



# GREEN SUPPLIER AWARD (Two Awards)



## **INTRODUCTION:**

IMEX and the Green Meeting Industry Council present the Green Supplier Award to recognise environmental excellence and innovation within the meetings industry. This award represents one of the highest accolades for environmental responsibility among meeting suppliers.

This award acknowledges success in our industry, recognising suppliers that are leading the way, earning the distinction as the best in their field.

## **CRITERIA & ELIGIBILITY:**

The Annual Green Supplier Award will recognise a meeting supplier (i.e. hotel, convention centre, convention and visitor bureau etc.) that has demonstrated innovative efforts to prevent and reduce the environmental impacts of their operations through planning, implementation and evaluation. Their commitment to environmental responsibility and changing the way they conduct business will serve as an example to others. ***Please note that all nominees are required to submit information on their environmental business practices for evaluation.***

Only a **supplier** who has not won the Green Supplier Award for two years may apply.

## **THE NOMINEES:**

Meeting suppliers are encouraged to put forward their own nominations for this award, or can be nominated by others.

## **THE AWARD PRESENTATION:**

The Green Supplier Award finalists will be recognised at the IMEX Gala Dinner Awards Ceremony, in the IMEX Daily Paper and IMEX Briefing, at the IMEX Corporate Responsibility Centre, at the GMIC Annual Conference, and on the GMIC and IMEX websites.

## **THE TIMING:**

**Nominations must be received no later than 28 February 2010.**

## **JUDGING PROCESS:**

All applications received by the deadline will be reviewed by a judging panel. Nominees will be evaluated according to the criteria set out in the Nomination Submission Information Form.

An independent environmental auditor will be contracted by IMEX to verify and report on the environmental performance and practices of the nominated suppliers. The final decision of the judges will be based on the environmental report of the environmental consultant.

## **WHAT IS CONSIDERED:**

- Minimising environmental impact (70%)
- Economic indicators (5%)
- Commitment to change (10%)
- Commitment to the community (10%)
- Commitment to conservation (5%)

### **NOMINATION SUBMISSION INFORMATION:**

Eligible applicants will be judged based on the following five criteria. To be evaluated nominations must include:

1. Signed and completed nomination form.
2. Summary narrative of ***how the nominee meets the following criteria***. The summary must be no more than four double-sided pages, including any associated tables and charts. Each of the following criteria must be addressed and labelled accordingly in the submission.
3. Attachments (optional). To minimise paper consumption nominees are encouraged to provide only those attachments that are essential to support their narrative. Supporting information may be requested during the verification process.

## Award Criteria

Using the examples below, please indicate how you help minimise environmental impacts (please enter as many as possible putting N/A in the boxes that do not apply to you)

### Award Criteria:

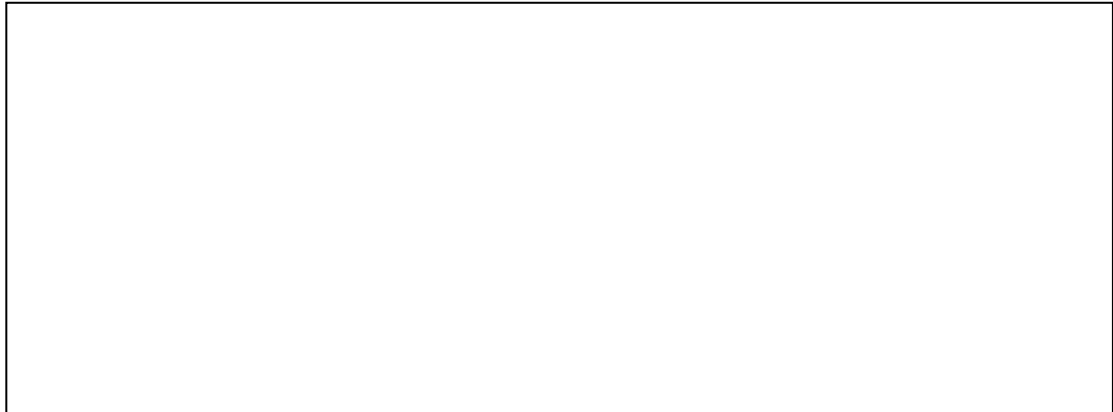
*Your narrative must provide an example of how your business addresses the following criteria:*

**Minimising Environmental Impacts:** Applicant should demonstrate innovative efforts to significantly minimise environmental impacts. Efforts will be evaluated in the following areas:

