Nordic Swan Ecolabelling for

Events

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Nordic Ecolabelling

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In 1989, the Nordic Council of Ministers decided to introduce a voluntary official ecolabel, the Nordic Swan Ecolabel. These organisations/companies operate the Nordic Ecolabelling system on behalf of their own country's government. For more information, see the websites:

Denmark
Ecolabelling Denmark
www.svanemaerket.dk

Finland
Ecolabelling Finland
https://joutsenmerkki.fi/

Sweden
Ecolabelling Sweden
www.svanen.se

Iceland
Ecolabelling Iceland
www.svanurinn.is

Norway
Ecolabelling Norway
www.svanemerket.no

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It may be quoted from provided that Nordic Ecolabelling is stated as the source.

1 What is a Nordic Swan Ecolabelled Event?

An event certified with the Nordic Swan Ecolabel meets ambitious environmental requirements and has taken a holistic approach to its environmental work. The event takes an active and structured approach to reducing its consumption and optimizing operations, as well as engaging their suppliers in environmental work.

A Nordic Swan Ecolabelled event:

- Limits energy use and greenhouse gas emissions, by implementing energy-efficient measures.
- Uses electricity and biofuel instead of fossil fuels.
- Reduces the climate impact from transportation.
- Uses cups with reduced environmental impact, e.g. reusable or ecolabelled cups - and meets strict requirements for other disposable items.
- Ensures efficient waste management.
- Serves food with a reduced environmental footprint, including a variety of organic and vegetarian options.
- Reduces consumption in general and promotes reuse of decorations.
- Limits harmful and unwanted chemicals in general cleaning and dishwashing by using ecolabelled cleaning products.
- Involves staff and suppliers in the environmental work.

2 Why choose the Nordic Swan Ecolabel?

- Events may use the Nordic Swan Ecolabel trademark for marketing. The Nordic Swan Ecolabel is a very well-known and well reputed trademark in the Nordic region.
- The Nordic Swan Ecolabel is a simple way of communicating environmental focus and commitment to the customers.
- The Nordic Swan Ecolabel identifies the most important environmental impacts and thus shows how an event can cut emissions, resource consumption and waste management.
- Environmentally suitable operations prepare events for future environmental legislation.
- Nordic Ecolabelling provides businesses with guidance on the work of environmental improvements.
- The Nordic Swan Ecolabel not only covers environmental issues but also quality requirements, since the environment and quality often go hand in hand. This means that a Nordic Swan Ecolabel licence can also be seen as a mark of quality

3 What can carry the Nordic Swan Ecolabel?

Product group definition

In these criteria the term "event" is used for events that last over a given period and are arranged at one or several fixed locations, such as event venues or a defined event area. A Nordic Swan Ecolabelled event may typically, but is not required to, be repeated periodically/regularly.

In these criteria the term "event" includes both public and private events like:

- Culture events, like concerts, theatrical productions etc.
- Business events, like company meetings, seminar, and workshops
- Conferences
- Congress meetings
- Festivals (the camping area is not included)
- Fairs/exhibitions
- Sports and hobby events
- Political events, such as political weeks, national meetings, and debates

There must be one main professional event organizer of the event that must take full responsibility for the application for the Nordic Swan Ecolabel and the fulfilment of all requirements, regardless of who performs the work.

The **owner of the licence** is the one who applies for the licence, in most cases is it the event organizer. The event itself or series of events well be **licence products**. The event will be certified with the Nordic Swan Ecolabel and can market itself as ecolabelled.

This does not mean that all events of the organizer are certified with the Nordic Swan Ecolabel. Every event is different, so if one organizer wants to ecolabel several events, all the relevant events need to be applied for.

Geographical restrictions

The levels of the Nordic Swan Ecolabel’s requirements are based on Nordic conditions. If events in other countries, or events with several host countries outside the Nordic region wish to apply for the Nordic Swan Ecolabel, Nordic Ecolabelling will consider the possibility of developing requirements for the specific region.

3.1 What cannot carry the Nordic Swan Ecolabel?

The following events cannot be Nordic Swan Ecolabelled as they do not fit into the product group definition above, and the requirements are not adapted to these:

- Events that do not have a start and an end date
- Camping sites in connection to events like festivals
- Amusement parks
- Online events, if they are only digital

Nordic Ecolabelling reserves the right to decline applications for events that pose a risk of damaging the Nordic Swan Ecolabelling brand. See details in chapter 4.22 Disclaimer.

3.2 How to read this criteria document

Each requirement is marked with the letter O (obligatory requirement) and a number. All requirements must be fulfilled to be awarded a licence.

The text describes how the applicant shall demonstrate fulfilment of each requirement. There are also icons in the text to make this clearer. These icons are:

- Upload documentation to Nordic Ecolabelling portal
- Requirement checked on site

To be awarded a Nordic Swan Ecolabel licence:

- All requirements must be fulfilled.
- Nordic Ecolabelling must have completed or planned inspection of the venue/event area.

Table 1 Overview of requirements relevant to the event organizer, the venues and the suppliers during an event. If a venue or food and beverage service is certified with the Nordic Swan Ecolabel (NSE), some requirements are already fulfilled. These requirements are marked with a NSE in the table.

Supplier of	Event organizer	Venue	Catering/ food service	Cleaning service	Hygiene stations, portable toilets	Tech provider	Transport service
O1, O2, O3, and O4 General requirement and marketing and communication	x						
O5 Energy supply	x	x	x			x	
O6 Energy devices	x	x	x			x	
O7 New purchases	x						
O8 Measures for reduction of energy use and carbon emissions	x	x NSE					
O9 Transportation and accessibility	x						
O10 Public transport information	x						
O11 Leasing, renting and purchase of vehicles	x						
O12 Measures for reduction of CO_2 emissions	x						x
O13 Biodiversity	x	x					

O14, O15, O16 and O17 food and beverage: Information, organic and vegetarian	x		x				
O18 Fish and seafood	x		x NSE				
O19 Coffee and tea	x		x NSE **Coffee service**				
O20 Palm oil	x		x NSE				
O21 Responsible production	x		x NSE				
O21 and O22 Waste reduction and sorting for guests, staff and suppliers	x	x					
O23 Serving in conferences and restaurants	x	x NSE	x NSE				
O24 Serving of takeaway	x		x NSE				
O25 Decorations, giveaways and confetti	x	x	x				
O26 Food waste	x		x NSE				
O27 Tissue paper, paper-based printed matters	x	x NSE			x		
O28 Measures for resource efficiency	x	x					
O29 Ecolabelled cleaning products	x	x NSE	x NSE	x NSE	x		
O30 Prohibited products	x	x NSE	x NSE	x NSE			
O31 Water, toilets and hygiene stations	x	x NSE			x		
O32 Legal obligations	x						
O33 Volunteer working conditions	x						

All information submitted to Nordic Ecolabelling is treated confidentially. Suppliers can send documentation directly to Nordic Ecolabelling, and this will also be treated confidentially.

The event organizer often has several suppliers and sub-suppliers, and we set requirements to several of these, see Table 1. It is the event organizer's responsibility to ensure the chosen sub-suppliers meet these requirements. The requirements are not applicable for exhibitors that displays their products or services. Independent business activities that operate separately from the venue are not considered part of the event and are therefore not subject to the requirements.

Note: The event organizer is responsible for the fulfilment of all requirements. A supplier is responsible for fulfilling the requirements according to the table above. If a supplier is using a sub-supplier, the supplier is responsible for the fulfilment of the relevant requirements.

