



Standard Specification for Evaluation and Selection of Food and Beverage for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences¹

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INTRODUCTION

This specification offers a way to address environmental sustainability in the meeting and event industry. It is a tool for event planners and suppliers to understand the attributes of an environmentally sustainable event. The goal in developing this specification is to establish common benchmarks for environmental performance in events for both planner and supplier sectors. This specification considers the creation of an environmentally sustainable event to be a partnership between planners and their suppliers. Each plays a critical role in the effort.

In this specification, options are addressed for minimizing the environmental impact of face-to-face events. The approach of this specification is to focus on measurable outcomes and policies for planners and suppliers. This maximizes the ability of businesses to select the methods best tailored to their needs to achieve benchmarks and measurable outcomes.

1. Scope

1.1 This specification delineates procedural requirements for the evaluation and selection of food and beverage for meetings, events, trade shows, and conferences (hereafter, referred to as *events*). Food and beverage evaluation and selection is the practice of specifying, selecting, and procuring, food, beverage, and non-consumable food- or beverage-related items. This specification includes all aspects of waste management, energy and water related practices, and associated training related to provision of food and beverage. Equipment required in the preparation and service of food and beverage is included in this specification.

1.2 This specification includes all food and beverage services provided onsite by catering, restaurants and concessions, as well as offsite food and beverage services which may be specified by a planner. This specification does not extensively address the attributes of the larger building in which the food and beverage supplier may be located. It does not include sanitizing cleaning practices specific to food preparation areas as requirements vary locally.

1.3 There are nine specifications covering the following areas of event planning: destination selection,

accommodations, food and beverage, audio visual, onsite offices, communication and marketing materials, transportation, exhibits, and venues. Within each specification are eight categories' criteria: staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners. Each category is further split into four progressive levels of achievement. Information within each specification is divided as follows: Main Body—Scope, Referenced Documents, Terminology, Planner Requirements for Level 1, Supplier Requirements for Level 1, and Keywords; Annexes—Planner Requirements for Levels 2 – 4 and Supplier Requirements for Levels 2 – 4.

1.4 All areas of performance under this specification may not be relevant for each event or for each facility or provider of event services. In some cases, an event planner would use this specification in conjunction with other specifications (for example, Specifications E2774, E2743) or this specification may be used individually. In other words, elements of an event may be separated and considered solely or added together and considered as a unit (for example, venues used individually versus transportation, accommodations, and destination selection used in conjunction). Furthermore, this specification applies separately to each supplier for an event. This means that if multiple suppliers are used within the context of a single specification, each supplier shall individually meet the supplier requirements. To be considered an environmentally sustainable event at Level 1, all areas applicable to that event shall be achieved.

¹ This specification is under the jurisdiction of ASTM Committee E60 on Sustainability and is the direct responsibility of Subcommittee E60.02 on Hospitality.

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