

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 Table 1 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