Österreichisches Umweltzeichen

Guideline UZ 62

Green Meetings and Green Events

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Introduction

In 1990, the “Austrian Ecolabel” was created on the initiative of the Ministry of the Environment and the Verein für Konsumenteninformation. It is the only comprehensively assessed state quality label for environmentally friendly products, tourism services, businesses, Green Meetings and Green Events as well as schools and educational institutions in Austria.

The Austrian Ecolabel demonstrates the awareness of companies and organisations of a high environmental quality of their products and services, of sustainable business management and of social responsibility. The quality label is awarded for four years following a thorough, independent assessment and guarantees that goods, offers and internal processes meet high ecological standards and are resource-efficient throughout their entire life cycle. The label design, created by the Austrian artist and environmental pioneer Friedensreich Hundertwasser, symbolises the elements of ecology: earth, water, air and nature. It makes environmentally friendly alternatives of high quality recognisable to consumers at a glance.

With a number of initiatives, Austria was already a pioneer among the national ecolabelling schemes. In 1996, the guideline for the award of the Austrian Ecolabel to tourism businesses was published for the first time. Likewise, with the guideline for travel offers, a new path was taken in which the requirements go far beyond the quality of the accommodation.

The **Ecolabel Guideline 62 “Green Meetings and Green Events”** fits logically into this system of guidelines, and with it Austria once again assumes a pioneering role.

In addition to the ecological assessment, criteria from the other pillars of sustainability (social and economic criteria) are also incorporated into the design of the guideline wherever possible and appropriate.

With **Ecolabel Guideline 62**, high environmental requirements and high standards in the social sphere are placed both on the organising company itself and on all aspects of an event.

Particularly in the case of large, high-profile events, it is important that the entire organising team assumes responsibility in all aspects of sustainability.

General provisions

1 Fundamental requirements

An event to which the Austrian Ecolabel is to be awarded within the meaning of this guideline must have a clearly defined and responsible event organiser, must be limited in time and must be tied to a specific event venue or officially approved event area. It must not significantly impair the appearance of the locality, the landscape or the environment.

All relevant laws and regulations of the European Union, the federal government, the federal province and the competent municipalities must be complied with. Even if an event does not fall under the Events Act (Veranstaltungsgesetz) of the respective federal province, it must be guided by that Act. The following points must be observed in particular:

- All operating facilities must comply with the state of the art, in particular with the structural, safety-related and fire-protection requirements as well as with the hygiene requirements.
- The event must not endanger the life or health of persons or the safety of property.
- The event must not give rise to any expected disturbance of public peace, order and safety or to any infringement of other public interests, in particular of the protection of minors.

The competent ministry, as the awarding body, reserves the right to exclude events from being awarded the Austrian Ecolabel, stating objective reasons in writing, if in terms of their content they contradict the fundamental aims of environmental, resource and climate protection or the intention of the Austrian Ecolabel.

2 Delimitation of the product groups

Events that can be certified with the Austrian Ecolabel under Ecolabel Guideline 62 “Green Meetings and Green Events” are listed here and are classified as follows:

2.1 Meetings

are events of the following categories (based on the Austrian congress statistics) whose focus lies in the area of knowledge transfer/professional exchange.

Category A: Congress/conferences

(scientific) conference: Gatherings of individuals from various institutions, interests, etc. Joint deliberation on delimited tasks.

Enquete: Working conference; experts are to provide impetus for new ideas and modes of behaviour.

Forum: Platform for discussion; a meeting of persons from various fields on particular topics, aimed at the exchange of knowledge and opinions.

General assembly: Meetings of a non-governmental organisation, internal to the organisation. See also company conference.

Retreat (Klausur): Conference held with the public excluded.

Colloquium: Specialist discussion between scientists and politicians for the deliberation of specific problems.

Congress: Non-commercially oriented specialist meeting for the exchange of knowledge at generally fixed intervals. The delegates have a strongly interaction-based, discursive and competitive role.

Public conference/lecture: Meeting led by an organisation, discussion takes place in verbal form, passive audience, no specialist knowledge required.

Governmental conference: Specialist and political meeting between governments with the aim of discussing (inter)national topics in order to reach political agreements.

Association congress: Congress organised by associations, interest groups and clubs.

Conference (Convention): Gatherings of several persons (representatives of the legislature, of social/economic groupings) lasting at least one day. Specialist topics are dealt with and questions are discussed. Dates are set well in advance.

Symposium: Conference in a scientific setting; a topic is discussed among specialists by means of presentations and contributions to the discussion from theory and practice.

Category B: Company conference

Board meeting of a company

Company event (company conference, corporate/business meeting): Business-oriented meetings. The participants represent the same company, the same group of companies, joint ventures or customer/supplier relationships.

Business meeting: a structured business meeting of two or more persons

International company conference: Company events that take place outside the country in which the company has its registered office.

Category C: Trade fairs/exhibitions

Trade fairs, provided that they are organised and held together with an event of Category A.

B2B trade fairs in the narrow sense: Trade fairs of companies that are accessible only to an invited specialist audience.

Category D: Seminars

Seminar: Intensive training and further education character for a specialist audience. Few participants, continuous attendance required.

Further training courses

Workshop: Intensive further education character and exchange of knowledge for a specialist audience. Few participants, continuous attendance at the workshop required. Several workshops on an overarching topic may take place in parallel.

2.2 Events

Events within the meaning of this guideline are events that do not fall under any of the meeting definitions listed above and do not fall within the exclusion list given below. Events do not primarily serve the transfer of knowledge or a professional exchange and are experience-oriented with a communicative or emotional objective. Examples are: customer events, company events, galas, award ceremonies, celebrations, sports events, public events, etc.

The following types of event are currently not covered by the Events product group, as they cannot be adequately captured by the criteria:

- Events that do not serve amusement or entertainment purposes. (e.g.: political assemblies/rallies, demonstrations, religious events that are directly part of the rite of the respective religion.)
- Regularly recurring, everyday events of the leisure industry in permanent event venues such as discos, clubbing events, cinemas, dance schools, theatre performances, zoos, etc.
- (Concert) tours and road shows as well as individual concerts/performances within the framework of tours
- Open-air concerts and music festivals with camping grounds
- Public trade fairs, sales fairs
- Exhibitions in museums and galleries, other events of an exhibition character
- Events with a sales character that are accessible to the public without restriction and that are not delimited/delimitable from the trades in the surrounding area, such as e.g. street markets, street festivals, etc. Exception: occasional markets such as e.g. Christmas markets can be certified if they take place in a space/framework that is delimitable and delimited from other traders for this purpose.
- Flea markets
- Parish fairs (Kirtage)
- Betting, gaming machines, gambling
- Games or competitions or (sports) events that are not adequately captured by the current criteria or that contradict the objectives of the Austrian Ecolabel. For example: motorsport events, events involving significant interventions in nature[1], events with animals.
- Virtual Events

2.3 Special types of event

2.3.1 Hybrid events

Hybrid events must have a significant part as an in-person event with the main focus at one event location. Either at least 50 % of the participants[2] or at least 30

[1] Significant interventions are in any case interventions or projects for which an environmental impact assessment must be carried out under the Federal Act on Environmental Impact Assessment (UVP-G 2000, BGBl. No. 697/1993 as amended). Other major interventions in nature must be assessed on a case-by-case basis.

[2] "Participants" are to be understood as persons who consume the event with or without registration. Exception: sports events without (organised) spectators: here athletes and their support staff are meant. Organisers and staff of the event are not meant here.

participants must be present on site (planned capacity). Where applicable, additional criteria apply to hybrid events (see the respective criteria areas).

The following event formats cannot be certified:

- Events that take place exclusively via a platform and only online, i.e. where all participants are in front of their own end device in their (private or professional) environment, e.g. video conferences, events taking place exclusively in virtual spaces (see Virtual Events above).
- Streamed events produced exclusively in a studio, at which only staff such as speakers/presenters, technicians and moderators, and no participants, are present on site.

2.3.2 Large-scale events

An event is a large-scale event if it is planned that more than **5000** persons may be present on the event site at the same time and the organisational complexity therefore goes beyond the level of a normal event as a result of increased safety-related, organisational or infrastructural requirements. Additional criteria apply to large-scale events.

3 Definition of the licence holders

The licence holder is the company/organisation that submits the application for the ecolabel to the VKI. The applicant becomes the contractual partner of the competent ministry and is responsible for compliance with the criteria, for the evidence thereof and for the certification of the event. The licence holder can be either the event organiser (= owner of the event) itself, if it falls into one of the categories listed below, or an event company commissioned with the organisation of the event.

Licence holders must fulfil the fundamental requirements (see criteria for licence holders).

The following types of company are entitled to become licence holders for the Austrian Ecolabel Green Meetings and Green Events, provided that, according to the list “Bundeseinheitliche Liste der freien Gewerbe” (nationally standardised list of unregulated trades), the trade “Organisation von Veranstaltungen, Märkten und Messen (Eventmanagement)” has been registered and that evidence is provided both of the professional qualification of the staff and of the regular organisation of events:

3.1 Companies whose primary business purpose is the organisation of events for customers

These companies must have registered the trade as their main trade.

- **PCOs** (Professional Congress Organizers)
- **Convention Bureaus** (municipal or regional).
- **Event, event management and advertising agencies or event marketers** and their umbrella associations. (Also customized agencies, if they are independent companies, but not company-owned in-house agencies).
- **Associations** whose statutory purpose is the organisation of events for customers.

3.2 Other companies that regularly organise events as a substantial activity

The planning and staging of events is a substantial activity of the company and is demonstrable and publicly visible. For example on the website, from the company mission statement, the company definition, the range of services offered, the specialist staff, etc.

These companies must have registered the trade – where possible – at least as a secondary trade if they certify not only their own events but also events for customers. Events may be certified if they take place within the company's own sphere of activity (e.g. buildings) or outside it, provided that a relevant share of the organisational tasks is undertaken.

- **City and regional marketing offices**
- **Congress and exhibition centres**, as well as **other event locations** that are certified under Guideline UZ 200.
- **Congress or seminar hotels** that are certified under Ecolabel Guideline UZ 200.
- **Museums** that are certified under Ecolabel Guideline UZ 200 and have suitable premises.
- **Non-school educational institutions**, **universities of applied sciences** and **university colleges of teacher education**, provided that they are certified under an ecolabel guideline and have their own department or service unit for event organisation.
- **Universities**, provided that they have their own department or service unit for event organisation.
- **Sports associations, as well as their umbrella organisations and corporations**, for which the staging and/or organisation of events is covered by the association's statutes.
- **Cultural associations, as well as cooperatives and non-profit limited liability companies in the cultural sector,** for which the staging and/or organisation of events is covered by the association's statutes.
- **Public undertakings** that are **100 % owned by a public-law corporation** (federal government, federal provinces, municipalities), provided that they have their own department or service unit for event organisation which can carry out checks and certifications independently of the departments staging the events.

4 Further provisions for licences and certifications

4.1 Certification without organising the event

A company that plans and stages its event itself, but cannot or does not wish to become a licence holder itself, may also commission a licence holder solely with the certification of its event, subject to the restrictions set out in point 3 and under the following conditions:

- The company is responsible for the correct implementation of the criteria and for providing the evidence for them to the licence holder.
- The licence holder assumes responsibility towards the awarding body and is responsible for verifying the correct implementation of the criteria, for the

formal processing (entry into the ecolabel assessment software) and for retaining the required evidence, and may charge an appropriate fee for this work.

This arrangement does not apply to large-scale events in the case of initial or one-off certification, unless accompanying advice is provided by an ecolabel adviser. Exception: If the licence holder is a certified location, they are always sufficiently involved in the implementation of an event that this provision does not apply.

4.2 Applicants with several trades

If applicants or licence holders are not event locations (i.e. e.g. event agencies, PCOs, etc.), but in addition to the events trade also commercially operate their own location or a catering company, the following points apply:

- The UZ 62 licence – and thus the ecolabel – does not apply to the associated operations such as the location or the catering company.
- The UZ 62 ecolabel for Green Meetings and Green Events may not be used in communication for the location or the catering company.
- Within four years – by the time of the first follow-up assessment for UZ 62 – environmental management must be implemented for this location or the catering company, e.g. Ecolabel UZ 200, EMAS, ISO 14001, Ökoprofit, OekoWin.[3]
- If the location operated by the licence holder also wishes to become a licence holder for UZ 62 as a location in its own right, a separate application for the UZ 62 licence must be submitted; the provisions for licence holders under point 3 then apply and the location must, as set out in point 3, be certified as a site under UZ 200.

5 Communication of the Austrian Ecolabel

5.1 Communication of the ecolabel by the licence holder

- For communicating the licence, licence holders may use only the logo with the additional banner “Lizenznehmer” (licence holder).
- It must be unambiguously clear from the communication that the company itself has not been awarded the label, but that the licence exists to stage and certify individual suitable events in accordance with the requirements of the guideline.
- In addition, the certificate with the date of validity must be visible on the website, or a link must be provided to the valid entry at www.umweltzeichen.at.

5.2 Promoting events with the Austrian Ecolabel

An event that is to be awarded the label under this guideline may, once it has been classified into one of the above-mentioned product groups, be promoted either as a “Green Meeting” or as a “Green Event”.

[3] Exception: event rooms of universities and educational institutions.

Communication about the awarding of the Austrian Ecolabel to an event may take place as follows:

Phase 1:

The decision has been taken to stage an ecolabel Green Meeting or Green Event, and a written agreement on the measures and requirements has been signed with the owner or the client commissioning the event, which contains at least the MUST criteria and describes their planned implementation in detail. This agreement has been uploaded into the assessment software.

All mandatory fields of the general part of the information in the assessment software have been completed (name, date, topic and location of the event, etc.).

In the case of large-scale events, the criteria “Ma01 Sustainability team” and “Ma02 Risk assessment” must also already be fulfilled.

The ecolabel logo with the additional banner “Meetings & Events” is then used in external communication with the following wording, or wording similar in meaning describing that certification is being sought. For example:

“The aim is to stage the event in accordance with the criteria of the Austrian Ecolabel for Green Meetings” or “The aim is to stage the event in accordance with the criteria of the Austrian Ecolabel for Green Events”.

Phase 2:

All necessary entries and evidence are available in the assessment software. The event has been certified and approved by the assessment software.

The ecolabel logo with the additional banner “Meetings & Events” is then used in external communication with the following wording, or wording similar in meaning describing the successful certification:

“The event complies with the criteria of the Austrian Ecolabel for Green Meetings” or “The event complies with the criteria of the Austrian Ecolabel for Green Events”.

Criteria

The criteria of Ecolabel Guideline UZ 62 are divided into two areas: basic conditions which the licence holder must in any case fulfil internally as a company (“licence holder criteria”) and criteria which are to be applied to the respective event.

Design of the evidence

The evidence required for the assessment is described for each criterion. In principle, the evidence required for the criterion must be provided. In justified cases, deviations from this are possible. The evidence must either be uploaded as documents into the assessment software or, in some cases, the implementation of the requirement must be described. Each item of evidence must be designed in such a way that the implementation of the criterion is documented comprehensibly and conclusively for independent third parties during an assessment in the database and can still be presented after the event has ended (take care with links to websites, social media postings or online information that is not publicly accessible, etc.).

6 Criteria for licence holders

The following section sets out the requirements which applicants must fulfil in their internal sphere (company, office, etc.). These requirements are assessed for the first time upon initial application and thereafter every four years when the licence is renewed. Applicants that are already certified under another guideline of the Austrian Ecolabel (UZ 302, UZ 200) or under EMAS no longer need to demonstrate criteria L4 to L12 separately. The note “certified in accordance with …”, stating one of the above-mentioned licences, is sufficient.