4 Requirements and justification of these

4.1 Definitions

Terms	Definition
Bench area	The “bench area” in requirement O6 refers to the seating area where players and coaches sit during a game when they are not actively participating. It's typically located near the playing field or court. Not seating areas for the audience.
Food and beverage services	Food and beverage services include bars, catering services, restaurants, food trucks, food stalls, permanent kitchens at venues, canteens, etc. The service often prepares and serves meals, including appetizers, main courses, and desserts, and may also provide additional services like table setup, serving staff, and cleanup. The meals can be prepared both at the event area and outside the event area.
Certified coffee and tea	Approved certification schemes for coffee and tea in these criteria are in accordance with Regulation (EC) 2018/848, i.e. with KRAV, Luomu, Nyckelpigan, Debio’s Ø-merke, Statskontrollert økologisk (Ø-merket), Demeter or Túnlífrænt, Rainforest Alliance (UTZ Certification is part of the Rainforest Alliance), Fairtrade, Smithsonian Bird Friendly. Alternative labelling schemes can be used if Nordic Ecolabelling’s “renewable raw material requirement” is met. If relevant, please see Nordic Ecolabelling’s Appendix 5: “Requirement concerning standards for renewable raw materials”.
Cleaning products for dishwashing	All detergents and drying agents used in dishwashers and for manual dishwashing. Soaking agents and descalers are excluded.
Cleaning products	Products used for general cleaning, on all flooring and surfaces, including conference rooms, kitchens, mirrors, toilets, public areas and staff offices. The following do not fall into the general cleaning category: Disinfectants, floor treatments, descalers, dishwasher and coffee machine cleaners, drain cleaner, metal polish, freezer room cleaners, furniture polish, stainless steel polish, oven cleaner, grill cleaner, steel cleaner, chewing gum remover, stain remover for carpets and interiors.
Concessionaire	Focuses on selling small treats and snacks at events. A concessionaire typically sells snacks and refreshments like ice cream, candies, popcorn, and drinks at events such as fairs, festivals, sports games, and concerts. They usually operate from a stand, cart, or kiosk and focus on quick, individual sales to event attendees.
Direct trade of coffee:	Direct trade of coffee here means raw materials bought directly from the farmer/coffee farm, or from a local co-operative in the producing country, that has a direct connection to the farmer/coffee farm. Nordic Ecolabelling requires full traceability of the coffee supply chain, and the price paid for the coffee must be the minimum Fairtrade price at the current time of purchase. Reports must be made on targets and efforts carried out to take care of environmental and social conditions in direct trade. (Fairtrade prices updated 2023: https://fairtradeanz.org/stories/new-fairtrade-minimum-price-for-coffee-qa
Dish	A dish is a prepared food item that can either be part of a meal or a meal on its own. It is made from one or more ingredients and is generally more substantial than a snack. Examples include hamburgers, pasta bowls, a pizza, salads, soups, various stews, and cooked portions of fish or meat.
Ecolabelled products and services	Product and services licensed with the Nordic Swan Ecolabel, EU Ecolabel, and Good Environmental Choice. For textiles GOTS (Global Organic Textile Standard) is also accepted.
Event organizer	The main event organizer of the event who takes full responsibility for fulfilment of all requirements for the Nordic Swan Ecolabel application process.
Food waste	Food waste cover both eatable and non-eatable food. Non-eatable food waste is inedible parts, such as. bone remains, shells, peels, kernels, etc. Eatable food waste covers all elements of food that are produced for human consumption, but that are either discarded or removed from the food chain for purposes other than human food, from that point on when animals and plants are slaughtered or harvested. Eatable food waste may arise in a food service due to factors such as incorrect storage, incorrect preparation, overproduction, or waste at serving or on the plate.

General cleaning	General cleaning, is cleaning on all flooring and surfaces, kitchens, glass, bathrooms, toilets, public areas and staff areas. Ozonated water (ozone water) and electrochemically activated water (ECA water) are not permitted to be used either for general cleaning or disinfection. The following do not fall into the general cleaning category: Floor treatments, descalers, swimming pool chemicals, dishwasher and coffee machine cleaners, drain cleaner, metal polish, freezer room cleaners, furniture polish, stainless steel polish, oven cleaner, grill cleaner, steel cleaner, chewing gum remover, stain remover for carpets and interiors.
GMO	Genetically modified food is food that, under national legislation, is labelled as containing genetically modified ingredients or ingredients produced from genetically modified organisms (GMO). Particularly relevant products are those based on soya, maize, rapeseed or sugar beet.
Locally produced food	For food and beverage to count as locally produced, all production, rearing, hunting, harvesting, picking, processing and storage must take place within 250 km of the event. For businesses north of 62°N, the limit is 500 km, except for Icelandic companies, which can count all national production as locally produced. For fish, the distance that counts are from the fishing port. There must be full traceability along the supply chain from the food service back to the producer/place of production. If the product is processed/semi-processed, documenting the main ingredient is sufficient.
Main ingredient	Main Ingredient in a meal means the components, excluding water, that contribute to three of the highest percentage of weight or volume to the meal. I.e. fish or potato in "fish'n chips", meat, potato or bread in a hamburger, rice in a pot-dish etc.
Meal	A meal is typically a main eating occasion (breakfast, lunch, dinner) that is more substantial and meant to provide balanced nourishment. A meal includes multiple food groups (e.g., protein, carbohydrate, fat).
Organic certification	Organic certification is related to food and beverage labelled in accordance with Regulation (EC) 2018/848, i.e. with KRAV, Luomu, Nyckelpigan, Debio's Ø-merke, Statskontrollert økologisk (Ø-merket), Demeter or Tún-lífrænt.
Public transport	Buses, trains, and other forms of transport that are available to the public, charge set fares and run on fixed routes. Public transport (also known as public transportation, public transit, mass transit, or simply transit) is a system of transport for passengers by group travel systems available for use by the public.
Recycled material	Recycled material is derived from waste products that have been collected, processed, and transformed into new items.
Reused material	Reused material has been used previously and is repurposed for a new use without significant alteration.
Side event	Side event typically refers to an event that takes place alongside a main event. These can be smaller, more focused gatherings that occur concurrently with the primary event, offering additional opportunities for networking, discussions, workshops, or presentations on specific topics.
Snack	A snack is a small, quick and light food item. It is typically a ready-to-eat, small portion, that is not intended to serve as a complete dish. Examples include bake-off/frozen food such as buns, sausage rolls, hot dogs and pizza slices, fruit, cake, muffins, candy, ice cream and popcorn are exempted from the requirement to organic food.
Sub-supplier	A sub-supplier provides materials, products, or services to another supplier of the event organizer. Essentially, they supply the suppliers, helping them fulfil their obligations to the event organizer. E.g. may a restaurant be a sub-supplier at the venue for the event organizer.
Supplier	A supplier provides materials, products, or services directly to the organizer. They are responsible for delivering the necessary goods or services that the organizer needs to complete its projects or operations. E.g. may a food and beverage service and a venue be a supplier for the event organizer.
Technology provider	Provider of audio-visual equipment's and live streaming services, on site at the venue during the event.
Transport hub	A transport hub is a location where passengers and cargo are transferred between different modes of transportation. Common examples of transport hubs include railway stations, (serving as points for passengers to transfer between trains or to other forms of transport like buses or taxis), bus terminals, seaports and airports.
Upcycled material	Upcycled material refers to waste or discarded items that have been creatively repurposed into new products of higher value or quality.

Vegetarian	Vegetarian means plant-based food such as grain products, vegetables, fruit, berries, potatoes, nuts and seeds, but also dairy products, eggs, honey and so on, but not fish and meat.
Venue	A venue is a place indoor or outdoor, where events are held. Indoor venues may be equipped with essentials like seating, lighting, sound systems, and in some cases food and beverage services. An outdoor venue is an area which includes open-air spaces like fields, open arenas, gardens, beaches, parks, and rooftops, allowing attendees to connect with natural or urban environments.
Walking distance	A reasonable walking distance from the nearest public transportation stop is set to approx. 2-3 km.

4.2 Disclaimer

Nordic Ecolabelling reserves the right to decline applications for events that pose a risk of damaging the Nordic Swan Ecolabelling brand.

If the event is regulated by site-specific safety regulations set by authorities, these must be followed even if they overrule the requirements in these criteria (for example, the use of packaging for food/drinks).

4.3 General requirements

O1 Description of the event

This requirement applies to the event organizer.

The event organizer must provide a detailed description of the event regarding the following:

- **Event Type:** Specify the type of event.
- **Dates:** State the start and end dates.
- **Repetition:** Indicate if the event is repetitive. If yes, specify whether it occurs at one location or different locations.
- **Venue:** Provide the location/address of the event area/venue/venues if several.
- **Setting:** Specify if the event area/venue. E.g. is it indoors (in a building), tent, bubble hall, stadium, or outdoors like a festival area etc. If outdoors, estimate the required area.
- **Guests:** Estimate the total number of guests during the event (don’t include artists, speakers, volunteers and staff). Guests are calculated as a total based on number of guests each day. Guests don’t include volunteers, employees, artists, speakers and press etc
- **Transportation:** Describe transportation options for guests on how to reach the event.
- **Suppliers:** List all suppliers and sub-suppliers who must meet one or more requirements (venue, food and beverage service, cleaning service, technology provider, transport provider, hygiene stations, portable toilet supplier). Include names, descriptions, and ecolabels if applicable.

  You may use Appendix 1 as a template.

  See Table 1 for overview over requirement relevant for suppliers.
- **Additional Information:** Provide any other relevant details.

ī Detailed description in relation to the requirement above. Pictures, a website, etc. can also be used as documentation.

4.4 Marketing and communication

O2 Marketing of the event as Nordic Swan Ecolabelled

This requirement applies to the event organizer.

The event organizer can market the event as Nordic Swan Ecolabelled, after the licence is granted, in consultation with Nordic Ecolabelling.

