe and provide any further documents or proposal components for how your services for ground transportation information, selection, and engagement involve sustainability criteria, in particular:</p> <ol style="list-style-type: none"> <li>1) Efficient vehicles</li> <li>2) Electric vehicles</li> <li>3) Alternative transportation</li> <li>4) Carbon emissions</li> <li>5) Other</li> </ol> <p>Please indicate whether these services are provided by default for all clients or would be only for this specific request.</p> <p>Please indicate how the above have been factored into fees quoted.</p> <p>If no sustainability aspects are available in your transportation services, please explain why not.</p>	<p>DMC will provide a ground transport selection and engagement plan to Company, 60 days prior to event commencement date, containing details about how ground transport selection and engagement involve sustainability criteria, in particular:</p> <ol style="list-style-type: none"> <li>1) Efficient vehicles</li> <li>2) Electric vehicles</li> <li>3) Alternative transportation</li> <li>4) Carbon emissions</li> <li>5) Other</li> </ol> <p>For each of the above criteria, DMC will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, DMC will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Catering / F&amp;B</b></p>	<p>Please describe and provide any further documents or proposal components for how your services for catering information, selection, and engagement involve sustainability criteria, in particular:</p> <ol style="list-style-type: none"> <li>1) Actions to reduce food waste</li> <li>2) Actions to reduce packaging waste</li> <li>3) Actions to reduce of single use plastics</li> </ol>	<p>DMC will provide a catering selection and engagement plan to Company, 60 days prior to event commencement date, containing details about how catering selection and engagement involve sustainability criteria, in particular:</p> <ol style="list-style-type: none"> <li>1) Actions to reduce food waste</li> </ol>



# THE TIME IS NOW

	<ul style="list-style-type: none"> <li>4) Locally sourced menu items</li> <li>5) Vegetarian/vegan and plant-based menu planning</li> <li>6) Waste diversion</li> <li>7) Sustainability certified items</li> </ul> <p>Please indicate whether these services are provided by default for all clients or would be only for this specific request.</p> <p>Please indicate how the above have been factored into fees quoted.</p> <p>If no sustainability aspects are available in your catering / F&amp;B services, please explain why not.</p>	<ul style="list-style-type: none"> <li>2) Actions to reduce packaging waste</li> <li>3) Actions to reduce of single use plastics</li> <li>4) Locally sourced menu items</li> <li>5) Vegetarian/vegan and plant-based menu planning</li> <li>6) Waste diversion</li> <li>7) Sustainability certified items</li> </ul> <p>For each of the above criteria, DMC will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, DMC will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
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## 7. OTHER CLAUSES FOR PLUG-N-PLAY

Area	Example clause	
<p><b>Catering Service</b></p>	<p>Please provide details for how the Caterer will manage waste from its operations during the event to minimize and divert from landfill, including:</p> <ol style="list-style-type: none"> <li>1) How food waste will be diverted from landfill</li> <li>2) The types of other waste generated from the proposed service that can be diverted from landfill or incineration</li> <li>3) The prep kitchen waste setup and structure (bins, measurement, diversion equipment such as a biodigester, staff training and qualifications)</li> <li>4) The serving area waste setup and structure (bins, measurement, diversion equipment such as a biodigester, staff training and qualifications)</li> <li>5) How the caterer will work with the venue to ensure that waste from the event is diverted</li> <li>6) Any limitations the caterer has in diverting waste, due to the facility or the destination</li> </ol> <p>Please indicate which of the information described is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p>	<p>Caterer will provide details on the following, 30 days prior event commencement date:</p> <ol style="list-style-type: none"> <li>1) How food waste will be diverted from landfill</li> <li>2) The types of other waste generated from the proposed service that can be diverted from landfill or incineration</li> <li>3) The prep kitchen waste setup and structure (bins, measurement, diversion equipment such as a biodigester, staff training and qualifications)</li> <li>4) The serving area waste setup and structure (bins, measurement, diversion equipment such as a biodigester, staff training and qualifications)</li> <li>5) How the caterer will work with the venue to ensure that waste from the event is diverted</li> </ol> <p>For each of the above criteria, Caterer will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Caterer will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>

