



National Recycling Coalition
805 15th Street NW, Suite 425
Washington, DC 20005
Tel: (202) 789-1430
Fax: (202) 789-1431
www.nrc-recycle.org

National Recycling Coalition's Green Meetings Policy

Contents

1. Printed Materials
2. Transportation
3. Food & Beverage Functions
4. On-site Facilities
5. Exhibit Hall & Exhibitors
6. Conference Hotels/Sleeping Rooms
7. Educating Attendees & Recycling Advisors
8. Evaluation of Recycling & Waste Prevention Efforts
9. Criteria for Future Site Selection

Appendices

- A. Food Service Requirements for RFP's
- B. Contract Addendum on Green Meetings Policies
- C. Facility Self-Evaluation Survey
- D. Exhibitor's Green Checklist
- E. Additional Resources

The "Green Meetings" policies described in this document were developed and adopted by the National Recycling Coalition in 2001 for its Annual Congress & Exposition and other NRC event. The Policy was updated in 2007. We encourage you to adopt these policies as your own. Until the practices described here become the norm, it is up to each of us to lead by example and insist that venues associated with our events protect our natural resources by implementing as many of these policies as possible.

1. Printed Materials

General Guidelines

- Always meet or exceed EPA standards for recycled content paper. (Executive Order 13101 states that paper purchased by Federal Agencies must have a minimum of 30% post-consumer recycled content).
- All printed materials should list the amount of recycled content in the paper, including post-consumer content.
- Always use double-sides (back to back) copying and printing.
- Give event attendees the option of having their names removed from any event mailing lists.

Promotional Materials

- Use electronic advertising, promotion and registration whenever possible.
- Design materials as self-mailers wherever possible.
- Print with vegetable based ink (unless inadvisable because of paper used).
- Use mailing labels with water-based adhesives
- Clean up mailing lists to reduce duplicates.

Confirmation Materials

- Mail only confirmation of registration and any significant changes to the event program. All other confirmation and information should be sent electronically.
- Provide attendees with "Green" Traveler Ideas (ask Green Hotels Association for permission to reprint).

On-site Materials

- **Name Badges Collect** plastic name tag holders for reuse, with collection boxes at all registration, exhibit, and exit areas. Also ask hotels to collect name badge holders at the check-out desk. Hold a prize drawing from the recycled badges.
- **Signs** Use reusable or recyclable signs
- **Congress give-a-ways/speaker gifts, awards, etc.** Should be made with recycled content materials or be environmentally conscience.
- **Sponsor Materials** Ask sponsors and others who provide materials to (1) ensure they meet or exceed EPA standards for recycled content materials, (2) avoid glossy paper.

Speaker Handouts

- Encourage speakers to provide electronic copies of handouts and any visual presentations and post them on your website.
- Provide attendees with disks or jump drives with all the presentations on them. (This is a good sponsorship opportunity).
- Request that speakers gather business cards and mail presentation materials to interested attendees after the event.
- When paper copies are preferred, request speaker handouts prior to the event and copy them according to this policy. Ask speakers/moderators who will provide handouts themselves to comply with the policy. Identify for speakers' onsite copy locations that will accommodate this policy's printing requirements.
- Educate attendees that speakers were asked to comply with this policy.

2. Transportation

- Choose a destination with minimal travel requirements for delegates. Shorter distances will result in less environmental impact.
- Choose hotels/meeting venues accessible to airport by public transit system.
- Choose hotels/meeting venues where "free time" activities (restaurants and shops, etc) are walking distance of each other.
- Use or give delegates incentives to travel via public transit (free passes or transit route maps).
- If transportation is being arranged for delegates choose vehicle which use one of the following: electric or hybrid power, natural gas, propane, methane gas or ethanol.
- Offer Carbon Offsetting Programs for your event, work with venues to quantify. Encourage attendees to offset airline/transportation.

3. Food & Beverage Functions

Eliminating Disposable Service Ware

- Require all facilities to use china service. If facility can demonstrate that china service can not be used (for safety or damage control reasons) biodegradable disposable service ware in conjunction with a compost program must be used.
- Eliminate the use of plastic stir sticks with any beverage service. Reusable spoons should be used at coffee service.
- "Box lunches" must be served buffet style
- Request cloth napkins and table cloths. In cases where this is not feasible, request highly compostable napkins.
- Have cocktail napkins available at bar service, but instruct bartenders not to automatically give them with each drink.
- Provide attendees with event mugs. Ask that they use them each day for coffee/water service. Make sure that mugs will be usable with the facility's beverage service containers (i.e. that they fit under coffee urns). Collect mugs from those who don't want them after the event and donate them to a local charity or school.
- Encourage attendees to use their mugs at facility water coolers. Put signs on water coolers reminding attendees to use their mugs.
- Understanding that most facilities have contracts in place with beverage companies, work with the facility to understand what kinds of containers are being used for beverage service (glass bottles, cans, etc). Ensure that recycling collection containers are available for the beverage containers used for your event.
- Work with facilities to eliminate unnecessary the unnecessary use of glasses (i.e. If beer is being served in bottles, see that glasses are given only on request). Check if beer can be served in kegs and provide glasses to eliminate unnecessary container waste.