All guests should be informed that the event has been awarded the Nordic Swan Ecolabel and should be made aware of its significance. Guests shall be encouraged to sustainable behaviour.

Nordic Ecolabelling provides ideas for marketing and communication.

- Examples or descriptions of the market material.

O3 Communication with staff

This requirement applies to the event organizer.

All staff involved in the event, both paid and volunteers, must have knowledge regarding the work with the Nordic Swan Ecolabelling.

The event organizer must provide staff with basic information on the event's environmental efforts to achieve the Nordic Swan Ecolabel.

Nordic Ecolabelling provides ideas for information material.

The information must be given before the event take place.

- Copy of the of basic information provided to the staff.
- Description of how and when the information is given.

O4 Communication with suppliers and exhibitors

This requirement applies to the event organizer. It involves venues, food and beverage services, and hygiene station, portable toilet suppliers and exhibitors.

Suppliers: The event organizer must inform the suppliers about the events work with the Nordic Swan Ecolabel and about the requirements relevant for the supplier. The suppliers must fulfil these requirements and inform their staff. See Table 1.

Exhibitors: The event organizer must inform the exhibitors about the events work with the Nordic Swan Ecolabel. Exhibitors shall be encouraged to sustainable behaviour.

- Copy of the information suppliers receives regarding the Nordic Ecolabelling process and fulfilment of the requirements.
- Copy of the information exhibitors receive.

4.5 Energy requirements

O5 Energy supply

This requirement applies to the event organizer, venue, food and beverage services and technology provider.

Primary energy supply: The event must be supplied with electricity from the grid if accessible and/or own produced electricity, e.g. from solar PVs on the site.

Alternative energy supply: If supply from the public grid is not accessible, this must be justified. In such cases an electric power generator may be used, either:

- Powered by a battery, or
- Powered by biofuels (HVO100, RME100, FAME100, ED95 and bio propane).

Backup power: Batteries and/or biofuel can be used as backup power at events. Exemption: Gas (e.g. LPG) is permitted for cooking.

- Description of connection to the power grid, for example by venue or electricity supplier.

Alternative

- A justification why electricity supply is not possible and documentation showing the use of batteries or biofuel as an alternative energy supply or backup power.

O6 Energy devices and equipment

This requirement applies to the event organizer, venue, food and beverage services and technology provider.

The following must be fulfilled:

- Outdoor heating:
  - No gas heaters, such as umbrella or other, infrared heaters or other electricity heaters are used anywhere in outdoor areas.

Exemption for long-term residence in special areas essential for the event, e.g. staff areas including the backstage, artist area, bench area and VIP area.

- All coolers and refrigerators used in the event area must be closable.
- No single-use (disposable) batteries are used in microphones, monitors, wireless transmitters etc. on stage.
  - Exemption if speaker or artist bring their own equipment.

- Description/documentation of how the requirement is fulfilled.

Checked on site.

O7 New purchases and renting

This requirement applies to the event organizer.

When purchasing or renting energy-intensive equipment to the event, the event organizer must have routines that ensures that the following are requested:

- **Lighting systems** that utilize LED technology.
  - Exemption for strong spotlights, if not available as LED.
- **Sound and audio equipment** that convert a minimum of 90% of the electrical energy into sound (for example class D amplifiers) and must include automatic sleep modes.
- **Video and projection systems** that be laser projection technology or be LED display technology or be OLED technology.

If another party is responsible for purchasing or renting equipment, the event organizer must actively require them to request energy-efficient equipment.

- Copy of purchasing/renting routines.

O8 Measures for reduction of energy use and carbon emissions

This requirement applies to indoor venues.

Events indoors in venues must achieve a minimum of 3 points from the table below.

Table 2 Measures for reduction of energy use and carbon emissions

Theme	Measure	Point
Ecolabelled hotel or conference facility	The venue is a Nordic Swan Ecolabelled hotel or conference facility.	3
Own electricity production, 10%	The venue has its own electricity production, via solar PV within the vicinity of the event and that covers over 10% of the venue's annual electricity demand.	2
Own electricity production, 5%	The venue has its own electricity production, via solar PV within the vicinity of the event and that covers over 5% of the venue's annual electricity demand.	1
Energy policy	The venue has an energy policy to reduce consumption with a multiannual programme for optimising its energy efficiency which includes target values, measures and a plan for implementation (this includes heating, hot water, cooling, lighting, insulation standards etc.).	2
Demand controlled heat- and ventilation system	The ventilation and heat systems for the venue are demand controlled. (Demand controlled ventilation and heat systems are sensor controlled, or CO_2 controlled and automatically adapt the thermal comfort to the number of people in the premises.) This point cannot be scored together with “time-controlled heat and ventilation system”.	2
Energy metering	The venue measures and collects energy data to optimise the energy demand. The measuring must be divided between energy for heating, cooling, property electricity (lighting, pumps, fans, motors, control and/or regulation equipment, elevators, and similar components) and energy intensive equipment.	1
Time controlled heat and ventilation system	The ventilation and heat system for the event facilities are time controlled. This point cannot be scored together with “demand-controlled heat and ventilation system”.	1
Sound and audio equipment	All sound and audio equipment convert a minimum of 90% of the electrical energy into sound (for example class D amplifiers) and include automatic sleep modes.	1
Video and project	video and projection systems use laser projection technology, LED display technology or OLED technology.	1
Lighting	A minimum of 90% of lighting (counted per lightbulb), including outdoor lighting, is equipped with control systems, for example demand- or time controls, so they turn off automatically when the venue area is unoccupied.	1
Energy-efficient light fittings	All light sources in the event area use LED technology or light sources with the best possible energy class.	1
Own measures	The venue has its own energy-reducing measures that contribute to a 5% reduction in total energy demand at the venue. Each 5% reduction awards 2 points. Measures must be justified and approved by Nordic Ecolabelling. The measures must be ones that have not been awarded previously.	2

- Description and documentation of the measures implemented.

Alternatively

- Copy of the agreement with a Nordic Swan Ecolabelled hotel or conference facility.

🔍 Checked on site.

4.6 Transportation and climate

O9 Transportation and accessibility

This requirement applies to the event organizer.

The following must be secured:

- **Accessibility:** The event shall be within walking distance, approx. 2-3 km, from the nearest public transportation stop or accessible via transportation (share-ride/shuttle) arranged by the event.
- **Side events and trips** are organised in a way that the destinations are within walking distance, or reachable by bicycle, public transport, share-ride or shuttle service.

🡅 Description of how the requirement is fulfilled.

O10 Public transport information

This requirement applies to the event organizer.

The event organizer must inform all guests, staff, suppliers, artist/speakers about the following:

- **Long-distance transport:** Connection to public long-distance transport services to the destination city/place.
- **Local Transport:** Connection to public transportation services to the event location.
- **Distances:** Distances between public transport stops and the event.
- **Accessibility:** Accessible travel options to the event location and accessible entrance for participants with disabilities.

🡅 Copy of information e.g. screenshots from web pages, letter, mail info, ticket info etc. showing the fulfilment of the requirement.

O11 Leasing, renting and purchase of vehicles

This requirement applies to the event organizer purchases of transport (not suppliers' deliveries).

Vehicles: Vehicles powered by gas, electricity, plug-in hybrid or hydrogen, must be requested when the event organizer purchase transport services, leases or rents vehicles for the event.

Heavy industrial vehicles: Heavy industrial vehicles i.e. vehicles with lift, etc, are exempted from the requirement above, and the latest Euronorm shall be requested.

🡅 Copy of leasing/procurement procedures showing that the requirement is met.

O12 Measures for reduction of CO_2 emissions

This requirement applies to the event organizer and may involve transport services.

A minimum of 3 points must be achieved from the following table with measures to reduce CO_2 emissions.

