



# Guide to organizing environmentally friendly events at the cruise terminal

**TALLINNA**  **SADAM**

Heade sõnumite sadam

- Visitors' name card holders or lanyards must be reusable. The organizer must inform the participants about the possibility of returning name card holders and lanyards;
- Single-use items are not distributed as souvenirs and gifts, except for food;
- Inventory, materials and other items must be ordered in moderate quantities to keep the surplus as small as possible. Decorations must be reusable or their materials can be recycled. Instead of buying things (including decorations) necessary for organizing the event, they should be rented if possible;
- Invitations, information materials, etc. must be submitted electronically if possible. If paper is used, it must be eco-labelled;
- The event will not feature entertainment involving pets or wild animals;

## Minimum requirements:

- The types of waste collection depend on the nature of the event, but as a minimum, mixed household waste, bio-waste and plastic containers and packaging must be collected separately;
- Waste collection points must have signs (pictograms) and text with the type of waste to be collected;
- Separately collected waste must be recycled by type before handing it over to the waste handler and requesting a report from them on the quantities (mass-based calculation in kg)

## Recommendations:

- The event organizer has a written waste plan, which describes measures to reduce, recycle and/or reuse waste in different categories;

## Minimum requirements:

- The use of disposable tableware, including drinking straws, etc. is not allowed;
- The menu must include at least five (5) food/drink items that are organic, eco-labeled, fair trade labeled, or locally produced;
- The menu includes dishes for vegetarians/vegans;
- The use of the remaining food is guaranteed: donation or takeaway by the organizers and customers, preferably in reusable containers. Edible food must not be thrown away;
- Guests are offered tap water and encouraged to drink it. If possible, avoid serving bottled water;
- Condiments and additives packed in small packages (salt, sugar, pepper, milk, coffee cream, honey, jam, yogurt, etc.) should be avoided. They must be served in reusable dishes;

## Recommendations:

- Food items that are organic and eco-labeled, fair trade labeled and/or locally produced are marked on the menu or buffet;
- At least 25% of the main dishes are plant-based;
- A vegan main course is served;
- To raise awareness of the carbon footprint associated with food choices, food choices with a low CO2 footprint must be listed on the menu or buffet;
- At least 50% of all food/beverages used in the company are organic, eco-labeled, fair trade labeled or locally produced;
- Only meat and seafood products certified with the sustainability label are offered;

## Minimum requirements:

- Visitors must be given information about different transportation options (on foot, bicycle, shared vehicle or ride sharing), which is an alternative to coming alone by car;
- Visitors must be informed where the parking areas for bicycles and electric scooters are located;

## Recommendations:

- In order to reduce air pollution, avoid stopping the vehicle in front of the cruise terminal with the engine running for more than two minutes (when transporting people and loading or unloading goods);

## **Minimum requirements:**

- Rules related to environmental protection must be communicated to visitors and publicly available at least one week before the event;
- The rules related to environmental protection must be communicated to the partners in writing at the time of signing the cooperation agreements or early enough before the event, so that the partner is able to fully comply with the environmental protection rules;
- Environmental rules are also explained to visitors and partners on site during the event (signs, signs, explanation by the day manager);

## **Recommendations:**

- The notification of environmental friendliness must be supported in the public communication of the event;

Happy green event  
management!

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