Food Service

- All condiments (ketchup, mustard, mayonnaise, jelly, butter, sugar, creamers, etc) should be served in serving containers and not in individual packets. If facility claims this can not be done because of health regulations ask for proof of this health policy.
- Plan menus with locally grown or organic food (including fair trade, shade grown coffee, tea, chocolate, and cocoa).
- Serve only environmentally friendly seafood.
- Ask to have food served without garnishes or use edible garnishes.
- Where possible, donate surplus food to local shelters, soup kitchens, etc. Let attendees know about any donation programs already in place at the facility.

Food Composting

- Look into providing food composting. Depending upon what local facilities are available either work with the city or local university to compost food scraps, or offer free booth space/demonstration space in return for a food composter on-site at the event. If either of these options are not available, check to see if there is a local pig farm that can take food scraps.
- Work with the facility to educate them on food composting services that they can incorporate into their facility.

Contracts

- Include the food & beverage requirements in this policy with your Request for Proposal during the initial site selection process (See Attachment A)
- Put all Food & Beverage policies in contract with all convention centers, hotels, and other facilities (See Attachment B).
- Develop checklist for event staff and volunteers to use before the start of the event to ensure the above policies are being adhered to.

4. On-Site Facilities

- Set up a recognition program to recognize facilities or vendors who have an extensive program in place, have made improvements in their current program, or have gone above and beyond to work with you to accommodate these requirements.
- Recognize cooperation in event newsletters, send a letter of thanks, and possibly even recognize them in person at a general session (but be sure to keep this recognition separate from any awards programs.) Include information on the facilities or vendors in information given to the press.
- Ensure you can recycle any materials that are generated at the event (i.e. paper from event materials, containers from beverage breaks, etc.)

Convention Center

- *Materials to be Recycled:* Paper (mixed or separated, depending on existing system); all beverage containers (e.g. glass, plastic, aluminum cans) that are being served (there should be recycling markets for any containers served); corrugated paper (done behind the scenes - recycling containers not needed in 'public' areas); and any other materials that can be handled locally in the existing system (composting, etc.)
- *Collection Containers:* Containers should be placed in the following areas: registration areas, general session and concurrent session areas

(work with facility on placement either in common areas or in individual rooms); Exposition Hall; and any main food & beverage areas. Ensure trash cans are adjacent to recycling containers.

- *Signage.* Container areas should be well identified visually (pipe and drape behind them, signage, etc to make them easily recognizable). Make sure to educate attendees on what can be recycled and where.
- *Onsite concessionaires*
 - Work with on-site concessionaires to help them identify ways to reduce waste, recycle or to use recyclable products.
 - Try to find vendors who will donate recycled content products (napkins, service ware, etc.) for concessionaires to use. This would give exposure to the vendor and would educate concessionaires on use of recycled products.
 - Ask concessionaires to serve beverages to Congress attendees in their Congress mugs.
 - Have signage at concessionaires and give recognition/promote on-site concessionaires who are willing to work with us in these areas.
- *Evaluation Process/Contract*
 - In RFP, ask convention center is certified by EPA Energy Star, Green Seal or are a LEED Certified Building. Ask about recycling program currently in place. This should be used in the evaluation to choose future locations. (See Attachment C.)
 - Work with convention center on identifying what kinds of waste are generated and whether they are recycled by the convention center. Work with the convention center to develop a recycling program for materials not currently recycled.
 - Contract should state that any current recycling program that is in place at time of signing of the contract will be in place during the event and that the facility is willing to cooperate on enhancing any recycling programs.

Meeting Space in Hotels

- *Materials to be Recycled:* For any meetings: paper (mixed or separated, depending on existing system). For any beverage break: all beverage containers (e.g. glass, plastic, aluminum cans) that are being served (there should be recycling markets for any containers served); and any other materials that can be handled locally in the existing system (composting, etc.).

- *Collection Containers.* Containers should be placed in: any meetings rooms or areas adjacent to meeting rooms. Ask hotels to place containers at front desk on last day for collecting name badge holders.
- *Signage.* Container areas should be well identified visually (signage, etc to make them easily recognizable). Make sure to educate attendees on what can be recycled and where.
- *Evaluation Process/Contract.*
 - In RFP ask hotel(s) if they are certified by EPA Energy Star, Green Seal or are a LEED Certified Building. Ask about all sustainability programs they currently have in place. This will be used in the evaluation to choose future locations. See Attachment C.
 - Work with hotel(s) on identifying what kinds of waste is generated and whether the materials are recycled by the hotel(s). Work with the hotel(s) to develop a recycling program for materials not currently recycled.
 - Contract should state that any current sustainability recycling program that is in place at time of signing the contract will be in place during the event and that the facility is willing to cooperate on enhancing any recycling programs.