	<p>If the Caterer is unable to provide waste management details, or these options are not available, please explain why not.</p>	
<p><b>Catering Service</b></p>	<p>Please indicate the actions that the Caterer can provide to address materials and circular economy for the event, including:</p> <ol style="list-style-type: none"> <li>1) The types of single use plastics that will be used in preparation or serving of food and beverage, and any steps taken to eliminate or provide alternatives</li> <li>2) Efforts to reduce packaging of food from vendors that will be discarded</li> <li>3) Efforts to incorporate reusable items such as food service ware and other serving dishes</li> <li>4) Efforts to find effective use of any leftover materials after the event</li> <li>5) Any limitations the caterer has in addressing the above due to the facility or the destination</li> </ol> <p>Please indicate which of the information described is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If the Caterer is unable to provide materials and circular economy details, or these options are not available, please explain why not.</p>	<p>Caterer will provide details on the following to Company, 30 days prior event commencement date:</p> <ol style="list-style-type: none"> <li>1) The types of single use plastics that will be used in preparation or serving of food and beverage, and any steps taken to eliminate or provide alternatives</li> <li>2) Efforts to reduce packaging of food from vendors that will be discarded</li> <li>3) Efforts to incorporate reusable items such as food service ware and other serving dishes</li> <li>4) Efforts to find effective use of any leftover materials after the event</li> <li>5) Any limitations the caterer has in addressing the above due to the facility or the destination</li> </ol> <p>For each of the above criteria, Caterer will provide details whether the services are provided by default for all clients or would be only for this specific request.</p>

		Following the event, Caterer will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.
<b>Menu Planning - Local Sourcing</b>	<p>Please provide details of the fresh goods grown or produced from local suppliers that [will be available for planning after contracting / are proposed for this event].</p> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If the Caterer is unable to provide locally sourced fresh goods options, please explain why this is not possible.</p>	<p>Caterer will provide details on the following to Company, 30 days prior event commencement date:</p> <p>[Details proposed for this event]</p> <p>For each of the above criteria, Caterer will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Caterer will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<b>Menu Planning – Vegetarian/Vegan Menu</b>	<p>Please provide details of the vegetarian or vegan menus that [will be available for planning after contracting / are proposed for this event].</p> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p>	<p>Caterer will detail on the following, 30 days prior event commencement date:</p> <p>[Details proposed for this event]</p> <p>For each of the above criteria, Caterer will provide details whether the services are provided by default for all clients or would be only for this specific request.</p>

	If the Caterer is unable to provide vegetarian or vegan options, please explain why this is not possible.	Following the event, Caterer will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.
<b>Menu Planning – Sustainably Sourced</b>	<p>Please provide details of the menu items with sustainable certifications that [will be available for planning after contracting / are proposed for this event].</p> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If the Caterer is unable to provide menu items with sustainability certifications options, please explain why this is not possible.</p> <p>Note that these certifications should pertain to the food items, not to the supplier’s company overall.</p>	<p>Caterer will continue to procure menu items with sustainable certifications during the duration of the event and for at least 180 days following the event’s close.</p> <p>For each of the above criteria, Caterer will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Caterer will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<b>Ground Transport - Vehicles</b>	<p>Please provide details of the [vehicles/fleet/vehicle] that will be used during the event:</p> <ol style="list-style-type: none"> <li>1) Fuel efficiency attributes</li> <li>2) Electric vehicles</li> <li>3) Alternative transportation and other considerations</li> </ol>	<p>Ground Transport Provider will provide vehicles/ fleets that will be used during the event which fulfil the following criteria:</p> <ol style="list-style-type: none"> <li>1) Fuel efficiency attributes</li> <li>2) Electric vehicles</li> <li>3) Alternative transportation and other considerations</li> </ol>

	<p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If this information is unable to be provided or these options are not available, please explain why this is not possible.</p>	<p>For each of the above criteria, Ground Transport Provider will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Ground Transport Provider will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Ground Transport - Practices</b></p>	<p>Please provide details of the transport operations that will be used during the event:</p> <ol style="list-style-type: none"> <li>1) Reduced or elimination of idling</li> <li>2) Optimization methods to reduce fuel usage without sacrificing attendee experience</li> <li>3) Management of waste generated and discarded in the vehicles to reduce plastic and divert waste from landfill or incineration</li> </ol> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If this information is unable to be provided or these options are not available, please explain why this is not possible.</p>	<p>Ground Transport Provider will conduct transport operations in a manner that:</p> <ol style="list-style-type: none"> <li>1) Reduces or elimination of idling</li> <li>2) Optimization methods to reduce fuel usage without sacrificing attendee experience</li> <li>3) Management of waste generated and discarded in the vehicles to reduce plastic and divert waste from landfill or incineration</li> </ol> <p>For each of the above criteria, Ground Transport Provider will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Ground Transport Provider will provide details on any parts of the plan that were</p>

