



Sustainability Compass Tips by Level

Use this guide to identify actionable steps based on your level of commitment and whether you are making general operational choices or embedding sustainability into RFPs and contracts.



Conscious Simple & Achievable Actions

RFP/CONTRACTING

- Include 1–2 sustainability questions in your next RFP or check-in
- Ask suppliers if they have a written sustainability policy
- Request identification of team members responsible for sustainability efforts
- Ask vendors to describe efforts to reduce single-use items or offer alternatives

GENERAL SUSTAINABILITY ACTIONS

- Ask venues about basic recycling and composting options.
- Avoid bottled water and provide refill stations
- Select venues with LED lighting and energy-efficiency policies
- Offer inclusive menu options (vegan, halal, kosher)
- Reduce single-use items in your booth



Engaged Community & Environmental Impact

RFP/CONTRACTING

- Use the Compass tool across all vendor types, not just venues
- Include sustainability goals in internal planning meetings
- Request examples of modular or reusable exhibit components
- Ask vendors to commit to using local crews or materials when feasible
- Require proposals for inclusive attendee sustainability experiences

GENERAL SUSTAINABILITY ACTIONS

- Prioritize modular exhibit design and reusable materials
- Work with local vendors and staff to reduce carbon footprint
- Collaborate with DEI-aligned suppliers and community orgs
- Donate leftover materials or food



Champion Strategic & Data-Driven

RFP/CONTRACTING

- Require suppliers to disclose sustainability performance and certifications
- Integrate sustainability metrics into executive reporting
- Share post-event dashboards or infographics with stakeholders
- Request post-event carbon data reporting (e.g., emissions, waste, transport)
- Require ISO certification or Net Zero Carbon Events pledge participation

GENERAL SUSTAINABILITY ACTIONS

- Track emissions, waste, and energy use with tools/apps or engage with agencies like Reduce2
- Choose venues powered by renewable energy
- Offset carbon from travel and shipping through verified programs

Try one new action at each event. Share what works. Bring your suppliers along for the journey.