Theme	Measure	Max point
Free tickets - public transport	The event ticket includes free tickets on public and/or regional transport (including a shuttle bus organized by the event).	3
Sustainable fuel, event organizer	80% of the event organizer's vehicles used in organizing the event are powered by biogas/natural gas (CNG/CBG LNG/LBG), electricity, hydrogen or Nordic Swan Ecolabelled fuel. 40% of the event organizer's vehicles used in organizing the event are powered by biogas/natural gas (CNG/CBG LNG/LBG), electricity, hydrogen or Nordic Swan Ecolabelled fuel.	2 1
Sustainable fuel, transport service	80% of all vehicles from one of the company's three largest suppliers are powered by biogas/natural gas (CNG/CBG, LNG/LBG), electricity, hydrogen or Nordic Swan Ecolabelled fuel. 40% of all vehicles from one of the company's three largest suppliers are powered by biogas/natural gas (CNG/CBG, LNG/LBG), electricity, hydrogen or Nordic Swan Ecolabelled fuel.	2 1
Accommodation to staff	The event organizers provide Nordic Swan Ecolabelled or EU Ecolabelled accommodation to own staff or supplier's staff.	2
Accommodation to guests	The event organizer informs guests regarding Nordic Swan Ecolabelled or EU Ecolabelled accommodation options that are available nearby the event destination, max 10 km by public transportation.	1
Rewarding walking, public transport and bicycling	Event organizer provides rewards for walking, bicycling, or taking public transport to the event. E.g. discount on entry ticket, express entry, free food or beverage, etc.	1
Discount cooperation - accommodation	Event tickets include a minimum of 10% discount on Nordic Swan Ecolabelled or EU Ecolabelled accommodation .	1
Discount cooperation – public transport	Event tickets include a minimum of 20% discount on public and/or regional transport.	1
Bicycle parking	Fixed bicycle parking is provided in connection with the venue, and the event organizer communicate this to all guests.	1
Own measure	The event organizer has its own measures for CO_2 reduction. It is possible to have maximum two "own measures". The measures must be justified and approved by Nordic Ecolabelling. One point per measure. The measures must be ones that have not been awarded previously.	1

Documentation related to selected theme, showing the requirements are fulfilled.

Checked on site.

4.7 Biodiversity

O13 Biodiversity impact assessment and mitigation plan

This requirement applies to the event organizer and outdoor venues.

All outdoor venues/event areas must:

- Have description of measures how to limit littering.
- Have description of measures which are done before and after an event to protect biodiversity, including removing littering.

Outdoor venues larger than 10 000 m^2 must:

- Have a plan for biodiversity protection and impact mitigation that must be undertaken for the event on the site prior to the event (this may already have been done by the venue or the landowner). The plan shall cover the following:

- Description of features of high biodiversity value in the venue area, or close to the area, such as large or old trees and natural watercourses, like natural streams and ponds.
- Assessment of potential impact on the biodiversity and measures how to mitigate impacts.
- Description of how lighting and sound are set up not to disturb local wildlife. For example, the use of directional lighting, limitation of noise levels, and avoid use of fireworks near sensitive habitats.

- Description on how outdoor event limit littering, how to protect biodiversity, and removing littering.
- Copy for the plan for biodiversity protection and impact migration with descriptions outlined above.

4.8 Food and beverage

The requirement in this chapter applies to food and beverage services such as catering services, food stalls, kitchens, bars, etc. Throughout this chapter, these are collectively defined food and beverage services. However, no requirements apply to concessionaires that typically sells snacks and refreshments like ice cream, candies, popcorn, snacks etc.

O14 Information to guests about food and beverage

This requirement applies to food and beverage services.

Information on menus must clearly inform about organic food and beverage and describe the main ingredients used in vegetarian meals.

Exemptions for Denmark due to Danish legislation:

- The requirement about organic food does not apply for food and beverage services that prepare some of the food at another location, since it is only possible to communicate about organic food at the same location where the food is prepared and served according to the Danish legislation on organic catering.
- All food and beverage services, who communicate about organic food, beverages, kitchens etc. are responsible for complying with Danish organic legislation about communication - Vejledning om økologisk storkøkkendrift: Økologi i storkøkkener - Fødevarestyrelsen, especially sections 3 and 6-9.

- Copy of the planned menu showing the requirement is met.
- Checked on site.

O15 Organic food

This requirement applies to food and beverage services. For Denmark this requirement is also relevant to event organizer, because of Danish organic legislation.

Due to different access to organic goods in the Nordic countries, the limit values are differentiated according to country.

Finland, Iceland, Norway and Sweden:

All food and beverage services must provide either:

- a minimum of one meal with two organic main ingredients, or
- two meals with one main ingredient.

Catering from Nordic Swan Ecolabelled hotels, food services and conference facilities already fulfil the requirement.

Main Ingredient in a meal means the components, excluding water, that contribute to three of the highest percentage of weight or volume to the meal. I.e. fish or potato in "fish'n chips", meat, potato or bread in a hamburger, rice in a pot-dish etc.

- Name and explanation of the organic main ingredients in the meal.

Denmark:

For food and beverage services there are different requirements depending on whether the food is produced on the event area or not.

Food and beverage services that produce all food at the event area:

- must purchase a minimum of 40% organic food (in value or volume/kg) to be served at the event

Food and beverage services that produce some of the food outside the event area:

- The event organizer must ensure that at least 50% of these food and beverage services are certified with “The Organic Cuisine Label at occasional events” showing a minimum of 40% organic food and beverages. Read more about application and requirements here: Økologi i storkøkkener - Fødevarestyrelsen.

Danish food and beverage services that produce all food at the event area**.**

- Submit a calculation of the estimated purchase of food, showing that at least 40% of the total purchase to the event is organic. This calculation and invoices or delivery notes for the purchases of all food (both organic and non-organic foods) must be available throughout the event in case of inspection from Fødevarestyrelsen.

Or

- Submit application and registration letter for “The Organic Cuisine Label at occasional events”, showing a minimum of 40% organic food and beverages. The application and the documentation in form of invoices or delivery notes of all purchases for the event must be available throughout the event in case of inspection from Fødevarestyrelsen.

Danish food and beverage services that produce some of the food outside the event area.

- Submit a list of all food and beverage services, who produce some of the food outside the event area. For 50% of the food and beverage services submit both the application and the registration letter for “The Organic Cuisine Label at occasional events”. The application and the documentation in form of invoices or delivery notes of all purchases for the event must be available throughout the event in case of inspection from Fødevarestyrelsen.

O16 Organic beverage

This requirement applies to bars and food and beverage services.

Due to different access to organic goods in the Nordic countries, the limit values are differentiated according to country

Finland, Iceland and Norway:

If alcoholic beverages are served, the bar/food and beverage service must provide at least one organic option with or without alcohol.

Denmark and Sweden:

All bars/food and beverage services must, if beverage is served provide a minimum of one non-alcoholic organic beverage and one alcoholic organic beverage, if non-alcoholic/alcoholic beverages are served.

Exemptions (all countries):

- The bar/food and beverage service are exempted from the requirement if only one beverage product is served. (Different products within the same beverage category, e.g. two different beers, are considered separate products).
- If one bar/food and beverage service only serves non-organic beverage, this can be compensated by additionally having one bar/food and beverage service that only serves organic beverages.

Name and description of the organic beverage.

Contractual agreement with the bar/catering service of beverage that the requirements are met.

Checked on site.

O17 Vegetarian dish

This requirement applies to food and beverage services.

All food and beverage services must at least offer one or more vegetarian dishes on the menu.

Exemption: If one food and beverage service only serves meat or fish, this can be compensated by additionally having one food and beverage service that only serves vegetarian food.

Copy of the planned menu, or description from the event organizer how the requirement is met.

Checked on site.

O18 Prohibited and restricted fish and seafood

This requirement applies to food and beverage services.

Catering from Nordic Swan Ecolabelled hotels, food services and conference facilities already fulfil the requirement.

Fish and seafood species listed in the table below may only be served by the food and beverage services if they are MSC certified.

Table 3 Prohibited and restricted fish and seafood

Species	Reason for prohibition
Tropical prawns, i.e. scampi.	Linked to mangrove deforestation
All species of skate	International endangered species[1]
Atlantic bluefin tuna	International endangered species

[1] Species categorised as critically endangered (CR) or endangered (EN) on the red list of the International Union for Conservation of Nature (IUCN)

Eel	International endangered species
Shark An exception is made in Iceland for traditional serving of the shark species Somniosus microcephalus and the skate species Dipturus batis/Raja batis and Raja Amblyraja radiata	International endangered species
Weil-cougt sturgeon	International endangered species
Catfish (caught in Sweden)	National endangered[2] species
Halibut (caught in Sweden)	National endangered species
Rabbit fish (caught in Sweden)	National endangered species
Roundnose grenadier (caught in Sweden)	National endangered species
White ling (caught in Sweden)	National endangered species
Pollack (caught in Sweden)	National endangered species
Redfish (caught in Norway)	National endangered species
Blue ling (caught in Norway)	National endangered species
European weather loach / Misgurnus fossilis (caught in Denmark)	National endangered species
Lumpfish and lumpfish roe (caught in Denmark)	National endangered species
Sea trout (caught in Finland)	National endangered species
Brown trout (caught in Finland)	National endangered species
European whitefish (caught in Finland)	National endangered species
Landlocked salmon (caught in Finland)	National endangered species
Arctic char (caught in Finland)	National endangered species
Grayling (caught in Finland)	National endangered species

Labels for standards other than MSC may be used if Nordic Ecolabelling has approved them. The standards must meet Nordic Ecolabelling's guidelines for assessing sustainability labelling of fish and shellfish, see ***Fejl! Henvisningskilde ikke fundet.****. ASC is currently not approved.*

The list of non-sustainable seafood may be revised if new information is received.

