



# Standard Specification for Evaluation and Selection of Audio Visual (AV) and Production for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences<sup>1</sup>

This standard is issued under the fixed designation E2745; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

## INTRODUCTION

This specification offers a way to address environmental sustainability in the meeting and event industry. It is a tool for event planners and suppliers to understand the attributes of an environmentally sustainable event. The goal in developing this specification is to establish common benchmarks for environmental performance in events for both planner and supplier sectors. This specification considers the creation of an environmentally sustainable event to be a partnership between planners and their suppliers. Each plays a critical role in the effort.

In this specification, options are addressed for minimizing the environmental impact of face-to-face events. The approach of this specification is to focus on measurable outcomes and policies for planners and suppliers. This maximizes the ability of businesses to select the methods best tailored to their needs to achieve benchmarks and measurable outcomes.

### 1. Scope

1.1 This specification delineates procedural requirements for the audio visual and production services associated with meetings, events, trade shows, or conferences (hereafter, referred to as *events*).

1.2 Audio visual (AV) and production services encompass the range of services required to provide staging, décor, scenic elements, audio, video, lighting, and technical production.

1.3 There are nine specifications covering the following areas of event planning: destination selection, accommodations, food and beverage, audio visual, onsite offices, communication and marketing materials, transportation, exhibits, and venues. Within each specification are eight categories' criteria: staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners. Each category is further split into four progressive levels of achievement. Information within each specification is divided as follows: Main Body—Scope, Referenced Documents, Terminology, Planner Requirements for Level 1, Supplier Requirements for Level 1, and Keywords; Annexes—Planner Requirements for Levels 2 – 4 and Supplier Requirements for Levels 2 – 4.

1.4 All areas of performance under this specification may not be relevant for each event or for each facility or provider of event services. In some cases, an event planner would use this specification in conjunction with other specifications (for example, Specifications E2774, E2743) or this specification may be used individually. In other words, elements of an event may be separated and considered solely or added together and considered as a unit (for example, venues used individually versus transportation, accommodations, and destination selection used in conjunction).

1.5 If higher levels are achieved in some sections, the event can only be considered environmentally sustainable at the lowest level achieved.

1.6 The use of levels within this specification recognizes the path to environmentally sustainable events is a multi-stage effort. The idea behind the levels is to provide a coherent baseline for measuring environmental performance, to be flexible enough to adapt to the needs of more advanced planners and to establish a performance path that encourages further environmental performance improvement. In addition, the evolution of products and services to support events is expected, allowing additional advancements and underscoring the dynamic nature of environmental sustainability. This specification primarily focuses on environmental sustainability, while some aspects of economic and social sustainability are included recognizing the complete path toward overall sustainability.

<sup>1</sup> This specification is under the jurisdiction of ASTM Committee E60 on Sustainability and is the direct responsibility of Subcommittee E60.02 on Hospitality.

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1.7 The values stated in SI units are to be regarded as standard. No other units of measurement are included in this standard.

1.8 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

## 2. Referenced Documents

### 2.1 ASTM Standards:<sup>2</sup>

**E2114** Terminology for Sustainability Relative to the Performance of Buildings

**E2743** Specification for Evaluation and Selection of Transportation for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences

**E2774** Specification for Evaluation and Selection of Venues for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences

### 2.2 ISO Standards:<sup>3</sup>

**ISO 14001** Environmental Management Systems—Requirements with Guidance for Use

### 2.3 Federal Statutes:<sup>4</sup>

**Federal Hazardous Substances Act** Labeling and Banning Requirements for Chemicals and Other Hazardous Substances, 15 U.S.C. § 1261 and 16 C.F.R. Part 1500

## 3. Terminology

### 3.1 Definitions:

3.1.1 *biodegradable, adj*—capable of decomposing under natural conditions into elements found in nature. **E2114**

3.1.2 *category 1 lighting, n*—LED wash fixtures (200 w or less), HID (170 w or less) PARs or Ellipsoidals, or LIFI Plasma (450 w or less) conventional and automated light sources.