		not fulfilled, with an explanation for why they were not fulfilled.
<b>Ground Transport - Footprint</b>	<p>Please indicate whether a post-event report of fuel usage and carbon emissions will be available, and whether the emissions generated from the transport will be offset along with any further details of the offset recipient.</p> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate how the above has been factored into the fee structure quoted.</p> <p>If this information is unable to be provided or these options not available, please explain why this is not possible.</p>	<p>Ground Transport Provider will provide Company with a post-event impact report of the carbon emissions (and the amount offset with corresponding beneficiary program) within 45 days of event close.</p> <p>For each of the above criteria, Ground Transport Provider will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Ground Transport Provider will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<b>Audio/Visual</b>	<p>Please provide details on the sustainability aspects of the Audio/Visual services proposed for the event:</p> <ol style="list-style-type: none"> <li>1) Use of energy efficient equipment, with any specifications on certifications, ratings or efficiency measures for the primary equipment to be used</li> <li>2) Power down planning for ensuring equipment is powered down or off when not necessary to be utilized in order to reduce electricity usage</li> <li>3) Summary of the equipment that will be sourced locally or on-site, and equipment that will be shipped in from further distances</li> </ol>	<p>Audio/ Visual Provider will provide details on the following to Company, 30 days prior event commencement date:</p> <ol style="list-style-type: none"> <li>1) Use of energy efficient equipment, with any specifications on certifications, ratings or efficiency measures for the primary equipment to be used</li> <li>2) Power down planning for ensuring equipment is powered down or off when not necessary to be utilized in order to reduce electricity usage</li> </ol>

	<p>4) Programmes in place to recycle or divert e-waste from the provider's inventory when broken or at end of useful life</p> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate of how the above has been factored into the fee structure quoted.</p> <p>If sustainability aspects of the A/V services are not able to be provided or these options not available, please explain why this is not possible.</p>	<p>3) Summary of the equipment that will be sourced locally or on-site, and equipment that will be shipped in from further distances</p> <p>4) Programmes in place to recycle or divert e-waste from the provider's inventory when broken or at end of useful life</p> <p>For each of the above criteria, Audio/Visual Provider will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Audio/Visual Provider will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Printing – Paper Content</b></p>	<p>Please provide details, with further documentation as available, for the following attributes of the printing service to be provided:</p> <ul style="list-style-type: none"> <li>o Paper that is certified sustainable through PEFC or FSC, with specification details</li> <li>o Recycled content of the paper and other print materials</li> </ul> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p>	<p>Printing Provider will provide documentation for the following attributes of the printing service to be provided:</p> <ul style="list-style-type: none"> <li>o Paper that is certified sustainable through PEFC or FSC, with specification details</li> <li>o Recycled content of the paper and other print materials</li> </ul>



	<p>Please indicate of how the above has been factored into the fee structure quoted.</p> <p>If this information is unable to be provided or these options not available, please explain why this is not possible.</p>	<p>For each of the above criteria, Printing Provider will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Printing Provider will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
<p><b>Printing – Eco-Friendly Materials</b></p>	<p>Please provide details, with further documentation as available, for the following attributes of the printing service to be provided:</p> <ul style="list-style-type: none"> <li>○ Printing with plant-based, and/or non-toxic inks and dyes</li> <li>○ Sustainable materials of print substrates to eliminate the use of foamboard</li> </ul> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate of how the above has been factored into the fee structure quoted.</p> <p>If this information is unable to be provided or these options not available, please explain why this is not possible.</p>	<p>Printing Provider will provide documentation for the following attributes of the printing service to be provided:</p> <ul style="list-style-type: none"> <li>○ Printing with plant-based, and/or non-toxic inks and dyes</li> <li>○ Sustainable materials of print substrates to eliminate the use of foamboard</li> </ul> <p>For each of the above criteria, Printing Provider will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Printing Provider will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>



# THE TIME IS NOW

<p><b>Printing – Local Printing</b></p>	<p>Please provide details, with further documentation as available, for the general distance from the event venue that the materials will be printed.</p> <p>Please indicate whether this is in place by default for all clients, and which would be put in place for this event specifically upon request.</p> <p>Please indicate of how the above has been factored into the fee structure quoted.</p> <p>If this information is unable to be provided, please explain why this is not possible.</p>	<p>Printing Provider will provide documentation for the distance from the event venue that the materials will be printed.</p> <p>For each of the above criteria, Printing Provider will provide details whether the services are provided by default for all clients or would be only for this specific request.</p> <p>Following the event, Printing Provider will provide details on any parts of the plan that were not fulfilled, with an explanation for why they were not fulfilled.</p>
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