

# SOFINS

SPECIAL OPERATIONS FORCES  
INNOVATION NETWORK SEMINAR



## CSR GUIDE

FOR EXHIBITORS



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As part of its corporate social responsibility (CSR) approach, SOFINS is committed to obtaining ISO 20121 certification for the 2017 edition of its trade fair (ISO 20121 is a standard dedicated to event sustainability management systems).

In addition to specific technical actions on the part of the Organisers, all the stakeholders involved in the Fair (exhibitors, visitors, sponsors, etc.) can help to optimise SOFINS's environmental and social impact.

As an exhibitor responsible for the construction of exhibition stands and their day-to-day management, you will play a key role in the respect of SOFINS's CSR approach. The Organisers would thus like to provide a little practical advice on how to reinforce your CSR approach during preparation of SOFINS 2017.

Below you will find suggestions for CSR criteria that can be included in your requests for tender or quotations to decorators, caterers and printers.



# GET YOUR DECORATOR ON SIDE WITH 10 CSR CRITERIA

**Criterion 1:** Raise awareness of your CSR policy and statement.

The service provider must be proactive and strongly committed to implementing a CSR approach to all its business activities. The service provider is invited to supply the following:

- its CSR policy or CSR statement,
- certificates of compliance with environmental standards and labels,
- any other document which is indicative of its RSE commitments.

**Criterion 2:** Guarantee the respect of health/safety rules by co-workers and subcontractors.

The service provider must be able to guarantee, throughout the contractual period, that individual protective gear is worn at all times (particularly safety boots). The service provider must specify how respect of the different health and safety rules will be ensured.

**Criterion 3:** Propose displays that can be reused and adapted to different fairs.

The service provider is expected to propose displays that can be easily used again after SOFINS is finished. The service provider must state, for all the materials concerned, how they will be reused and the percentage of displays that have already been used in the past.

**Criterion 4:** Use PEFC® or FSC® wood of French or European origin.

The service provider must use wood (furniture and constructions) that is FSC® or PEFC® certified and be able to specify the origin of the wood (France or Europe). The use of tropical wood (such as teck, ukume and green ebony) is prohibited. The service provider must supply the certificate of conformance of the materials used.

**Criterion 5:** Use a maximum number of materials that correspond to an eco-design approach.

The service provider must use materials that have environmental labels or certifications (e.g. NF, European Ecolabel) and/or have a clearly defined eco-design approach. The AMAT materials library, for example, proposes different range of eco-designed materials: [amat-materiautheque.fr/?lang=en](http://amat-materiautheque.fr/?lang=en)

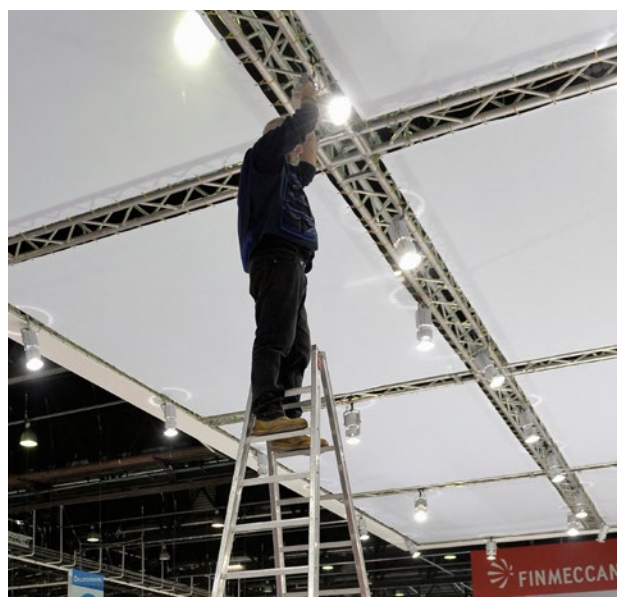
**Criterion 6:** Use reusable or recyclable carpet tiles.