3.1.3 *category 2 lighting, n*—high-efficiency traditional light sources such as HPL575 or similar.

3.1.3.1 *Discussion*—This lighting is typically found in ETC Source4, Altman Shakespeare, or Strand SL fixtures, or similar.

3.1.4 *category 3 lighting, n*—high-efficiency automated arc light sources such as the Martin Smart MAC or MAC250entour 150 – 300 w fixtures that deliver lumen output similar to or greater than sources that operate at 400 – 575 w, and 400 – 750 w fixtures that are similar to or greater than other sources at 750 – 1200 w.

3.1.5 *category 4 lighting, n*—three to thirty watt CFL or CCFL sources, one hundred watt or lower Halogen MR16 sources, non-fixture built-in LED “nook” sources.

<sup>2</sup> For referenced ASTM standards, visit the ASTM website, [www.astm.org](http://www.astm.org), or contact ASTM Customer Service at [service@astm.org](mailto:service@astm.org). For *Annual Book of ASTM Standards* volume information, refer to the standard’s Document Summary page on the ASTM website.

<sup>3</sup> Available from International Organization for Standardization (ISO), 1, ch. de la Voie-Creuse, CP 56, CH-1211 Geneva 20, Switzerland, <http://www.iso.org>.

<sup>4</sup> Available from U.S. Government Printing Office Superintendent of Documents, 732 N. Capitol St., NW, Mail Stop: SDE, Washington, DC 20401, <http://www.access.gpo.gov>.

3.1.5.1 *Discussion*—This lighting is typically found in scenic flats and coves, as well as PAR 38 floods.

3.1.6 *compostable, adj*—capable of undergoing biological decomposition in a compost site as part of an available program where facilities exist, such that the material breaks down into carbon dioxide, water, inorganic compounds, and biomass, at a rate appropriate for such program.

3.1.7 *corporate social responsibility (CSR), n*—a policy that functions as self-regulating mechanism whereby the organization monitors and ensures its support of legal and ethical standards, and international norms addressing activities affecting the environment, consumers, employees, communities, stakeholders, and all other members of the public sphere.

3.1.7.1 *Discussion*—CSR is the deliberate inclusion of public interest into corporate decision-making and the honoring of the ‘triple bottom line:’ People, Planet, and Profit. Also known as corporate responsibility, corporate citizenship, responsible business, sustainable responsible business (SRB), or corporate social performance, is a form of corporate self-regulation integrated into a business model.

3.1.8 *environmentally preferable products, n*—products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

3.1.8.1 *Discussion*—This comparison applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal. These products may possess biodegradable, organic, reusable, recycled, or recyclable attributes.

3.1.9 *environmentally sustainable, adj*—environmental focus on components, functions and systems that meets the needs of the present without compromising the ability of future generations to meet their own needs.

3.1.10 *hazardous materials, n*—any material or combination of materials that because of their quantity, concentration, or physical or chemical characteristics poses an unreasonable risk to the health and safety of persons or the environment, or both.

3.1.10.1 *Discussion*—Hazardous materials may require special handling during storage, manufacture, processing, packaging, use, disposal, or transportation due to one or more of the following characteristics: poisonous, explosive, chemically active, corrosive, toxic, or radioactive.

3.1.11 *local, adj*—relating to or applicable to a city or town or district rather than a larger area.

3.1.11.1 *Discussion*—The exact distance for purposes of sourcing goods (including food and beverage), services, and personnel will be determined by the planner or supplier, or both, and be based upon the event location adjusting for location size and season. No standard definition exists to define local, inherent in this practice is the philosophy to use sources geographically proximate to the event and be practical given wide dispersion of services and products across geographic areas.

3.1.12 *planner, n*—person whose job it is to oversee and arrange every aspect of an event; an employee or hired ad hoc by large companies, professional associations, or trade associations to plan, organize, implement, and control events, conventions, and other events.

