VENUE AND ACCOMMODATIONS

Vendor Contract Requirements

The following are some suggested contract terms to incorporate into your vendor service contract:

- ☐ The vendor commits to work with our organization to help us achieve the sustainability goals for our meeting
- ☐ The vendor will provide a detailed account of our event's energy consumption and waste generation and diversion
- ☐ The vendor will provide access to temperature and air conditioning controls in the meeting rooms
- ☐ The vendor will set the thermostat to a minimal, but comfortable, temperature to decrease energy consumption - font
- ☐ The vendor's AV equipment will be Energy Star compliant
- ☐ The vendor will provide non-toxic markers and reusable dry-mark erasable boards
- ☐ The vendor will provide recycled content paper and pens
- ☐ The vendor will provide a well-marked multi-materials recycling program with visible instructions
- ☐ The vendor will not deliver newspapers to guest rooms unless requested; the newspaper will not be wrapped in plastic bags
- ☐ The vendor will offer guests a towel reuse service
- ☐ The vendor will provide reusable banners or place cards that are made from recycled content
- ☐ The vendor will donate usable leftover food to charitable organizations, wherever possible
- ☐ The vendor will make available food and beverages that are organic, local, seasonal, fair trade, vegetarian, sustainable seafood and nutritious
- ☐ The vendor will use bulk dispensers or reusable containers for beverages, food and condiments
- ☐ The vendor will use reusable cutlery, dishware and linens
- ☐ The vendor will provide cloth or compostable napkins
- ☐ The vendor will provide drinking water from refillable jugs
- ☐ The vendor will communicate via signage the sustainable features of the food and beverages served
- ☐ The vendor will provide minimal centrepieces and decorations that can be reused; décor items incorporate recycled and recyclable materials
- ☐ The vendor will make available low-emission shuttle services
- ☐ The vendor will provide local pedestrian, transit and cycling routes from the site