



Sustainable Procurement Policy

1. PURPOSE

To ensure that all goods and services procured align with HOTT3D's commitment to circular design, waste reduction, and the principles of Net Zero Carbon Events and Better Stands.

This approach strengthens our position as a leader in sustainable exhibitions and supports the transition to a circular economy, meeting the growing demand for environmentally responsible events.

2. SCOPE

These guidelines apply to all procurement of:

- Exhibition stand materials
- Modular systems and components
- Furniture and décor
- AV and technical equipment
- Flooring and structural elements
- Factory and office supplies
- Subcontracted service

3. CORE PRINCIPLES

Procurement decisions must prioritise:

- **Reuse over single-use**
 - Preference for modular, reconfigurable, and rental systems.
 - Avoid materials intended for single use.

- **Circular economy alignment**

- Products designed for durability, repair, reuse, and recycling.
- Preference for take-back schemes or supplier recovery programmes.

- **Low environmental impact materials**

- Recyclable or recycled-content materials.
- FSC-certified timber where timber is required.
- Water-based, non-toxic, low-VOC paints and finishes.
- Avoidance of bonded composite materials that cannot be separated.

- **Energy-efficient equipment**

- LED lighting only.
- Energy-efficient AV and electrical systems.

- **Reduced packaging**

- Preference for minimal, recyclable, or reusable packaging.
- Suppliers are encouraged to eliminate unnecessary plastic packaging.
- Preference for take-back schemes or supplier recovery programmes.

4. SUPPLIER SELECTION CRITERIA

When appointing suppliers, the following must be assessed:

- Request whether they have a sustainability policy and whether it is implemented in practice – request evidence
- Request evidence of environmental certifications (where applicable)
- If the products have any certification, request proof
- Demonstrated circular economy and waste management practices
- Ability to provide modular or reusable solutions
- Transparency regarding material composition
- Commitment to continuous improvement
- Consider good business practice, such as Tax Clearances and COIDA Certificates

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- Consider how to support ethical labour practices, ensuring the fair treatment of workers across the supply chain

Sustainability performance forms part of the overall supplier evaluation.

5. CONTRACTUAL REQUIREMENTS

All supplier contracts and RFQs should include:

- Commitment to implement sustainability principles
- Commitment to provide reusable/modular systems where feasible
- Disclosure of environmental attributes of products (with evidence)
- Agreement to support waste reduction and recovery

6. PERFORMANCE MONITORING

- Regular review of supplier sustainability performance
- Annual review of the preferred supplier list
- Tracking of reusable asset procurement versus single-use materials
- Continuous improvement discussions with key suppliers

7. CONTINUOUS IMPROVEMENT

- Periodically review these guidelines to reflect regulatory changes, industry best practices, and evolving Better Stands and NZCE requirements.
- Engage with suppliers and industry bodies to stay informed.
- Encourage innovation in sustainable practices across our supply chain.

8. ROLES AND RESPONSIBILITIES

- **Procurement Lead:** Ensure guidelines are applied during sourcing and contracting.
- **Green Team:** Provide oversight and monitor compliance.
- **Project Managers:** Confirm sustainable procurement decisions at the project level.

9. COMMUNICATION AND IMPLEMENTATION

HOTT3D will ensure the policy is effectively communicated and implemented.

Steps include:

- Distribute the policy to all stakeholders via email.
- Remain available for discussion with all stakeholders. Can we assist you in your own sustainability efforts?
- Our policies will be available on our website: www.hott.co.za
- Train procurement teams on the policy and sustainable practices.

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Signature



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