6.1 Basic requirements

L00 Basic requirements for obtaining the licence

a) The trade “Organisation of events, markets and trade fairs (event management)” has been registered. If the company is a PCO (Professional Congress Organiser), a convention bureau (municipal or regional), an event, staging or advertising agency, or an event marketer, or a customized agency, or an association whose statutory purpose is the organisation of events for customers, the trade must be registered as the principal trade. *Assessment and verification:* GISA extract

b) The staff responsible for the certification of events have training and/or experience in event management and are appropriately qualified. *Assessment and verification:* Names, certificates and/or curricula vitae of the responsible staff

c) Events are organised regularly. *Assessment and verification:* Link to the website, statement of the number of events per year, etc.

d) Additionally for museums:

- Is certified under Ecolabel Guideline UZ 200.
- Has suitable event premises.

e) Additionally for non-school educational institutions, universities of applied sciences and university colleges of teacher education:
- Is certified under an ecolabel guideline.
- Has its own department or service unit for event organisation.
- Has suitable event premises.

f) Additionally for universities:
- Has its own department or service unit for event organisation which can carry out checks and certifications independently of the departments staging the events.

g) Additionally for sports associations, as well as their umbrella organisations and corporations:
- The staging and/or organisation of events is covered by the association's statutes.

h) Additionally for cultural associations, as well as cooperatives and non-profit limited liability companies in the cultural sector:
- The staging and/or organisation of events is covered by the association's statutes.

i) Additionally for public undertakings which are 100% owned by a public-law corporation (federal government, federal provinces, municipalities):
- Has its own department or service unit for event organisation which is able to carry out checks and certifications independently of the organising departments.

6.2 Corporate management

L01 Mission statement

A (corporate) mission statement adopted and signed by the management is in place which includes the topics of the environment and sustainability (above all with regard to event organisation). This is communicated in a publicly visible manner.

Assessment and verification: The mission statement must be uploaded to the assessment software and it must be explained in a comprehensible manner where it is communicated visibly (website, annual reports, etc.). Universities and educational institutions may also draw up the mission statement with reference to the events area only.

L02 Green Meetings / Green Events officer

Within the licence-holding organisation, one member of staff has been appointed as Green Meeting / Green Events officer as well as a deputy[4], who are responsible for the training of staff, certifications and other quality assurance measures.

Assessment and verification: The names of the Green Meeting officers must be stated and communicated visibly (website, mailings, advertising brochures, annual reports, etc.). Changes are to be announced immediately internally, publicly and to the awarding body.

[4] Does not apply to one-person enterprises in which no further staff are employed.

L03 Training of staff

a) The Green Meetings/Green Events officer and the deputy must be trained by an external consultant at the beginning of each period of use (every 4 years) and whenever the Green Meeting / Green Events officer changes, on the following topics:

- Background, objectives and content (including general content) of Ecolabel Guideline UZ 62
- Organisation of a sustainable event on the basis of a pilot project, entry into the assessment software, provision of evidence.
- Environmentally friendly procurement and conduct at one's own workplace: energy-saving behaviour, paper-saving printing, waste separation, print jobs, etc.
- Environmentally friendly personal mobility and mobility within the company/association
- Use of the product database (information for partners, entries, selection of partners)
- Communication to partners, service providers and customers

Refresher training for the Green Meeting / Green Events officers to the extent stated above must be carried out if the licence holder does not certify at least one meeting/event per year.

b) All persons with main responsibility for events must be trained by the Green Meeting/Green Events officer or by the external consultant. Content of the training: as under a) but without use of the assessment software and product database.

c) All staff must be informed about the ecolabel by the Green Meeting/Green Events officer via the usual internal organisational channels and encouraged to support the objectives stated below.

Assessment and verification: A declaration of compliance with this criterion together with details of the training programme and its content must be provided; the names of the participants, the type and the dates of the training courses must be stated. The communications addressed to the personnel must be uploaded to the assessment software.

6.3 Office equipment and procurement

L04 Office paper for internal use

The licence holder uses only office papers (paper for the printer, notepads, envelopes, etc.) which are certified with an ecolabel in accordance with ISO 14024:2026 (ISO Type 1 label)[5].

Assessment and verification: The brands must be stated in the assessment software; data and documents (such as e.g. the relevant invoices) concerning the papers used must be presented during the audit.

[5] Ecolabels in accordance with ISO 14024:2026 (ISO Type I label) are externally awarded ecolabels with verification by independent third parties (e.g.: Austrian Ecolabel, Blauer Engel, EU Ecolabel, Nordic Swan, etc.).

L05 Printed matter of the company and for corporate communication

a) Production of printed matter within the company itself:

The paper of the printed matter carries an ecolabel in accordance with ISO 14024:2026[4]

b) Awarding of print jobs to printing companies:

Printed matter is commissioned from appropriately qualified printing companies and is produced, certified and correspondingly labelled in accordance with the requirements of an ecolabel guideline pursuant to ISO 14024:2026 (ISO Type 1 label) for printed products.[6]

Assessment and verification: A declaration of how this criterion is complied with must be entered in the assessment software. Data and documents such as e.g. the relevant orders or printed matter must be presented during the audit.

L06 Electrical and electronic equipment for office use

Newly purchased electrical and electronic equipment for office use (PC, laptop, screens, copiers, printers, etc.) is:

a) either second-hand or refurbished products
b) or energy-saving (e.g. they comply with the respective current Energy Star standard or are TCO certified[7]or listed in “topprodukte”[8])
c) or carry an ecolabel in accordance with ISO 14024:2026 (ISO Type 1 label)
d) or are purchased in accordance with the criteria of ÖkoKauf Wien[9] or of the NaBe action plan[10] or of other public procurement guidelines.

Assessment and verification: A declaration of how this criterion is complied with must be entered in the assessment software. Data and documents (such as e.g. the relevant invoices) must be presented during the audit.

L07 Cleaning agents

a) The licence holder uses at least three products (hand dishwashing detergent and/or detergents for dishwashers and/or laundry detergent and/or all-purpose cleaner) bearing an ecolabel or in accordance with the Ökorein[11]database of DIE UMWELTBERATUNG.
b) If cleaning is contracted out externally, the requirements set out under a) must be included in the tender documents. For existing contracts, a transitional period may be granted until they expire.

The requirements do not apply to offices with no influence on procurement or on the commissioning of the cleaning company.

Assessment and verification: The relevant products must be named in the assessment software. Data and documents (such as e.g. the relevant invoices) must be presented during the audit.

[6] https://www.umweltzeichen.at/de/produkte/b%C3%BCro-papier-druck#guideline=UZ24
[7] http://tcocertified.com/
[8] www.topprodukte.at
[9] https://www.wien.gv.at/umweltschutz/oekokauf
[10] https://www.nabe.gv.at
[11] www.umweltberatung.at/oekorein

L08 Sanitary papers

The sanitary papers used in the office bear an ecolabel in accordance with ISO 14024:2026 (ISO Type 1 label) or are demonstrably made of 100 % recycled paper.

The requirement does not apply to offices with no influence on procurement or on the commissioning of the cleaning company.

Assessment and verification: Product names must be entered in the assessment software; data and documents (such as e.g. the relevant invoices) must be presented during the audit.

L09 Waste separation

Waste is separated in such a way that it can be treated and recovered separately by the municipal or by private waste disposal facilities.[12] In doing so, hazardous waste (e.g. energy-saving lamps, display devices, batteries, etc.), electrical appliances as well as toner and ink cartridges must be given particular consideration. These are collected separately and sent for reuse or recovery in a suitable manner.

Assessment and verification: It must be explained in the assessment software which waste categories are accepted by the municipal bodies, which procedures are in place for the collection, separation, handling and disposal of these categories and/or which relevant contracts have been concluded with private companies.

L10 Waste bins in the sanitary areas

Every sanitary cubicle is equipped with a suitable waste bin and users are requested to dispose of the corresponding waste in the bin rather than in the toilet.

Assessment and verification: A declaration of compliance with this criterion together with the wording of the notice must be described in the assessment software

L11 Foodstuffs and coffee purchased by the company

a) If, in the licence holder's internal area (e.g. in the coffee kitchen, for meetings, etc.), foodstuffs are purchased by the company and used communally (e.g. coffee, tea, milk, sugar, etc.), then in any case milk of organic quality and coffee of organic and/or fair-traded[13] quality are purchased on a regular basis, and at least two further products are procured regionally and/or organically and/or fair-traded.
b) In offices with more than 5 members of staff, no portion machines for single-use individual portions are purchased for coffee when making new acquisitions.

Assessment and verification: The products must be named in the assessment software; data and documents (such as e.g. the relevant invoices and products) must be presented during the audit.

L12 External service providers and partners

The licence holder enters into cooperations with

[12] Pursuant to Section 1 (2) of the AWG, waste is to be recovered in so far as this is ecologically expedient and technically possible and the additional costs arising in this connection are not disproportionate in comparison with other waste treatment processes and a market for the substances or the energy recovered exists or can be created.
[13] Fairly traded products are products which observe minimum social, ecological and economic requirements (with minimum prices and premium systems) and comply with the guidelines of the umbrella organisation for fair trade – FLO – Fair Trade Labelling Organisation and have been verified by an independent body.

a) service companies qualified in environmental matters and/or
b) social enterprises and/or
c) regional companies.

Assessment and verification: Cooperations must be named in the assessment software.

6.4 Communication / information

L13 Promotion of Green Meetings / Green Events to customers

- The licence holder actively promotes the possibility of hosting Green Meetings / Green Events for customers within its product portfolio, in marketing and in acquisition activities.
- The licence holder uses the logo of the Austrian Ecolabel with the “Lizenznehmer” (licence holder) flag in marketing and in acquisition activities.
- Associations shall stipulate in their articles of association that the possibility exists to hold and certify Green Meetings and Green Events.

Assessment and verification: A declaration of future compliance with this criterion must be provided in the assessment software; after receipt of the licence, evidence demonstrating implementation must be provided.

L14 Information for partner companies

Permanent cooperation partners such as e.g. catering companies, event locations, exhibition stand construction or event technology must be informed about the acquisition of the licence for Green Meetings and Green Events, and must be requested to implement environmental measures on their part as well, or to strive for an audited environmental management system or a certification (Austrian Ecolabel, EMAS, Ökoprofit, OekoWIN, ISO 14001 or others).

The requirement does not apply to offices without permanent cooperation partners.

Assessment and verification: Evidence must be provided that and how this information is given.

L15 Sports clubs: information for canteens

Canteens in sports clubs are informed about the criteria of Green Meetings and Green Events and confirm that they will comply with the criteria of the “sales stands” area at certified events.

Assessment and verification: A declaration of future compliance with this criterion must be provided in the assessment software.

6.5 Mobility

L16 Mobility management

The licence holder informs and motivates its staff to adopt climate-conscious mobility on the journey to the workplace and on business trips by means of the following measures:

- The licence holder communicates to the staff that and how travel to the company and to places of work can be carried out in an environmentally friendly manner by public transport, by bicycle, on foot or in car pools.

- The licence holder supports – where possible – climate-friendly travel to the workplace or on business trips. E.g. through secure bicycle parking facilities, provision of a pump and tools, platforms for car pooling, company or cargo bicycles, a subsidy towards or assumption of the costs of the ÖBB-Vorteilskarte or the Klimaticket, home-office arrangements, video conferences, etc.
- The licence holder motivates staff to avoid business flights within Austria as well as short-haul flights abroad (total flight distance under 500 km one way) and to use rail or bus. E.g. by accepting the possibly longer travel times.

Assessment and verification: Information to staff on travel to the workplace and on business trips, generally communicated mobility policy.

7 Criteria for events

7.1 General and points system

The following section defines the requirements placed on an individual event to be certified. A distinction is made between criteria that are mandatory to implement for every event, provided that the content forms part of the event (MUST criteria), and criteria that are optional (SHOULD criteria). A minimum of the SHOULD criteria must in any case be implemented. This minimum is expressed in points. The points are determined on the basis of a scheme of the EU Ecolabel which takes into account and weights environmental impact, effort, costs, public image, etc.

Innovative new ideas not listed in the SHOULD criteria (“own initiatives”) may be accepted following assessment by the competent body and awarded one point.

Points system

The requirements for an event are deemed to be fulfilled if the required MUST criteria are complied with and the minimum points from the SHOULD criteria required for the respective type of event are achieved. The total sum of points is calculated from the possibilities and the offering of the event. It is taken into account that not every event (type) has the same opportunity to fulfil SHOULD points.

In the case of events with several event venues or catering (food service) partners, average values are calculated. Sales stands are counted as a separate area.

Since the full points can usually not be achieved in practice (e.g. because some criteria exclude one another, or because an event never covers all topics), an event must achieve **28 %** of the points that are theoretically possible from the areas selected according to the event's offering.

A list of the theoretically possible points as well as examples of the points required can be found in the annex. Further variants/combinations are calculated directly in the assessment software.

Definition of terms relating to target groups

In addition, some of the criteria address different target groups (above all in the area of communication). These are:

- “Persons involved” in an event are all persons who are involved in an event in any form whatsoever: staff (event team, organisation team, volunteers, etc.), active persons (speakers, performers, actively participating persons, athletes), participants (audience, visitors, spectators, guests of honour, etc.), officials, coaches, sponsors, etc.
- “Participants” are: persons who come to an event as consumers, with or without registration. In the case of sports events without (organised) spectators, athletes and their support staff are also meant. Staff, organisers and persons acting actively as sponsors are not “participants” but “persons involved”.

7.2 Management and key figures

Ma00 MUST Basic requirements

- The event does not significantly impair the appearance of the locality, the landscape or the environment.
- The event complies with all relevant laws and regulations of the European Union, the federal government, the federal province and the competent municipalities.
- The event falls under the Events Act of the respective federal province and complies with the requirements set out therein. Or: The event does not fall under the Events Act of the respective federal province, but is guided by it and complies with the following points:
  - All operating facilities must comply with the state of the art, in particular with the structural, safety-related and fire-protection requirements as well as with the hygiene requirements.
  - The event must not endanger the life or health of persons or the safety of property.
  - The event must not give rise to any expectation of disturbances of public peace, order and safety or of a violation of other public interests, in particular the protection of minors.

Verification and assessment: This information is to be confirmed by the event organiser or the licence holder or the venue operator.

Ma01 MUST: The event has a procurement and waste management plan

The plan contains – with reference to the conditions of the event – at least the following points:

- **Waste prevention** in procurement and prevention of hazardous waste
  - Reduction of printed materials: invitations, conference folders, documentation, posters, flyers, etc. are replaced by electronic communication (such as e-mail, websites, social media postings, apps, etc.) or are produced according to the principle of minimum use of resources, such as small print runs, small print formats, double-sided copies, etc.
  - Reduction of decoration
  - Reduction of give-aways or merchandising products
  - no give-aways or merchandising products (not even in goodie bags, etc.) that cause large quantities of waste or environmentally harmful

waste (e.g. single-use beverage packaging, products with batteries or rechargeable batteries).
    - Prevention of packaging
    - Requirements for the catering/food service (see there), among others reusables and prevention of food waste
- The best possible **waste separation** as preparation for the corresponding separate **waste recovery** for all types of waste arising, depending on the area, is easily and comprehensibly accessible (public area, backstage, kitchen or catering, etc.) and, where applicable, measures for the **prevention** of littering (e.g. also cigarette butts) are specified.
- **Event-specific particularities** are taken into account (e.g. wastewater disposal in the case of mobile dishwashing units, etc.)
- **Measures to inform** all persons involved (staff in all areas, participants)

Verification and assessment: The plan is to be submitted. Any existing waste (management) plans of partners (e.g. location, catering, technical service provider, etc.) may be incorporated into the waste plan of the event. A waste management plan of a location can also serve as the sole evidence if it is suitable for the event.

Ma02 SHOULD: Key figures (max. 3 points)

Data are collected and key figures are established; the results are evaluated and used to improve subsequent events as well as transmitted to the awarding body.

- **Waste key figures** (1.5 points) The quantities of waste arising during the event are recorded by type of waste and documented as key figures.
- **Recording of electricity consumption** (1 point) The event organiser or the licence holder records electricity consumption either in total or in sub-areas and uses the data to optimise electricity demand at further events and/or for offsetting.
- **Further key figures** (0.5 points per key figure) Further data on Green Meeting / Green Event measures are collected and documented.