Evening Receptions

- *Materials to be Recycled:* All beverage containers (e.g. glass, plastic, aluminum cans) that are being served (there should be recycling markets for any containers served); corrugated paper (done behind the scenes – recycling containers not needed in public areas); and any other materials that can be handled locally in the existing system (composting, etc.).
- *Collection Containers.* Appropriate collection containers for beverages being served (glass, plastic, aluminum cans). There should be recycling markets for any containers served. Make sure to have recycling containers near the bars and near exits.
- *Signage.* Container areas should be well identified visually (signage, etc to make them easily recognizable). Make sure to educate attendees on what can be recycled and where.
- *Evaluation Process/Contract*
 - In RFP, ask if facility is certified by EPA Energy Star, Green Seal or are a LEED Certified Building. Ask about recycling program currently in place. This will be used in the evaluation to choose future locations. (See Attachment C.)
 - Work with convention center on identifying what kinds of waste are generated and whether they are recycled

by the venue. Work with the venue to develop a recycling program for materials not currently recycled.

- Contract should state that any current recycling program that is in place at time of signing of the contract will be in place during the event and that the facility is willing to cooperate on enhancing any recycling programs.

Receptions Hosted by Others

- Other hosting organizations or partners working with you on the event should be instructed to follow the same “Evening Receptions” policy.

Tours

- Tour coordinators should collect recyclables on bus and take them to recycling containers at convention center or hotels.

Sporting Events

- Any beverage containers (glass, plastic, aluminum cans) that are being served at sporting events (e.g. softball games, golf outings, etc.) should be collected and recycled.

Other venues

- Any other venues that are used in conjunction with the event should collect and recycle any waste being generated (i.e. paper from event materials, containers from beverage breaks, etc.)

5. Exhibit Hall/Exhibitors

The goal is to make recycling for exhibitors a positive experience.

Give-a-ways

- Ask exhibitors to not over-package give-a-ways. Set up a collection for any “useful” give-a-ways that would normally be thrown away and donate them to local shelters or schools. Ask exhibitors in advance what kind of give-a-ways they may be donating so arrangements can be made for them. (Have a form requesting this information in the Decorator Kit).
- Request exhibitors to provide give-a-ways that are reusable items or items made from recycled materials.

Exhibitor Promotional Materials

- Give exhibitors the green policies for promotional materials and ask that they adhere to them.
- Let exhibitors know in advance the expected number of attendees to help them plan for an appropriate number of handouts/give-a-ways to bring. Discourage exhibitors from bringing large quantities of collateral to the show, which often ends up in the trash because they don't want to

ship it back at the conclusion of the show. Encourage exhibitors to bring small quantities and then mail materials to clients from their offices after the show or refer clients to their web site.

- Suggest exhibitors avoid printing dates and slogans on exhibit materials so that they may be easily reused.

Packing Materials

- Ask exhibitors to save and reuse the boxes used for the Congress materials so that they can repack with them.
- Ask exhibitors to minimize trash by reusing packing materials.

Recycling During the Exposition

- Try to find a vendor to donate "desktop" recycling bins for each exhibitor. Have volunteers empty recycling bins each night or ask exhibitors to empty them at large recycling stations in the hall
- Set up recycling stations throughout the exposition hall for both exhibitors and attendees. Have these areas identified on the floor plan of the exposition hall which is printed in the program book
- Provide exhibitors with maps of the recycling stations available during the exhibit hours and where the recycling stations will be during teardown. Have staff walk around and personally deliver maps and explain the recycling program.

Close of Exposition

- Work with decorator on placement of large bins so that they will not be in the way during move-out.
- Develop a 'check-out' system reminding exhibitor to recycle any materials not being sent back or letting volunteers know that any materials left can be recycled. This system can also be used to provide customer service for exhibitors and can also include collecting exhibitor evaluation forms. (See Appendix D).

Recognition of "Green" Exhibitors

- Develop criteria to recognize "green" exhibitors.
- Send the criteria to exhibitors in advance.
- Give exhibitors a check list onsite for self-evaluation of recycling efforts (See Appendix D).
- Recognize exhibitors, who meet a required level of the criteria in post-Congress materials and at the following year's Congress (special notation on their booth signage or other signage which they can display at their booth).

Miscellaneous

- Work with decorator on putting the decorator kit on the website (instead of making copies of all the forms.) Exhibitors should be sent a 'check-list' so they know what forms they need to fill out.
- Work with decorator on trying to eliminate non-reusable materials (draping for tables, etc) or see if they can be reused by local schools, etc.

6. Conference Hotels (Sleeping Rooms)

Provide hotels with resources to help them setup extensive recycling/waste prevention programs (see the Additional Resources section).

Linen/Towel Program

- For hotels that don't already change towels and bed linens as requested, have them commit to doing this for event attendees. Provide the hotel with cards that guests can use during their stay to let housekeeping know whether they want their towels and bed linens changed.
- Let attendees know in advance to expect these cards at check-in. Give out cards at event registration desk for individuals who do not receive them at check-in. Attendees will be instructed to call housekeeping at the hotel if the hotel is not following the instructions.

