

## List of Criteria for ÖkoEvent

This list provides an overview of all criteria to be taken into consideration when organizing an *EcoEvent*. **Obligatory criteria** are marked with a star. The others are **optional criteria** which must be met to a degree of at least 50% in order for the event to be classified as an *EcoEvent*. For classification as an *EcoEventPLUS* 100% of the criteria must be met. Those criteria that are not relevant to the event will not be evaluated.

Food and Beverages	
<b>M1</b>	Provide beverages in reusable bottles or from drink dispensers, if the type of drink is available in this form <sup>1</sup> . *
<b>M2</b>	Provide drinks in reusable containers, such as glasses, beakers or cups. <sup>1*</sup>
<b>M3</b>	Provide meals on reusable plates.*
<b>M4</b>	Cans are not permitted*. (Beverages in cans may not be served nor may they be handed out as sponsor good at an EcoEvent.)
<b>M5</b>	Individual packets of coffee, cream for coffee, ketchup, mayonnaise, mustard or jam may not be used at an EcoEvent.*
<b>M6</b>	The food is on display and clearly marked for the guests as to what kind of food it is. E.g. vegan, vegetarian, pork meat, regional source of meat etc..
<b>M7</b>	At least two of the offered main courses have to be organic / regional / seasonal / fair trade*. Products within a 150 km radius from the production site can be considered as regional. Please specify the food options available at the event. You can also forward the meals list you received with the quote of the catering contractor or restaurant business to <a href="mailto:beratung@oekoevent.at">beratung@oekoevent.at</a> , stating which event your message refers to.

<sup>1</sup> The provision of reusable items is obligatory for all events which are subjected to legislations pertaining to the "Wiener Veranstaltungsgesetz". This affects events for:

a) more than 1,000 people,

b) on property of the city of Vienna [without limited attendance]. The legislation on reusable products, according to the Viennese Waste Management Act, ("Mehrweggebot") is effective whether the event is classified as an EcoEvent or not. An exemption from the use of reusable dishes can only be granted for safety reasons. In this case, dishes made of renewable raw materials are permitted (for example paper plates). This exception has to be pointed out at the event.

<b>M8</b>	At least half of the offered food has to be vegetarian / vegan.*
<b>M9</b>	At least two of the offered beverages have to be organic and/-or regional or fair-trade.* Coffee and cocoa must always be of fair-trade quality. Capsule systems may not be used for coffee. All offered fruit juices must be organic and / or of regional origin. Note: The Viennese Waste Management Act (which gives absolute preference to reusable items) must also be observed for this criterion.
<b>M10</b>	Whole Eggs (or parts of eggs) have to be organic or from free-range farming. * Whole eggs and parts of eggs (egg yolk, egg white) have to originate from organic or from free-range farming.
<b>M11</b>	Food like goose foie gras, endangered fish or seafood may not be offered. * A list of endangered fish species and seafood can be found in the recommended list of fish by <a href="#">ÖkoKauf Wien</a> .
<b>M12</b>	All milk available at the event has to be organic; E.g. for coffee or cocoa.*
<b>M13</b>	Specific measures have to be applied to prevent food waste.* E.g. allow for buffets or stalls to run out of food to prevent food waste. Provide take-away containers for buffet leftovers. Consider the time of day when planning the menu, e.g. less salad at evening events, use foods with good storage properties, etc.
<b>K1</b>	Local catering companies or food providers should be taken into account if possible (Short delivery routes, use of existing infrastructure).
<b>K2</b>	Reusable transport packaging (E.g. suppliers use reusable transport packaging made of plastic, metal or wood instead of disposable cartons).
<b>K3</b>	Fish is from local producers or from sustainable fishing. For information regarding sustainable fisheries, see the list of recommended fish provided by <a href="#">ÖkoKauf Wien</a> .
<b>K4</b>	Meat, cold cuts or sausage products as well as dairy products available at the event are organic or from animal-friendly husbandry.
<b>K5</b>	Tap water (Viennese mountain spring water) is available at the event
<b>Waste and Resources</b>	
<b>M14</b>	A waste management concept for dealing with waste is mandatory for events that are expected to attract more than 2,000 visitors. <sup>2</sup>
<b>M15</b>	The event organiser must name a person in charge of waste management at the event.* This applies even to small events.

<sup>2</sup> Note: Note: A concept for dealing with waste is mandatory according to the Viennese law governing events (“Wiener Veranstaltungsgesetz”) for all events that have more than 2,000 participants, no matter whether the event is classified as an EcoEvent . The threshold of 2,000 participants refers to the total number of visitors throughout the event (i.e. it does not mean this number of people has to be present at the same time).