3.1.12.1 *Discussion*—Planners may include professionals who work for government, association, corporate, or independent agencies. The planner is the buyer of event services.

3.1.13 *pre-consumer material, adj*—refers to material that are reclaimed from manufacturing and other industrial processes and products which have not served their intended end-use as a consumer item. **E2114**

3.1.13.1 *Discussion*—Pre-consumer materials include: culls, trimmed materials, print overruns, overissue publications, and obsolete inventories.

3.1.14 *recovered materials, n*—waste material and by-products which have been recovered or diverted from the waste stream, but such term does not include those materials and by-products generated from, and commonly used within, an original manufacturer process. **E2114**

3.1.15 *recycle, v*—recovering or reprocessing materials for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion. **E2114**

3.1.15.1 *Discussion*—The use of the word recycle used in this specification applies to planners and their suppliers which provide event products and services. Recycling, as defined, does not extend to the activities of the suppliers' vendors or suppliers.

3.1.16 *recycled content products, n*—products that contain pre-consumer or post-consumer materials as all or part of their feedstock. **E2114**

3.1.16.1 *Discussion*—Recycled-content products may contain some pre-consumer waste, some post-consumer waste or both. A product does not have to contain 100 % recovered materials to be considered “recycled,” but clearly the higher the percentage of recycled content, the greater the amount of waste that is diverted from disposal.

3.1.17 *request for proposal (RFP), n*—an invitation for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service.

3.1.18 *snake, n*—cabling used to distribute audio and video signal.

3.1.19 *stakeholder, n*—individuals, organizations or other entities that directly affect or are directly affected by the planning and execution of a specific event.

3.1.19.1 *Discussion*—Stakeholders in the event industry include but are not limited to: event organizer, event planner, surrounding community, convention and visitors bureau, labor unions, news media, government, attendees, hotels, airlines, maintenance personnel, material handlers, local transportation companies and warehouses, florists, photographers, security companies, medical facilities, registration companies, restaurants, gas stations, recycling facilities, utility companies, caterers, audio visual providers, printers, ad specialty brokers, laundries, grocery stores, farmers, fisheries, fisherman, pharmacies, and bakeries.

3.1.20 *supplier, n*—purveyor, provider, vendor, or contractor offering facilities, products, or services, or any combination thereof.

3.1.21 *sustainable development, n*—development that meets the needs of the present without compromising the ability of future generations to meet their own needs. **E2114**

3.1.22 *sustainability, n*—the maintenance of environmental, economic, and social components, functions, and systems for future generations. **E2114**

3.1.23 *toxic, adj*—any substance that is likely to produce personal injury or illness to humans when it is inhaled, swallowed, or absorbed through the skin.  
**Federal Hazardous Substances Act**

3.1.24 *waste, n*—discarded residue for disposal or recovery.

#### 4. Level 1 Requirements

##### 4.1 *Planner Performance Requirements:*

##### 4.1.1 *Staff Management Policy:*

4.1.1.1 The planner shall maintain a written environmental sustainability policy for its organization, available for stakeholder review, documenting a vision, objectives and goals for sustainability that addresses all the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners).

4.1.1.2 The planner shall have written environmental objectives and performance criteria related to the specific event that address all the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners) related to the specific event or, and include these objectives in the RFPs.

4.1.1.3 The planner shall designate one or more staff members to implement the environmental sustainability initiatives related to the audio visual and production components of the event.

##### 4.1.2 *Communications:*

4.1.2.1 The planner shall maintain records of all environmental efforts, and shall make those records available to stakeholders and for reference for planning future events.

4.1.2.2 The planner shall ensure all appropriate personnel are made aware of, and can communicate effectively, the environmental policy of both the planner and supplier.

4.1.2.3 The planner shall include the organization's and supplier's environmental sustainability policy in its on-going communications with clients through all appropriate means, where applicable.

