

List of Criteria for ÖkoEvent - EcoEvent (valid from 01.03.2018)

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. Further, more detailed information about the specific criteria can be found by clicking on each link.

Food and Beverages

[Provide beverages in reusable bottles or from drink dispensers, if the type of drink is available in this form.^{1*}](#)

[Provide drinks in reusable containers, such as glasses, beakers or cups.^{1*}](#)

[Provide meals on reusable plates.*](#)

Note: The provision of reusable items are obligatory criteria for all events which are subjected to legislations pertaining to the ("*Wiener Veranstaltungsgesetz*"). This affects events for:
a) more than 1,000 people,
b) an event location for more than 500 people and
c) 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.

[Cans are not permitted*.](#)

Beverages in cans may not be served nor may they be handed out as sponsor good at an *EcoEvent*.

¹ **Note:** The provision of reusable items is obligatory at all events which are subject to legislation pertaining to the Viennese law governing events (*Wiener Veranstaltungsgesetz*). This affects events for a) more than 1,000 people, b) an event location for more than 500 people and c) on property of the city of Vienna [without limited attendance]. This legislation on reusable products, according to the Viennese Waste Management Act, (*Mehrweggebot*) is effective whether the event is classified as an *EcoEvent* or not.

Individual packets of cream for coffee, ketchup, mayonnaise, mustard or jam may not be used at an EcoEvent.*

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..

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.

At least half of the offered food has to be vegetarian / vegan.*

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 and tea. All offered fruit juices must be organic and / or of regional origin. Note: The Viennese Waste Management Act (Mehrweggebot) must also be observed for this criterion.

Eggs (parts of eggs) have to be organic or from free-range farming. *

If parts from eggs are used (egg yolk, egg white) they have to originate from fresh, whole eggs.

Food like Goose foie gras, endangered fish and seafood (such as tuna) may not be offered. *

A list of endangered fish species and seafood can be found in the position paper fish (ÖkoKauf Wien).

All offered milk has to be organic

E.g. for coffee or cocoa.*

Specific measures have to be applied to prevent food waste.*

E.g. let food "run out" to prevent spoils. Provide containers to take away buffet leftovers.

Consider the time of day when planning the menu, e.g. less salad at evening events, use foods with good storage properties...

Local catering companies or food providers should be taken into account if possible.

Short delivery routes, use of existing infrastructure

Reusable transport packaging is used.

Reusable transport packaging (plastic, metal, wood) is used by the suppliers instead of disposable packaging.

E.g. suppliers use reusable transport packaging made of plastic, metal or wood instead of disposable cartons.

Offered fish is from local producers or from sustainable fishing

Information regarding sustainable fisheries is provided in the position paper fish (ÖkoKauf Wien).

Offered meat and dairy products are organic or from animal-friendly husbandry.

Tab Water (Viennese spring water) is offered.

Waste and Resources

For Events that expect more than 2,000 visitors a concept for dealing with its waste has to be worked out.

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, whether or not it is an *EcoEvent*. 2,000 participants refers to the total number of visitors throughout the event (It does not mean they have to be present all at the same time).

A person must be named by the organizer as being responsible for the waste management at the event.*

Somebody has to be named even at small events.

Waste containers have to be set up and labeled clearly ^{2*}

Description of the types of waste collected separately;

During construction and dismantling, as less waste as possible is generated (for example by reuse). Nonetheless accumulating waste is collected separately.*

For example, rental furniture, abandonment of disposable carpets at exhibitions, etc.

No active distribution of promotional material at the event.*

At an *EcoEvent*, promotional materials may not be distributed indiscriminately. The use of information material to be taken freely is permitted. As an alternative, loudspeaker announcements, information boards or imprints on reusable cups, umbrellas or T-shirts are a good option.

² Note: The Vienna Waste Management Act (“Wiener Abfallwirtschaftsgesetz”), which states that waste must be collected separately, is effective whether the event is classified as an *EcoEvent* or not.

Beverage sponsors may offer their products only in returnable beverage packaging. *

Sponsors have to be informed about the criteria concerning *EcoEvent*.

Eco-friendly paper is used for posters and other announcements*

E.g. Database of the City of Vienna for ecological printing papers, eco-labels, etc.

Waste disposal is planned in time.

Containers are ordered about six weeks before.

With vendors, subcontractors, etc. the take-away of packaging material was agreed.

The timely emptying of the collection containers during and after the event is organized and controlled.

Decoration is omitted unless environmentally friendly materials are used for the decoration or the materials are often reused.

Giveaways will be waived or ecological giveaways will be used.

Mobility

Attention is paid to accessibility for people with disabilities and assistance has to be provided if required in the event area.*

The event is easily accessible by public transport. Otherwise, a shuttle service will be set up if needed.*

Bicycle parking spaces are offered in sufficient numbers

If necessary, offer bicycle locks for safekeeping.

If required, a system to guide visitors from and to the bicycle parking spaces and public transport will be set up on site.

In case of an outdoor event attention should be paid to the conservation of soil.

Energy and Water

Electricity will be procured from the public network at the venue, subject to availability and reasonable effort. *

If the power supply is insufficient and peak consumption cannot be ensured via public network power, aggregates can be used for power generation only for the missing part*.

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. Only substitute systems that are in perfect condition from the point of view of air pollutants may be used.

Heaters (e.g. radiant heating, spotlights) may not be used outdoors. *

Exceptions only for indoor heating e.g. in huts at winter events

Actions to reduce energy consumption are set.

E.g. energy efficient appliances and lighting; Devices are only turned on when needed; natural daylight is used;

It is clarified whether water and sewage connections are sufficiently available at the venue.

e.g. for mobile dishwashers , mobile toilets, drinking fountains, etc.

Communication

Visitors are informed in advance about the organization of the event as an *Eco-Event*. The event will be advertised locally as an *EcoEvent*, e.g. with beach flags, banners, rollups, table stands, screens or by moderation ... *

The *EcoEvent* counseling provides advertising material for the event.

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*!

Information on how to get to the event using public transport, shuttle services or by bicycle (cycle paths and bicycle parking facilities) will be provided in the announcement of the event.

Reusable name badges will be collected after the event.

A box is provided for this purpose.

Documents and handouts are provided digitally or if required, printed double-sided.

Further Actions

Additional environmental measures are implemented.