<b>M16</b>	Waste containers have to be set up and labeled clearly <sup>3</sup> Containers must include a description of the waste types collected separately.
<b>M17</b>	The organisers take care to minimise the amount of waste generated during event set-up and dismantling (for example by reusing items). Waste that cannot be avoided is collected separately.* This applies to items like rental furniture, abandonment of disposable carpets at exhibitions, etc.
<b>M18</b>	No active distribution of promotional material at the event.* (At an EcoEvent, promotional materials may not be distributed indiscriminately. It is, however, permitted to provide information material that people are free to take. As an alternative, loudspeaker announcements, information boards, or logos and information printed on reusable cups, umbrellas or T-shirts are a good option).
<b>M19</b>	Beverage sponsors may offer their products only in returnable beverage packaging.* (Sponsors have to be informed about the criteria concerning EcoEvent.)
<b>M20</b>	Eco-friendly paper is used for posters and other announcements* E.g. products listed in the City of Vienna database for ecological printing papers, eco-labels, etc.
<b>K6</b>	Planning ahead for waste disposal in good time. Containers are ordered about six weeks before the event.
<b>K7</b>	There are agreements with vendors, subcontractors, etc. on the removal of packaging material.
<b>K8</b>	The organisers must provide for the timely emptying of the collection containers during and after the event, and check that the containers are emptied accordingly.
<b>K9</b>	There is no decoration unless the decoration items are made from environmentally friendly materials, or are frequently reused.
<b>K10</b>	There are no giveaways at the event, or only eco-friendly giveaways.
<b>Mobility</b>	
<b>M21</b>	The organisers must strive to ensure that the event is accessible for people with disabilities. Assistance has to be provided in the event area if required.*
<b>M22</b>	The event is easily accessible by public transport. Otherwise, a shuttle service will be set up if needed.*
<b>K11</b>	Bicycle parking spaces are offered in sufficient numbers; If necessary, bicycle stands or locks should be offered for safekeeping.

<sup>3</sup> Note: Events must comply with the Vienna Waste Management Act (“Wiener Abfallwirtschaftsgesetz”), which states that waste must be collected separately. This applies no matter if the event is classified as an EcoEvent or not.)

<b>K12</b>	If required, a system to guide visitors from and to the bicycle parking spaces and public transport will be set up on site.
<b>K13</b>	In case of outdoor events, attention should be paid to the conservation of soil.
<b>Energy and Water</b>	
<b>M23</b>	Electricity will be procured from the public network at the venue, if available and possible with reasonable effort. *
<b>M24</b>	If the power supply is insufficient and peak consumption cannot be ensured via public network power, power generators may only be used as a supplement to top up capacities * <sup>4</sup> .
<b>M25</b>	Heaters (e.g. radiant heating, spotlights) may not be used outdoors. * (Exceptions are only possible for indoor heating e.g. in huts at winter events).
<b>K14</b>	The organisers take action to reduce energy consumption. E.g. by opting for energy efficient appliances and lighting. Devices are only turned on when needed; the organisers rely on natural daylight wherever possible.
<b>K15</b>	The organisers make sure water and sewage connections are sufficiently available at the venue. e.g. for mobile dishwashers, mobile toilets, drinking fountains, etc.
<b>Communication</b>	
<b>M26</b>	Visitors are informed in advance that the event is organised as an ÖkoEvent or ÖkoEventPLUS. The event will be advertised locally as an EcoEvent, e.g. with beach flags, banners, rollups, table stands, screens or by moderation ... * (The EcoEvent counselling service provides advertising material for the event..)
<b>M27</b>	Contributors (subcontractors, employees) are informed in advance about the EcoEvent guidelines and are instructed if necessary. * (It is important to instruct the participants precisely about the requirements for an EcoEvent!)
<b>M28</b>	Information on how to get to the event using public transport, shuttle services or by bicycle (cycle paths and bicycle parking facilities) is provided in the announcement of the event.
<b>K16</b>	The organisers rely on reusable name badges that can be collected after the event. (A box is provided for this purpose.)
<b>K17</b>	Documents and handouts are provided in digital form or if required, printed double-sided.

<sup>4</sup> The power range of the emergency power systems corresponds to the expected consumption. Note: Fuel-powered generators are to be maintained according to the manufacturer's instructions, but at least once a year. Organisers may only use substitute systems that are in perfect condition to minimise air pollution.