



Exhibitor Environmental Checklist

As part of Reed Exhibition's, our mission is to raise awareness of sustainability across our events, in line with the UN's Sustainable Development Goals. Below are some helpful tips to lower your company's footprint on the environment whilst exhibiting with us, which we encourage you to use.

Stand design

Due to advice to simplify your stand, now is the perfect time to review the materials and labour involved in your stand design!



- ☐ *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 events.
- ☐ *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.
- ☐ Consider the disposal of any single use PPE required onsite – try to ensure all staff have appropriate reusable masks/protection.

Energy Consumption



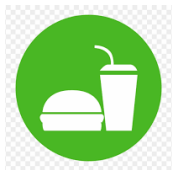
- ☐ Turn off all lights & equipment at night.
- ☐ Ensure suppliers use modern, energy-efficient technology.
- ☐ Ensure contractors use LED, energy-efficient lighting (LED lights use approx. 80% less energy).

Carbon Emissions



- ☐ Use local staff and resources to reduce international/interstate travel.
- ☐ Use our official Hotel Partner to 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.
- ☐ Have your stand built locally to reduce international freight transportation.
- ☐ Use local suppliers where possible to reduce international/interstate transportation.
- ☐ Thoroughly check all boxes/crates to ensure you are not transporting goods that are not required at this event.
- ☐ Encourage the use of a single freight forwarder for all deliveries; this could reduce the number of vehicles on the road and requiring access to the dock. Please find further information on our official freight supplier in the manual

Catering



- Due to new safety regulations, food and beverages served will be individually packaged. Work with the venue to ensure any packaging is recyclable and there are appropriate disposal bins available on your stand.
- Refill water bottles are always recommended, but take precautions and use hand sanitiser before and after using refill stations.
- Bring your own reusable mug for tea/coffee, but the same advice as above is applied.
- Work with the venue's hospitality caterer 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 needed.

Promotional Material



- Due to new safety regulations, promotional materials are discouraged. Use digital alternatives to share promotional materials.