

GREEN MEETING – RULES & REGULATIONS

1. 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 also contribute and take note of the following indications:

- Reduce the volume of the material to be transported and to be stored as far as possible.
- Avoid 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 Eco-label.
- Reuse the remaining brochures at other events.
- Turn off electricity during the assembly of the booth and during night; do not leave the standby function of appliances on during the night.
- Do not offer giveaways. If this is not 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.
- Use reusable, environmentally-friendly decoration.
- Prefer cloth and paper bags instead of plastic bags.
- Return your badges/name tags at the registration desk after the event.
- Select accommodations for your staff members which are as close as possible to the venue.
- Use public means of transport, and organise car pools, or walk.

2. Contents of the contract with the 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 at least meeting the following requirements of the event:

- Waste accruing at the booth must be disposed of according to the requirements of the waste management scheme.
- During the event we don't use any single-use products (cups, plates, cutlery, cans, PET bottles, etc.).
- 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