- Copy of procedures that the food and beverage service(s) has in place to ensure fulfilment of the requirement. Serving of endangered fish requires full traceability back to the fishery.
- Contractual agreement with the catering supplier of food that the requirements are met.

Alternatively

- Copy of the agreement with a Nordic Swan Ecolabelled service.

Checked on site.

O19 Certified coffee and tea

This requirement applies to food and beverage services.

Nordic Swan Ecolabelled coffee services already fulfil the requirement.

80% of all coffee, and tea served must be certified or purchased through direct trade.

[2] Species categorised as critically endangered (CR) or endangered (EN) on the official red list of the country in which they are fished.

Approved certification schemes: Organic in accordance with Regulation (EC) 2018/848,KRAV, Luomu, Nyckelpigan, Debio's Ø-merke, Statskontrollert økologisk (Ø-merket), Demeter or Tún-lífrænt, Rainforest Alliance, Fairtrade, Smithsonian Bird Friendly.

- List of all coffee and tea that is served and documentation regarding certification.
- If the business buys raw materials through direct trade, please upload documentation/information showing compliance with the requirement.

Alternatively

- Copy of the agreement with a Nordic Swan Ecolabelled coffee service.

O20 Palm oil in frying oil

This requirement applies to food and beverage services.

Catering from Nordic Swan Ecolabelled hotels, food services and conference facilities already fulfil the requirement.

Palm oil (including RSPO certified) must not make up any part of the frying oil used by the catering.

- Contractual agreement with all catering suppliers that palm oil isn't used as frying oil. **Fejl! Henvisningskilde ikke fundet.** may be used.

Alternatively

- Copy of the agreement with a Nordic Swan Ecolabelled food and beverage service.

Checked on site.

4.9 Resource efficiency

O21 Waste reduction and sorting for guests

This requirement applies to the event organizer and venue.

Waste reduction plan:

- The event shall be planned to reduce waste in general and ensure material recycling of the fractions that arises to reduce residual waste.
- At least four waste fractions must be available for the event guests, unless the waste reduction plan shows that fewer waste fractions are sufficient.

Availability for guests:

- The sorting options must be clearly visible to guests.
- Ensure a sufficient frequency of waste collection of available bins.

- Description of how the event is planned to minimize waste generation, and the available sorting fractions. If less than four waste fractions are sufficient, this must be documented.
- Description or pictures of the waste sorting bins and their placement.

Checked on site.

O22 Waste sorting for staff, suppliers and cleaning services

This requirement applies to the event organizer and venue.

Waste sorting analysis: Analyse which waste fractions arise from staff, suppliers, and cleaning services. These shall be made available to staff, suppliers, and cleaning services.

Information and availability: It must be ensured that personnel have information regarding the waste sorting options available. These shall be available both before, during and after the event.

Examples of waste fractions that may be relevant and shall be considered in the analysis:

- Organic waste for degradation or composting
- Paper
- Cardboard packaging
- Glass, coloured and clear
- Plastics
- PET
- Deposit (deposit system for cans and bottles, where relevant)
- Metal
- Electronic waste such as batteries and lightbulbs
- Residual waste
- Reuseable items
- Other, not mentioned above

- Copy for the analysis of the generated waste fractions.
- Description of how the staff, suppliers and cleaning services are informed about waste sorting options available.
- Description or pictures of the waste sorting bins and their placement.

Checked on site.

O23 Serving in conferences and in restaurants with seating

This requirement applies to the event organizer, venue and food and beverage services, and applies in conferences with less than 300 guests with or without seating, and in restaurants with separate seating areas, where guests and staff don't take away the food. This means fixed stationary restaurant with a dining establishment that is permanently located at a specific place. This includes restaurants, cafes, and other types of dining venues where food is consumed on-site.

Nordic Swan Ecolabelled hotels, conferences facilities and food services already fulfil the requirement.

Table ware: All tableware used for food service in a separate restaurant and conferences, must be reusable.

Single packed portions: Small single packed portions of butter, jam, pâté, milk, ketchup, etc is not permitted.

- Confirmation that reusable tableware is used for food service in restaurants with seating. Venues and food and beverage services: Appendix 2 and Appendix 3**Fejl! Henvisningskilde ikke fundet.** may be used.

- Confirmation that permitted small single portion items are not used.

Alternatively

- Copy of the agreement with a Nordic Swan Ecolabelled service.

Checked on site.

O24 Serving of take away

This requirement applies to the event organizer and food and beverage services.

Nordic Swan Ecolabelled hotels, conferences facilities and food services already fulfil the requirement.

Routines: The event organizer, venue and food and beverage services shall have routines to ensure a collection system, securing collection, reuse and recycling of all the different take away packaging materials, according to available waste sorting fractions in O22.

Deposit return systems are a way to meet the requirements for a collection system, which ensures the collection and recycling of bottles and cans.

Beverage: All beverages for take away must be served in:

- Reusable cups, and/or
- Nordic Swan Ecolabelled cups, and/or
- rPET cups and/or
- Bio-based plastic that can be recycled in current recycling systems.
- Bottles or cans in deposit return system

rPET is recycled polyethylene terephthalate. It is a type of plastic made by recycling PET products.

Bio-based plastic is a plastic that is based on renewable raw materials, for example bio-based polyethylene (PE). Nordic Ecolabelling only approves bio-based plastic that can be recycled in current recycling systems for plastics. Compostable packaging, like PLA is allowed only if it is certified according to DIN EN 13432, and if it is broken down under industrial composting conditions. Additionally, the event organizer or supplier must have an agreement with a partner to reuse the compost for soil improvement. Alternatively, it is it allowed to use, if it can be recycled in a close loop. Nordic Ecolabelling is following delegated acts in the PPWR and reserve the right to change the requirement for PLA when delegated acts are validated. An appropriate transition period would be granted.

Food: All food for take away must be served in:

- Reusable tableware and/or
- Nordic Swan Ecolabelled tableware and/or
- Tableware from renewable raw materials such as paper, cardboard and palm leave etc.

Exemptions from the requirement:

- Lids used on prepacked food and beverages.
- Small cups under 25 ml.
- Laminate and plastic coatings or as ”windows” are allowed on paper and cardboard-based products.
- Paper cups for hot beverages with unique, event-specific printing, where the event organiser is contractually required to use cups with specific logos, and where the

minimum order volumes exceed the needs of the event and would result in significant waste.

- Copy of the routines or description of the collection system that secure collection and reuse/recycling.
- Overview of all the disposable items that will be used for serving take away food and beverage, with information about the ingoing materials, and the Nordic Swan Ecolabel licence number, if relevant. Exempted disposable items purchased must also be shown in the overview.

If PLA disposables are used:

- Declaration of certification according to DIN EN 13432, and an agreement with an industrial composting facility. Additionally, an agreement with a partner to reuse the compost for soil improvement.

Alternatively

- Copy of the agreement with a Nordic Swan Ecolabelled service.
- Checked on site.

O25 Decorations, giveaways and confetti

This requirement applies to the event organizer, venue and food and beverage services.

The event shall be planned to reduce waste from decorations, giveaways and confetti:

- Decorations, as floral arrangements, tablecloths, decorative pieces, LED candles and furniture must be reused or upcycled. Other decorations must be reused, upcycled, or recycled after the event.
- No disposable items and single use products are permitted as giveaways and merchandising products, unless the products are designed for recycling.
- Hygiene items are exempt from this requirement. Sales of merchandising products are permitted and are not considered as giveaways. Confetti must not be made of plastic or metal.

- Description from the event organizer, venue and food and beverage service. Venues and food and beverage services: Appendix 2 and Appendix 3 may be used.
- Checked on site.

O26 Food waste

This requirement applies to the food and beverage services.

Catering from Nordic Swan Ecolabelled hotels, food services and conference facilities already fulfil the requirement.

All food and beverage services shall have a food waste reduction policy. The policy shall have preventive measures including the following:

- Food is planned, calculated and prepared in a way that food waste is prevented.
- If buffet: food is served in a way that food waste is prevented.

  E.g. smaller plates, reducing the selection on the buffet, overview of which dishes in the buffet belong together, reducing the size of serving dishes, optimising procedures for refilling, pricing by weight or size, having a good idea of the number of visitors, etc.

- Prevent food waste by selling or donating surplus food.

Description and contractual agreement showing that the requirement is met. **Fejl! Henvisningskilde ikke fundet.** may be used.