4.1.2.4 The planner shall make all plans/proofs for scenic/platform design available electronically, when the receiving party can accept electronic versions.

##### 4.1.3 *Waste Management:*

4.1.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers meet a minimum of supplier Level 1 waste management practices and environmental performance outcome measures as defined within this standard.

##### 4.1.4 *Energy:*

4.1.4.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers meet a minimum of supplier Level 1 energy management practices and environmental performance outcome measures as defined within this standard.

4.1.4.2 The planner shall employ at least one of the following shipping practices:

- (1) Shipping minimum necessary quantities;
- (2) Utilizing the smallest possible packaging;
- (3) Using no, minimal, or recycled packaging;
- (4) Purchasing locally;
- (5) Using ground versus air shipping; or
- (6) Balancing trade-offs between environmental issues and speed/size and shipping method.

#### 4.1.5 *Air Quality:*

4.1.5.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers meet a minimum of supplier Level 1 air quality management practices and environmental performance outcome measures as defined within this standard.

#### 4.1.6 *Water:*

4.1.6.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers meet a minimum of supplier Level 1 water management practices and environmental performance outcome measures as defined within this standard.

#### 4.1.7 *Procurement:*

4.1.7.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to meet a minimum of supplier Level 1 procurement practices and environmental performance outcome measures as defined within this standard.

4.1.7.2 The planner shall contract with event suppliers that actively follow and purchase according to the supplier's documented environmental procurement policies, specify the environmental sustainability attributes of products to be purchased, or meet the environmental sustainability specification in the planner's RFP, or any combination thereof. These suppliers shall represent a minimum of 25 % of the planner's total supplier base for the event.

#### 4.1.8 *Community Partners:*

4.1.8.1 The planner shall donate reusable, surplus floral and other materials that cannot otherwise be reused by the planner to the local community or non-profit organizations. The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to donate reusable, surplus event materials and supplies to local community or non-profit organizations, if the supplier determines that the materials and supplies cannot be reused or recycled by the supplier.

## 4.2 *Supplier Performance Requirements:*

### 4.2.1 *Staff Management Policy:*

4.2.1.1 The supplier shall have a written environmental sustainability policy, available for stakeholder review, for its organization documenting a vision, objectives and goals for sustainability that address the applicable environmental characteristics as described in this standard (staff management

policy, communications, waste management, energy, air quality, water, procurement, and community partners).

4.2.1.2 The supplier's sustainability policy shall have general manager or executive support as indicated by a signed statement.

4.2.1.3 The supplier shall designate one or more staff members to implement the supplier's sustainability initiatives.

### 4.2.2 *Communications:*

4.2.2.1 The supplier shall communicate the planner's written environmental objectives and performance criteria to its staff.

4.2.2.2 The supplier shall communicate to the planner the supplier's sustainability policies and include the policy in the supplier's sales and marketing materials, as appropriate.

### 4.2.3 *Waste Management:*

4.2.3.1 The supplier shall establish a twelve-month waste diversion baseline (or all months of operation for suppliers operating less than twelve months).

4.2.3.2 The supplier shall annually reduce hazardous materials consumption by a minimum of 10 % or achieve ongoing use of less than 75 % of total products used.

### 4.2.4 *Energy:*

4.2.4.1 The supplier shall establish a twelve-month energy performance baseline and track and record their energy use using their own system or third-party supported system (or all months of operation for suppliers operating less than twelve months).

4.2.4.2 The supplier shall have a written energy reduction plan with specific goals and shall share the plan and results with the planner.

