

Guide for Event Organisers

Staging events sustainably
at Antalya EXPO

INTRODUCTION

Let's make it happen together!

More sustainable events begin with collaboration. We invite organisers, exhibitors, service providers and visitors to make practical choices together, before, during and after every event.

This guide brings together practical recommendations to help you plan and deliver more sustainable events at Antalya EXPO. It covers the environmental, economic and social dimensions of sustainability, with actions you can take throughout your event.



Our starting point

Established for EXPO 2016 Antalya, our center offers extensive space for events. Use this guide to identify priorities, work with your partners and build sustainability into your event plans.

MOBILITY

The journey makes the difference

Participant travel is an important part of an event's environmental footprint. Our center is located near Antalya Airport and is connected to the city's transport network. Help participants plan their journeys by sharing current flight schedules and practical transfer options.

Antalya's tram network provides access towards the EXPO area. Check current services and agree event-specific transport arrangements with us. Include public and protocol parking access in your event transport plan.

How to cut your travel emissions

- Provide accurate information on flight connections and refer delegates to current airline schedules and official transport services.
- Ask airlines whether group or convention fares are available for your event.
- Select accommodation with practical transport options and consider shared or lower-emission transfers where feasible.
- Plan event times around available flight schedules to help participants avoid unnecessary overnight stays.
- Offer a hybrid option for speakers and participants who do not need to travel.

ENERGY

Planning energy use

Plan lighting, cooling, equipment and temporary-power needs with your technical suppliers. Make use of daylight where practical and choose efficient equipment. If renewable electricity is part of your event plan, agree the supply arrangements and supporting documentation in advance.

What we can do to save energy together

- Use natural light where practicable, and agree necessary lighting arrangements with our technical contact.
- Set comfortable, energy-conscious cooling temperatures in line with occupancy, weather, equipment needs and applicable safety requirements.
- Coordinate set-up and dismantling schedules so that lighting, cooling and equipment run only when needed.
- Keep hall doors and gates closed wherever possible, especially in summer.
- Ask for LED lighting and energy-efficient equipment from technical suppliers.

RECYCLABLES AND WASTE

Avoid first, then separate, then recycle

Event set-up and dismantling can generate substantial packaging and construction waste. Our center includes a Zero Waste Building. Agree waste collection and handling arrangements with our site team before your event, and use authorised waste contractors as required.

Zero Waste Building on site

How you can play a significant role

- Switch to reusable and recyclable materials and avoid printed materials.
- Digitise your event materials and make them available online; use online tickets and badges.
- Don't mention the event year on signage and information material – you can use it again next time.
- Avoid unnecessary packaging and opt for reusable boxes and crates instead of foil.
- Agree waste separation, storage and collection responsibilities with your appointed contractors before the event.

CARPETING AND FLOORING

Do you need carpet at all?

Carpeting is often used for only a few days at exhibitions. Where it is needed, organisers can choose reusable or recyclable options and arrange collection after the event with their contractors.

What you can do

- Check with us whether the existing floor is suitable for use without carpet and agree which areas, if any, require covering.
- Choose carpeting that is produced in a resource-friendly way and can be recycled.
- Let your exhibitors know what sustainable alternatives are available.

STAND CONSTRUCTION

Reduce waste with reusable stands

Reusable system stands can reduce material waste and set-up time. Organisers can encourage contractors to use modular designs and materials that can be recovered after the event.

- Offer your exhibitors a system stand package as the standard option; make custom stands the exception.
- Ask stand builders for a materials list and a take-back plan before approving a design.
- Specify reusable graphics – fabric prints without the event date, modular lightboxes.

Agree stand construction plans and material recovery arrangements with your appointed contractors.

CATERING

Combine sustainability and good food

Antalya's agricultural region offers opportunities to feature seasonal and local produce. Work with your catering provider to put the following recommendations into practice and offer appealing food with less waste.

Make your food options sustainable

- Choose vegetarian and vegan dishes as the default; offer meat only as an option or if arranged in advance.
- Keep the selection focused so that quantities are easier to plan and food waste is minimised.
- Ask your guests to tell you in good time if they cannot attend, so that food can be calculated precisely.
- Use regional and seasonal produce; ask the caterer to label it.
- Discuss safe options for redistributing surplus food with the catering provider and appropriate local organisations.
- Do without table linen where the tables allow it.

