



GREEN PARTNERSHIP

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EVENT PLANNING GUIDE

The goal of Fairmont's Eco-Meet program is to minimize harm to the environment during meetings, conferences and similar events. When selecting a venue for a green event, meeting planners will consider all aspects of the hotel or resort's accommodation, operations, programs and policies.

This guide was prepared to help you:

- provide ready information about your hotel operations to help meeting planners who are selecting a venue for a green event (Section 1)
- keep track of which options are being implemented once a planner has chosen your location as the venue of a green event (Sections 2-4).

These items are meant only to guide you to explore various property features to "green" your events — the availability of programs and features may vary among properties, depending on local laws and regulations. If you are not familiar with all aspects of the property, you can get more information from your Green Team or Engineering Department, or you can contact Michelle White, Director, Environmental Affairs.

Please request a copy of Fairmont's Environmental Policy to learn more about the company's efforts in this area.

For further information, please contact:

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SECTION 1: VENUE SELECTION

On-site operations are important considerations when selecting a venue — conservation practices result in a resource-efficient property that is better for the environment. Please review the following. Please note that some of these options are subject to availability, based on geographic locations and restrictions. Fairmont standards are highlighted.

External Accreditation

- Property has an external certification or environmental rating.
 - Green Key program (Canada)
 - US EPA Energy Star Program (US)
 - Other (please specify)
- An environmental audit of the hotel has been completed in the last two years. This includes external audits and internal audits such as those by Fairmont Green Team colleagues.

Waste Management

- Recycling programs are in place.
 - Back-of-the-house recycling
 - Guest room recycling
- The property uses eco-conscious hotel cleaning products. *EcoLab is Fairmont's corporate supplier of environmentally preferable cleaning products.*
- Partially used amenities and household goods are distributed to local shelters/charities.

Water Conservation

- Linen and towel exchange program is available at resort locations. *Company standard.* The availability of this program varies throughout city center properties.
- Water-conserving fixtures are in guest rooms, including tap aerators, low-flush toilets and low-flow showerheads.
- Grounds are irrigated with wastewater (only applicable to resort properties).

Air Quality

- Low volatile organic compound (VOC) materials are used in guest rooms, such as paints, carpets, wall coverings, etc.
- Hotel provides information on local transit and encourages carpooling.
- Hotel offers free parking to overnight guests arriving in hybrid vehicles.

Energy Efficiency

- Energy-efficient lighting is used in guest rooms and meeting rooms.
- Occupancy sensors or timers are used to control lighting in guest rooms.
- Programmable thermostats are used in guest rooms.
- Energy efficient HVAC system is in use.
- Guest rooms have an established temperature set-point.
- Natural light is used for exhibits wherever possible to minimize lighting.

If you have questions, please follow up with the hotel's engineering department.

SECTION 2: ECO-CUISINE — FOOD AND BEVERAGE SERVICE

“Disposable-free” service

“Disposable-free” service is an important element to a greener meeting. Please note that some of these options are subject to availability, based on geographic locations and restrictions, and that health issues need to be considered when choosing bulk servings.

- Refillable water jugs are to be used instead of water bottles.
- Milk and sugar will be served in bulk. *Company standard.*
- China is to be used instead of disposable items. *Company standard.*
- Linen napkins are to replace paper ones.
- Cutlery is to be used instead of plastic items, stir sticks. *Company standard.*
- Centerpieces will be edible/organic arrangements or made from reusable items such as silk flowers. Cost for this will be the responsibility of the meeting planner.
- Paper doilies will not be used; they will be replaced with coasters where possible.
- Menus produced internally will be printed on recycled paper stock. *Company standard.*
- If disposables cannot be avoided, they are to be biodegradable or recyclable.

Food and beverage selection

Consider where you buy as well as what you buy.

- Organic beverages (such as wine or tea) are to be available. *Fairmont's Tea Collection was created by the Metropolitan Tea Company; they are the only North American member of the Ethical Tea Sourcing Partnership, with a commitment to sustainable production adhering to all social and environmental laws.*
- Local and in-season regional cuisine is served where possible.
- Seafood choices are sustainable.
- Vegetarian options are available.
- If there is an on-site herb garden, dishes will be featured that use those herbs.

Handling food waste from events

- Organic waste from the kitchen is composted.
- Leftover food is donated to food banks/local shelters (Check your local laws).



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SECTION 3: ECO-SERVICE

Other areas within the function can incorporate environmental considerations.

Environmental Education

- Client requires a Corporate Environmental Policy (Fairmont offers one).
- Environmental educational materials are to be made available to planners & delegates. Fairmont offers the following:
 - Green Partnership Brochure
 - Green Partnership Press Materials
 - Green Partnership Guide (may require purchase)
- Hotel-specific information on environmental initiatives is to be available in delegate guest rooms.

Paperless Services during the Event

- Dedicated TV channel is to be available to provide information and updates to delegates.
- Electronic paperless check-in/checkout is to be used. *Company standard, though some exceptions based on local laws.*
- Hotel/resort will stop newspaper delivery to delegates upon request.
- Hotel/resort will e-mail contracts, etc., where possible.

Meeting Room Recycling Capabilities

- Recycling stations/bins to be placed in meeting room. (Ensure these are well-labeled and indicate to delegates what can be placed in each receptacle.)

Signage Considerations

- White boards are to be used, rather than flip charts.
- If flip charts are used, ensure high post-consumer content paper (80% min).
- Leftover conference supplies, such as paper, pens, etc., are to be donated to a school or charity.
- Promotional collateral will be minimized, where possible.

Carbon-Neutral Event

- Emissions from the event will be offset through the purchase of Renewable Energy Certificates (RECs or green tags). The concept of offsetting emissions from events is gaining momentum. Please check with Fairmont's Environmental Affairs Office for an offset provider that planners can then retain to buy the appropriate offset.

SECTION 4: ECO-PROGRAMMING

Green programming options help delegates to take the eco-experience outside the meeting room. Many Fairmont properties work with community organizations whose programming can be incorporated into individual company agendas. Consider the following:

- Delegates receive a welcome note or e-mail explaining Eco-Meet and its environmental value, and the actions taken to green the event.
- Delegates receive environmentally friendly in-room welcome amenities or gifts.
- Delegates receive information about any nature-based activities or trails in the area.
- Walking maps of the area are available through the concierge.
- Delegates are informed about Eco-Innovations projects as potential activities (this is property-specific; please check with the hotel).
- Any on-property green space, such as terraces or rooftop gardens, is incorporated into the event.