4.2.4.3 The supplier shall turn off or place equipment in a power-saving eco-mode at the end of each working day.

4.2.4.4 The supplier shall ensure only critical equipment is powered on during rehearsal.

### 4.2.5 *Air Quality:*

4.2.5.1 No requirements.

### 4.2.6 *Water:*

4.2.6.1 No requirements.

### 4.2.7 *Procurement:*

4.2.7.1 The supplier shall select equipment manufacturers that have at least one of the following:

(1) Restriction of Hazardous Substances Directive (RoHS) compliance;

(2) ISO 14001 certification;

(3) Manufacturing facilities powered in part or in whole by one or more alternative energy sources;

(4) Electronic Product Environmental Assessment Tool (EPEAT), or similar recognized, formal system for evaluating and reporting the environmental performance of electronic equipment;

(5) Formal enviro-packaging policy; or

(6) Sponsorship or participation in formal product take-back/recycling program.

4.2.7.2 The supplier shall establish a twelve-month baseline of purchases made with recycled content, recyclable, biodegradable and compostable materials.

4.2.7.3 The supplier shall establish a twelve-month baseline of non-toxic or reduced toxic product purchases. This baseline

shall represent purchases procured from an existing range of obtainable products, where these products are made with alternative non-toxic or reduced toxic materials.

4.2.7.4 The supplier shall reduce packaging of all purchases. The supplier shall share incremental progress, annual goals, and results for packaging reduction.

4.2.7.5 The supplier shall increase the percentage of bulk purchases by a minimum of 10 % over the past twelve months or bulk purchases shall constitute 10 % of total purchases.

4.2.8 *Community Partners:*

4.2.8.1 No requirements.

## 5. Keywords

5.1 audio; audio visual; décor; environmentally sustainable meetings; floral; green events; green meetings; lighting; projection; recording; scenery; sustainability; video

## ANNEXES

### (Mandatory Information)

#### A1. PLANNER LEVEL 2 – 4 REQUIREMENTS AND PERFORMANCE METRICS

##### A1.1 Scope and Usage

A1.1.1 To meet the specific level indicated, planners shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the planner shall meet all requirements for Level 1 and Level 2.

##### A1.2 Staff Management Policy

A1.2.1 *Level 2 Requirements:*

A1.2.1.1 The planner shall hire or recruit, or both, a minimum of 25 % from local labor sources for the audio visual and production components when additional personnel are needed.

A1.2.2 *Level 3 Requirements:*

A1.2.2.1 The planner shall hire or recruit, or both, a minimum of 50 % from local labor sources for the audio visual and production components when additional personnel are needed.

A1.2.2.2 The planner shall require audio visual personnel to comply with environmental objectives and policies.

A1.2.3 *Level 4 Requirements:*

A1.2.3.1 The planner shall hire or recruit, or both, a minimum of 75 % from local labor sources for the audio visual and production components when additional personnel are needed.

##### A1.3 Communications

A1.3.1 *Level 2 Requirements:*

A1.3.1.1 The planner shall track measurable results of their environmental initiatives and resource use (for example, weight and type of both disposed and recycled materials; etc.) for the audio visual and production component, and where appropriate, track those of suppliers. The planner shall make this information available to stakeholders.

A1.3.2 *Level 3 Requirements:*

A1.3.2.1 The planner shall include information that accurately reflects the sustainability attributes and policies from the audio visual components in external communications to key stakeholders and attendees.

A1.3.2.2 The planner shall document in external communications the material ways key stakeholders and attendees can support or add to its environmental sustainability initiatives.

A1.3.3 *Level 4 Requirements:*

A1.3.3.1 No additional requirements.

##### A1.4 Waste Management

A1.4.1 *Level 2 Requirements:*

A1.4.1.1 No additional requirements.

A1.4.2 *Level 3 Requirements:*

A1.4.2.1 No additional requirements.

A1.4.3 *Level 4 Requirements:*

A1.4.3.1 No additional requirements.

##### A1.5 Energy

A1.5.1 *Level 2 Requirements:*

A1.5.1.1 The planner shall include a clause in the RFP and the contract for the supplier's services that requires suppliers to meet a minimum of Level 2 energy management practices and environmental performance outcome measures.

A1.5.2 *Level 3 Requirements:*

A1.5.2.1 No additional requirements.