Hotel toiletries/soap

- For hotels that use individual bottles of toiletries, collect and donate these items. Work with local supporters to find organizations who can use opened hotel toiletries and soap. Have a collection box set up at the convention center on the last day and ask to set up collection boxes at the hotel front desk.
- Ask hotel to provide cards that individuals can leave in the bathroom stating that they don't want to have their toiletries replaced. These cards will be distributed to guests at hotel check-in.
- Attendees should be encouraged to bring their own toiletries and soap (and not use the hotel's) but the collection system is set up for those that do use these items.

Recycling

- Check to see if the hotel has in-room recycling containers or is able to collect recycling items set aside by attendees. If not available, instruct attendees to bring any recyclables from their hotel room to the collection stations in the meeting areas of the hotel.

Evaluation Process/Contract

- In RFP ask hotel(s) about recycling/waste prevention methods in sleeping rooms. This will be used in the evaluation to choose future locations.
- Contract should state that any current recycling program that is in place at time of signing the contract will still be in place during the event and that the hotel(s) is willing to cooperate on enhancing any recycling programs.

7. Educating Attendees/Recycling Advisors

Educating Attendees

- *Pre-Event Information* Let attendees know in advance (either by e-mails or in event confirmation materials) about general recycling programs that will be in place and how they can participate. If providing the "bed linen/towel changing" cards to the hotel, let attendees know they should be receiving them at check-in.
- *Program Book* Include details of on-site recycling/waste prevention program, including: what materials will be recycled and where recycling bins are located; what behind -the-scenes recycling is taking place at the convention centers, hotels, off-site facilities; notice of any special deals that on-site concessionaires are offering that promote waste prevention; other waste prevention measures being taken (e.g. reusing names badges & signage, mug program, confirmation materials on the web, etc). Information should start with an intro on why we have this program in place.
- *Event Newsletters* Include information in site newsletters. For a three-day event, include information on the programs that are in place on the first day, reminder information on the second day, and "before you leave" information (e.g. drop off name badges) on the third day.
- *Opening General Session* Include details of our on-site recycling/waste prevention program at general sessions and let attendees know how they can participate in the program.
- *Concurrent Session.* Have moderator make reminder announcements at concurrent sessions.

- *Booth in Exposition Hall* Include a display or other information at your booth to explain your "Green Meeting" efforts.
- *Off-Property Events* Make announcements at event or have Recycling Advisors instruction attendees on recycling at off property events.
- *Encouraging/Rewarding Attendees* Provide attendees seen properly recycling with "I was caught green handed" buttons, pins, etc to help provide an incentive and reminder for attendees to recycle and eliminate waste. Have enough buttons/pins for all attendees as the goal is that all attendees will have one by the end of the event.

Recycling Advisors

Designate volunteers to serve as recycling advisors and identify them with special badges, shirts or ribbons. Recycling advisors will help identify recycling areas to attendees and to help assist and encourage attendees to recycle.

Events to be staffed by Recycling Advisors:

- Evening receptions, hallways outside of General Session Rooms and Concurrent Session Rooms (at close of sessions), during open Exhibit hall times (especially during any events in the exhibit hall (receptions, lunches, etc).

Exposition Hall

- Have 8-12 specific recycling advisors/volunteers to work with exhibitors.
- Have volunteers personally deliver procedures and maps for recycling in the exhibit hall to each exhibitor.
- Have volunteers empty individual exhibitor recycling bins each evening (or at the close of the hall each night) if bins are provided.
- Have volunteers at close of exhibit hall check-out exhibitors and to help exhibitors recycle any materials not being sent back. Need 6-10 volunteers assigned to specific exhibitors/rows. Need 2-3 for check-out.

8. Evaluation of Recycling/Waste Prevention efforts

Recycling Committee Reporting

- Provide the committee that is coordinating the event recycling with reporting standards so they can document the amount of materials being collected on-site.
- Ask the committee to also provide a post-event report with comments about lessons learned and suggestions for improvement for following years.

Attendee Evaluation

- On the event evaluation form, ask attendees to comment on the recycling program. Some specific questions to ask:
 - Were you well informed of the recycling programs in place and how you could participate in them?
 - Was the recycling program made easy or difficult?
 - Were there adequate recycling bins located throughout the meeting space at the convention center and the hotels where meetings/events took place? If not, please explain where there were not adequate recycling bins.
 - Were recycling bins/areas clearly identifiable?
 - Were recycling bins clearly marked as to what materials went into each bin?
 - Were there any events where you feel adequate recycling/waste prevention did not take place?
 - Did you use your reusable mug throughout the Congress? If not, why not?
 - Are there any areas where you feel NRC can do a better job to prevent waste (promotional materials, on-site materials, etc). ?
 - Did you have any contact with the 'Recycling Advisors'? Were these individuals helpful?
 - Did you participate in the hotel's not changing your bed linens/sheets program? Did the hotel follow your instructions on this program?
 - Suggestions for general improvement?

