



# Your Guide to Event Greening

*The Corporate Events Edition*



**Our Top 12 Tips to Green  
Your Next Corporate Event**



Together we make a difference

***Perfect for Planning:***

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- Conferences
- Tradeshows
- Festivals and More!



### **Green Tip #1.** **Make "Going Green" Part of Your Plan**

Green events are possible, but they do require a plan!

Include it early in the planning process so that you can think “green” every step of the way, which will help guide your decisions about the event plan, venue, vendors, promotions, etc.

This will also allow you to ask questions of venues, suppliers and vendors before you contract their services.



### **Green Tip #2.** **Choose a Green Venue and Location**

For halls, conference centres and rental facilities inquire about their environmental practices; find out if they use renewable energy, employ sustainability practices, how they divert their waste and if they use energy star rated equipment and appliances.

Choose a venue that has an environmental policy or green strategy.

If possible, choose a central location that is easily accessible by public transit and requires less travel for your anticipated attendees.

If the venue does not have a recycling or compost program, reach out to [Halton Region](#) to arrange this for community events.



### **Green Tip #3.**

#### **Reduce Your Events Energy Usage**

Host events during the day to take advantage of natural light and save electricity.

Host events outside to save energy on heating or cooling.

For outdoor events, arrange hybrid generators or solar energy (if power is required).

Consider including powered engagement activities like pedal bike charge stations.

Support green energy and reduce your impact by using Bullfrog Power.



### **Green Tip #4.**

#### **Go Green with Your Suppliers**

Choose local. This not only supports the local economy, but also reduces carbon emissions as less traveling is required.

Before you commit to a supplier, find out what they can do to make their offering more environmentally friendly.

Ask where they source their products or ingredients and find out if seasonal or local produce is available – allow this to guide your decisions.

Request local, seasonal, organic, and if possible, meatless food options.

Request waste free packaging, such as reusable trays and displays.

Arrange for compostable dishware options.

Ensure that your hired suppliers understand their role and responsibilities in the green initiative.



### **Green Tip #5.**

#### **Create a Green Code of Conduct**

If there is a trade show or market-style element to your event with various participating vendors, be sure to communicate your “green vision” at the time of registration.

Create a Sustainability Code of Conduct for vendors looking to participate. See our sample [Green Vendor Agreement](#) to get started.

Request food vendors use only compostable dishware.

Provide vendors with a [waste sorting guide](#).

Ask vendors and suppliers to take their waste with them to properly sort and dispose of.

Consider banning all waste that cannot be properly composted or recycled.

Ensure that vendors know their role in the greening initiative *before* they register, so that they understand the expectations and can plan accordingly.



### **Green Tip #6.**

#### **Recognize Green Efforts**

Offer an incentive plan for vendors to encourage more sustainable products, packaging and food, such as discounted registration fees, free advertising, giveaways, etc.

Have Green Awards of Recognition for vendors who meet or exceed expectations.



### Green Tip #7.

#### Say No to Bottled Water

Bottled water is not only harmful to the environment, but it is harmful to human health too!

Encourage attendees to bring their own reusable water bottles.

Set up water refill stations, arrange a water truck or see if you can divert a local potable water source for your event.

Invest in a re-usable cooler, jugs, pitchers and/or cups.

Ban plastic water bottles at your event.



### Green Tip #8.

#### Set up Waste Sorting Stations

According to the scale and scope of your event, set up one or several, centrally and conveniently located waste sorting stations.

Be sure to set up waste sorting stations close to areas where food is available.

Train staff or volunteers about sorting waste, or contract BurlingtonGreen to help

Have staff or volunteers supervise waste stations to avoid contamination of bins, while educating attendees about proper waste diversion.

Plan ahead of time and arrange waste pick-up with the city or Halton Region.



### **Green Tip #9.** **Encourage Eco-Friendly Transportation**

Promote public transit, walking, biking and organize shuttle services from transportation hubs.

Set up secure bike parking areas.

Offer an incentive to attendees who use a green method of transportation, such as a prize draw, give-away, discount of entry cost, free coffee, discount at a vendor table, etc.