The service provider must propose the use of recyclable or reusable carpet tiles. In the case of recyclable carpet tiles, the service provider must indicate the type of recycling envisaged and supply a recycling certificate provided by the waste manager.

**Criterion 7:** Use finishing products with an eco-label.

The service provider must use finishing products (paints, solvents, varnishes) with a European Ecolabel, NF Environnement or equivalent label.

The service provider must supply the certificate of conformance of the materials used.



### **Criterion 8:** Use eco-designed signage.

The service provider must keep PVC signage to a strict minimum. The service provider must propose signage solutions using eco-designed materials (not containing PVC, phthalates, formaldehyde, phosphates or glycol ether) and environmentfriendly printing inks (vegetable-based, latex, ecosolvent). The service provider must supply the certificate of conformance of the materials used.



### **Criterion 9:** Install low-energy equipment and electronic devices.

The service provider must install electronic and lighting equipment with at least a Class A energy label. Equipment that does not have an energy classification must have a European Ecolabel or Energy Star label.

### **Criterion 10:** Respect accessibility principles.

The service provider must ensure that displays are fully accessible to disabled guests. The service provider must ensure the following in particular:

- full access to all areas for disabled guests,
- provision of a low counter to welcome disabled guests,
- training of a person in the reception team on how to welcome disabled guests,
- provision of a notebook in order to communicate in writing with hearing-impaired guests,
- high visibility stair nosings whose colour contrasts strongly with that of the ground so that the first and last steps are more visible.



## **GET YOUR CATERER ON SIDE WITH 6 CSR CRITERIA**

### **Criterion 1:** Raise awareness of your CSR policy and statement.

The service provider must be proactive and strongly committed to implementing a CSR approach for all its business activities. The service provider is invited to supply the following:

- its CSR policy or CSR statement,
- the certificates of compliance with environmental standards and labels,
- any other document which is indicative of its RSE commitments.

### **Criterion 2:** Provide local, seasonable products.

At least 70% of the products proposed by the service provider (food and beverages) must be produced locally and/or in France. The service provider must be able to specify the origin of all the products proposed.

### **Criterion 3:** Provide organic, fair-trade products.

The service provider must propose at least one ingredient per dish that is organically grown and has an organic farming label (e.g. Nature et Progrès, Demeters, Biocohérence).

Coffee, tea and other products deemed to be imported must be fair-trade and have a Fair Trade label (for example, Max Havelaar, ESR, RainForest).

### **Criterion 4:** Provide fish from sustainable sources.

The service provider must exclusively propose fish that is not on the endangered and threatened species list (e.g. sardines and mackerel) or from less intensive fisheries (for example, organically farmed or Red Label salmon). The fish proposed must carry the MSC® (Marine Stewardship Council) label.

### **Criterion 5:** Provide meat of French origin.

The service provider must propose French meat with the **Viande Française label** (beef, sheep, pork, etc.).

The service provider is also invited to prefer white meat to red meat due to its lower environmental impact.

### **Criterion 6:** Prevent food waste.

The service provider must implement actions to prevent food waste. The actions implemented must be described in the service provider's technical bid.



## **GET YOUR PRINTER ON SIDE WITH 3 CSR CRITERIA**

### **Criterion 1:** Raise awareness of your CSR policy and statement.

The service provider must be proactive and strongly committed to implementing a CSR approach for all its business activities. The service provider is invited to supply the following:

- its CSR policy or CSR statement,
- the certificates of compliance with environmental standards and labels, especially the Imprim-Vert (green print) label.
- any other document which is indicative of its RSE commitments.

### **Criterion 2:** Provide recycled or eco-labelled paper.

The service provider must supply recycled paper or paper from sustainably-managed forests that is FSC® or PEFC® certified, for all printing needs. The service provider must supply the certificate of conformance of the paper used.

### **Criterion 3:** Print with vegetable-based or water-based inks.

The service provider must carry out all printing with vegetable-based or water-based inks. The service provider must supply the technical specifications of the inks used.



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For all questions concerning SOFINS's CSR approach:

**[rse@sofins.fr](mailto:rse@sofins.fr)**

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