

# SUSTAINABLE EVENTS CHECKLISTS





As our Clients become more aware of the positive contributions they can make in holding environmentally friendly meetings, the Vancouver Convention Centre has developed this guide to help event planners organize and hold sustainable meetings and events.

The Vancouver Convention Centre has a strong commitment to economic, environmental and social responsibility. By taking advantage of its existing green facilities and many sustainable programs, the Vancouver Convention Centre is an ideal venue for hosting a sustainable event.

Sustainability is an on-going process of continuous improvement and The Vancouver Convention Centre looks forward to working with our Clients to maximize the benefits of sustainable meetings and events.

[Accommodation Guidelines](#)

[Communications and Marketing Guidelines](#)

[Event Production Guidelines](#)

[Exhibits and Exhibitors Guidelines](#)

[Food and Beverage Guidelines](#)

[Information Technology Guidelines](#)

[Procurement Guidelines](#)

[Transportation Guidelines](#)



# ENVIRONMENTAL BEST PRACTICES

From the design of our facility, the use of the latest green technologies to the adoption of green operating practices, the Vancouver Convention Centre is committed to being as environmentally sustainable as possible. We encourage all of our exhibitors, delegates and visitors to participate and support our extensive environmental programs by taking the following actions:

## WASTE MINIMIZATION

- We offer organic recycling for any and all food waste or compostable products. To dispose of organics, please use the three-part bins with the ORGANICS label.
- Please ensure that goods and supplies leftover from your event are shipped back at the conclusion of the event for re-use.
- Please ensure that all items that are recyclable are recycled: paper of all kinds, cardboard, wood, metal plastic, glass, lamp ballasts, fluorescent bulbs, metal halide bulbs, batteries, construction materials, food/organic matter and electronic equipment and devices.
- Please help reduce waste and trash by ensuring supplies and materials are re-usable and are ordered in appropriate quantities.

## FOOD & BEVERAGE SERVICE

- Please enjoy our fresh drinking water served in cambros and glasses or compostable cups instead of disposable single use bottles.
- Allow our food & beverage department to introduce you to our unique hydration stations featuring freshly prepared flavoured water.
- Provide as accurate as possible numbers of guests for food & beverage service in order to reduce the risk of over-production.
- Ask your Catering Manager about your options for local, seasonal menu items.
- Remember to use our ORGANICS bins for food waste.

## ENERGY EFFICIENCY & RESOURCE CONSUMPTION

- General building lighting is controlled by daylight and occupancy sensors. In meeting rooms, light levels and room temperatures can be adjusted with the easy-to-use wall mounted control panels. Please help us further manage energy use by shutting off all lights and house music when leaving meeting spaces for the day.
- HVAC is programmed to match levels of activity in the buildings. Please confirm your daily schedules with your Event Manager so that HVAC can be properly scheduled to maximize your comfort as well as minimize energy loss.



# ENVIRONMENTAL BEST PRACTICES

## ENERGY EFFICIENCY & RESOURCE CONSUMPTION (cont'd.)

- We prefer to use only working lights during set-ups, teardowns, move-ins and move-outs. Of course, please let us know when greater lighting levels are needed.
- Seawater cooling is used in both buildings; additionally seawater heating is used in the West building.
- The facility has its own on-site water treatment system requiring extra care when amenities are being used. Please do not dispose of food items, personal or medical items, plastics, chemicals or toxic items in the toilets or drains.
- Low flow fixtures are used in both buildings as well as Green Seal™ and EcoLogo™ certified paper products, soaps and cleaners.

## NO SMOKING

- As part of our LEED Platinum achievement, please respect our smoking restrictions that do not permit smoking within 7.5 metres (or 25 feet) of any openable door, window or any air intakes around the full perimeter of the facility, including our truck route and loading dock area. Please note that terraces on Levels 2 and 3 of our West building are non-smoking areas. Electronic cigarettes and vaporisers are subject to the same regulation by the Vancouver Convention Centre.

## QUESTIONS

For more information on our sustainability practices, please contact us at [sustainability@vancouverconventioncentre.com](mailto:sustainability@vancouverconventioncentre.com)