Description or copy of the agreement regarding sales/donation of leftover food.

Alternatively

Copy of the agreement with a Nordic Swan Ecolabelled service.

Checked on site.

O27 Purchase of printed paper-based matter and tissue paper

This requirement applies to the event organizer, venue, hygiene stations and portable toilets.

Nordic Swan Ecolabelled hotels, food services, conference facilities and cleaning services already fulfil the requirement.

- 100% of the purchased printed paper-based matter the event organizer is responsible of, must be from a Nordic Swan Ecolabelled printing company or be certified with the EU Ecolabel. Printed paper-based matter means, for example, posters, brochures, advertising, etc.
- 100% of purchased toilet paper, and paper towels (alternatively hand towels roll in Finland) purchased for the event must be certified Nordic Swan Ecolabel or EU Ecolabel. This requirement is relevant to the venues, hygiene stations and portable toilets.

Declaration on which ecolabelled printing company is being used or documentation of purchased printed matter, showing that the purchases are ecolabelled.

Declaration on which tissue paper is being used, or documentation of purchased tissue paper, showing that the purchases are ecolabelled.

Checked on site.

Alternatively

Copy of the agreement with a Nordic Swan Ecolabelled service.

O28 Measures for resource efficiency

This requirement applies to the event organizer and venue. The event organizer is responsible for achieving the minimum points, but suppliers and sub-suppliers might often be responsible for the documentation.

A minimum of 2 points must be achieved from the following table with measures for resource efficiency.

Theme	Measure	Max points
Ecolabelled venue, hotel or conference	The venue is certified the Nordic Swan Ecolabel.	2
Ecolabelled workwear	100% of the workwear in one category purchased for staff is ecolabelled.	1
Nordic Swan Ecolabelled cleaning service	The cleaning service used for all cleaning at the event is certified with the Nordic Swan Ecolabel.	1

Banners	All banners especially made for the event are reused.	1
Carpets and walls	All scenery backdrops, such as carpets and walls especially made for the event are reused.	1
Ecolabelled napkins	All napkins used are ecolabelled.	1
Gifts and medals	Gifts and medals for speakers, artists, or participants are made of the following materials: local or organic food and drinks, wood, cardboard, recycled material or upcycling products.	1
Flowers	No use of cut flowers as gifts or decoration. Or Only use of flowers certified with Fair trade or locally produced/nature flowers as gifts or decoration.	1
No giveaways	No giveaways to guest during the whole event (including venue, event organizer and food and beverage services).	1
Key laynards and ID card holders	Key laynards and ID card holders are collected and reused after the event.	1
Paperless event	No handout of printed matter at the event.	1
Tap water	Tap water is available for all participants throughout the event and guest and suppliers are clearly informed about the location.	1
Reuse of water	Using rainwater tanks to reduce the use of water. E.g. water for flushing in toilets. Or Systems that reuse water from sinks or showers for toilet flushing. One point per measure.	1
Reusable takeaway packaging	100% of all takeaway packaging in one category, used at events with over 300 guests, is reusable. E.g. all cups, plates/bowls etc. (O23 is mandatory and does not give points in this context.)	1
Other measure	The event organizer or the venue has its own measures for resource efficiency. It is possible to have maximum two “own measures”. The measures must be justified and approved by Nordic Ecolabelling. One point per measure. The measures must be ones that have not been awarded previously.	1

Documentation related to selected theme, showing the requirements are fulfilled.

Checked on site.

4.10 Cleaning products

O29 Ecolabelled cleaning products

This requirement applies to the event organizer, venue, food and beverage services, cleaning services, and portable toilet- and hygiene station-suppliers.

Nordic Swan Ecolabelled cleaning services, hotels, food services and conference facilities already fulfil the requirement.

Cleaning products: 100% of the cleaning products used and expected to be used for general cleaning and dishwashing at the event, must be certified with Nordic Swan Ecolabel, EU Ecolabel, or Good Environmental Choice.

For each cleaning product, state the name, supplier, manufacturer, function, frequency of use and ecolabel.

Disinfectants: Disinfectants may only be used where this is necessary to fulfil legal hygiene regulations.

Safety Data Sheets (SDS): SDS and user information must be available wherever the chemicals are used.

- Food and beverage services: Contractual agreements with all the cleaning products with name, supplier/manufacturer, function and ecolabel.
- Event organizer and venue and cleaning services: Overview of all the cleaning products used at the event. Name, supplier/manufacturer, function and ecolabel.
- Confirmation that user information and safety data sheets (in line with Annex II to REACH, Regulation (EC) 1907/2006) are available for the relevant users.

Alternatively

- Copy of the agreement with a Nordic Swan Ecolabelled service.

Checked on site.

O30 Prohibited products

This requirement applies to the event organizer, venue, food and beverage services and cleaning services. If any of the services are ecolabelled, the requirements are met.

Nordic Swan Ecolabelled hotels, food services, conference facilities and cleaning services already fulfil the requirement.

The following substances is not permitted to use in connection with the event:

- Ozonated water (ozone water)
- Disinfectants for surfaces must not contain reactive and organic chlorinated substances in such concentrations that it appears on the product's safety data sheet. Electrochemically activated water (ECA water) forms hypochlorite and is not permitted.

Exemptions: Chlorinated compounds whose use is required by the authorities, and disinfectants for food security.

Disinfectants may only be used where this is necessary to fulfil legal hygiene regulations.

- Contractual agreement with event organizer, venue, food and beverage services and cleaning services showing that the requirement is met. **Fejl! Henvisningskilde ikke fundet.** and **Fejl! Henvisningskilde ikke fundet.** may be used.

Alternatively

- Copy of the agreement with a Nordic Swan Ecolabelled service.

O31 Water, toilets, and hygiene stations

This requirement applies to the event organizer, venues, hygiene stations and portable toilet supplier.

Portable toilets are mobility toilets not connected to a sewerage system. Hygiene stations are facilities for cleaning of hands.

Nordic Swan Ecolabelled hotels, food services and conference facilities already fulfil the requirement.

Toilets, portable toilets and hygiene stations must comply with following:

- Cleaning products used for sanitary cleaning must be ecolabelled (according to requirement O29O29O29).

- Hand soap used, must be ecolabelled.
  - Hand disinfectant is permitted.
- 100% of purchased toilet paper, and paper towels (alternatively hand towels roll in Finland) must be ecolabelled (according to requirement O27O27).

  Portable toilets with flushing options must be vacuum toilets or have a maximum consumption rate of 4 litres water per flush. Portable toilets without flushing are also permitted.
- After the event, the water pipes connecting portable water stations at the event, must be reused.

Contractual agreement with venue, hygiene station and portable toilet supplier showing that the requirement is met. Appendix 2 may be used.

Alternatively

Copy of the agreement with a Nordic Swan Ecolabelled service.

Checked on site.

4.11 Legal obligations and working conditions

O32 Legal obligations

This requirement applies to the event organizer.

The event organizer is responsible for ensuring that the event meets all requirements set by the authorities and complies with all applicable laws.

This includes among others:

- Landowner permission, where applicable
- Authority permission, where applicable
- Safety/security
- Sanitary conditions and toilet facilities
- Compliance with government regulations related to serving alcohol
- Risk assessment, where relevant
- Working conditions

Declaration that the event is aware of all requirements and applicable laws set by the authorities relevant to the event.

O33 Volunteer working conditions

This requirement applies to the event organizer.

The event organizer must commit to fair principles regarding the use of volunteers. The principles must at least cover the following subjects:

- Freedom to volunteer: Volunteers shall engage out of their own free will, without coercion
- Safety and security: Ensuring the physical and emotional safety of volunteers is paramount. This includes providing necessary training, protective equipment, and

mechanisms to address issues like harassment. The volunteers must be covered by accident insurance.

- Fair engagement: Volunteers roles shall be clearly defined. The working hours, including breaks, shall be fair and agreed upon before the start of the event.

ī̄ A copy of the principles regarding use of volunteers and description of how they are fulfilled.

4.12 Licence maintenance

The purpose of the licence maintenance is to ensure that fundamental quality assurance is dealt with appropriately.

O34 Customer complaints

This requirement applies to the event organizer.

The licensee must guarantee that the quality of the Nordic Swan Ecolabelled service does not deteriorate during the validity period of the licence. Therefore, the licensee must keep an archive of customer complaints.

Note that the original routine must be in one Nordic language or in English.

ī̄ Upload routine for handling and archiving customer complaints.

5 Future criteria generation

During our consultation, Nordic Ecolabelling received numerous valuable suggestions for new and stricter requirements. We will take these into account for the next generation of standards. Future requirements may include stricter regulations in several areas, such as disposable items, reusable tableware, decorations, food waste, and we will aim to ban all use of fireworks.

