

ÖkoEvent Criteria

M means **mandatory criteria**, which must be met, and **K** means **optional criteria**. 50% of the applicable optional criteria must be implemented for the event to be classified as an ÖkoEvent. For classification as an *ÖkoEventPLUS* all of the applicable optional criteria must be met.

Food and Drink	
M1	Provide drinks in reusable bottles and/or from drink dispensers, if that drink is available in this form ¹ .
M2	Provide drinks in reusable containers, such as glasses, mugs or cups ¹ .
M3	Provide meals on reusable crockery with reusable cutlery ¹ . If the use of reusable crockery is not permitted due to security reasons, packaging, containers, crockery and cutlery made from renewable raw materials (e.g. cardboard or wood) must be used.
M4	Drink cans are not allowed. At an ÖkoEvent, drinks may not be served out of cans nor may cans be handed out as sponsored goods.
M5	No single-serve packaging is used when serving coffee, coffee cream, ketchup, mayonnaise, mustard or jams.
M6	The food on offer is labeled and it is easy for guests to see what kind of food it is (e.g. vegetarian, vegan, pork, regionally sourced meat,...)
M7	At least two of the main courses offered are organic/regional/seasonal/fair trade. ²
M8	At least half of the dishes served have to be vegetarian/vegan.

¹ **Note:** This reusable product requirement is mandatory for all events under the Vienna Events Act (“Wiener Veranstaltungsgesetz”) in accordance with the Vienna Events Act 2020 [LGBl. Nr. 53/2020](#). This applies to events 1) with more than 1,000 people and 2) on properties of the City of Vienna [unlimited capacity]. The reusable product requirement applies regardless of whether an ÖkoEvent is being held or not.

² **Note:** Events that use rescued foodstuff and have no influence on the products they use are exempt from this requirement.

M9	At least two of the drinks served have to be organic and/or regional or fair-trade. Coffee and cocoa must always be fair trade. No single-serve packaging may be used for coffee. All fruit juices served must be organic and/or regionally sourced and must be served from reusable containers.
M10	Eggs used come from organic or free-range farming. (Here, eggs mean the use of fresh, whole eggs.)
M11	Foie gras as well as endangered seafood and fish species are not served. (A list of endangered fish and seafood species can be found in the ÖkoKauf Wien recommended list of fish. (Sept. 2022))
M12	Fresh milk, e.g. for coffee, tea and cocoa, must be organic.
M13	Specific measures are being taken to avoid food waste. (e.g. allow stalls to run out of food, provide containers to take away buffet leftovers, take into account the time of day when planning meals, e.g. less salad at evening events, use of non-perishable food items...)
K1	If there is a catering business directly on site, it should be involved if possible. (Short delivery routes, use of existing infrastructure.)
K2	Reusable transport packaging (e.g. the suppliers use reusable portable packaging (plastic, metal, wood) instead of single use boxes).
K3	Fish is served only if it is locally sourced or from sustainable fisheries. (Information about sustainable fisheries can be found on the ÖkoKauf Wien recommended list of fish (Sept. 2022))
K4	Meat and dairy products (cheese, curd, yoghurt, etc.) are only used if they are organically produced or verifiably used an animal-friendly approach. Regionality alone or the AMA seal of approval are not sufficient proof.
K5	Tap water (Viennese mountain spring water) is served.
Waste and Resources	
M14	A waste management plan is mandatory for events that are expected to attract more than 2,000 visitors ³ .
M15	A person has to be appointed who is responsible for on-site waste management. (Even at smaller events, there must be an appointed person.)
M16	Collection containers for the waste that is generated are set up and clearly labeled. (Note: The Vienna Waste Management Act (“Wiener Abfallwirtschaftsgesetz”) stipulates an obligation to collect waste separately, regardless of whether an ÖkoEvent is being held.

³ Note: A waste management plan in accordance with the Vienna Events Act 2020 [LGBI is mandatory for all events that have more than 2,000 participants, regardless of whether the event is classified as an ÖkoEvent. Nr. 53/2020](#). 2,000 refers to the entire duration of the event, summed up over all days (not meant: people present at the same time).

M17	As little waste as possible is generated during the event set-up and dismantling (e.g. through reuse). However any waste that is generated is collected separately.
M18	No active distribution of advertising materials and flyers at the event. (At an ÖkoEvent, advertising materials may not be distributed indiscriminately. It is permitted to provide informational material for people to take for free. Loudspeaker announcements, information boards or imprints on reusable cups, parasols or T-shirts are also a good alternative.)
M19	It is agreed with drinks sponsors that exclusively reusable drinks packaging will be used. (Sponsors must be informed about the organization and specifications of an ÖkoEvent.)
M20	Eco-friendly paper will be used for posters and other announcements (e.g. products listed in the City of Vienna database for ecological paper, eco-labels, etc.)
K6	Waste disposal will be planned ahead of time. (Containers are to be ordered about 6 weeks in advance.)
K7	It is agreed in advance that suppliers, subcontractors, etc. will take packaging material away with them.
K8	The prompt emptying of the collection containers during and after the event will be organized and managed.
K9	No decoration will be used unless it is frequently reused or made from eco-friendly materials.
K10	There will be no giveaways at the event unless they are eco-friendly giveaways.
Mobility	
M21	It is ensured that the event is accessible for people with disabilities and assistance is offered if necessary.
M22	The event is easily accessible by public transport, or a shuttle service is set up if necessary.
K11	Sufficient bicycle parking spaces are provided. (Bicycle racks can be put up for safe storage.)
K12	If necessary, a guidance system will be set up on site to and from the bicycle parking spaces and public transport.
K13	At outdoor events, care is taken to protect the soil.
Energy and Water	
M23	Electricity will be obtained from the public grid at the venue if it is available and within reasonable effort.

M24	If electricity cannot be obtained from the public grid or cannot be obtained in sufficient quantities, then only the amount of power that cannot be obtained from the grid may be generated via generators ⁴ .
M25	No heaters (e.g. patio heaters, radiators) are used outdoors. (With the exception of indoor hut heating at winter events.)
K14	Measures will be taken to reduce energy consumption (e.g. energy-efficient appliances and lighting; devices are only switched on when they are needed; use of daylight, etc.).
K15	Sufficient water and sewage connections at the venue will be ensured in advance (e.g. for dishwashers, portable toilets, drinking water fountains, etc.).
Communication	
M26	Visitors are informed in advance that the event is organized as an ÖkoEvent. The event will be advertised locally as an ÖkoEvent, e.g. with beach flags, banners, roll-ups, table stands, screens or with a presenter, etc. (The ÖkoEvent advice center provides advertising material for the event.)
M27	Those involved in putting on the event (subcontractors, employees) will be informed in advance about the ÖkoEvent requirements and instructed if necessary. (Experience has shown that it is necessary to instruct the participants precisely about the requirements of ÖkoEvent.)
M28	The event announcement provides information about how to get there by public transport, shuttle services and bicycles (cycle paths and bicycle parking facilities).
K16	Reusable name badges will be collected after the event. (A box is provided for this purpose.)
K17	Documents and handouts will be provided in a digital form or, if necessary, printed on both sides.

⁴ The power range of the emergency power system corresponds to the expected usage. Note: Fuel-powered generator sets must be serviced according to the manufacturer's instructions, but at least once a year. Emergency power systems may only be used if they are in perfect condition in respect to air pollution standards.