A1.5.3 *Level 4 Requirements:*

A1.5.3.1 No additional requirements.

##### A1.6 Air Quality

A1.6.1 *Level 2 Requirements:*

A1.6.1.1 The planner shall include a clause in the RFP and the contract for the supplier's services that requires suppliers to meet a minimum of Level 2 energy management practices and environmental performance outcome measures.

A1.6.2 *Level 3 Requirements:*

A1.6.2.1 No additional requirements.

A1.6.3 *Level 4 Requirements:*

A1.6.3.1 No additional requirements.

## **A1.7 Water**

### *A1.7.1 Level 2 Requirements:*

A1.7.1.1 The planner shall include a clause in the RFP and the contract for the supplier's services that requires suppliers to meet a minimum of Level 2 water management practices and environmental performance outcome measures.

### *A1.7.2 Level 3 Requirements:*

A1.7.2.1 No additional requirements.

### *A1.7.3 Level 4 Requirements:*

A1.7.3.1 No additional requirements.

## **A1.8 Procurement**

### *A1.8.1 Level 2 Requirements:*

A1.8.1.1 The planner shall contract with suppliers who actively follow documented environmental policies. These suppliers shall represent a minimum of 50 % of the planner's total supplier base.

A1.8.1.2 The planner shall require that inks are bio-derived renewable (soy or vegetable).

A1.8.1.3 The planner shall purchase at least 25 % of printing, signs and other scenic elements locally.

### *A1.8.2 Level 3 Requirements:*

A1.8.2.1 The planner shall contract with suppliers who actively follow documented environmental policies. These suppliers shall represent a minimum of 75 % of the planner's total supplier base.

### *A1.8.3 Level 4 Requirements:*

A1.8.3.1 The planner shall contract with suppliers who actively follow documented environmental policies. These suppliers shall represent a minimum of 90 % of the planner's total supplier base.

## **A1.9 Community Partners**

### *A1.9.1 Level 2 Requirements:*

A1.9.1.1 No additional requirements.

### *A1.9.2 Level 3 Requirements:*

A1.9.2.1 No additional requirements.

### *A1.9.3 Level 4 Requirements:*

A1.9.3.1 No additional requirements.

## **A2. SUPPLIER LEVEL 2 – 4 REQUIREMENTS AND PERFORMANCE METRICS**

### **A2.1 Scope and Usage**

A2.1.1 To meet the specific level indicated, suppliers shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the supplier shall meet all requirements for Level 1 and Level 2.

### **A2.2 Staff Management Policy**

#### *A2.2.1 Level 2 Requirements:*

A2.2.1.1 The supplier shall hire or recruit, or both, a minimum of 25 % from local labor sources for the audio visual components when additional personnel are needed.

A2.2.1.2 The supplier shall have an electronic waste (e-waste) disposal policy in alignment with federal, state or local laws.

A2.2.1.3 The supplier shall have an electronic waste (e-waste) handling policy following the US EPA's environmental hierarchy (or local equivalent) for electronic waste.

#### *A2.2.2 Level 3 Requirements:*

A2.2.2.1 The supplier shall hire or recruit, or both, a minimum of 50 % from local labor sources for the audio visual and production components when additional personnel are needed.

#### *A2.2.3 Level 4 Requirements:*

A2.2.3.1 The supplier shall pursue or achieve voluntary or third-party certification, or both, in support of environmental claims.

A2.2.3.2 The supplier shall hire or recruit, or both, a minimum of 75 % from local labor sources for the audio visual and production components when additional personnel are needed.

### **A2.3 Communications**

#### *A2.3.1 Level 2 Requirements:*

A2.3.1.1 The supplier shall provide empirically verifiable documentation to support environmental claims, if requested.

A2.3.1.2 The supplier shall communicate its sustainability policy to stakeholders, staff, and attendees.

