SUSTAINABILITY & WASTE POLICY

Why Sustainability Matters

Sustainability is more critical than ever. At Montgomery Group we are committed to reducing the environmental impact of our events by embedding responsible practices into every stage of planning and delivery. For the size and scale of our industry, waste is unfortunately inevitable. Although it is not possible to run a 100% sustainable exhibition, it is important to challenge our current working processes and encourage a shift in attitude to ensure sustainability at the forefront of all decisions.

We have implemented a waste policy to ensure we're all working together to reduce the environmental impact of the event. Sustainability is a shared responsibility, and every participant has a role to play in making a meaningful difference.

Pre-event Planning Checklist

- **Is my stand builder sustainability-focused?**
  Before deciding on a stand builder, consider these factors. Is my stand builder an accredited member of ESSA? Can they share their waste plan? Encourage your contractor to follow our sustainability criteria and aim to achieve a **Recognised, Commended or Outstanding** award.

- **Am I reusing my graphics?** Do not print stand numbers or dates on your graphics. Although our graphic suppliers include in the price installation and removal, you can ask to keep the graphics if you wish. Contact them directly today to arrange this service.

- **Am I able to reuse my floor covering?** If you are a Space Only stand, ask the stand builder what happens to the flooring after the show. Can you keep it for another show?

- **What power do I need on my stand?** Save money and power by only having necessary lights on your stand. Opt for LED lighting (spotlights/ bulbs) as LED uses the least amount of power, like our shell scheme and features do. Unplug your equipment at the end of each night to reduce consumption.

Sustainable Stands

Introducing Montgomery Sustainable Stands

Montgomery Group is committed to reducing waste and encouraging more sustainable exhibitions. At Surface Design Show, our **Sustainable Stands** initiative aims to reduce single-use disposable stands by encouraging the reuse and recycling of stand materials.

Space Only stands will be assessed during the event and breakdown, with exhibitors eligible to achieve one of three recognition levels: **Recognised, Commended or Outstanding**.

- **Can I reduce the transport used at the event?** We utilise the official freight forwarding contractor to reduce our carbon footprint and consolidate our shipments. Have you considered using them yourselves? If so, please contact DSV. They offer a few different services which can be helpful (rates can be found on their order forms):
  1. Collection from office/ warehouse to venue. Keep safe until your arrival. Delivery back to requested destination post event.
  2. You deliver items to their warehouse. They then consolidate all show items into a reduced number of vehicle/s to the venue. Keep safe until your arrival. Delivery back to requested destination post-event.
  3. You arrange delivery to venue but before you arrive. They accept your delivery and keep it safe until you arrive. Post event, once you have packed it up, they can hold items safely until your delivery company arrives.

- **Am I over-ordering supplies to my stand?** Try to be accurate when ordering items/ product etc. to avoid waste. This includes stand construction materials. MDF and chipboard are wasteful and cannot be reused – please consider using an alternative material. Also be mindful of the quantity of samples or giveaways you plan to offer to visitors at your stand.

- **Do I have a plan for the waste at my stand?** Prior to coming onsite, we are mindful of what waste our features, aisles and event will produce. This allows us to reduce to the smallest amount of waste possible. We have a plan of action for our predicted waste. Do you have a plan for your waste? We recommend the following:

  - Tidy as we go. During build-up our stand builders will remove any excess materials each day back to their vehicle/ storage space/ purchased bin/s from the venue. to book yourself a waste pick up service/ bins.
  - Our floor manager & Sustainable Stands Auditors will monitor the waste produced on each stand and should you/ your stand builder fails to tidy as you/ they go a waste charge will be passed onto the exhibitor. You can avoid this charge by ensuring your stand builder takes responsibility for the waste they produce! We have the same arrangement with our own appointed contractors.
  - Pallets and boxes used during build-up are stored ready for breakdown. DSV can store your items throughout the open period and deliver them to your stand once breakdown has commenced for a small fee.
  - Any waste produced on your stand throughout the open period needs to be removed from the venue by yourselves. The general show cleaners cannot assist with this unless you have booked this service. Contact BDC Exhibitor services to book yourself a waste pick up service.
  - **The exception is food waste and cardboard which must not be disposed of in normal bins**. At Food, Drink & Hospitality Week, **food waste** is collected separately for conversion into bio-fuel and fertilizer. You can order food waste bin with the BDC via their webshop. Please note, coffee exhibitors must dispose of their coffee grinds in the same way as food. We would strongly advise and support exhibitors to request **cardboard-only bins**.
  - Breakdown is the biggest source of waste, but it shouldn't be. If your stand is reusable, plan for it is be reused! All waste must be removed by you or your contractor.
  - **Our floor managers will be monitoring the waste created by each stand builder and exhibitor. Should anything be left associated with your stand we will have to charge you, the exhibitor, with the waste CHARGE which starts at £150 + vat PLUS a fixed FINE of £300 + vat. This is a fly tipping charge.** To avoid these charges, ensure you or your stand builder remove all waste from the venue or order directly a waste pick up service/ euro bin with the venue cleaners in advance to get the cheapest rate.

Waste Policy Summary

- All waste must be accounted for and moved from the venue/ disposed of correctly by the stand builder/ exhibitor.
- Should waste be left, the organisers will charge the exhibitor for the waste PLUS a fine. The waste charge will depend on the amount of waste left, but it will start at £150 + vat. The fine that is in addition to this will be a fixed fine of £300 + vat. The fine is there to encourage you and the stand builder to plan and remove your stand waste appropriately. It is cheaper to remove from the venue or order a euro bin/s (quantity and size of bins depends on the amount of waste) prior to arriving onsite.
- Please email BDC Exhibitor Services directly to order your bin