6 Criteria version history

Nordic Ecolabelling adopted version 1.0 of the criteria for 117 Events on June 3, 2025. The criteria document is valid until September 30, 2029.

On 21 April 2026, Nordic Ecolabelling implemented two changes to the criteria. Requirement "O25 Serving of takeaway” was adjusted to include an exemption for paper cups for hot beverages with unique, event-specific printing. Requirement "O21 Responsible food and beverage production" was removed. The updated criteria version is 1.1.

On 1 September 2026 Nordic Ecolabelling adjusted “O16 Organic Beverage" and implemented and exemption from the requirement if only one beverage product is served. The updated criteria version is 1.2.

7 How to apply and regulations for the Nordic Ecolabelling

Application and costs

For information about the application process and fees for this product group, please refer to the respective national website. Find contact information in the beginning of this document.

The application consists of an application form/web form and documentation showing that the requirements are fulfilled.

Licence validity

The Nordic Swan Ecolabel licence is valid providing the criteria are fulfilled and until the criteria expire. The validity period of the criteria may be prolonged or adjusted, in which case the licence is automatically prolonged, and the licensee informed.

Revised criteria shall be published at least one year prior to the expiry of the present criteria. The licensee is then offered the opportunity to renew their licence.

Responsibility for Compliance with Applicable Legislation

When applying for the Nordic Swan Ecolabel, the applicant/licensee confirms compliance with all current regulatory requirements related to both the exterior and interior environment in connection with the production and handling of the product(s) covered by the application. Furthermore, the applicant declares that all applicable regulatory requirements within the Nordic region are met for the product(s). Compliance with these regulations is a prerequisite for obtaining a licence.

On-site inspection

In connection with handling of the application, Nordic Ecolabelling normally performs on-site inspection visit/-s to ensure adherence to the requirements. The need for onsite inspection is evaluated per product group and adapted to the specific application situation. For such an inspection, data used for calculations, original copies of submitted certificates, test records, purchase statistics, and similar documents that support the application must be available for examination.

Queries

Please contact Nordic Ecolabelling if you have any queries or require further information. Find contact info in the beginning of this document. Further information and assistance (such as calculation sheets or electronic application help) is available. Visit the relevant national website for further information.

Follow-up inspections

Nordic Ecolabelling may decide to check whether the Event fulfils Nordic Ecolabelling requirements during the licence period. This may involve a site visit, random sampling, or similar test.

The licence may be revoked if it is evident that the Event does not meet the requirements.

Regulations for the Nordic Ecolabelling of services

To easily identify Nordic Swan Ecolabel services, the licence number and a descriptive sub text shall always accompany the Nordic Swan Ecolabel.

The descriptive sub text for 117 Events is:

Events

More information on graphical guidelines, regulations and fees can be found at http://www.nordic-swan-ecolabel.org/regulations

Appendix 1 Supplier overview

Overview over suppliers at a Nordic Swan Ecolabelled event

The event organizer shall list all venues, food and beverage services, cleaning services, technology providers, transport providers, hygiene stations and portable toilets suppliers.

The list shall include the name and a description of the supplier and sub-suppliers, and their ecolabel (if relevant).

Event:_____

Venue:_____

Date of event (start/end): _____

The event organizer must have a contractual agreement with the venue and all food and beverage services for the event duration, using the templates in Appendices 2 and 3.

The event organizer must also ensure all supplier and sub-supplier requirements are met, as summarized in **Fejl! Henvisningskilde ikke fundet.** in the criteria document.

List of suppliers and sub-suppliers at the event, and verification that all the relevant requirements are met.

Supplier/sub-supplier (name)	**Contact person (email)**	**Type of operation/service and ecolabel if relevant**	**Relevant req. fulfilled**	
			YES	**NO**

Place and date	Event organizer
Responsible person	Signature of responsible person
Telephone	Email

Appendix 2 Contractual agreement - venue

Template for contractual agreement for the venue

The authority who is responsible for the venue's operations must fill this appendix.

Event:_____

Venue:_____

Date of event (start-end): _____

If the service is certified Nordic Swan Ecolabel, state licence number: _____

Venue-related requirements (see criteria document for complete requirements)

Req.	Description	Additional documentation that must be sent in for approval, together with this appendix	Req. fulfilled	
			YES	NO
O5	Energy supply	Description of connection to the power grid, for example by venue or electricity supplier. Alternative A justification why electricity supply is not possible and documentation showing the use of batteries or biofuel as an alternative energy supply or backup power.		
O6	Energy devices and equipment	Routines complying with the requirement.		
O8	Measures for reduction of energy use and carbon emissions	Description and documentation of the measures implemented Alternatively If the venue is certified with Nordic Swan Ecolabel, the requirement is met.		
O13	Biodiversity	Description on how outdoor event limit littering, how to protect biodiversity, and removing littering. Copy for the plan for biodiversity protection and impact migration with descriptions outlined in the requirement.		
O21	Waste reduction and sorting for guests	Description of how the event is planned to minimize waste generation, and the available sorting fractions. If less than four waste fractions are sufficient, this must be documented. Description or pictures of the waste sorting bins and their placement.		
O22	Waste sorting for staff, suppliers, and cleaning services	Copy of the analysis of the generated waste fractions. Description of how the staff, suppliers and cleaning services are informed about waste sorting options available. Description or pictures of the waste sorting bins and their placement.		
O23	Serving in conferences and restaurants	Confirmation that reusable tableware is used for food service in restaurants with seating. Confirmation that permitted small single portion items are not used.		
O25	Decorations, giveaways and confetti	Verification from the venue that the requirement is met:		
O27	Purchase of printed paper-based matter and tissue paper	Declaration on which ecolabelled printing company is being used or documentation of purchased printed matter, showing that the purchases are ecolabelled. Declaration on which tissue paper is being used, or documentation of purchased tissue paper, showing that the purchases are ecolabelled. Alternatively If the venue is certified Nordic Swan Ecolabel the requirement is met.		

O28	Measures for resource efficiency	Documentation related to selected theme, showing the requirements are fulfilled.		
O29	Ecolabelled cleaning products	Event organizer and venue and cleaning services: Overview of all the cleaning products used at the event. Name, supplier/manufacturer, function and ecolabel. Confirmation that user information and safety data sheets (in line with Annex II to REACH, Regulation (EC) 1907/2006) are available for the relevant users. Alternatively If the venue is certified Nordic Swan Ecolabel the requirement is met.		
O30	Prohibited products	Verification from the venue that the requirement is met: Alternatively If the venue is certified Nordic Swan Ecolabel the requirement is met.		
O31	Water, toilets, and hygiene stations	Verification from the venue that the requirement is met: Alternatively If the venue is certified Nordic Swan Ecolabel the requirement is met.		

Further information:

I hereby confirm that the requirements listed above are met.

Place and date	Venue:
Responsible person	Signature of responsible person
Telephone	Email

Appendix 3 Contractual agreement – food/food and beverage services

Template for contractual agreement for food and beverage services

Each food and beverage service at the event must fill this appendix.

Event: _____

Food and beverage service:

_____

Date of event (start-end): _____

If the service certified is Nordic Swan Ecolabel state licence number: _____

Requirements related to food/food and beverage services (see criteria document for complete requirements)**:**

Req.	Description	Additional documentation that must be sent in for approval, together with this appendix	Req. fulfilled	
			YES	NO
O5	Fossil free energy supply	Description of connection to the power grid, for example by venue or electricity supplier. Alternative A justification why electricity supply is not possible and documentation showing the use of batteries or biofuel as an alternative energy supply or backup power.		
O6	Energy devices and equipment	Routines complying with the requirement.		
O14	Information to guests	Copy of the planned menu showing the requirement is met.		
O15	Organic food	**Finland, Iceland, Norway, and Sweden:** Name and explanation of the organic main ingredients in the meal. **Denmark**: Danish food and beverage services that produce all food at the event area. Submit a calculation of the estimated purchase of food, showing that at least 40% of the total purchase to the event is organic. This calculation and invoices or delivery notes for the purchases of all food (both organic and non-organic foods) must be available throughout the event in case of inspection from “Fødevarestyrelsen”, or Submit application and registration letter for “The Organic Cuisine Label at occasional events”, showing a minimum of 40% organic food and beverages. The application and the documentation in form of invoices or delivery notes of all purchases for the event must be available throughout the event in case of inspection from “Fødevarestyrelsen”. Danish food and beverage services that produce some of the food outside the event area.		