#### *A2.3.2 Level 3 Requirements:*

A2.3.2.1 The supplier shall accurately represent its appropriate environmental initiatives in external communications to key stakeholders.

#### *A2.3.3 Level 4 Requirements:*

A2.3.3.1 No additional requirements.

### **A2.4 Waste Management**

#### *A2.4.1 Level 2 Requirements:*

A2.4.1.1 The supplier shall reuse, recycle, or make recyclable, or any combination thereof, a minimum of 30 % of scenic/set materials.

A2.4.1.2 The supplier shall use balloons made from biodegradable latex, when balloons are supplied.

A2.4.1.3 The supplier shall replace a minimum of 30 % of cut florals with live plants when supplying florals.

A2.4.1.4 The supplier shall label hard media (tapes, digital versatile discs [DVDs]) explaining how to recycle these materials properly.

A2.4.1.5 The supplier shall reuse and recycle batteries, and use rechargeable batteries whenever possible.

A2.4.1.6 The supplier shall recycle projector lamps properly.

*A2.4.2 Level 3 Requirements:*

A2.4.2.1 The supplier shall reuse, recycle, or make recyclable, or any combination thereof, a minimum of 60 % of scenic/set materials.

A2.4.2.2 The supplier shall replace a minimum of 60 % of cut florals with live plants when supplying florals.

A2.4.2.3 The supplier shall rent scenic components a minimum of 40 % of the time.

*A2.4.3 Level 4 Requirements:*

A2.4.3.1 The supplier shall reuse, recycle, or make recyclable, or any combination thereof, a minimum of 90 % of scenic/set materials.

A2.4.3.2 The supplier shall replace a minimum of 90 % of cut florals with live plants when supplying florals.

## **A2.5 Energy**

*A2.5.1 Level 2 Requirements:*

A2.5.1.1 The supplier shall utilize a minimum of 25 % of Category 1 or 4 low-energy light sources for performance and presentation areas.

A2.5.1.2 The supplier shall utilize a minimum of 25 % of Category 1 or 4 low-energy lighting fixtures for breakout, meal, buffet, and product display areas.

A2.5.1.3 The supplier shall utilize a minimum of 25 % of Category 1 low-energy light sources for branding or other thematic projections.

*A2.5.2 Level 3 Requirements:*

A2.5.2.1 The supplier shall use liquid crystal displays (LCDs) rather than plasma for flat panel monitors.

A2.5.2.2 The supplier shall utilize a minimum of 50 % of Category 1 or 4 low-energy light sources for performance and presentation areas.

A2.5.2.3 The supplier shall utilize 80 % or greater of Category 2 low-energy light sources, in all fixtures that are not Category 1, 3, or 4, for the lighting for performance and presentation.

A2.5.2.4 The supplier shall utilize a minimum of 50 % of Category 1 or 4 low-energy lighting fixtures for breakout, meal, buffet, and product display areas.

A2.5.2.5 The supplier shall utilize a minimum of 80 % of Category 2 or 3 low-energy light sources, in all fixtures that are not Category 1 or 4, for breakout, meal, buffet, and product display areas.

A2.5.2.6 The supplier shall utilize a minimum of 50 % of Category 1 low-energy light sources for branding or other thematic projections.

A2.5.2.7 The supplier shall utilize a minimum of 80 % of Category 2 or 3 low-energy light sources, in all fixtures that are not Category 1 for branding or other thematic projections.

A2.5.2.8 The supplier shall utilize a minimum of 75 % of Category 2 low-energy light sources, in all fixtures that are not Category 1 or 4, for scenic and decor illumination.

A2.5.2.9 The supplier shall utilize a minimum of 80 % of Category 2 low-energy light sources, in all fixtures that are not Category 1 or 4, for scenic and decor illumination.

*A2.5.3 Level 4 Requirements:*

A2.5.3.1 The supplier shall utilize a minimum of 75 % of Category 1 or 4 low-energy light sources for performance and presentation areas.