Assessment and verification: Presentation of how the data are collected and calculated.

7.2.1 Management of large-scale events

Ma03 MUST: Establishment of a sustainability team

A sustainability team must be nominated at the beginning of the planning, whose task is to establish the requirements and criteria for the certification and to monitor them internally. This team consists of at least 3 persons from different areas of responsibility. In the case of external commissions, at least one person is from the team of the event organiser (the client). External consultants can also be part of the team.

Assessment and verification: The names and tasks of the team members are to be stated.

Ma04 MUST: Risk assessment

A risk assessment must be available which was drawn up at the beginning of the event planning and which identifies ecological, social, economic and safety risks and contains concrete approaches to solving these risks.

Assessment and verification: The risk assessment is to be uploaded to the database

Ma05 MUST: Visitor flow management plan

For events that do not take place in a venue suitable for large-scale events (congress centre, trade fair, etc.), a visitor flow management plan is drawn up.

Assessment and verification: The visitor flow management plan is to be uploaded

Ma06 SHOULD: Final report (2 points)

A final report is drawn up which addresses the possible problems identified in advance in the risk assessment, critically evaluates these and the attempts to solve them, and contains suggestions for improvement for the subsequent and/or further events.

Assessment and verification: A draft of the final report with a table of contents and the planned topics is to be uploaded at the certification. Furthermore, it is to be stated who is responsible for it and by when completion is planned.

7.3 Communication

K01 MUST: Internal communication

The licence holder and the event organiser communicate the Green Meeting / Green Event measures and sustainability standards of the event at an early stage to all persons involved in the organisation and implementation, during internal planning, in contract negotiations, in calls for tenders, etc.

Assessment and verification: A declaration of compliance with the criterion is submitted (e.g. agreement with the event organiser), and correspondingly documented (e.g. e-mails, meeting minutes).

K02 MUST: External communication

The licence holder and the event organiser communicate the measures taken for the certification and the sustainability standards of the event to the participants, visitors, audience and the public[14] at an early stage in the invitation, at the registration, via the website, on programme leaflets, via various media, etc.

Participants, visitors and the audience of the event are called upon and motivated to support the Green Meeting or Green Event measures and to take part in them.

Assessment and verification: A declaration of compliance with the criterion is submitted (e.g. agreement with the event organiser) and correspondingly documented (e.g. screenshot of the website or of digital media, invitation, press reports, etc.).

K03 MUST: Contact person

A qualified contact person (“Green Meeting / Green Event Officer”) is announced and is available to all persons involved and to the public for enquiries before, during (on site) and after the event.

[14] Public here refers to the circle of persons interested in the event. Broadcasting or the press are not necessarily required; the announcement can, e.g., be integrated into the promotion of the event that is taking place in any case.

Assessment and verification: A declaration of compliance with the criterion is submitted (e.g. agreement with the event organiser) and correspondingly documented.

K04 MUST: Feedback

The licence holder or the event organiser surveys the participants and/or visitors and/or audience by suitable means on their opinion of the Green Meeting or Green Event measures, or gives them another opportunity to provide feedback. (Written questionnaires, online feedback function in the assessment software, survey, etc.). The results of the survey are evaluated and entered into the assessment software at the latest before the next event.

Assessment and verification: A declaration of compliance and of the manner in which the criterion is implemented is submitted (e.g. agreement with the event organiser); after the event, the data are entered into the assessment software.

K05 SHOULD: Communication of the environmental standards of accommodation to participants (1 point)

Accommodation with an environmental award or another environmental link (organic certification, klima-aktiv partner, etc.) is communicated as such to the participants, visitors and the audience and is particularly recommended. In addition, it is explained how it can be reached in a climate-friendly manner (on foot, by public transport, by bicycle, etc.).

Assessment and verification: Evidence of the communication (invitation, programme, website, etc.)

K06 SHOULD: Communication with local residents (1 point)

External project communication takes place in order to inform local residents about possible disturbances but also about the environmental efforts and social aspects.

Assessment and verification: The communication must be documented by suitable means.

K07 SHOULD: Multilingual communication at public events (max. 2 points)

a) **General information** on the event is communicated to participants, visitors, the audience and the public in several languages (this also includes sign language and plain language) and/or there are options for reproducing written content, for example in Braille or audio (1 point).
b) **The Green Meeting or Green Event measures** and sustainability standards of the event are made accessible to participants, visitors, the audience and the public in several languages (this also includes sign language and plain language) and/or there are options for reproducing written content, for example in Braille or audio (1 point).

Assessment and verification: Evidence and description of the measures, communication (invitation, programme, website, etc.).

K08 SHOULD: Accessible website (max. 1.5 points)

The event has an accessible website design that goes beyond the minimum requirements (conformance level A) (in accordance with the Web Content Accessibility Guidelines (WCAG) 2.2):

a) Conformance level AA (1 point)
b) Conformance level AAA (1.5 points)

Assessment and verification: A declaration of conformity[15] is submitted.

7.4 Mobility and climate protection

M01 MUST: Inbound and outbound travel as well as the stay are possible without a car

a) The event is designed in such a way that, for the majority of the target group or the participants, **inbound and outbound travel and a stay without a car** are possible within a time that is attractive and reasonable for the type and duration of the event. OR: **A collective shuttle** is set up from the nearest transport hubs that are served regularly during the event times, at arrival and departure times suitable for the event.

Should individual transport journeys for single persons from/to the nearest international airport or international railway station be necessary in exceptional cases, low-emission vehicles (electric, hydrogen, HVO100 fuel) or, in exceptional cases, at least vehicles of the Euro 6 emission class are used. It must be justified 1. why these journeys cannot be avoided and 2. in the case of vehicles of emission class 6, it must be justified why none of the above-mentioned low-emission vehicles can be used.

For events with participants from abroad, the above-mentioned provisions apply from the nearest international airport or railway hub onwards.

b) In the case of multi-day events, **at least one accommodation** is available that is within walking distance (a walk of a maximum of 15 minutes, approx. 1 km) or can be reached by public transport, or a collective shuttle service is set up to it.
c) In the case of **several event locations**, these can be reached on foot (a walk of a maximum of 15 minutes, approx. 1 km) or by public transport, or collective shuttle services are set up to them.
d) **Side events, excursions, etc**. are organised in such a way that they can be reached by all persons involved on foot (a walk of a maximum of 15 minutes, approx. 1 km), by bicycle (maximum 15 minutes) or by public transport, or they are carried out with a collective shuttle service.
e) In the case of a **hybrid event**, at least one speaker who would have to travel by plane specifically for the event is connected online.

Assessment and verification: The location of the event venue/accommodation/side events etc., their accessibility and any measures taken to ensure accessibility must be described and documented.

M02 MUST: Information on inbound and outbound travel and motivation to use public transport for travel

All (potential) participants are informed in a targeted manner, **as a priority and in detail**, when the event is promoted, about the possibility of climate-friendly inbound

[15] https://www.w3.org/TR/WCAG22/

and outbound travel and about the measures taken by the event organiser in this respect.

Depending on the information media and target groups used, this can take place e.g. via posters, websites, social media posts, the press, etc. Ideally in the event documents (programme, invitation, etc.) and at registration, if available

This information must be designed so precisely and attractively that participants can see how inbound and outbound travel is easily possible without their own car or, where applicable, without a plane. The aim is to motivate them to refrain from travelling to and from the event by car or, where applicable, by plane.

The information should contain at least the following points – adapted to the target group, the event and the event venue:

- Naming of the means of transport, stations and, where applicable, travel time from/to the most important railway stations/bus stops/locations
- Connection to long-distance transport (train or bus connections) with arrival times and frequencies
- Connection to local public passenger transport with arrival times and/or frequencies
- Walking distances between the station and the event venue
- Description of the accessibility or of the possible barriers during travel to the event location for participants with disabilities and reference to information points for support services
- Further information supporting climate-friendly inbound travel, e.g. mobility apps of the local transport associations, the event organiser's own measures.

Assessment and verification: Corresponding documents in which the options for inbound and outbound travel are communicated in accordance with the requirements of the criterion, such as invitations, programme, screenshot of the registration, social media posts, press releases, etc., must be submitted.

M03 SHOULD: Further support and rewarding of environmentally friendly inbound and outbound travel (max. 5 points)

The licence holder or the event organiser motivates **all persons involved** to travel to and from the event in an environmentally friendly manner and **actively** supports them in doing so. For example, by means of:

a) The event times are chosen in such a way that inbound and outbound travel by public transport is possible without difficulty. (1 point)
b) Reduced participation fees for inbound travel by public transport (1 point)
c) Motivation through rewards such as e.g. prize draws, drinks vouchers etc. for inbound travel by public transport (0.5 points)
d) Offer of event tickets in cooperation with rail and bus companies (2 points)
e) Booking of rail and bus tickets for participants (1 point)
f) Active organisation of and motivation for the formation of car pools among participants (1 point)
g) Organisation of joint environmentally friendly inbound travel of the participants by bus, train, bicycle or on foot (3 points)
h) Organisation of joint environmentally friendly inbound travel of the organisation team or the staff by bus, train, bicycle, on foot or by shuttle or car pool (1 point)

i) Increased public transport services (e.g. more frequent services) before and after the event (3 points)
j) Communication of the best cycle routes for inbound travel by bicycle (1 point)

Assessment and verification: Corresponding documents of the invitation/announcement must be submitted.

M04 SHOULD: Mobility on site at multi-day events (max. 5 points)

At **multi-day** events, the licence holder or the event organiser motivates all persons involved to use environmentally friendly mobility on site and actively supports them in doing so.

a) All persons involved are informed, already when the event is advertised, but at the latest upon registration, of the possibility of using public transport (timetables, stops etc.) or other environmentally friendly alternatives on site (bicycle hire etc.). (1 point)
b) A ticket for local public transport on site for the entire duration of the event is included in the event price. (3 points)
c) Persons involved are offered discounted (event) network tickets. (2 points)
d) All persons involved are given the opportunity to purchase a ticket for local public transport on site through the organisers. (1 point)
e) Bicycles or e-scooters are available on site free of charge for participants. (2 points)
f) Bicycles or e-scooters are available on site free of charge for staff. (1 point)
g) The event organiser organises bicycle hire on site (where applicable also for a fee). (0.5 points)
h) Taxi services with alternative drive systems, e.g. hybrid, electric mobility, bicycle rickshaws, are offered on site. (0.5 points)
i) Material transport on site is organised in a low-emission manner (e.g.: handcarts, cargo bikes, electric cars). (0.5 points)

Assessment and verification: Corresponding documents (invitation, announcement, programme, etc.) from which this offer is evident must be submitted.

M05 SHOULD: Accessibility of all accommodation (1 point)

If several accommodation options are offered or promoted for persons involved, **all** accommodation is chosen in such a way that it can be reached from the event venue on foot, by bicycle (a maximum of 15 minutes' walk or bicycle ride) or by public transport or collective shuttle services. All persons involved are informed of how the accommodation can be reached.

Assessment and verification: The names of the establishments and the distance to / the accessibility of the event venue must be stated.

M06 SHOULD: (MUST for large-scale events) Traffic plan for events with 1,000 or more participants (3 points)

The licence holder or event organiser implements a comprehensive traffic plan for the event. This plan continuously covers all mobility areas of the event (staff, participants, material transport, partners, etc.) and can demonstrate a reduction in emissions. It also includes information on accessibility, the preparation phase as well as set-up and dismantling.

Assessment and verification: The traffic plan must be submitted.

M07 SHOULD: Commissioning of transport companies (max. 2.5 points)

a) For events with several locations/side events or offered overnight stays: no transport company has to be commissioned because, on the one hand, **no material transport** is necessary and, on the other hand, **all** event venues, **all** accommodation, **all** side events etc. are organised in such a way that they can be reached by all persons involved on foot (maximum 15 minutes safe walking route), by bicycle (maximum 15 minutes safe cycle route) or by public transport. (2.5 points)

b) The licence holder or event organiser informs transport companies in the tender about the environmental standards of the event and commissions the company with the more environmentally friendly vehicle fleet.[16] (1.5 points)

c) The licence holder or event organiser commissions transport companies with an environmental mission statement (e.g. klimaaktiv mobil partner, fuel-saving training etc.) and at least EURO 6 vehicles or alternative drive systems or HVO 100 fuel. (2 points)

d) The licence holder or event organiser commissions regional transport companies. If their vehicles neither comply with the EURO 6 standard nor have alternative drive systems or HVO 100 fuel, greenhouse gas offsetting is carried out. (1 point)

Assessment and verification: The relevant tender documents or certificates of the companies must be submitted.

M08 SHOULD: Presentation of the modal split (2 points)

The event organiser or the licence holder records which means of transport the participants use to travel to the event and from what distances. The data are used with a view to a possible change in inbound travel behaviour through increased communication and motivation towards environmentally friendly inbound travel.

Assessment and verification: It is explained how the data are collected and used.

M09 SHOULD: Calculation of the greenhouse gas emissions from the travel activity of the persons involved (2 points)

The licence holder or event organiser calculates the greenhouse gas emissions caused by the travel activity of all persons involved and uses the data to improve their measures in the field of greenhouse gas reduction.

Assessment and verification: Submission of the calculation and description of the further use, or submission of an action programme.

M10 SHOULD: Investment in climate protection projects (max. 3 points)

a) The licence holder or the event organiser undertakes, on the part of the event:

- the offsetting of the entire quantity of greenhouse gases arising at the event (mobility, energy, etc.) (3 points)

[16] at least EURO 6 vehicles, electric, gas or hybrid vehicles

- the offsetting of the entire quantity of greenhouse gases arising from the mobility of staff and/or speakers (1 point)
- the offsetting of the entire quantity of greenhouse gases arising from the mobility of the participants (2 points)
- The offsetting of the entire quantity of greenhouse gases of individual unavoidable flights by speakers/presenters/performers or staff (0.5 points) The offsetting must fulfil the following conditions: The climate protection offsetting projects must be controlled by independent external auditors and must demonstrably contribute to the avoidance of greenhouse gases. They should have positive ecological and socio-economic side effects and exhibit the greatest possible transparency in project implementation and in the use of funds. These are, e.g.: 1. projects recognised as Certified Emissions Reductions (CER) under the Clean Development Mechanism (CDM) of the United Nations climate secretariat (UNFCCC, https://cdm.unfccc.int/) 2. the Gold Standard (www.cdmgoldstandard.org) 3. national climate protection projects whose assessment criteria correspond to the standard of domestic environmental support funding (www.climateaustria.at)

b) All persons involved are informed about the offsetting measures and their quality.

Assessment and verification: The relevant documents must be submitted.

M11 SHOULD: Motivation for inbound travel by bicycle (max. 2.5 points)

The licence holder or the event organiser undertakes the following efforts in order to motivate persons involved to travel to the event by bicycle

a) The event organiser or the licence holder actively provides bicycle parking spaces (bicycle stands, bicycle storage etc.) for at least 20 % of all participants and informs the persons involved about this. (1 point)

b) The event organiser or the licence holder provides information on safe parking spaces and charging stations for (e-)bicycles and (e-)cargo bikes in the vicinity of the event location. (0.5 points)

c) At least one charging station for e-bikes operated with green electricity is provided at the event location (0.5 points)

d) The event organiser or the licence holder offers special services for cyclists: e.g. safe (e.g. lockable) parking spaces, repair point with tools, bicycle servicing, showers, rain gear, etc. and informs the persons involved about this. (1 point)

Assessment and verification: Relevant documents on the number and type of parking facilities, the services and the information provided to the participants must be submitted.

M12 SHOULD: Parking spaces (1 point)

Parking spaces belonging to the event venue or created for the event are **not** made available to participants **free of charge** (with the exception of parking spaces for people with disabilities).

Assessment and verification: Relevant documents on the number and type of parking spaces and on the information provided to the participants must be submitted.

M13 SHOULD: Only for hybrid events. **Replacement of air travel and car journeys** (max. 2 points)

Participants are specifically requested to join virtually if they cannot or do not wish to travel by public transport, in order to refrain from travelling by aeroplane or by car. (0.5 points)

Assessment and verification: Relevant documents on the communication with presenters or participants must be submitted.