Exhibitor Evaluation

- On the exhibitor evaluation form, ask exhibitors to comment on the recycling program. Some specific questions to ask:
 - Was the recycling program made easy or difficult?
 - Were there adequate recycling bins located throughout the exhibit hall?
 - Were these recycling/bins clearly identifiable?
 - Were you able to get adequate information on the recycling procedures in the hall ?
 - Was the "check-out" procedure helpful?
 - Any suggestions on how NRC can improve recycling accessibility for exhibitors?
 - Would you be interested in serving on a "Greening Your Meetings" Committee?

Post-Congress

- Let attendees know that a post congress recycling/waste prevention report will be available on our website a few weeks after the event. Include information on how much and what kinds of materials were recycled.

9. Criteria for Future Site Selections

Site Selection Evaluation

Evaluation of future sites for events will include a recycling/waste prevention checklist with a point system to help evaluate convention centers and hotels. (See Appendix C) Convention Centers and headquarter hotels must meet a minimum rating to be considered for a future event.

'Green' Hotel Certification Programs

At the time this policy was written, several organizations were developing "Green Hotel" certification programs. If the certified hotels meet the size and location requirements for the event, consider using these certification programs when choosing hotels.



Appendix A: Food Service Requirements to be included with Request for Proposals for Event Sites

- No food or beverages are to be served on disposable service ware. Must use china service. Facility will let state, before contract is signed, any additional costs for china service.
- Spoons (not disposable ones) should be used instead of plastic or wood stir sticks with any beverage service.
- "Box lunches" must be served buffet style.
- Facility agrees to instruct bartenders to not automatically give cocktail napkins with drinks (but please have them available for those that want them).
- Request that cloth napkins and table cloths be used. If this is not feasible, you must use compostable napkins.
- Request that as much food as possible to be locally grown and organic and coffee be fair trade, shade grown.
- Facility must state in advance what kind of beverage containers will be used (glass bottles, plastic bottles, aluminum cans, etc). If facility does not provide recycling of these containers, we will provide containers and facility agrees to let NRC place containers near food service and bar areas and throughout the event space. Facility agrees to instruct bartenders/wait staff to use appropriate recycling containers.
- All condiments (ketchup, mustard, mayonnaise, jelly, butter, sugar, creamers, etc) must be served in serving containers and not in individual packets. Serving containers must not be disposable containers.
- Request that food is served without garnishes or use edible garnishes.
- If the facility does not currently have a food donation program in place, facility agrees to work with us, at no cost to us or the facility, to provide food donation.
- If facility does not currently have a food composting program in place, facility agrees to work with us, at no cost to us or facility, to provide food composting.
- If facility does not currently have a recycling/reuse program in place for food packaging (ex cardboard boxes), facility agrees to work with us, at no cost to NRC or facility, to provide recycling of food packaging.



Appendix A: Recycling/Waste Prevention Requirements to be included with Request for Proposals for Hotels

Hotel must agree that any recycling/waste prevention activities that are indicated on the RFP checklist will be in place during the time of our Congress.

Hotel must agree to work with NRC to implement any waste prevention/recycling programs at the hotel during the time of our Congress.

Hotel must agree to let NRC set up recycling containers, with signage, in public areas, on guest room floors, and in meeting rooms. Hotel must agree to have a small recycling container at the front desk on our check-out day(s) to collect name badge holders and also to collect opened hotel toiletries/soap. NRC will be given the items that are collected (we will be reusing the name badge holders and will be donating the opened toiletries/soap. NRC agrees to work with hotel on placement of these collection containers.

Hotel agrees to provide NRC guests with a letter upon check-in letting guest know of recycling/waste reduction programs in place and how they can participate in these programs.

If hotel does not have a program in place that allows guests not to have their towels and bed linens changed daily, hotel will implement this program for our guests during the Congress. Hotel will provide cards for guests to use to indicate whether or not they want their towels and bed linens changed daily. The hotel will distribute these cards, at no cost to NRC, to NRC guests when they check into the hotel.

Hotel must be willing to honor NRC's Food & Beverage Policy (see attached). Any items that will generate an extra charge to NRC or can't be accommodated must be identified and specified in the contract.

Hotel agrees to instruct their employees on NRC's requirements and make sure they are adhered to.



Appendix A: Recycling/Waste Prevention Requirements to be included with Request for Proposals for Convention Centers

Convention Center must agree to commit that any recycling/waste prevention activities that are indicated on this checklist will be in place during the time of our Congress.

Convention Center must agree to commit to working with NRC to implement any waste prevention/recycling programs at the facility during the time of our Congress.

Convention Center must agree to let NRC set up recycling containers and signage for these containers in registration area, public areas, exhibit hall and in meeting room areas. NRC agrees to work with Convention Center on placement of these containers.

Convention Center caterer must agree to honor NRC's Food & Beverage Policy (see attached). Any items that will generate an extra charge to NRC or can't be accommodated must be identified and specified in the contract.

Convention Center agrees to instruct their employees on NRC's requirements and make sure they are adhered to.