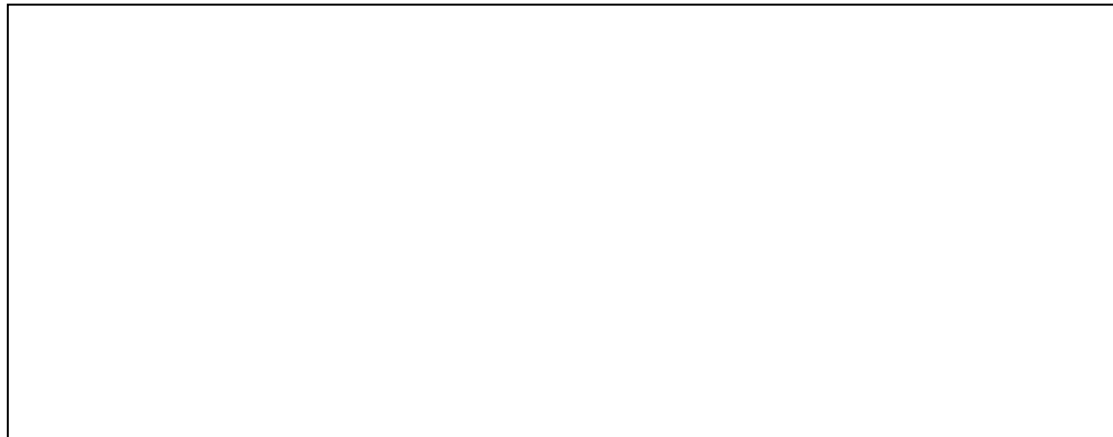
- Energy efficiency – i.e. use of energy efficient/natural lighting, occupancy sensors in meeting/hotel rooms, reduced use of air conditioning
- Air & water quality – i.e. provision of a carbon offset programme for air travel, promotion of car pooling/transit services, purchasing locally grown, organic food
- Water conservation – i.e. water conserving fixtures in guest rooms/bathrooms, provision of a linen re-use programme
- Waste minimisation – i.e. using china and linen, rather than paper catering service, and bulk rather than individual serving containers for food, communicating to clients electronically, rather than through paper methods, reducing, re-using and recycling where possible
- Environmental purchasing – i.e. giving preference to buying recycled/recyclable, non-toxic and non-hazardous materials (cleaners, office supplies, printing inks, paints etc.)

**Economic Indicators:** Applicants should demonstrate the economic impact and/or cost savings associated with their green practices, in addition to the environmental benefits.

**Commitment to Change:** Applicant should demonstrate management and staff commitment to environmental programmes or practices and if possible how company practices have led to changes in others' behaviour. This can be shown through development of environmental policies, task forces, or teams, and communication of green practices to staff/clients/public. Please also include any other environmental awards or recognition received.



**Commitment to Community:** Applicant should demonstrate willingness and/or efforts to integrate green programmes or practices with other businesses (i.e. meeting planners and other suppliers) and the local community (i.e. through buying locally) as well as minimise the social/cultural impacts of the activities. This may include providing a donation to conservation/community organisations, support of local organic growers by purchasing food locally, or participation in an environmental or community project.



**Commitment to Conservation:** In addition to minimising environmental impacts, applicant should demonstrate a positive impact to conservation in general or positive contribution to natural areas.





# Green Supplier Award NOMINATION FORM:



<b>Nominee</b>	
<b>Business Name</b>	
<b>Address</b>	
<b>City</b>	<b>Postal/Zip Code</b>
<b>Country</b>	
<b>Phone</b>	<b>Fax</b>
<b>Email</b>	<b>Website</b>
<b>How the name on the award should read</b>	

Is your business willing to undergo an interview or on-site verification by IMEX prior to the presentation of the Award?  Yes  No

In support of my nomination I have attached the following required information:

- Signed Nomination Submission Information Form
- Nomination Submission Narrative
- Attachments (optional)

If selected as a recipient of the Green Supplier Award my company or organisation agrees to be highlighted in promotional materials including web sites and be willing to share the programme with others in the industry with due acknowledgement provided in copyright.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please submit the completed Nomination Form and Nomination Submission Information to:

**Dale Hudson**  
**IMEX**  
**1<sup>st</sup> Floor, The Agora**  
**Ellen Street**  
**Hove**  
**BN3 3LN**  
**UNITED KINGDOM**

**Tel: +44 (0) 1273 227311**  
**Fax: +44 (0) 1273 227312**  
**Email: [dale.hudson@imexexhibitions.com](mailto:dale.hudson@imexexhibitions.com)**  
**Web: [www.imex-frankfurt.com](http://www.imex-frankfurt.com)**

To be received **before the 28 February 2010**.  
Electronically submitted nominations are encouraged.