7.5 Accommodation

This section is to be applied where the event organiser or licence holder actively provides accommodation for persons involved, e.g. by reserving contingents of overnight stays.

U01 MUST: Overnight accommodation offer in accommodation establishments with environmental certification

If suitable accommodation establishments are available on site that are currently certified with an ecolabel in accordance with ISO 14024:2026[17], EMAS or ISO 14001, at least one of them must be part of the overnight accommodation offer.

U02 MUST: Communication of the Green Meeting/Green Event to accommodation establishments

a) The licence holder or event organiser informs all partner accommodation establishments that the event is to be certified with the Austrian Ecolabel.
b) The licence holder or event organiser informs all accommodation establishments with environmental standards according to criterion U03 that they are being approached or selected as partners because of their environmental standards.
c) The licence holder or event organiser informs accommodation establishments which do not currently meet an environmental standard according to criterion U03 about the possibility of obtaining an environmental award (Austrian Ecolabel, EU Ecolabel, Biohotel, EMAS, among others.).

The information according to points b) and c) may also be provided only once if the establishments are permanent partner establishments of the licence holder that are regularly used as partner hotels.

Assessment and verification: The names of the establishments, the letters sent and, where applicable, the relevant contracts or contingent bookings must be submitted.

U03 SHOULD: Evaluation of the environmental standards of the accommodation establishments

Partner accommodation establishments of the event receive the following points depending on their environmental standard (maximum 12):

[17] Ecolabels in accordance with ISO 14024:2026 (ISO Type 1 label) are externally awarded ecolabels with verification by independent third parties. In tourism e.g.: Austrian Ecolabel, EU Ecolabel, Green Key, Green Globe. See also: “Wegweiser durch den Labeldschungel”: Materialien Nachhaltiger Tourismus | Naturfreunde Internationale (nf-int.org) or CERTIFICATION QUICKFINDER | Tourism2030

a) Accommodation establishments with environmental certification or increased environmental standard (3 points per accommodation establishment):

- Awarded the Austrian Ecolabel UZ 200 or UZ 302
- Awarded the EU Ecolabel ECO 051
- Awarded the Green Key
- Awarded the Green Globe
- Awarded another ecolabel with a recognised GSTC standard or in accordance with ISO 14024:2026 (ISO Type 1 label)
- Implements environmental management in accordance with the EMAS Regulation
- Is a mountain hut holding the environmental quality seal of the alpine associations

b) Accommodation with another environmental standard (2 points per accommodation establishment)

- Awarded as a Biohotel
- Implements environmental management in accordance with ISO 14000
- Awarded as a Klimabündnis establishment
- Awarded as an Ökoprofit/OekoWIN establishment
- Awarded as Urlaub am Biobauernhof

c) Small accommodation establishments without an environmental standard (0.5 points per accommodation establishment)

- Private landlords with a maximum of 10 beds

Assessment and verification: The names of the establishments and the relevant contracts as well as, where applicable, evidence of certifications must be submitted. All awards, certificates, etc. must correspond to the version currently valid for this requirement.

7.6 Event venues

An event venue is the spatially delimited or officially approved area which serves for holding the event. It must have an official determination of suitability (or presumption of suitability) for the respective event.

7.6.1 Permanent buildings as event venues

Va01 MUST: Communication of the environmental standards to venue operators

The licence holder or event organiser informs the venue operator (where this is not identical with the licence holder) about the environmental standards of the event. If the event venue has no environmental award, the owners and/or operators must be made aware of the possibilities of obtaining one of the above-mentioned awards and must present their environmental performance by means of a checklist (see Va03d) with evidence.

Assessment and verification: The communication with the event venue must be submitted.

Va02 MUST: Newly erected buildings

Where buildings are newly erected on a permanent basis for the event, they must

- comply with a sustainable building standard: klimaaktiv, ÖGNB/TQB (at least 850 points), LEED Gold, BREEAM Excellent, Passivhaus
- and present a sustainable subsequent-use plan

Assessment and verification: Statement of where the building is listed, where applicable, or submission of the relevant documents (building permits, plan). Presentation of the subsequent use.

Va03 SHOULD: Evaluation of the environmental standards of the event venue

Event venues receive the following points depending on their environmental standard:

a) Certified locations with a currently valid certification in accordance with ISO 14024:2026 (25 points)

- Austrian Ecolabel UZ 200 Hotels, event locations, museums, cinemas, theatres as well as UZ 302 Educational institutions
- EU Ecolabel
- Green Globe
- Green Key
- further labels recognised by GSTC

Assessment and verification: Austrian Ecolabel and EU Ecolabel establishments are listed in the partner database and on the website of the ecolabel and do not require any further evidence. For the others, the name and confirmation of the current validity of the label (listing on the respective label website or certificate of the respective label) must be stated.

b) Locations with currently valid comprehensive environmental management (18 points)

- EMAS

Assessment and verification: For this location, the name and confirmation of current validity by means of listing in the EMAS register must be stated.

c) Locations with currently valid partial environmental management (15 points)

- Environmental management in accordance with ISO 14001
- Current Ökoprofit/OekoWIN award
- Current Klimabündnis award
- Label for a life cycle assessment in accordance with ISO 14044 (Life Cycle Assessment – LCA, environmental footprint)
- ECOnGOOD label for an audited common good balance sheet

Assessment and verification: For these locations, the name and confirmation of the current validity of the label (listing on the respective label website or certificate of the respective label) must be stated. Uploading the relevant reports is also possible.

d) Locations without environmental relevance or with self-declared environmental claims (at least 5 points, max. 10 points)

For a location that does not fall into one of categories 1-3, a checklist (see Annex) must be completed by the location or by the event organiser or licence holder in the course of the site inspection, and a minimum level must be achieved (at least 5 demonstrated measures). The measures are to be checked by the licence holder or event organiser in the course of the inspection of the location before the event.

Assessment and verification: Statement of the name of the location and upload of the checklist in the assessment software.

7.6.2 Other event venues

Event venues other than buildings may be temporary structures such as tents and the like on paved or unpaved areas, or also open spaces in built-up or undeveloped areas. A vehicle such as e.g. a train, bus or ship is not regarded here as an event venue, since these are not sufficiently covered by the criteria.

Additional provisions for events in nature

Events which take place at least partly on green areas (meadows, forests, fields, etc.) outside built-up areas and without infrastructure (electricity and water supply, sewerage, paved paths/areas, squares, etc.) must additionally fulfil the following SHOULD criteria on a mandatory basis: Vb08, Vb10, Vb14, Vb15a**.**

Vb01 MUST: No events in sensitive natural areas

The event venue is not located in areas protected under provincial or EU law (nature conservation areas, Natura 2000 sites, bird protection areas, etc.) or in sensitive ecosystems (bogs, glaciers, riparian floodplains, etc.).

Exempt from this are events whose content or theme is the protected area itself, which take place under authorised, trained supervision in customary group sizes (e.g. a guided tour in a national park) and which comply with all specific requirements and guidelines of the protected area.

Assessment and verification: Contract with the event organiser; the most precise possible information on the location of the event venue.

Vb02 MUST: Preparation of a protection plan

A protection plan must be submitted which, depending on the circumstances, contains the following:

- Identification of possible hazards (e.g. damage to buildings or damage caused by installations, vehicles, equipment, fire, chemicals, paints, the generation of waste or faecal matter, etc.).
- A precise definition of the necessary protective measures as well as a precise description of the implementation of these measures. E.g.: mechanical protection of sensitive buildings, turf and tree roots; marking or surfacing of paths; prevention of damage caused by fire, structures, equipment, vehicles, the storage and use of chemicals or paints, prevention of littering (including cigarette butts), etc.
- Information on how the communication of the protective measures to staff and participants is ensured.
- If protected areas are located in the immediate vicinity of the event site, the protection plan must also take these areas into account in coordination with the nature conservation authority.

Assessment and verification: Submission of the protection plan as well as of a declaration on how this is communicated internally and to the participants of the event.

Vb03 MUST: Temporary structures

If temporary buildings or installations (including tents, stages, etc.) are erected for the event, these must be completely dismantled. All materials are reused or separated by type and recovered/disposed of in accordance with statutory requirements.

Assessment and verification: Description of the buildings and materials

Vb04 MUST: Minimum requirement for the electricity supply

If a connection to the public electricity grid is available on site and its use is possible, electricity is drawn from the public grid.

If electricity cannot be drawn from the public grid, or cannot be drawn in sufficient quantity, and a generator set is used, the following applies to the generator set employed:

- It must be equipped with a particulate filter.
- A current maintenance report with emission measurement must be available (no more than one year old).

Assessment and verification: Evidence of electricity purchase/electricity generation or maintenance report

Vb05 MUST: Heating with electricity or patio heaters in outdoor areas

Electricity or gas patio heaters for outdoor heating are not used at the event. (A tent closed on all sides does not count as an outdoor area.)

Assessment and verification: An agreement on compliance with the criterion is submitted (e.g. contract with the event organiser).

Vb06 MUST: Waste water disposal

No waste water is discharged directly into bodies of water. Waste water disposal complies with the legislation and must be inspected and approved by the authorities.

Assessment and verification: The official approval is submitted.

Vb07 MUST: Mobile toilet facilities

Mobile toilet facilities provide the possibility to wash hands. The toilets are set up in sufficient numbers and distributed sensibly. They are serviced and cleaned regularly during the event. The contents are disposed of properly.

Assessment and verification: Number of toilets per participant, evidence of cleaning staff and cleaning schedule, disposal contract

Vb08 SHOULD: Environmentally friendly mobile toilet facilities (2 points)

Only one or more of the following models are used as mobile toilet facilities:

- Composting toilets
- Toilet trailers with water flushing that are connected to the sewerage system.
- Toilet trailers with water flushing and a tank, the contents of which are fed to the sewage treatment plant without additives.
- Toilets with environmentally certified sanitary additives.

Assessment and verification: Contract with the company, invoice for the sanitary additives

Vb09 SHOULD: Green electricity (2 points)

The electricity required for the event comes 100 % from renewable energy sources (wind, sun, geothermal energy, wave and tidal energy, hydropower, biomass and biogas).

Assessment and verification: The electricity supply contract is submitted.

Vb10 SHOULD: Alternative electricity generation (max. 2 points)

The electricity required is generated on site using alternative energy sources.

a) Power generator operated with vegetable oil (no palm oil), oil from used cooking oil or HVO 100 diesel (1 point)
b) Mobile photovoltaic system, wind turbines etc. (2 points)

Assessment and verification: Specification and description of the energy source.

Vb11 SHOULD: Energy from renewable energy sources (max. 3 points)

The energy required for heating/cooling/hot water preparation of the installations/buildings comes from renewable energy sources (e.g. mobile pellet heating, solar thermal energy, etc.)

a) at least 50 % (1.5 points)
b) 100 % (3 points)

Assessment and verification: Evidence of the energy sources and their output

Vb12 SHOULD: Sustainable water supply (2 points)

The water abstraction from wells or reservoirs required for the event is calculated and regulated in line with the capacity of the local water supply.

Assessment and verification: Suitable documents are to be submitted, possibly a protection plan, an agreement with the municipality, etc.

Vb13 SHOULD: Cleaning (2 points)

For the cleaning of the event venue by the licence holder or the venue operator, either only water or exclusively products bearing an ecolabel in accordance with ISO 14024:2026 (ISO Type 1) or listed in the Ökorein database of DIE UMWELTBERATUNG are used, or only sweeping is carried out.

Assessment and verification: Agreement with the client and naming of the products

Vb14 SHOULD: Environmental officer on site (2 points)

Throughout the entire duration of the event (incl. set-up and dismantling), a member of staff responsible for the implementation and monitoring of the environmental criteria is present on site.

Assessment and verification: Naming of the person and their areas of responsibility

Vb15 SHOULD: Prevention of damage to land (max. 2 points)

a) The set-up work/installations are arranged in such a way that heavy goods vehicles transporting event technology drive only on surfaced roads in order to avoid damage to the ground (1 point).
b) All parking spaces designated for the event are located only on surfaced ground and not on green areas (1 point).

Assessment and verification: Agreement with the event organiser and/or submission of the protection plan.

7.7 Procurement and materials for the event

B01 MUST: Minimum requirement for the procurement of minor catering without a catering/food service provider

If the event organiser or licence holder does not purchase any catering service and provides food and drink with a limited range themselves, or offers this in addition to a catering service (e.g. a coffee break with coffee, tea, juice, water and rolls or cake; refreshments along the course and at the finish for athletes at sports events, etc.), then

- exclusively reusable tableware (cups, glasses, reusable beakers, plates, bowls, cutlery, etc.) is used.[18]
- beverages and milk are purchased exclusively in reusable containers and/or bulk containers. (Note: reusable containers are NOT single-use deposit containers!).[19]
- tap water is provided free of charge.
- no portion machines with single-use single-portion packaging are used for coffee or tea.

This criterion also applies to beverages provided by sponsors.

Exempt from this provision is (self-)catering for active athletes who are subject to the anti-doping regulations.

Assessment and verification: Agreement with the event organiser and, where applicable, the sponsors, list of the beverages offered incl. type and size of the containers.

B02 MUST: New purchase of office equipment in the seminar area

If the licence holder or event organiser newly purchases office equipment (PCs, laptops, monitors, printers, etc.) for the event, only energy-efficient devices (current standard TCO Certified[20], ecolabel in accordance with ISO 14024:2026[21], listed on "topprodukte"[22], etc.) or used (re-use) devices are purchased.

Assessment and verification: A declaration of compliance with the criterion (e.g. agreement with the event organiser) and corresponding invoices are submitted.

B03 MUST: Paper quality of printed matter for the event

[18] In the exceptional case of a security policing provision, paper plates and paper bowls may be used. At outdoor events, wooden cutlery may also be used.
[19] Reusable containers are refillable barrels, containers, tanks, etc., e.g. in dispensing systems, or beverages in reusable bottles. Packaging of 2.5 l or more is regarded as a bulk container, such as e.g. canisters, bag in box, etc. Excepted: wine, sparkling wine, sparkling wines and similar. Here 0.75 l or larger applies, and spirits – here the largest available container, but no portion packs, is to be used). If, for reasons of product availability, the use of bulk containers or reusable systems is not possible, the beverage containers are to be collected separately and sent for recycling. Product in this connection means the type of beverage as defined in the Austrian Food Codex (Lebensmittelbuch) (in the sense of the subcategories), see http://www.lebensmittelbuch.at/. A product is deemed to be available if it is offered on the market. It must be justified why no other product / no other form of container use is possible. A sponsorship contract is not to be regarded as a restriction of product availability.
[20] http://tcocertified.com/
[21] Ecolabels in accordance with ISO 14024:2026 (ISO Type 1 label) are externally awarded ecolabels with verification by independent third parties (e.g.: Austrian Ecolabel, Blauer Engel, EU Ecolabel, Nordic Swan, etc.).
[22] www.topprodukte.at

The paper used for external printing orders (e.g. for brochures, letterhead, programmes, envelopes, etc.) bears an ecolabel in accordance with ISO 14024:2026 or is made of 100% recycled paper or is at least totally chlorine-free bleached (TCF) or is listed in the database for ecological printing papers of Ökokauf Wien[23]. FSC or PEFC seals alone are not sufficient!

Assessment and verification: Evidence of the papers used (e.g. an invoice or delivery note with a corresponding note is submitted.

B04 MUST: Environmentally compatible waste water disposal from mobile dishwashing units

Mobile dishwashing units are connected to the public waste water disposal system or present a waste water disposal plan.

Assessment and verification: The technology of the mobile dishwashing unit system used must be documented.

B05 SHOULD: Reusable name badges (0.5 points)

Reusable name badges (badges with lanyards or similar) are used, which are collected after the event and kept ready for reuse.

Assessment and verification: A declaration of compliance with this criterion is submitted (e.g. agreement with the event organiser).