Appendix A: Recycling/Waste Prevention Requirements to be included with Request for Proposals for Off Property Venues

Facility must agree to commit that any recycling/waste prevention activities that are indicated on this checklist will be in place during the time of our event.

Facility must agree to commit to working with NRC to implement any waste prevention/recycling programs at the facility during our event.

Facility must agree to let NRC setup recycling containers and signage for these containers in facility. NRC agrees to work with facility on placement of these containers.

Facility caterer must agree to honor NRC's Food & Beverage Policy (see attached). Any items that will access an extra charge to NRC or can't be accommodated must be identified and specified in the contract.

Facility agrees to instruct their employees on NRC's requirements and make sure they are adhered to.



NATIONAL
RECYCLING
COALITION
INC.

Appendix B: Contract Addendum on Greening Meeting Policies

(Replace "NRC" with your organization's name)

Facility will agree, at no additional charge to the group, to ensure that NRC's recycling standards are met during the conference. NRC agrees to work with the facility to ensure that no additional costs will be incurred by the facility to provide additional recycling programs during the conference. NRC further agrees to assist facility in establishing a comprehensive recycling program. The recycling program will include: recycling bins for paper (mixed or separate, depending on the existing stream); recycling bins

for all beverage containers (glass, plastic, aluminum cans) that are being used by facility; and other materials that can be handled locally in the existing system (composting, etc.). Bins will be provided by NRC if not already provided by the facility. Facility agrees to work with NRC on placement of these containers in meeting space and public spaces.

Facility agrees that all recycling/waste prevention programs which were in place during the "Recycling & Waste Minimization Information" checklist will be in place during the Congress.

Food and Beverage:

Facility agrees to abide by the following for all NRC Food and Beverage events. If any additional costs are to be incurred by NRC for any of these items, these costs must be identified in the contract.

- Facility agrees to work with NRC, at no cost to NRC, on providing collection containers for beverage containers (glass bottles, plastic bottles, aluminum cans), if such a facility is not already in place. Facility agrees to let NRC place containers near bar areas and throughout the event space. Facility agrees to instruct bartenders/wait staff to use appropriate recycling containers.
- China service will be used at all food and beverage functions.
- All 'box' lunches must be served buffet style.
- Spoons (not disposable ones) should be used instead of plastic or wood stir sticks with any beverage service.
- Cloth napkins and cloth table cloths must be used at all food & beverage events. Any exceptions to this must be identified in this contract.
- Request that as much food as possible be locally grown and organic and coffee be fair trade, shade grown.
- Bartenders must be instructed not to automatically give cocktail napkins with drinks (but have them available for those that want them.)
- Facility must use cream pitchers, sugar bowls and reusable spoons rather than individual creamer and sugar packets and plastic stirrers.
- Facility must use reusable items (cloth, glass, ceramic, etc) other than disposable items (styrofoam, plastic).
- Facility must serve all condiments (ketchup, jelly, butter, etc) in serving containers rather than individual packets.
- Facility agrees to work with NRC, at no cost to NRC, on donating any left over food to a local feeding program if such a program is not already in place.
- Facility agrees to work with NRC, at no cost to NRC, on a food composting program if such a program is not already in place.
- Facility agrees to work with NRC, at no cost to NRC, on a recycling/reuse program for food packaging (ex cardboard boxes), if such a program is not already in place.
- All bartenders are to be properly trained in alcohol awareness and intervention procedures, and to demand age verification at their discretion and refuse to serve anyone who appears to be intoxicated.

Recycling/Waste Prevention:

Facility agrees that any recycling/waste prevention activities that are indicated on the checklist will be in place during the time of our event.

Facility agrees to work with NRC to implement any waste prevention/recycling programs at the facility during our event.

Facility agrees to let NRC setup recycling containers and signage for these containers in facility. NRC agrees to work with facility on placement of these containers.

Facility agrees to instruct their employees on NRC's requirements and make sure they are adhered to.

Hotel Sleeping Rooms:

Hotel agrees not to change NRC guests bed linens and towels daily unless instructed by the guest. If a program is not already in place, NRC will provide cards for guests to instruct hotels in this regard. Hotel agrees to provide these cards to NRC guests at the hotel at check-in.

For hotels that don't have dispensers in the bathroom for shampoo/soap/etc. or don't have a program already in place to donate these used containers, facility agrees to work with NRC, at no cost to NRC or facility, to collect and donate opened hotel toiletries and soap. This includes allowing NRC to setup collection boxes at the hotel front desk for opened toiletries and soap. NRC will provide cards for guests to instruct hotels that they don't want to have their toiletries replaced. Hotel agrees to provide these cards to NRC guests at the hotel at check-in.

Agreed to by:

Facility

Signature

Date



Attachment c: Request for Proposal

Facility Self-Evaluation Survey

This self-evaluation survey form has been developed by the National Recycling Coalition and the Convene Green Alliance for the purpose of evaluating meeting/convention facilities to determine the level at which a facility is participating in environmentally-friendly practices, services, standards and training.