Include your sustainability priorities in the brief agreed with your catering provider.

BIODIVERSITY

A venue that began as a garden



Our center was created for the international horticultural exhibition EXPO 2016 Antalya. It includes landscaped areas, the EXPO lake, a 1,922 m² greenhouse and the 101-metre EXPO Tower. Planning documents identify an 873,068 m² fair-and-exhibition zone and a maximum permitted construction area of 130,960 m². These figures describe planning areas, not green-space coverage. Protect existing vegetation and avoid unnecessary disturbance when planning your event layout.

1,922 m²
GREENHOUSE

101 m
EXPO TOWER

873,068 m²
FAIR AND EXHIBITION ZONE

130,960 m²
MAX. CONSTRUCTION AREA

WATER

A scarce resource in a hot, dry summer

Antalya experiences hot, dry summers, making careful water use especially important. Agree practical water-saving measures and appropriate cleaning products with your suppliers, and brief your teams on using water responsibly.

- Provide refill points where a safe drinking-water supply is confirmed.
- Serve tap water in carafes only if it is confirmed safe to drink and approved by the catering provider.

LOGISTICS

Early planning reduces unnecessary trips

An early delivery plan can reduce unnecessary vehicle movements, repeated trips and packaging waste. Work with your logistics contractor and our venue contact to agree access windows, loading arrangements and storage requirements.

How we can all play our part

- Involve regional service partners so that transport distances are kept as short as possible.
- Plan logistics early; avoid sending things at short notice.
- Make sure that packaging materials are reusable or recyclable.

BARRIER-FREE ACCESS

Short and easy routes

Plan for accessibility from the outset. Confirm step-free routes, accessible facilities, parking and entrances with us, and agree any equipment or support services needed for your event. Share clear, up-to-date access information with participants.

Make accessibility part of your event planning

- Factor inclusion of people with disabilities into the planning process from the outset – it is easier to implement early.
- Involve disabled people in your discussions; they know best what they need.
- Where appropriate, arrange captioning, sign-language interpretation or other access services with qualified providers.
- Publish verified accessibility details, including venue entrances and routes from public transport or designated drop-off points.

COMMUNICATION

The name of the game

Especially when it comes to sustainability

- Involve all participants in your sustainability strategy early on.
- Draw attention to sustainability and explain your decisions.
- Create incentives, for example a green label for exhibitors who make a key contribution to the event's sustainability.
- Don't be shy about communicating small steps. Sustainability is a process and takes time.

CARBON FOOTPRINT

Avoidance before reduction before compensation

Avoid unnecessary emissions first, then reduce what remains. Define the scope of your event's carbon assessment and request available energy, water and waste data from the relevant suppliers. If you commission a greenhouse-gas inventory, use a documented method such as the GHG Protocol and state the data sources, assumptions and gaps. Use the findings to set priorities for your next event.

Planning responsibilities

Coordinate applicable venue requirements and relevant legislation with our venue contact, your appointed contractors and qualified advisers. Requirements will depend on your event's activities, layout and attendance.

Before the event

1 Fire safety

Confirm fire-safety requirements for the layout, materials, equipment and temporary structures. Keep agreed escape routes and emergency access clear.

2 Emergency plans

Prepare an event-specific emergency plan. Agree communication, evacuation and incident-response arrangements, staff roles and briefing needs with the relevant parties.

3 Permits and approvals

Identify required permits, licences and approvals. Confirm who will obtain them, submission dates and approval status before the event.

4 Insurance

Arrange appropriate event insurance. Confirm relevant cover, exclusions and contractor responsibilities with the insurer or adviser.

5 Organiser responsibilities

Assign responsible contacts, brief staff and contractors, retain required documents and review plans when event arrangements change.

GIVE MATERIALS A SECOND LIFE

Pass it on

Give usable event materials a second life. Where practical, arrange reuse or donations of display items, plants or furniture with suitable local organisations. Agree transfers in advance and follow applicable safety and waste-handling requirements.

Bring your plans together

Coordinate with your suppliers early to agree practical sustainability measures for the whole event. Plan energy, water, catering and material needs around your programme and expected attendance. Give exhibitors and participants clear guidance so they can support your plans before, during and after the event.

Do you have more ideas?

If so, we would love to hear from you. Let's create a sustainable future together.

Antalya EXPO · Aksu, Antalya · contact details on our website