If possible, upgrade shuttle services to electric vehicle options via [Facedrive](#).



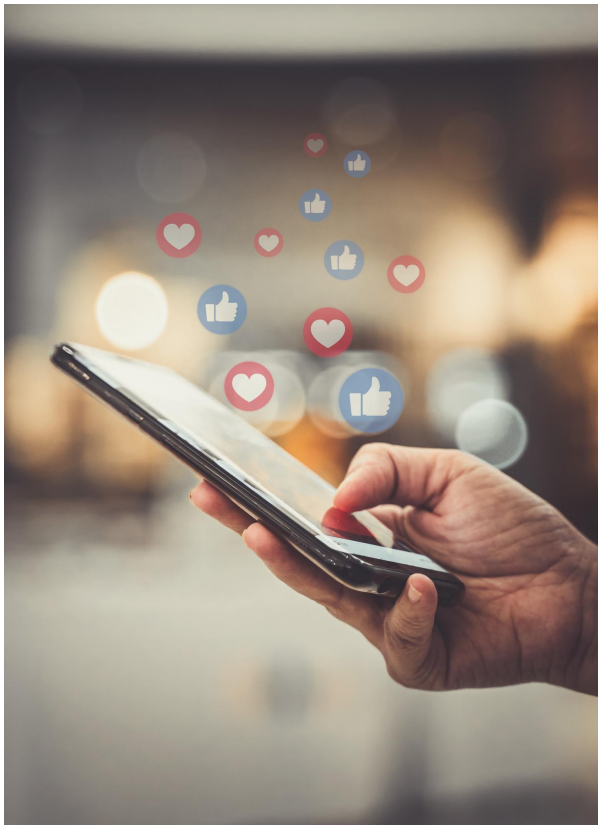
### **Green Tip #10.** **Green Your Event Decorations**

Skip the balloons and streamers as they end up in the landfill or can easily blow away, creating litter in local communities and can be harmful to wildlife.

Choose options made of paper or cardboard that can be reused or recycled.

Avoid options with sparkles, shiny metallic elements and plastic embellishments, as these items cannot be recycled and they turn your paper items into garbage.

Make [confetti out of leaves](#).



### **Green Tip #11.**

#### **Green Your Promotions & Go Virtual**

Promote events electronically on Social Media and create an [Eventbrite](#) page. Have sponsors, vendors, suppliers, the city or region where the event is taking place, and local organizations included in your promotional outreach to further audience viewership.

Include a virtual copy of maps and event layouts that highlight public transit options, bike parking and waste sorting areas.

Encourage people to save a copy of the virtual map for easy access at the event.

If you *have* to print event materials, be sure to use eco-friendly paper and vegetable-based ink. *Be sure to include the watermark of your recycled or FSC stock on your publications for everyone to see!*

Share your “green vision” in your promotional material to help attendees prepare for the event.

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### **Green Tip #12.**

#### **Purchase Carbon Offsets and Donate "Green"**

Where you may be unable to find appropriate green alternatives, compensate for your emissions by funding an equivalent carbon offset for your event.

Calculate your carbon emissions.

Donate to a local action-based green organization, like [BurlingtonGreen](#).

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## Hire us to Green Your Event!



We offer consultation services, site visits and waste management services for Burlington events.

Visit our website to learn more about our [Event Greening Services](#).

Contact us at: [greenmyevent@burlingtongreen.org](mailto:greenmyevent@burlingtongreen.org) or complete our [Booking Request Form](#).

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## Still Looking for More?

Find out more about [Event Greening](#).

Learn more about [zero waste](#).

Give back and [make a donation](#) or [volunteer with us](#).

Sign up for our [Eco News](#) to learn more about green living, local events and more!

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## Learn More About...

Where to find [Acceptable Biodegradable Dishware and Food Packaging](#)

[Planning Green Festivals](#)

[Planning Sustainable Events](#)

[Recycling and Waste Management in Ontario](#)

[Guidelines for Waste Diversion at Community Events in Halton](#)