The Convene Green Alliance, a grassroots organization of associations involved in and concerned with lessening the environmental footprints of associations and the events they sponsor. It is the mission of Convene Green to encourage green practices in the association and hospitality industries. For more information on the Convene Green Alliance visit their website at www.convenegreen.com.

Facility: _____

Name/Title: _____ Date: _____

Tel: _____ Fax: _____

Commitment and Awareness

1. Is your facility an active participant in an environmental partnership or certification program (i.e. U.S. EPA Energy Star, Green Seal, LEED Certified Building?) Yes No

If yes, please list: _____

2. Does the hotel have a management system in place ensuring that employees are properly trained, monitored and evaluated to improve environmental performance? Yes No

If yes, please circle all tools in use:

orientation briefings memos incentive programs targets performance reviews

3. Are your facility's environmental efforts visibly communicated to guests, shareholders, vendors and the public? Yes No

If yes, please elaborate on your efforts: _____

Waste Management

4. Does your facility have an in-house recycling program? Yes No
If yes, circle all applicable programs: Accessible bins for:
 Back of House: corrugated paper (cardboard)
 Meeting Space: paper beverage containers
 Public Space (restaurants, lobbies): paper beverage containers
 Sleeping Rooms: paper beverage containers
 Property Office: paper ink cartridges
5. Which waste hauler do you utilize? _____
6. Which recycling hauler do you utilize? _____
7. Does your facility evaluate and/or measure the success of recycling and waste reduction initiatives at least annually? Yes No
If yes, please provide a copy of your last report.
8. Does your facility have a comprehensive program in place to train your employees of your recycling/waste prevention program? Yes No
If yes, please describe. _____
9. Does your facility promote your recycling/waste prevention activities to your guests and let them know how they can participate? Yes No
If yes, please describe the programs in place: _____

Energy Efficiency

10. Is energy efficient lighting in place in your property? Yes No
If yes, please circle locations in which they are currently being used:
lobby hallways guest rooms public restrooms offices meeting rooms outdoor areas
11. Are occupancy sensors/ timers used to control lighting in intermittent-use areas? Yes No
If yes, please circle locations in which they are currently being used:
meeting space storage areas public bathrooms staff bathrooms
12. Are programmable thermostats with motion-detectors used to control HVAC in guestrooms? Yes No
-

Catering

13. Is your facility equipped to offer renewable service items (china dishes/napkins/table cloths) for maximum capacity service at no additional charge? Yes No
If yes, please circle items available:
china dishes cloth napkins cloth tablecloths glass/ceramic centerpieces
14. Is your facility equipped to offer coffee service items/condiments in bulk? Yes No
If yes, please circle all items offered:
sugar creamer ketchup jelly butter
15. Are bartenders trained not to automatically give cocktail napkins with drinks (but have them available for those that want them)? Yes No
16. Does your facility donate left over food to a local feeding program? Yes No
If yes, please describe your program: _____
17. Does your facility have a food waste recycling, recovery or composting program in place? Yes No
If yes, please describe your program: _____
-

Guest Rooms

18. Does your facility offer a linen reuse program to multiple night guests? Yes No
19. Does your facility use water conserving fixtures? Yes No
If yes, please list: _____
20. Are there soap and shampoo dispensers instead of individual bottles in the bathroom? Yes No
21. If you do use individual bottles in the bathroom, do you have a program to donate leftover partially-used amenities? Yes No
22. Do you deliver newspapers daily?
If yes, do you:
a) offer people the opportunity to opt out? Yes No
If yes, please describe: _____
b) do you have a program in place to recycle these? Yes No
If yes, please describe: _____
23. Is the hotel stationary made from recycled paper? Yes No
-
-

Landscaping

24. Does your facility contract for landscape maintenance? Yes No
If yes, is the facility or the contractor responsible for disposal of yard waste materials?

25. How is the landscape debris/yard waste generated by your facility disposed of? _____

26. Does your facility compost yard waste on site or is it managed by a local contractor? _____

27. Do you utilize compost from recovered yard waste on site in landscaping? Yes No

28. Does your facility minimize water usage in planning landscape projects (e.g. xeriscaping)? Yes No

29. What type of landscape watering system do you use (e.g. drip irrigation, sprinklers)? Yes No

Environmental Purchasing

30. Does your facility give preference to products which are environmentally responsible? Yes No

If yes, circle all products that apply:

Low toxicity cleaners organic food locally grown food fair trade goods envir. friendly seafood

21. Does your facility purchase post-consumer recycled products? Yes No

If yes, circle all products that apply:

Office paper glossy printed material bath tissue facial tissue napkins/paper towels

31. Does your facility give preference to the selection of environmentally responsible service providers? Yes No

If yes, please circle providers being used:

integrated pest management alternative fuel vehicles

32. Does your facility purchase renewable energy? Yes No

If yes, please circle the type of renewable energy that is purchased and please include percentage of total energy used:

green power ____% renewable energy credits ____% wind power ____%

other (please list): _____ % _____ %



Attachment D: Exhibitors “Green” Checklist

(Send in advance to exhibitors and also give a copy onsite for a self-check)