A2.5.3.2 The supplier shall utilize 100 % of Category 2 low-energy light sources, in all fixtures that are not Category 1, 3, or 4, for performance and presentation areas.

A2.5.3.3 The supplier shall utilize a minimum of 75 % of Category 1 or 4 low-energy lighting fixtures for breakout, meal, buffet, and product display areas.

A2.5.3.4 The supplier shall utilize 100 % of Category 2 or 3 low-energy light sources, in all fixtures that are not Category 1 or 4, for breakout, meal, buffet, and product display areas.

A2.5.3.5 The supplier shall utilize a minimum of 75 % of Category 1 low-energy light sources for branding or other thematic projections.

A2.5.3.6 The supplier shall utilize a minimum of 75 % of Category 2 or 3 low-energy light sources, in all fixtures that are not Category 1 for branding or other thematic projections.

A2.5.3.7 The supplier shall utilize 100 % of Category 2 low-energy light sources, in all fixtures that are not Category 1 or 4, for scenic and decor illumination.

A2.5.3.8 The supplier shall utilize 100 % of Category 2 low-energy light sources in all fixtures that are not Category 1 or 4, for scenic and decor illumination.

## **A2.6 Air Quality**

*A2.6.1 Level 2 Requirements:*

A2.6.1.1 The supplier shall use natural gas or electric-powered forklifts, scissor lifts and other heavy equipment.

A2.6.1.2 The supplier shall enforce a no-idling policy for all shipping and transportation of equipment and labor.

*A2.6.2 Level 3 Requirements:*

A2.6.2.1 No additional requirements.

*A2.6.3 Level 4 Requirements:*

A2.6.3.1 No additional requirements.

## **A2.7 Water**

*A2.7.1 Level 2 Requirements:*

A2.7.1.1 No additional requirements.

*A2.7.2 Level 3 Requirements:*

A2.7.2.1 No additional requirements.

*A2.7.3 Level 4 Requirements:*

A2.7.3.1 No additional requirements.

## **A2.8 Procurement**

*A2.8.1 Level 2 Requirements:*

A2.8.1.1 The supplier shall communicate its sustainable purchasing criteria to vendors and the supplier shall discuss its

sustainable purchasing practices with current vendors who shall be encouraged to adapt to meet the supplier's purchasing criteria.

A2.8.1.2 The supplier shall procure 25 % of their overall purchases with products made with recycled content, recyclable, biodegradable or compostable materials in cases where such products are obtainable.

A2.8.1.3 The supplier shall procure 25 % of their overall purchases with products made with alternative non-toxic or reduced toxic materials.

*A2.8.2 Level 3 Requirements:*

A2.8.2.1 The supplier shall procure 50 % of their overall purchases with products made with recycled content, recyclable, biodegradable, or compostable materials in cases where such products are obtainable.

A2.8.2.2 The supplier shall procure 50 % of their overall purchases with products made with alternative non-toxic or reduced toxic materials.

*A2.8.3 Level 4 Requirements:*

A2.8.3.1 The supplier shall procure 75 % of their overall purchases with products made with recycled content,

recyclable, biodegradable or compostable materials in cases where such products are obtainable.

A2.8.3.2 The supplier shall procure 75 % of their overall purchases with products made with alternative non-toxic or reduced toxic materials.

## **A2.9 Community Partners**

*A2.9.1 Level 2 Requirements:*

A2.9.1.1 The supplier shall adhere to a documented CSR program or policy for its operation. It shall include documentation of past CSR activities and results.

*A2.9.2 Level 3 Requirements:*

A2.9.2.1 The supplier shall donate batteries suitable for reuse to a local non-profit, if the supplier determines that they cannot be reused or recycled by the supplier.

A2.9.2.2 The supplier shall donate cut florals/arrangements to a local non-profit for reuse, if the supplier determines that they cannot be reused or recycled by the supplier.

*A2.9.3 Level 4 Requirements:*

A2.9.3.1 No additional requirements.

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