B06 SHOULD: Printed matter for the event (max. 2 points)

a) Paperless event: no paper is used in the entire public area of the event (from the invitation to the information on site) (this also applies to advertising and sponsors). (2 points) *Assessment and verification:* Declaration of consent of all persons involved (e.g. agreement with the event organiser or with sponsors)
b) Printed products are produced in accordance with the requirements of Ecolabel Guideline 24 or the EU Ecolabel for printed products by printing companies licensed for this purpose[24] and labelled accordingly. (1 point)

Assessment and verification: The order confirmation or invoice from the printing company showing the environmental quality of the printing, or the correspondingly labelled printed matter, is submitted.

B07 SHOULD: Bags or rucksacks for participants (max. 2.5 points)

a) Bags, rucksacks, pouches and similar items are not provided, not even by sponsors. (2.5 points)
b) Bags, rucksacks, pouches and similar items are made of 100% recycled material or of natural, environmentally friendly materials (e.g. felt, **organic** cotton, hemp etc.) or of fairly traded materials. (1 point)
c) Bags, rucksacks, pouches and similar items are produced in a workshop that integrates and supports socially disadvantaged people, or come from fair trade. (1 point)

[23] https://www.va-oekokauf.at/
[24] See e.g.: https://www.umweltzeichen.at/de/produkte/b%C3%BCro-papier-druck#guideline=UZ24

Assessment and verification: A declaration on doing without bags or rucksacks is submitted (e.g. an agreement with the event organiser) or their material or manufacture is documented and the sources of supply are named.

B08 SHOULD: Rented office equipment (1.5 points)

At least 50% of the electronic office equipment rented from external companies for the event (PCs, laptops, computer screens, projectors, printers, etc.) meets the Energy Star criteria, is TCO certified[25] or bears an ecolabel in accordance with ISO 14024:2026[26].

Assessment and verification: A declaration of compliance with the criterion, together with supporting documents, is submitted.

B09 SHOULD: Give-aways and merchandising products[27] of the event organiser (max. 3 points)

a) give-aways and merchandising products are dispensed with. (3 points)
b) **all** non-food give-aways and merchandising products are not individually packaged in plastic film and are either made of environmentally friendly or natural materials, or carry a recognised quality label (ecolabel, organic label, Fair Trade label etc.). (1.5 points)
c) **50 %** of the non-food give-aways and merchandising products (type of article and total quantity) are not individually packaged in plastic film and are either made of environmentally friendly or natural materials or carry a recognised quality label (ecolabel, organic label, Fair Trade label etc.). (1 point)
d) All non-food give-aways and merchandising products are manufactured **without child labour or forced labour** (SA8000, GOTS, Naturtextil IVN BEST, Cotton made in Africa, Grüner Knopf). (2 points)
e) Food items as give-aways are organically certified or Fairtrade certified or from local producers. (50 % 1 point, 100 % 1.5 points)

Assessment and verification: A declaration of compliance with the criterion is submitted (e.g. an agreement with the event organiser) and, where applicable, documented by invoices and manufacturers' declarations.

B10 SHOULD: Give-aways and merchandising products[28] from sponsors

(max. 3 points)

a) give-aways and merchandising products are dispensed with (3 points)
b) all non-food give-aways and merchandising products are not individually packaged in plastic film and are either made of environmentally friendly or natural materials, or carry a recognised quality label (ecolabel, organic label, Fair Trade label…). (1.5 points)
c) 50 % of the non-food give-aways and merchandising products (type of article and total quantity) are not individually packaged in plastic film and are either made of environmentally friendly or natural materials or carry a

[25] http://tcocertified.com/
[26] Ecolabels in accordance with ISO 14024:2026 (formerly ISO Type 1 label) are externally awarded ecolabels with verification by independent third parties (e.g.: Austrian Ecolabel, Blauer Engel, EU Ecolabel, Nordic Swan, etc.).
[27] Information on environmentally friendly give-aways: www.greengimix.at
[28] Information on environmentally friendly give-aways: www.greengimix.at

recognised quality label (ecolabel, organic label, Fair Trade label etc.). (1 point)

d) All non-food give-aways and merchandising products are manufactured **without child labour or forced labour** (SA8000, GOTS, Naturtextil IVN BEST, Cotton made in Africa, Grüner Knopf). (2 points)

e) Food items used as give-aways are organic-certified or Fairtrade-certified or come from local producers (50 % 1 point, 100 % 1.5 points).

Assessment and verification: A declaration of compliance with the criterion is submitted (e.g. an agreement with the event organiser) and, where applicable, documented by invoices and manufacturers' declarations.

B11 SHOULD: Decoration and floral decoration (max. 1.5 points)

a) Decorations and floral decorations are dispensed with. (1.5 points)

b) Decorative elements are made of environmentally friendly or natural materials (e.g. domestic wood, natural fibres, etc.). (0.5 points)

c) Decorative elements come from local/regional workshops or from local/regional artists. (0.5 points)

d) Decorative elements are reusable and are reused. (0.5 points)

e) Lighting and/or light effects at least partly replace decorative material. (0.5 points)

f) Flowers/plants for the decoration come from regional nurseries or from fair trade. (1 point)

g) Rented plants or plants from the organiser's own stock are used (1 point)

h) Plant pots (e.g. herb or flower pots) are used which are either used again at further events or given to the persons involved to take away. (0.5 points)

Assessment and verification: A declaration of compliance with the criterion is submitted (e.g. an agreement with the event organiser) and, where applicable, documented by invoices and manufacturers' declarations.

B12 SHOULD: Signage system (0.5 points)

The elements of the visitor signage system are reusable or digital.

Assessment and verification: Description of the signage system

B13 SHOULD: Environmental standards of partner businesses and subcontractors (max. 3 points)

Partner businesses, subcontractors or other bought-in service providers for the event (event technology companies, cleaning companies, etc.) have participated in an environmental certification programme (e.g. EMAS, ISO 14001, klimaaktiv, Ökoprofit, etc.).

1 point per service provider, with the exception of catering and the event venue.

Assessment and verification: The certificates of the companies are to be submitted.

B14 SHOULD: Advertising banners, mesh hangings and fence privacy screening elements

(max. 1.5 points)

a) Advertising banners, mesh hangings and fence privacy screening elements are designed in such a way that they are reusable and are also taken back

and reused by the advertising companies (date-neutral, i.e. without a printed year, etc.) (1.5 points)

b) Advertising banners, mesh hangings and fence privacy screening elements are sent for recycling or upcycling. (1 point)

c) Advertising banners, mesh hangings and fence privacy screening elements are PVC-free (1 point)

Assessment and verification: Drafts of the advertising banners, the agreement with the advertisers and contracts with recycling or upcycling companies are submitted.

B15 SHOULD: Further requirements for self-procured catering provisions (max. 2 points)

The event organiser or licence holder provides catering with a limited range themselves or in addition to a catering service (e.g. coffee break with coffee, tea, juice, water and rolls or cake; refreshments along the route and at the finish for athletes at sports events, etc.):

a) At least two regional[29] or organic or fair-trade products are offered. (1 point)

b) Wine, sparkling wines or spirits are procured in reusable containers. (1 point)

c) Milk alternatives are procured in reusable containers (1 point)

Assessment and verification: The products are named and invoices are submitted.

B16 SHOULD: Daylight in event rooms (0.5 points)

The majority of the event rooms used at the event have daylight.

Assessment and verification: A detailed declaration of compliance with this criterion is submitted.

B17 SHOULD: Avoidance or reduction of transport routes (max. 3 points)

a) The services listed below for the event, together with the associated equipment, are either already available at the event venue and are used, or come from nearby, so that transport routes/freight journeys for the event are eliminated or short.

- Furniture
- Catering
- Stand system for exhibitions
- Other (with the exception of technology – see T3)

(1 point each if available directly at the event venue, 0.5 points at a distance of no more than 50 km).

b) In the case of hybrid events, no goodies/gifts/give-aways, etc. are sent to online participants (1 point).

Assessment and verification: Details of the equipment used on site or an agreement with the event venue or with the event organiser

[29] regional: the main production of the food (cultivation, rearing, primary production, etc.) lies within a distance of approx. 150 km (in border regions also outside Austria) **from the event location.** Regional bottling, point of sale or distribution branch alone is not sufficient. The origin can be demonstrated.

7.7.1 Additionally for sports events

B18 SHOULD: Sustainable prizes (max. 1 point)

Cups, medals or other prizes for winners

a) are replaced by sustainable products (e.g. vouchers, regional wines, organic food, regional flowers, fair-trade flowers, etc.) (0.5 points)
b) are made of sustainable materials (e.g. domestic wood, recycled materials or upcycled products) (0.5 points)
c) are produced in a workshop that integrates and supports socially disadvantaged people. (0.5 points)

Assessment and verification: A declaration of compliance with the criterion, together with supporting documents, is submitted.

B19 SHOULD: Finisher medals (max. 1 point)

Finisher medals for participants are

a) made of sustainable materials (e.g. domestic wood, cardboard, recycled material) (0.5 points)
b) upcycled products (0.5 points)
c) produced in a workshop that integrates and supports socially disadvantaged people (0.5 points).

Assessment and verification: A declaration of compliance with the criterion, together with supporting documents, is submitted.

B20 SHOULD: Fair sportswear (3 points)

(Starter) T-shirts (or other textiles such as towels, caps and the like) that are handed out to participants by the event organiser/licence holder or by sponsors are from domestic production or sustainability-certified or fairly produced[30] or made of organic cotton or of sustainable or certified fibres[31] or of recycled PET.

Assessment and verification: A declaration of compliance with the criterion, together with supporting documents (orders, invoices, etc.), is submitted.

B21 SHOULD: Reusable race numbers (0.5 points)

Race numbers are taken back and reused at further competitions.

Assessment and verification: A declaration of how the criterion is implemented (e.g. described in the agreement with the event organiser) is submitted.

B22 SHOULD: Timing chips (0.5 points)

Chips that are lent out for timing purposes are reusable and are collected again after the event.

Assessment and verification: A declaration of how the criterion is implemented (e.g. described in the agreement with the event organiser) is submitted.

[30] Fair Wear Foundation, Fairtrade, EZA
[31] Certified with an ecolabel in accordance with ISO 14024:2026 (formerly ISO Type 1 label) (Austrian Ecolabel, EU Ecolabel, Blauer Engel, Nordic Ecolabel) or Global Organic Textile Standard GOTS, Naturtextil Best, TÜV Rheinland AG Ecoproof

7.7.2 Additionally for events with show stages

B23 SHOULD: Use of materials (max. 3 points)

For stage equipment, props and costumes, mainly environmentally friendly materials or re-use materials/products are used:

a) Reused (re-use) products/materials. (2 points)
b) Recycled materials (e.g. stage molton) (1 point)
c) Products that are certified with an ecolabel in accordance with ISO 14024:2026 or with the Natureplus label or are listed in IBO Baubook - Kriterien für eine bauökologisch optimierte Ausschreibung- (also varnishes, paints, wood, fabrics, etc.) (1 point)
d) Wood from certified sustainable forest management (e.g. PEFC, FSC). (0.5 points)
e) The stage constructions are certified in accordance with Guideline UZ 75 (3 points)

Assessment and verification: Description of the materials, where applicable invoices, photographic documentation.

B24 SHOULD: Make-up (max. 1.5 points)

a) At least three cosmetic products bearing an ecolabel in accordance with ISO 14024:2026 or another organic or natural cosmetics certification are used regularly in the make-up area. (1 point)
b) Small and very small packaging for soaps and shower gels is avoided (refill). (0.5 points)

Assessment and verification: Naming of the products and their certification or packaging sizes, invoices for the products.

7.8 Exhibitors and exhibition stand builders[32]

This area refers exclusively to information or sales stands without food service.

For stands offering food and/or drinks, the criteria of the area “Sales stands with a food service offer” apply.

A01 MUST: Communication to the exhibitors with recommendations on environmental criteria and contractual agreement

a) The licence holder or the event organiser informs all exhibitors about the environmental quality of the event and communicates to them the recommendations on the environmental criteria.

Assessment and verification: The relevant information material shall be submitted.

b) The licence holder or the event organiser concludes the following contractual agreement with all exhibitors:
- Waste arising at the stand must be separated in accordance with the requirements of the event's waste management system and sent for appropriate disposal.

[32] **Exhibitors:** those companies and persons which present their products/topics at a stand. **Exhibition stand builders:** those companies/persons which are directly or indirectly responsible for the design and construction of the exhibition stand (material, reuse, etc.). Exhibitors and exhibition stand builders can, but need not, be identical.

- No single-use tableware (cups, plates, cutlery, etc.)[33] may be used for catering to stand visitors. Beverages are served from reusable containers or bulk containers[34].
- If the tasting of exhibited products is not possible with reusable tableware, the products may be handed out in small single-use tasting tableware if this is made either of cardboard or of biodegradable plastic (European Standard EN 13432; compostability mark). Edible wafer cups may also be used.
- No give-aways are handed out that cause large quantities of waste or environmentally harmful waste, e.g. single-use beverage packaging, products with batteries or rechargeable batteries.
- The materials used which are the responsibility of the exhibitors (stands, roll-ups, decoration, floor coverings, etc.) are reusable and are reused.

Assessment and verification: The contracts shall be submitted.

A02 MUST: Communication to exhibition stand builders with recommendations on environmental criteria

The licence holder or the event organiser informs all companies involved in the event and directly or indirectly responsible for the construction of the (exhibition) stands about the environmental quality of the event and passes on to them the recommendations on the environmental criteria relating to exhibition stands.

Assessment and verification: A declaration of compliance with the criterion and the relevant information material shall be submitted.

A03 SHOULD: Reduction of printed matter in the exhibition area (1.5 points)

At least 50 % of the exhibitors (of the exhibiting companies) have signed an agreement stating that and how they will reduce the distribution of printed matter.

Assessment and verification: The agreement and the names of the exhibiting companies that have signed shall be submitted.

A04 SHOULD: Reduction of give-aways[35] in the exhibition area (1.5 points)

At least 50 % of the exhibitors (exhibiting companies) have signed an agreement stating that they will refrain from give-aways or will hand out non-food products not individually packaged and meeting the following environmental criteria: made of environmentally friendly or natural materials (e.g. of domestic wood, natural fibres, etc.) and/or bearing recognised quality labels (ecolabel, organic cultivation or fair trade).

Assessment and verification: The agreement and the names of the exhibiting companies that have signed shall be submitted.

[33] In exceptional cases, paper plates and paper bowls may be used on account of security policing provisions.

[34] Reusable containers are NOT single-use deposit containers! Reusable containers are refillable kegs, containers, tanks, etc., e.g. in dispensing systems, or beverages in reusable bottles. A bulk container is deemed to be packaging of 2.5 l or more, such as e.g. canisters, bag in box, etc. Exception: wine, sparkling wine, sparkling wines and similar. Here 0.75 l or larger applies, and spirits – here the largest available container is to be used, but no portion packs). Where the use of bulk containers or reusable systems is not possible for reasons of product availability, the beverage containers are to be collected separately and sent for recycling. In this context, product means the type of beverage as defined in the Lebensmittelbuch (in the sense of the sub-categories), see http://www.lebensmittelbuch.at/. A product is deemed to be available if it is offered on the market. It must be justified why no other product / no other form of container use is possible. A sponsorship contract is not to be regarded as a restriction of product availability.

[35] Information on environmentally friendly give-aways: www.greengimix.at

A05 SHOULD: Reuse of exhibition stands (max. 3 points)

a) Exhibition/trade fair stands are provided by the event side (event organiser or event venue) and are reused as a whole or their materials/components are reused. (3 points) or
b) The exhibition stands are brought and dismantled by the exhibiting companies and are reused several times (10 % of exhibitors 1 point, 25 % of exhibitors 1.5 points, 50 % of exhibitors 2 points, 100 % of exhibitors 3 points).

Assessment and verification: A detailed declaration on the reuse of the stands shall be submitted.