		Submit a list of all food and beverage services, who produce some of the food outside the event area. For 50% of the food and beverage services submit both the application and the registration letter for “The Organic Cuisine Label at occasional events”. The application and the documentation in form of invoices or delivery notes of all purchases for the event must be available throughout the event in case of inspection from “Fødevarestyrelsen”.		
O16	Organic beverage	Name and description of the organic beverage.		
O17	Vegetarian dish	Copy of the planned menu, or description from the event organizer how the requirement is met.		
O18	Prohibited and restricted fish and seafood	Copy of procedures that the food and beverage service(s) has in place to ensure fulfilment of the requirement. Serving of endangered fish requires full traceability back to the fishery. Alternatively If the food and beverage service is certified Nordic Swan Ecolabel the requirement is met.		
O19	Certified coffee, and tea	List of all coffee and tea that is served and documentation regarding certification. If the business buys raw materials through direct trade, please upload documentation/information showing compliance with the requirement. Alternatively If the food and beverage service has an agreement with a Nordic Swan Ecolabel coffee service, the requirement is met.		
O20	Palm oil in frying oil	Contractual agreement with all catering suppliers that palm oil isn’t used as frying oil. Alternatively If the food and beverage service is certified Nordic Swan Ecolabel the requirement is met.		
O23	Serving in conferences and restaurants	Confirmation that reusable tableware is used for food service in restaurants with seating. Confirmation that permitted small single portion items are not used. Alternatively If the food and beverage service is certified Nordic Swan Ecolabel the requirement is met.		
O24	Serving of take away	Overview of all the disposable items that will be used for serving take away food and beverage, with information about the ingoing materials, and the Nordic Swan Ecolabel and licence number, if relevant. Exempted disposable items purchased must also be shown in the overview. If PLA disposables are used: Declaration of certification according to DIN EN 13432 and an agreement with an industrial composting facility. Additionally, an agreement with a partner to reuse the compost for soil improvement. Copy of the routines or description of the collection system that secure collection and reuse/recycling. Alternatively If the food and beverage service is certified Nordic Swan Ecolabel the requirement is met.		
O25	Decorations, giveaways and confetti	Verification that the requirement is met		

O26	Food Waste	Verification that the requirement is met: Description or copy of the agreement regarding sales/donation of leftover food Alternatively If the food and beverage service is certified Nordic Swan Ecolabel the requirement is met		
O29	Ecolabelled cleaning products	Overview of all the cleaning products used at the event. Name, supplier/manufacturer, function and ecolabel. Alternatively If the food and beverage service is certified Nordic Swan Ecolabel the requirement is met.		
O30	Prohibited products	Verification that the requirement is met: Alternatively If the catering service is certified Nordic Swan Ecolabel the requirement is met.		

Further information:

I hereby confirm that the requirements listed above are met.

Place and date	Food and beverage service:
Responsible person	Signature of responsible person
Telephone	Email

Appendix 4 Guidelines for assessing sustainability labelling of fish and shellfish

Nordic Ecolabelling sets requirements regarding standards for certified fish and shellfish. The requirements are summarised in this document, which is updated on an ongoing basis. Each individual standard and certification system is examined by Nordic Ecolabelling to ensure that all the requirements are met.

General requirements regarding standards for sustainability labelling of fish and shellfish.

The following requirements apply for both wild-caught and farmed fish:

The standard must follow all relevant laws and agreements and comply with the conventions and guidelines of the FAO and the UN:
1982 UN Convention on the Law of the Sea
1995 UN Fish Stocks Agreement
FAO Guidelines for the ecolabelling of fish and fishery products from marine capture fisheries
FAO Guidelines for aquaculture certification
FAO Code of Conduct for Responsible Fisheries
The standard must balance economic and environmental interests. The standard must be drawn up in an open process in which environmental, economic and social stakeholders have been invited to take part. This means that, as a minimum, there must be a public consultation about the standard.
The standard and documents related to the standard must be public.
The standard is evaluated and revised on a regular basis so that the process is developed, and the environmental impact reduced on an ongoing basis.
Nordic Ecolabelling places particular emphasis on the standard having absolute criteria that protect against illegal fishing and depletion of natural biodiversity.

Requirements regarding standards for wild-caught fish and shellfish

The standard must have criteria stating that the fished stocks must not be overfished and that they are to be maintained at a level that promotes the objective of optimal utilisation over the long term.
Assessment of fish stock status and trends and of the impact of the fishing on surrounding ecosystems is to be based on adequate and scientifically relevant data/information.
The standard must require consideration of ecosystems, i.e. assessment of the negative effects of the fishing.
The standard must have criteria aimed at minimising bycatch/discards. This can be fulfilled for instance by conducting a risk assessment.

Requirements regarding farmed fish and shellfish

The standard must contain criteria concerning environmental aspects that ensure sustainable farming, which includes requirements on fishing for feed purposes.
Animal health and welfare.
Food safety.

Requirements on certification systems and certification bodies.
The certification system must be transparent, have major national or international credibility and be able to verify that the requirements of the standard are met.
The certification body must be impartial and trustworthy, i.e. certification must be carried out by an accredited, competent third party.
The certification system must be suitable to verify that the requirements of the standard have been met. The methods used in certification must be replicable and applicable for fishing/farming. Certification must primarily take place in accordance with a specific standard.
Checks must be carried out of the standard of the fishing/farming before the certificate is issued.
The certified fishing/farming must be checked/audited on a regular basis.

Requirement regarding CoC (Chain of Custody) certification

A requirement for CoC may be evaluated if the requirements laid down by authorities require supplementing:

The products must be traceable throughout the production chain with at least the catch zone, trade name (scientific name) and production method (farmed/wild) (ref.: Regulation 104/2000/EC which only applies to non-processed products).
Chain of Custody certification is to be carried out by an accredited competent third party, as is the requirement for certification of the fishing.
The system must set requirements for the CoC chain guaranteeing traceability, documentation and checks throughout the production chain.

Documentation

Copy of standard
Contact information (name, address and telephone number) for the organisation that developed the standard and audit report.
Details of stakeholder representatives who have been invited to participate in the standard development.

Please note that Nordic Ecolabelling may request further documentation to examine whether the requirements of the standard and certification system in question can be approved.

Appendix 5 Requirement concerning standards for renewable raw materials

Guidelines for standard, renewable commodities

Nordic Ecolabelling sets requirements on the standards to which cultivated commodities are certified. These requirements are described below. Each individual national sustainability standard and each certification system is reviewed by Nordic Ecolabelling to ensure that the requirements are fulfilled.

Requirements on standards

- The standard must be based on ISEAL´s Codes of Good Practice for Standard-Setting.
- The standard must balance economic, ecological, and social interests and comply with the Rio Declaration's principles, Agenda 21, and the Forest Principles, and respect relevant international conventions and agreements.
- The standard must contain absolute requirements and promote and contribute towards sustainable cultivation. Nordic Ecolabelling places special emphasis on the standard, including effective requirements, and that the requirements protect biodiversity.
- The standard must be available to the public. The standard must have been developed in an open process in which stakeholders with ecological, economic, and social interests have been invited to participate.

The requirements related to sustainable standards are formulated as process requirements. The basis is that if stakeholders agree on the economic, social, and environmental aspects of the standard, this safeguards an acceptable requirement level.

If a sustainability standard is developed or approved by stakeholders with ecological, economic, and social interests, the standard may maintain an acceptable standard. Accordingly, Nordic Ecolabelling requires that the standard balances these three interests and that representatives from all three areas are invited to participate in the development of the sustainable standard.

The standard must set absolute requirements that must be fulfilled for the certification. This ensures that the agriculture management fulfils an acceptable level regarding the environment. Since Nordic Ecolabelling requires that the standard must promote and contribute towards sustainable cultivation, the standard must be assessed and revised regularly for process improvement and successively reduce environmental impact.

Requirements for a certification system

- The certification system must be open, have significant national or international credibility, and be able to verify that the requirements in the sustainable standard are fulfilled.

Requirements on the certification body

- The certification body must be independent, credible, and capable of verifying that the requirements of the standard have been fulfilled. The certification body must also be able to communicate the results and facilitate the effective implementation of the standard.

The certification system must be designed to verify that the requirements of the standard are fulfilled. The method used for certification must be repeatable and applicable, so that the requirements can be verified. Certification must be in respect to a specific sustainable standard. There must be an inspection prior to certification.

Requirements for Chain of Custody (CoC) certification

- Chain of Custody certification must be issued by an accredited, competent third party.
- The system must stipulate requirements regarding the chain of custody that assure traceability, documentation, and controls throughout the production chain.

Documentation

Copy of cultivation standard, name, address, and telephone number to the organisation that has worked out the standard and audit rapports.

References to persons who represent stakeholders with ecological, economic and social interests who have been invited to participate.

Nordic Ecolabelling may request further documents to examine whether the requirements of the standard and certification system in question can be approved.