Company Name: _____

Booth Number(s): _____

Person filling out form: _____

Yes

	No	Explanation	
Give-a-ways (if applicable)			
Was your give-a-way made from recycled materials? (please specify)			
Was your give-a-way reusable? Please explain			
Your give-a-way did not have unnecessary packaging?			
Did you donate any leftover give-a-ways?			
If you donated give-a-ways, did you let NRC know in advance that you might have give-a-ways to donate?			
Promotional Materials			
Were your promotional materials printed on recycled content paper? (please specify recycled content)			
Were they printed or copied back-to-back?			
You didn't use vegetable based ink?			
You didn't use goldenrod or florescent colored paper?			
Did you print the Congress logo or dates on your promotional materials?			
Packing			
Did you ship back all materials that you brought?			
Did you take any materials that were not shipped back (including empty boxes), that were recyclable, to the recycling containers located in the exposition hall?			
Booth			
Did your exhibit booth contain any recycled content materials? (please specify)			



Attachment E: Additional Resources

Convention Industry's Councils Green Meeting Report
http://www.conventionindustry.org/projects/green_meetings_report.pdf

Green Meetings Industry Council
<http://www.greenmeetings.info>

U.S. EPA's "It's Easy Being Green! A Guide to Planning and Conducting Environmentally Aware Meetings and Events"
http://www.greenbiz.com/toolbox/reports_third.cfm?LinkAdvID=2392

The Convene Green Alliance
www.convenegreen.com

Green Hotels Association - Green Travel Tips
<http://www.greenhotels.com/grntrav.htm>

Meeting Strategies Worldwide - Management, consulting and training firm that works with associations and corporate organizations to produce sustainable, green conferences and corporate social responsibility programs.
<http://www.meetingstrategiesworldwide.com/>

Business Enterprises for Sustainable Travel
<http://www.sustainabletravel.org>

Green Seal – Greening the Lodging Industry Program
<http://www.greenseal.org/programs/lodging.cfm>

Blue Ocean Institute's Guide to Ocean Friendly Seafood
<http://www.blueocean.org/Seafood/>

Monterey Bay Aquarium's Seafood Watch - Recommendations on which seafood to buy or avoid, helping consumers to become advocates for environmentally friendly seafood
<http://www.mbayaq.org/cr/seafoodwatch.asp>

Eco Speakers - contains a list of useful links for green event planning
<http://www.ecospeakers.com/foreventmgrs/greenevents/index.html>

Carbon Offsetting:

Leonardo Academy's – Cleaner and Greener ® program
<http://www.cleanerandgreener.org/certification/program.htm>

Sustainable Travel International – Carbon Offset and Green Tag Projects
http://www.sustainabletravelinternational.org/documents/op_carbonoffsets_projects.html

myclimate – The Climate Protection Partnership - Projects that lead to a direct reduction of greenhouse gases and thus makes tangible climate protection possible.
<http://www.myclimate.org/index.php?lang=en&m=project>

NativeEnergy – Carbon Offsetting
<http://www.nativeenergy.com>

Recycled Promotional Products:

Weisenbach Speciality Printing
<http://www.weisenbach.com/>

Signature Marketing
<http://www.signaturemarketing.com/homepage>

Stan Miller & Associates
<http://www.promoplace.com/millerpromotions>

Gifts and Awards made from Recycled content materials

Fire & Light – engravable, recycled glass awards and gifts
<http://www.fireandlight.com>

Aurora Glass
<http://www.auroraglass.org/recycledglass.html>

Rivanna Natural Designs
<http://www.rivannadesigns.com>

Suppliers - Misc

Organic Bouquet – organic flowers & displays
<http://www.organicbouquet.com>

Madison Avenue – Reusable signs
<http://www.meetingsigns.com/>

Office/Building/Home Suppliers:

Green Home – products and services for a green home
<http://www.greenhome.com>

Green Products - - building solutions and cleaners
<http://www.greenproducts.net/>

Green Depot – building supplies
<http://store.greendepot.com/StoreFront.bok>

Green Office - an online retailer of recycled, environmentally friendly, and sustainable business products, school supplies, and paper
<http://www.thegreenoffice.com/>

Hotels:

Leading Hotels of the World- Green Initiative
<http://www.lhwgreen.com/home.aspx>

Kimpton Hotels – Earth Care
http://www.kimptonhotels.com/cares_earthcare.aspx

Fairmont Hotels – Green Partnership
http://www.fairmont.com/EN_FA/Environment

Marriott – Green Marriott
www.marriott.com/marriott.mi?page=environmentalInitiatives

General Consumer Sources and Guides:

Consumer Reports - Greener Products
<http://www.greenerchoices.org>

National Geographic - The Green Guide
<http://www.thegreenguide.com>

ENERGY STAR - A joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping us all save money and protect the environment through energy efficient products and practices.
http://www.energystar.gov/index.cfm?c=about.ab_index