A06 SHOULD: Environmentally friendly exhibition stands (max. 2 points)

a) 50 % of the trade fair or exhibition stands are made of reusable components and recyclable materials and are free of PVC. (1.5 points)
b) 50 % of the trade fair or exhibition stands use energy-saving lighting systems (LED systems, energy-saving lamps, automatic time and daylight control, etc...). (0.5 points)

Assessment and verification: A detailed declaration on the type of stands (where applicable with designs, pictures) shall be submitted.

A07 SHOULD: Exhibition stands with the ecolabel (max. 3 points)

a) 10 % of the exhibition stands are certified with the Austrian Ecolabel in accordance with Guideline UZ 75 “Messestand- und Dekorationsbau”. (1.5 points).
b) 30 % of the exhibition stands are certified with the Austrian Ecolabel in accordance with Guideline UZ 75 “Messestand- und Dekorationsbau”. (3 points).

Assessment and verification: The certificates shall be submitted.

A08 SHOULD: Trade fair carpets (max. 2 points)

a) Trade fair carpets are dispensed with (2 points)
b) Trade fair carpets that are laid specially for the event are reused. (1 point)
c) Carpet is saved by laying trade fair carpets only where they are absolutely necessary (e.g. only in aisles and other heavily used areas) but not elsewhere (0.5 points).
d) Trade fair carpets that are laid specially for the event are recyclable and are sent for recycling after the event. (0.5 points)

Assessment and verification: a) to c): A detailed declaration on the laying and, where applicable, the reuse of the floor coverings (where applicable with designs, pictures) shall be submitted. d): Evidence for the material and contracts for the recycling shall be submitted.

7.9 Catering and food service

In this section, “regional” means (unless stated otherwise) a delivery distance of a maximum of 150 km to **the event location.** For foodstuffs in particular, the main production of the foodstuff (cultivation, rearing, primary production, etc.) lies within this distance, in border regions also outside Austria. For beverages, the location of

the production facility is relevant. Regional bottling, a regional point of sale or a regional distribution branch alone is not sufficient. The origin of the main production must be demonstrated.

C01 MUST: Information to catering (food service) partners

The catering partner is informed at an early stage by the event organiser or licence holder that the event is to be awarded the Austrian Ecolabel and that special requirements apply for this purpose.

Assessment and verification: The communication (e-mails, meeting notes, etc.) shall be submitted.

C02 MUST: Supply agreement with the catering (food service) partner

The event organiser or licence holder concludes with the catering/food service partner a binding, written supply contract, signed by both parties, for a service in accordance with the criteria required in this guideline. It lays down in a binding manner all the minimum requirements listed below (MUST requirements). Their implementation is explained/documented in such a way that compliance is also clearly comprehensible for uninvolved third parties without great effort. This may be, for example: detailed descriptions, references to a website where the information is listed (e.g. suppliers, producers, etc.), where applicable the relevant valid certificates, the proposed menu, among others.

Avoiding waste and separating it correctly

Waste should be avoided as far as possible by means of the measures listed below. Unavoidable waste must be collected in correctly separated form and handed over for disposal.

- In the catering area/in the food service business, the following types of waste shall be collected separately: paper/cardboard, glass, metal and lightweight packaging, compostable waste (“organic waste”), food leftovers, waste oil, grease trap contents, residual waste, hazardous waste (where applicable from cleaning, light fittings, batteries and rechargeable batteries, chemicals, etc.)
- Only reusable cups, reusable tableware (plates, bowls, glasses, cups, etc.) and reusable cutlery are used. The range of food shall be chosen in such a way that there are no “to go” offers for which single-use packaging is necessary. Exceptions: - paper cones, napkins, paper bands and similar minor hygiene aids - packaging for taking away leftover food at the end of the event in order to avoid food waste.

- At large-scale events that do not take place in a building, the use of single-use cutlery is possible if it is made of wood or is biodegradable (European Standard EN 13432; compostability mark) and if it can be justified why no other form of cutlery use is possible. - In the exceptional case of a security policing provision, cardboard cups, plates and bowls may be used.

- No tablecloths or exclusively reusable tablecloths are used.
- If catering partners provide decoration, this is either reusable or compostable. Compostable decoration must be disposed of via the separate collection for organic waste after the end of the event.

- Beverages and milk (for the coffee at the buffet) are delivered exclusively in reusable containers and/or bulk containers. (Note: reusable containers are NOT single-use deposit containers!).[36]
- For coffee, no portion machines with single-use individual portions are used.

Contribution to energy saving

- No “open front coolers” are used at the event.
- No electric or gas patio heaters are used for outdoor heating.

Environmental protection, climate protection, and promotion of the regional economy through food procurement

- The focus of the offer is on meat-free dishes, i.e. at least half of the main dishes offered are vegetarian or vegan.
- Two main ingredients of the dishes offered are seasonally and regionally available fresh (e.g. in spring strawberries, rhubarb, asparagus, in autumn pumpkin, in winter cabbage/Brussels sprouts) or are traditionally used seasonally and produced regionally (e.g. goose at Martinmas, game in autumn).
- Two beverages that are relevant in terms of quantity are of regional production.
- One beverage and one main ingredient are organically certified.
- Sea fish, seafood and marine animals are to be avoided in principle. If these are offered, they are not endangered species of fish or animals (e.g. bluefin tuna, shark, whale, turtles and their eggs, among others) and, in the case of wild capture, they bear the MSC (Marine Stewardship Council) quality label or come from organically certified marine aquaculture.

Animal welfare

- No foodstuffs that are questionable from the point of view of animal welfare are used: caviar from wild-caught sturgeon, force-fed geese and foie gras, frogs' legs, oysters, etc.
- All eggs used (fresh eggs) come at least from free-range laying hens.

Fair trade

Of those products that are imported from the Global South (e.g. coffee, black tea, cocoa, juices from non-regional fruit, chocolate, bananas and other exotic fruit/vegetables, rice, etc.), at least one product that is relevant in terms of quantity is offered or used as an ethically and socially certified product.

Service, well-being and health

- During the event, tap water is provided free of charge for the participants. If the provision of tap water is not logistically possible, e.g. no tap water

[36] Reusable containers are refillable kegs, containers, tanks, etc., e.g. in dispensing systems, or beverages in reusable bottles. A bulk container is deemed to be packaging of 2.5 l or more, such as e.g. canisters, bag in box, etc. Exception: wine, sparkling wine, sparkling wines and similar. Here 0.75 l or larger applies, and spirits – here the largest available container is to be used, but no portion packs). Where the use of bulk containers or reusable systems is not possible for reasons of product availability, the beverage containers are to be collected separately and sent for recycling. In this context, product means the type of beverage as defined in the Lebensmittelbuch (in the sense of the sub-categories), see http://www.lebensmittelbuch.at/. A product is deemed to be available if it is offered on the market. It must be justified why no other product / no other form of container use is possible. A sponsorship contract is not to be regarded as a restriction of product availability.

connection on the event site, reusable water dispensers may also be set up (WITHOUT the use of single-use cups!).

- All staff who contribute to the catering (among others purchasing, kitchen, service) are informed about the criteria and can provide participants with corresponding information.
- All staff on site are, where applicable, informed about the youth protection provisions and are requested to comply with them.
- It is explained how the regulation on allergen labelling and information is complied with in concrete terms.
- The regional foods and beverages (and their producers) are listed on the food, menu or table cards (indication of origin).
- The particular quality of the catering offer, e.g. seasonal or organic products, MSC fish, fair trade products etc., is indicated directly (on table cards, daily menus, menu cards etc.).

Assessment and verification: Supply agreement and, where applicable, further documents in which the implementation of the requirements is explained/documented in such a way that compliance can also be verified by uninvolved third parties clearly and without great effort. This may be, for example: detailed descriptions, references to a website where the information is listed (e.g. suppliers, producers etc.), where applicable corresponding valid certificates, the menu card with the relevant information and the like.

C03 SHOULD: Awarded catering/food service partner (max. 5 points)

a) The catering/food service company holds an ecolabel in accordance with ISO 14024:2026[37]. (5 points)
b) The catering/food service company holds the Austrian organic certification. (2 P)
c) The catering/food service company holds the AMA QHS certification (AMA Genuss Region seal). (1 point)
d) The catering/food service company is a Genuss-Region partner. (0.5 points)
e) The catering/food service company is a “Slow Food” partner. (0.5 points)
f) The catering/food service company is MSC or ASC (Aquaculture Stewardship Council) certified. (0.5 points)
g) The catering/food service company is a FAIRTRADE catering partner (1 point)

Assessment and verification: The name of the company and the type of award are stated.

C04 SHOULD: Increased or fully vegetarian offer (max. 4 points)

a) Exclusively vegetarian food offering: meat, meat products and fish are completely dispensed with at all meals. (4 points)
b) At one-day events with several meals, meat, meat products and fish are completely dispensed with at one main meal. (2 points)

[37] Ecolabels in accordance with ISO 14024:2026 (ISO Type 1 label) are externally awarded ecolabels verified by independent third parties (in tourism e.g.: Austrian Ecolabel, EU Ecolabel, Green Key, Green Globe. See also: http://www.nfi.at//index.php?option=com_content&task=view&id=739&Itemid=1).

c) At multi-day events, meat, meat products and fish are either completely dispensed with on one day or are completely dispensed with at one main meal on each day. (2 points)

Lunch or dinner counts as a main meal (not the coffee breaks) and the requirement includes all courses/offers of this main meal.

Assessment and verification: Order placed with the catering company, documents on external communication, e.g. menu card, menu plan

C05 SHOULD: Increased or fully vegan offer (max. 5 points)

a) Exclusively vegan food offering: animal products are completely dispensed with at all meals. (5 points)
b) At one-day events with several meals, animal products are completely dispensed with at one main meal. (3 points)
c) At multi-day events, animal products are either completely dispensed with on one day, or animal products are completely dispensed with at one main meal on each day. (3 points)

Lunch or dinner counts as a main meal (not the coffee breaks) and the requirement includes all courses/offers at this main meal.

Assessment and verification: Order placed with the catering company, documents on external communication, e.g. menu card, menu plan.

C06 SHOULD: Additional enquiry for organic products (1.5 points)

The licence holder obtains a price-comparable alternative offer in organic quality (from the same or from another company) in order to be able at least to consider organic catering.

Assessment and verification: The offers obtained are uploaded and, if the organic offer is not selected, the reasons for this are stated.

C07 SHOULD: Additional products of organic quality and/or of regional origin (max. 5 points)

a) The catering is 100 % organic-certified (5 points)
b) At least 50 % of the main ingredients and 50 % of the beverages are offered in organic AND regional quality. (4 points)
c) 30 % of the main ingredients and 30 % of the beverages are offered in organic AND regional quality. (3 points)
d) At least 50 % of the main ingredients and 50 % of the beverages are offered in organic OR regional quality. (2.5 points)
e) 30 % of the main ingredients and 30 % of the beverages are offered in organic OR regional quality. (1.5 points)

Beverages must also comply with the requirements for containers in criterion C02!

Assessment and verification: Compliance with the criterion is demonstrated by submitting corresponding documents (menu card, invoices, order forms, signed catering offer etc.).

C08 SHOULD: Additional seasonally and regionally available agricultural products: fruit and vegetables (max. 2 points)

The following ingredients come (in addition to the products required in the MUST section) 100 % from seasonal and regional[38] cultivation and, ideally, from direct marketing (1 point each)

a) Vegetables
b) Salads
c) Fruit

Assessment and verification: Compliance with the criterion is evidenced by submitting documents on regional quality seals of the products or by stating the producers.

C09 SHOULD: Additional regional agricultural products: field crops

(max. 2 points)

The following ingredients come 100 % from regional cultivation and, ideally, from direct marketing (1 point each):

a) potatoes
b) unprocessed cereals
c) maize

Assessment and verification: Compliance with the criterion is evidenced by submitting documents on regional quality seals of the products or by stating the producers.

C10 SHOULD: Additional regional agricultural products: meat and fish (max. 2 points)

The following ingredients come (in addition to the mandatorily required products) 100 % from regional rearing and, ideally, from direct marketing (1 point each):

a) poultry
b) beef
c) pork
d) lamb/goat/game
e) fish

Assessment and verification: Compliance with the criterion is evidenced by submitting documents on regional quality seals of the products or by stating the producers.

C11 SHOULD: Additional regional processed products (max. 2 points):

The following ingredients come (in addition to the products specified as mandatory, where applicable) 100 % from regional raw materials and regional production and, ideally, from direct marketing (1 point each):

a) milk
b) cheese
c) other dairy products
d) meat products (sausages etc.)
e) processed cereal products (flour, semolina, pasta, baked goods)

[38] regional: the main production of the foodstuff (cultivation, rearing, primary production, etc.) takes place within a distance of approx. 150 km (in border regions also outside Austria) **from the event location.** Regional bottling, a regional point of sale or a regional distribution branch alone is not sufficient. The origin can be demonstrated.

Assessment and verification: Compliance with the criterion is evidenced by submitting documents on regional quality seals of the products or by stating the producers.

C12 SHOULD: Meat from species-appropriate and animal-welfare-audited husbandry (max. 1.5 points)

The meat used for meat dishes comes from species-appropriate and/or animal-welfare-audited husbandry with one of the following independent certifications:

- AMA quality seal for meat + more animal welfare (standard TW 100)
- Tierwohl kontrolliert (at least 2 ticks)
- Cattle from alpine pasture or grazing husbandry
- Haltungsinitiative Tierwohl

Applies to meat from cattle, pigs and poultry; 0.5 points per type of meat for the entire quantity of meat

Assessment and verification: Compliance with the criterion is demonstrated by submitting corresponding documents (invoices, order forms etc.).

C13 SHOULD: Additional regional beverages (max. 3 points)

The entire offer of the respective type of beverage named below consists of regional ingredients and/or comes from regional production and, ideally, from direct marketing (0.5 points each)

a) table water/mineral water
b) beer
c) wine
d) fruit juices
e) non-alcoholic beverages such as soft drinks, iced tea etc.
f) herbal teas
g) milk drinks (refreshment drinks made from dairy products, not coffee milk)

Assessment and verification: Compliance with the criterion is evidenced by submitting documents on regional quality seals of the products or by stating the producers.

C14 SHOULD: Further reusable containers (1 point)

a) At least one wine on offer is bottled in a reusable bottle. (1 point)
b) Long-life milk or milk alternatives (for coffee/tea) are in reusable bottles. (0.5 points)

Assessment and verification: Naming of the product

C15 SHOULD: Tap water instead of still mineral water (1 point)

Still mineral water is completely dispensed with; tap water is provided instead.

Assessment and verification: Agreement with the catering company, order placed with the catering company.

C16 SHOULD: Additional fair trade products (max. 2 points)

The following products are used (in addition to the mandatorily required product) from ethically, socially and ecologically sound trade in accordance with the guidelines of the umbrella organisation for fair trade (FLO - Fair Trade Labeling Organisation):

a) coffee (1 point)
b) tea (0.5 points)
c) cocoa (0.5 points)
d) orange juice or juice from other non-regional fruits (0.5 points)
e) chocolate (0.5 points)
f) bananas, other exotic fruit/vegetables (0.5 points)
g) rice (0.5 points)

Assessment and verification: The products are named and are evident from the contract with the catering company or from the menu card. The quality seal/the brand is listed on the page of the Fair Trade Charter https://www.fair-trade.website.

C17 SHOULD: Local specialities (max. 1 point)

Processed products as locally produced specialities such as cheese, sauces, pâtés, pasta products, sausage products, herbal teas, fruit teas or the like come from local craft businesses/manufactories (0.5 points each).

Assessment and verification: Compliance with the criterion is evidenced by submitting documents on the type of regional products and by stating the producers.

C18 SHOULD: Dishes typical of the region (1 point)

Foods/dishes are offered that are typical and characteristic of the cultural region in which the event takes place.

Assessment and verification: A declaration of compliance with the criterion is submitted, the dishes are named and the selection is justified.

C19 SHOULD: Cleaning of the dishware (1 point)

Cleaning products bearing an environmental quality seal in accordance with ISO 14024:2026, or products in accordance with the Ökorein[39] database of DIE UMWELTBERATUNG, are used for cleaning the dishware.

Assessment and verification: Naming of the products

C20 SHOULD: Avoidance of dishware (max. 1.5 points)

Foods are offered in the form of finger food, wrap-ins or “packed in bread” etc. in order to avoid the use of dishware and packaging:

a) exclusively dishes served without crockery (with the exception of napkins or paper cones) (1.5 points)
b) reduction of the amount of crockery through a selectively adapted food offering (0.5 points)

Assessment and verification: Description of the measures, dishes, etc.

C21 SHOULD: Prevention of food waste (max. 1 point)

a) The catering is calculated and organised in such a way that food waste and meal waste are avoided[40]. (1 point)

[39] www.umweltberatung.at/oekorein
[40] Examples: precise calculation; food is delivered externally in smaller quantities, but more frequently and freshly instead; participants or staff may take leftover food with them; leftover food is, where possible, donated to local welfare organisations/people in need, etc. This approach is communicated to participants before and during the event.

b) There is a solution for leftover foodstuffs or meals, e.g. Tafelbox of the Wiener Tafel, too good to go, Genuss Box etc.[41] (1 point)

Assessment and verification: Agreement with the catering company showing how the criterion is fulfilled. Documents relating to external communication.

C22 SHOULD: Consideration of special needs regarding food (max. 1 point)

The composition of the dishes takes into account

a) people with food allergies (e.g. gluten-free or lactose-free dishes) (0.5 points)
b) religious groups (no pork, kosher food etc.) (0.5 points)

Assessment and verification: Agreement with the catering company, documents relating to external communication.

7.10 (Sales) stands and food trucks with a food service offering

Applies to sales stands if they are organised or authorised by the event organiser or licence holder as part of the event.

VK01 MUST: Information for stand operators

The licence holder informs every stand operator at an early stage about the environmental quality of the event and the minimum criteria to be complied with (VK 02) and communicates to them the recommendations on further support options.

Assessment and verification: The letter to the stand operators or contractual documents with the corresponding contents are submitted

VK02 MUST: Contractual agreement with stand operators

The event organiser or licence holder concludes with the catering/food service partner a binding written supply contract, to be signed by both parties, for a service in accordance with the criteria required in this guideline, and monitors its implementation.

The order contains a precise description of which requirements according to the criteria listed below are demanded of the stand operators and which evidence is expected from them. All minimum requirements listed below (MUST requirements) are laid down therein in a binding manner.

Their implementation is explained/documented in such a way that fulfilment is also clearly and readily comprehensible to uninvolved third parties without great effort. This may be, for example: detailed descriptions, references to a website where the information is listed (e.g. suppliers, producers, etc.), where applicable corresponding valid certificates, the menu proposal, among others.

Measures to be implemented on a mandatory basis

Reusable tableware

- Only reusable cups/glasses, reusable tableware (plates, bowls, etc.)[42] and reusable cutlery[43] are used at the stand.

[41] GenussBox, Too Good To Go, Tafelbox, see also https://wien.infothek.greenevents.at/?&sop=174
[42] For the definition, see the corresponding catering criteria
[43] For the definition, see the corresponding catering criteria

- No pre-packaged food is sold.
- Beverages are procured and offered exclusively in reusable containers and/or bulk containers[44].
- For coffee, no portion machines with single-use single-portion packaging are used.

Waste prevention in procurement

Only reusable or compostable decoration is used. If compostable decoration is used, it must be ensured that, after the end of the event, it is captured and disposed of via the separate collection of biowaste.

Disposal of food waste

Food waste and meal waste are collected and sent for proper, environmentally sound disposal (depending on availability, biogas plant or composting).

Energy saving

- No “open front coolers” are used.
- Electric or gas patio heaters for outdoor heating are not used at the stand. (With the exception of interior heating of the stand outdoors in winter).

Regional and seasonal offering

- One main ingredient of a dish is regionally[45] and seasonally available fresh[46] (e.g. strawberries or asparagus in spring, pumpkin or chestnuts in autumn, etc.) or is traditionally used seasonally (e.g. goose at Martinmas, game in autumn)
- One beverage at the stand that is relevant in terms of quantity is from regional production.

Animal and species protection

- Sea fish, seafood and marine animals are to be avoided in principle. If these are offered, they are not endangered fish or animal species (e.g. bluefin tuna, shark, whale, turtles and their eggs, among others) and, in the case of wild capture, they bear the MSC (Marine Stewardship Council) quality label or come from organically certified marine aquaculture.
- No foodstuffs that are questionable from the point of view of animal welfare are used: caviar from wild-caught sturgeon, force-fed geese and foie gras, frogs' legs, oysters, etc.
- All eggs used (fresh eggs) come at least from free-range laying hens.

Staff information

- All staff working at the stand are informed about the criteria and are able to inform the customers.
- All staff working at the stand are informed about the youth protection provisions and are required to comply with them.
-

[44] For the definition, see the corresponding catering criteria
[45] For the definition, see the corresponding catering criteria
[46] For the definition, see the corresponding catering criteria

External communication of the special quality of the offering

- The regional foodstuffs/beverages (and their producers) are listed in writing in a clearly visible manner (indication of origin).
- The special quality of the offering, such as e.g. seasonal or organic products, MSC-certified fish, fair trade products, etc., is clearly indicated in writing.

Assessment and verification: The agreements with the companies and, where applicable, the necessary evidence are submitted; the licence holder satisfies itself of the correctness of the information.

VK03 MUST: Vegetarian offering

Across the entirety of the offerings there are at least two vegetarian or vegan main dishes (if no more than two dishes are offered in total, only one must be vegetarian or vegan),

Assessment and verification: The order and the commission to the companies are submitted; the licence holder satisfies itself of the correctness of the information.

VK04 SHOULD: Further environmental measures for food and beverages (max. 6 points)

a) 50 % of the sales stands each implement one of the voluntary measures listed below. (3 points).
b) All sales stands each implement one of the voluntary measures listed below. (6 points)

Measures that can be implemented voluntarily by sales stands:

- One dish at the stand is made from organically certified ingredients.
- One beverage at the stand is organically certified and/or from fair trade.
- One food product that is not regionally available is from fair trade (exotic fruits, rice, chocolate, exotic vegetables)
- One additional main ingredient (in addition to the MUST criterion) is seasonal and regional.
- One additional beverage (in addition to the MUST criterion) is regionally produced.
- One processed product (bread/baked goods, dairy products, cheese, pasta, sausage products, herbal teas, fruit teas, processed specialities such as sauces, pâtés, etc.) comes from a local production business.
- A dish is offered that is typical and characteristic of the region in which the event takes place.
- A further vegetarian or vegan dish is offered (in addition to the MUST criterion).
- Dishes for people with food allergies (e.g. gluten-free or lactose-free dishes) are offered and communicated accordingly.
- Smaller portions at lower prices are also offered for every dish.
- A dish is offered in the form of finger food, wrap, or “packed into bread”, etc., in order to avoid the use of crockery.
- For cleaning the crockery, cleaning products bearing an environmental quality label in accordance with ISO 14024:2026 or products in accordance with the positive list of DIE UMWELTBERATUNG are used.

- The stand is accessible without barriers (height of the sales surface, possibly with space to move underneath, etc.).

Assessment and verification: The order and the commission to the companies are submitted, as well as a list showing how many of the stands fulfil the criterion.

7.11 Social aspects

S01 MUST: Security concept

For events with more than 1,000 participants, a security concept is drawn up and the responsible staff are trained. If a security concept is available from the event venue or the security company, it is ensured that its contents are communicated comprehensibly to the responsible staff.

Assessment and verification: Submission of the security concept, description of the staff training.

S02 MUST: Minimum requirement for accessibility

An accessibility statement (Barrierefreiheitserklärung) is drawn up (e.g. via the Barrierecheck [47]) and made available in an easily findable manner to all persons involved and/or referred to in the event communication.

The statement sets out the accessibility of, or where applicable the restrictions on, all areas of the event for persons involved with disabilities (mobility impairments, chronic illnesses as well as hearing and visual impairments) (inbound travel, structural conditions at the event venue, programme, catering, accommodation with accessible rooms, etc.).

Assessment and verification: Submission of the accessibility statement.

S03 SHOULD: Security and awareness (max. 1.5 points)

a) There is at least one publicly communicated contact person, visible on site (awareness person), who provides help in cases of discrimination, harassment, threats or special personal needs. (0.5 points)
b) All staff of the event have been briefed on awareness measures such as discrimination and harassment. (0.5 points)
c) The security company commissioned meets all statutory requirements and can demonstrate (certificates, references) that its personnel are specially trained in the areas of youth protection and event risk management (de-escalation, conflict management, first aid, emergency measures, security technology, identifying and classifying risks etc.). (0.5 points)

Assessment and verification: Naming of the persons and documentation of the communication to participants, documentation of the briefing, submission of certificates and staff references of the security company, etc.

S04 SHOULD: Persons involved with disabilities (0.5 points each, max. 2 points)

Persons involved with disabilities (such as mobility impairments, chronic illnesses as well as hearing and visual impairments) are supported in accordance with their

[47] http://www.barriere-check.at/, ÖZIV - Bundesverband für Menschen mit Behinderungen (oeziv.org), guide: Barrierefreiheit bei Veranstaltungen (Accessibility at events), Veranstaltungen barrierefrei gestalten (Designing events to be accessible),

special requirements, and these accessible offerings are communicated in a targeted and public manner at the earliest possible time:

a) The contact for enquiries regarding support is stated visibly in the promotion of the event.
b) The need for support is asked about during registration.
c) There are sufficient accessible sanitary facilities.
d) Suitable accommodation is offered.
e) Special information systems are offered. (e.g. sign language interpreters, Braille labelling, accessible documents).
f) Assistance persons receive free admission.
g) Other necessary support is offered.

Assessment and verification: A declaration of compliance with the criterion is to be submitted (e.g. agreement with the event organiser) and to be substantiated accordingly (e.g. corresponding information in the accessibility statement).

S05 SHOULD: Gender and diversity (0.5 points each, max. 1.5 points)

The following aspects are taken into account in the event planning:

a) Care is taken to use gender-sensitive wording in texts.
b) Care is taken to ensure a balanced gender ratio, i.e. half of the moderators and/or speakers are female.
c) There are special offers for families / single parents (childcare, reduced day tickets for individual days of the event, participation in the supporting programme etc.).
d) There are special offers for senior citizens.
e) There are special intercultural measures.
f) Further diversity aspects are addressed.

Assessment and verification: A declaration is submitted stating how this criterion is met (e.g. programme; information on the homepage etc.)

S06 SHOULD: Discounts (0.5 points each, max. 1 point)

At events that charge an admission fee or a participation fee, there are

a) Discounts for senior citizens
b) Discounts for students
c) Free admission for children and/or discount for families
d) Discounts for people with special needs

Assessment and verification: A declaration is submitted stating how this criterion is met. (e.g. programme, information on the homepage etc.)

S07 SHOULD: Regional cultural or nature-based offerings (2 points)

The supporting programme includes regional cultural or nature-based offerings.

Assessment and verification: A declaration of compliance with the criterion must be submitted and an explanation is given of which offerings are planned.

S08 SHOULD: Support for social or cultural initiatives (2 points)

The event supports social, charitable or regional cultural initiatives or offers them a platform to present themselves.

Assessment and verification: A declaration of compliance with the criterion must be submitted (e.g. agreement with the event organiser).

S09 SHOULD: Protection of minors (1 point)

The event organiser makes efforts in the area of the protection of minors that go beyond the statutory requirements. (Only applicable to events at which young people are present).

Assessment and verification: Description of the measures and their implementation.

S10 SHOULD: No promotion of excessive alcohol consumption (1 point)

Non-alcoholic drinks are cheaper than alcohol and there is no happy hour or fun formats such as “bucket drinking” etc.

Assessment and verification: A declaration of compliance with the criterion must be submitted (e.g. agreement with the event organiser, drinks menu).

S11 SHOULD: Quiet times and quiet zones (0.5 points)

Quiet times and/or special quiet zones are planned for people with sensory needs and this is communicated accordingly.

Assessment and verification: The information is evident from the design of the programme and/or is stated on the website, in the programme, the invitation or the registration information.

S12 SHOULD: Digital accessibility at hybrid events (0.5 points each, max. 1 point)

- The hybrid part of the event is designed to be accessible (e.g. subtitles, sign language interpreting etc.) and the use of the accessible features is communicated in advance in an information e-mail or a guide.
- The transmission is also optimised for a weak internet connection or for mobile devices.
- There is a separate chat function for technical questions.
- Other suitable measures.

Assessment and verification: Description or screenshots of the measures and their implementation.

S13 SHOULD: Fair play at sports events (1 point)

Fair play is communicated and promoted in the event communication.

The content covers at least the following topics:

- The recognition of and compliance with the rules of competition
- Respectful interaction between athletes
- Respect for the opponent
- Respect for the referees
- “Limiting” the motive of winning (no victory at any price)
- Maintaining composure in victory and defeat
- Respectful behaviour of the audience
- Respectful behaviour of coaches, sports officials etc.
- Respectful interaction between sports officials and athletes

Assessment and verification: The communication must be substantiated with suitable evidence.

7.12 Event technology

T01 MUST: Volume

If an energy-equivalent continuous sound level of more than 80 dB is to be expected, the following applies:

- Visitors are informed in advance and on site about possible health hazards.
- Hearing protection devices with a sound attenuation of at least 15 dB and in accordance with ÖNORM EN ISO 4869-1, or CE-marked hearing protection devices in accordance with the applicable European PPE standards (e.g. EN 352-2 for earplugs), are available and are offered to participants free of charge.

Assessment and verification: Announcement in the invitation/event announcement.

T02 MUST: Rules for special effects

- Outdoors, special effects that generate waste (fireworks, confetti, decorative snow, foam etc.) are not used.
- Outdoors, lighting effects that disturb the environment and nature (e.g. skybeamers, illumination of natural features such as rock faces, mountain peaks, lake surfaces) are not used.
- For flame effects, only propane, technical alcohols (e.g. Pyrofluid) or natural materials (e.g. lycopodium) are used, which burn with low (to negligible) smoke development and whose combustion products do not contain toxic exhaust gases. (This expressly does not apply to pyrotechnic effects within the meaning of the Pyrotechnikgesetz. These must be evaluated on a production-specific basis, whereby a state-certified pyrotechnics expert (Level T2) must be consulted.)
- Fuels are stored and handled in such a way that contamination of the environment is avoided.

Assessment and verification: Declaration by the event organiser or licence holder of compliance with the criterion (e.g. agreement with the event organiser)

T03 MUST: Efficient use of event technology and of event-related equipment

Priority is given to using the technology and equipment that is already available at the event venue. This applies in particular to event technology as well as to rented furniture, carpets/floor coverings, stage constructions, substructures, decoration and comparable event-related equipment. Only technology or equipment that is missing and absolutely necessary is rented in or purchased in addition.

Exception: If, in the case of international large-scale events, a multi-year contract exists with unspecified technology partners, an exception is granted for the services covered by it. Additional technical material must comply with the requirements of the criterion.

Assessment and verification: Technology plan, equipment plan, logistics plan, rental contracts and description

T04 MUST: Avoidance of emissions in the procurement of technical equipment

- If technical equipment has to be rented in, a regional company with a short transport distance is commissioned. For standard equipment, preference is to be given to a company with an operating site or storage location within a distance of up to 150 km. Only in the case of a justified special need is commissioning throughout Austria or even throughout the EU permissible. If several technically and qualitatively equivalent offers can be considered, the one with the lower transport kilometres is to be chosen.
- Rented or purchased technology and equipment are transported as efficiently as possible. For this purpose, a logistics plan must be submitted which in particular provides for collective transports, route optimisation, avoidance of empty runs, optimised load utilisation and – as far as possible – low-emission means of transport. The logistics plan must present the kilometres driven for delivery, return transport and any relocations in a comprehensible manner.
- The technology is operated in a resource-efficient manner. This includes in particular needs-based operating times, switch-off and standby arrangements as well as briefing the executing teams on energy-efficient working practices.

Exception: If, in the case of international large-scale events, a multi-year contract exists with unspecified technology partners, an exception is granted for the services covered by it. Additional technical material must comply with the requirements of the criterion.

Assessment and verification: Technology and equipment plan, logistics plan incl. list of kilometres, rental and service contracts, description of the technology and equipment used, offer/award note in the case of deviations, brief presentation of the operating and switch-off logic.

T04 SHOULD: Avoidance of emissions through short journeys for the staff of technical service providers (max. 2 points)

The deployment of staff of technical service providers is planned in such a way that the emissions caused by inbound and outbound travel are minimised. The criterion relates in particular to set-up and dismantling teams, sound, lighting, video and camera technicians, streaming, media server and IT staff as well as other technical specialist staff supporting the event. Where several equivalent staffing options are available, the one with the shorter travel distance is to be given preference. In doing so, the use of public transport or of car pools is to be sought.

a) At least 80 % of the person-days in the area of technology and equipment are provided by staff whose one-way journey to the event location is a maximum of 150 km. In the case of assignments lasting several days, staff are offered overnight accommodation at the event location so that journeys are avoided (2 points)

b) At least 50 % of the person-days in the area of technology and equipment are provided by staff whose one-way journey to the event location is a maximum of 150 km. In the case of assignments lasting several days, staff are offered overnight accommodation at the event location so that journeys are avoided. (1 point)

Assessment and verification: Staff deployment plan with functions, person-days, place of origin/operating site or travel distance, details of the overnight stays required as well as a brief description of the inbound travel plan.

T05 SHOULD: Needs-based planning (1 point)

Technology and equipment are planned in line with needs and are adapted to the existing infrastructure as well as to the size and purpose of the event and are not oversized. The selection of systems, quantities, capacity ratings and operating modes is matched to the actual needs of the event in a comprehensible manner.

Assessment and verification: Technology and equipment plan, logistics plan incl. list of kilometres, rental and service contracts, description of the technology and equipment used, offer/award note in the case of deviations, brief presentation of the operating and switch-off logic.

T06 SHOULD: Exclusive use of LED lighting (1 point)

Only LED spotlights are used for event-related lighting. This covers the lighting systems used for the event, in particular stage lighting, area lighting, effect lighting and architectural lighting design, insofar as these are part of the event production.

Assessment and verification: Equipment or lighting list, rental contracts, manufacturer's information or the technology list of the event venue.

T07 SHOULD: Low-emission backup power supply (max. 1.5 points)

For backup purposes, no diesel generators but rechargeable batteries or battery buffer systems are provided. (1.5 points)

If diesel generators are (have to be) used, they are operated with alternative fuels (e.g. vegetable oil (no palm oil), oil from used cooking oil or HVO 100 diesel). (0.5 points)

Assessment and verification: Rental contracts and description or technology plan

T08 SHOULD: Optimisation of the direct energy consumption of hybrid events (max. 1 point)

The processes of the hybrid event are optimised for energy saving wherever possible (implementation of at least 2 of the measures listed below or of the organiser's own suitable measures).

a) Choice of a server provider that uses electricity from renewable energy sources
b) Limiting the duration of the virtual transmission
c) Optimising the rehearsal runs (event script)
d) Dispensing with virtual avatars and 3D rooms
e) Technical check of the viewers' end devices and transmission optimised accordingly
f) Optimising the transmission during breaks
g) Making the stream available in different resolutions
h) Information for online participants on optimising their settings
i) Other

Assessment and verification: Suitable documents must be submitted showing how energy savings are achieved: e.g. script, technology plan

7.13 Additional criteria for sporting events

In areas which are problematic for the sporting event/type of sport to be certified AND which are NOT covered by the above-mentioned criteria, 3 measures which bring about a relevant conservation of resources and/or an improvement in sustainability performance must be implemented and documented on a mandatory basis. A precise explanation of the problem, the solution to the problem and the result must be described.

For example:

- Preparation of a traffic management plan if, despite communication and promotion of inbound travel by public transport, it is foreseeable that many people will travel by car.
- Visitor flow management plan in the case of large numbers of spectators: guiding visitors away from sensitive areas, easing the flows of spectators.
- Winter sports with artificial snow: e.g. dispensing with the use of snow hardeners or reducing their use.
- Where sports facilities have to be converted, attention is paid to environmentally and climate-friendly construction.
- Sponsors are won who support and promote the green event efforts.
- When transporting equipment and devices, optimisation of the journey(s) is necessary.
- Beach volleyball: Where does the sand come from and how is it transported?
- Where outdoor ground is subject to heavy use: the objective is not to worsen the soil quality (soil permeability/compaction).
- Where large quantities of sand or sawdust or similar have to be spread, these are reused/used further.
- Materials (e.g. floor coverings, mats, seating elements, etc.) which are not reused/used further but are still usable are sold or donated.
- Water sports: maintenance of the equipment without water pollution.

8 Annex

Annex 1 Explanatory notes on the agreement with the event organiser

If an event organiser takes the decision to stage an event in accordance with the criteria of Ecolabel Guideline UZ 62, this must be agreed in writing with the licence holder.

This agreement is a prerequisite for the certification of an event by means of the ecolabel assessment software as well as for promoting the event with the Austrian Ecolabel.

We recommend reviewing the criteria with the client and incorporating all eligible criteria into the contract.

The contract must at least guarantee compliance with the MUST criteria. However, it can also serve as evidence for some SHOULD criteria!

In the case of events with several clients, several organising contractual partners or in the case of certification for third parties, the different areas of tasks and responsibilities must be recorded in writing.

The event organiser agrees that the licence holder shall carry out all tasks assigned to them in accordance with the requirements of Guideline UZ 62, and supports the licence holder in doing so.

The event organiser furthermore undertakes to comply with the requirements of Guideline UZ 62 in all areas falling within their responsibility, decision-making and activity, i.e. to carry out tenders, orders, cooperations or other (including internal) preparations for the operational implementation of the event in accordance with the criteria.

The agreement with the client can be cited as evidence for individual criteria if it is drawn up in correspondingly detailed and comprehensible form, provided that this is also envisaged in the criterion (see the stipulation in the criterion text “Assessment and verification” or the note in the assessment software).

A sample template for an agreement can be made available by the awarding body.

Annex 2 Checklist for venues without an environmental award

For venues falling under **criterion Va03 d)**

At least 5 measures must be demonstrated in order to provide a minimum level of environmental effort for a certified event. One point is awarded for each additional measure, up to a maximum of 10 points.

Service:

- If conference packages are offered, these comply with the requirements of DIN 33463:2026-02 (or more recent)

Waste:

- The event venue has a currently valid, written waste management plan.
- Every toilet is equipped with a suitable waste bin. Guests are requested to dispose of the corresponding waste in the bin instead of in the toilet.

Building quality:

- The establishment has been awarded one of the following assessment systems at the level indicated: klimaaktiv Silber, ÖGNB, DGNB PLATIN (with at least 90 % degree of fulfilment), LEED Platin (with at least 90 credits), BREEAM outstanding (with at least 90 % degree of system fulfilment).

Environmental and energy management

- The event venue has (a label for) an audited climate balance (CO_2 footprint, carbon footprint) in accordance with ISO 14067.
- The event venue has an internally prepared environmental concept and/or sustainability concept.
- The event venue has energy accounting.
- The event venue has an energy performance certificate in accordance with OIB 6.
- 100 % of the electricity purchased by the event venue comes from renewable energy sources: wind, sun, hydropower, wave and tidal energy.
- 100 % of the heating/cooling energy (not electricity!) purchased by the event venue comes from renewable energy sources (this also applies where district heating is purchased!): solar thermal energy, geothermal heating/cooling, biomass and biogas or waste heat utilisation via local heating.
- The event venue has its own system for generating electricity, hot water or space cooling from solar, hydro or wind energy, geothermal heat, biomass or geothermal energy, which covers at least 30 % of consumption.

Accessibility

- The establishment has and actively communicates an accessibility statement covering usability for visitors with disabilities, the accessible facilities provided and a quality assessment.
- The event venue meets the minimum requirements for accessible facilities in accordance with ÖNORM B1600.
- The accessible facilities of the areas relevant to events comply with the minimum requirements or basic requirements of ÖNORM B1603.

Water management

- All toilet cisterns are equipped either with an automatic or manually operated flush-stop button or with a two-button system.
- Urinals are waterless or equipped with an automatic (time-limited) or manual control system, so that no continuous flushing takes place and uninterrupted flushing is avoided.
- Taps in the sanitary facilities are equipped with automatic controls.
- As service water (e.g. for toilet flushing or in the outdoor area, i.e. not for hygiene purposes or as drinking water), the establishment uses water from the following alternative sources: reprocessed water or grey water from showers and/or washbasins, or collected rainwater or condensate from heating, ventilation or air-conditioning systems.
- The establishment has a documented procedure for the irrigation of open spaces/plants, including details of how water consumption has been reduced

and irrigation times have been optimised. This may also include not irrigating open spaces.
- The establishment uses an automatic system which optimises the irrigation times and the water consumption of the irrigation of gardens and plants in the outdoor area.

Chemicals management

- Use of at least 3 cleaning products bearing the Austrian Ecolabel in accordance with ISO 14024:2026 or listed in the Ökorein database of DIE UMWELTBERATUNG
- Cleaning is outsourced to a cleaning service provider with environmental certification.
- The cleaning staff are trained in the economical use and correct handling of cleaning agents as well as in ergonomic working.
- No herbicides harmful to insects are used on open spaces.

Event technology

- Sufficient technology and seminar equipment matching the possible uses of the venue is available.
- The technical devices made available for events are energy-efficient.

Mobility

- The event venue has self-operated charging stations or charging stations in cooperation with energy suppliers, for which 100 % electricity from renewable energy sources is used and which can be used by event participants. (Electricity from renewable sources: wind, sun, geothermal heat, wave and tidal energy, hydropower, biomass and biogas)
- Bicycle parking spaces for event participants are available at the event venue: 1 space per 50 visitor places at event venues of supra-local importance, 1 space per 10 visitor places at smaller event venues.

Promotion of biodiversity

- The planting of open areas focuses on insect-, bird- and bee-friendly native plants and shrubs.
- The planting of open spaces avoids invasive alien plant species.

Additionally, for sports facilities only

- Sports grounds and/or sports halls are lit exclusively with LEDs.
- Lawn areas are fertilised according to need (the quantity of fertiliser is matched to nutrient requirements, season, weather, etc.).

Annex 3 Examples of possible points for different types of event

Points theoretically available in each area:

Area	**Max. meetings/ events**	**Max. sporting events**	**Max. B2B trade fairs**	**Max. theatre and film festivals**	**Max. large-scale events**	**Max. hybrid events**
Management and key figures	3	3	3	3	5	3
Communication	3.5 (public events	3.5 (public events	3.5	3.5 (public events	3.5 (public events	3.5

Area	Max. meetings/ events	Max. sporting events	Max. B2B trade fairs	Max. theatre and film festivals	Max. large-scale events	Max. hybrid events
	5.5)	5.5)		5.5)	5.5)	
Mobility and climate protection	One-day: 22 Multi-day: 27	One-day: 22 Multi-day: 27	One-day: 22 Multi-day: 27	One-day: 22 Multi-day: 27	One-day: 19 Multi-day: 24	One-day: 22 Multi-day: 29
Accommodation	12	12	12	12	12	12
Event venue building/sports facility	25	25	25	25	25	25
Event venue open space built-up / nature	17 / 10	17 / 10	17 / --	17 / --	17/10	17 / --
Procurement, materials and waste management	27.5[48]	33.5	27.5	Theatre: 29 Film: 27.5	27.5	28.5
Exhibitors/exhibition stand builders	13	13	13	--	13	13
Event catering	43.5	43.5	43.5	43.5	43.5	43.5
Event catering with beverages only	15.5	15.5	15.5	15.5	15.5	15.5
Sales stands food service	6	6	6	6	6	6
Social aspects	12.5	13.5	12.5	12.5	12.5	13
Event technology	5.5	5.5	5.5	5.5	5.5	6.5

Examples of possible points

Further variants/combinations are calculated directly in the assessment software.

Meeting / event / B2B trade fair, one-day with full catering

Area	Examples of possible combinations																
Management	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Mobility and climate protection	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
Accommodation		12	12	12			12		12		12		12	12			12
Event venue building	25	25	25	25	25			25	25	25	25	25	25	25	25	25	
Event venue open space built-up	17	17	17	17	17	17	17				17			17			17
Event venue nature	10		10	10	10	10	10				10						
Procurement, materials, energy, waste	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5
Exhibitors /stand builders	13	13		13	13	13	13			13			13	13	13		
Catering/food service	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5		43.5	43.5				43.5
Sales stands	6	6	6	6		6	6	6	6					6			
Communication	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Social aspects	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5
Technology	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5
Points required (28%)	53	53	53	56	51	46	49	42	45	44	39	40	47	41	31	28	41

Meeting / event / B2B trade fair, one-day with catering partner with beverages only

Area	Examples of possible combinations																
Management	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Mobility and climate protection	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
Accommodation		12	12	12			12		12		12		12	12			12
Event venue building	25	25	25	25	25			25	25	25	25	25	25	25	25	25	
Event venue open space built-up	17	17	17	17	17	17	17				17			17			17
Event venue nature	10		10	10	10	10	10				10						
Procurement, materials, energy, waste	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5
Exhibitors /stand builders	13	13		13	13	13	13			13			13	13	13		

[48] Without B17b)

Area	Examples of possible combinations																
Catering/food service	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5		43.5	43.5				43.5
Sales stands	6	6	6	6		6	6	6	6					6			
Communication	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Social aspects	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5
Technology	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5
Points required (28%)	45	46	45	48	43	38	41	34	37	36	39	32	39	41	31	28	33

Meeting / event / B2B trade fair lasting several days with full catering

Area	Examples of possible combinations																
Management	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Mobility and climate protection	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27
Accommodation		12	12	12			12		12		12		12	12			12
Event venue building	25	25	25	25	25			25	25	25	25	25	25	25	25	25	
Event venue open space built-up	17	17	17	17	17	17	17				17			17			17
Event venue nature	10		10	10	10	10	10				10						
Procurement, materials, energy, waste	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5	27.5
Exhibitors /stand builders	13	13		13	13	13	13			13			13	13	13		
Catering/food service	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5		43.5	43.5				43.5
Sales stands	6	6	6	6		6	6	6	6					6			
Communication	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Social aspects	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5
Technology	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5
Points required (28%)	54	55	54	58	53	47	51	43	46	45	40	41	48	43	33	29	42

Sports event lasting several days, as a public event

Area	Examples of possible combinations																
Management	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Mobility and climate protection	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27
Accommodation		12	12	12			12		12		12		12	12			12
Event venue building	25	25	25	25	25			25	25	25	25	25	25	25	25	25	
Event venue open space built-up	17	17	17	17	17	17	17				17			17			17
Event venue nature	10		10	10	10	10	10				10						
Procurement, materials, energy, waste	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5	33.5
Exhibitors /stand builders	13	13		13	13	13	13			13			13	13	13		
Catering/food service	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5	43.5		43.5	43.5				43.5
Sales stands	6	6	6	6		6	6	6	6					6			
Communication	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5
Social aspects	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5	13.5
Technology	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5
Points required (28%)	57	57	56	60	55	50	53	46	49	47	43	44	51	45	35	32	45

Explanation of terms

Standards for environmental labels:

ISO 14024 – Type I environmental labels: Environmental statements and programmes for products - Ecolabels

ISO 14021 - Type II environmental labels Environmental labels and declarations - Self-declared environmental claims

ISO 14025 - Type III environmental labels Environmental labels and declarations - Type III Environmental declarations

ISO 14026 – Footprint information Environmental labels and declarations - Communication of footprint information

ISO 14044 – Life cycle assessment Environmental management - Life cycle assessment