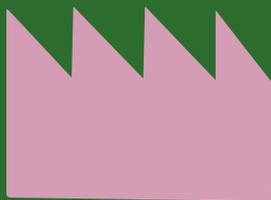


Organizing a responsible
event at

MOTOCO



Events are ephemeral moments of sharing, carriers of values, creators of social connections, and supporters of the local economy.

However, whether through CO₂ emissions linked to waste production, transport, or energy consumption, events still generate social and environmental impacts that are too negative.

Aware of these challenges and in order to strengthen its commitment alongside the organizers it hosts, Motoco offers a practical and concrete tool for responsible event planning, as well as support in implementing responsible events at Motoco.

Waste sorting and reduction



Essential actions

- Organize selective sorting using dedicated bins placed at the heart of the event. Arrange for regular waste collection during the event and ensure waste is deposited in the appropriate containers:** brown bin for household waste, yellow bin for paper, cardboard, and plastics, and glass containers for glass
- Eliminate disposable plastic tableware**
- Provide ashtrays outdoors and raise awareness about their use.** If necessary, regularly collect cigarette butts thrown on the ground during the event
- Organize the collection of hazardous waste (oils, batteries, light bulbs, etc.) and dispose of them at a recycling center or at a designated external collection point**
- Arrange for the removal of bulky waste after the event (pallets, polystyrene, etc.)**
- Remove all indoor and outdoor signage after the event**

Recommended actions

Waste collection and sorting

- Install signage** encouraging participants to sort their waste using the bins and other collection systems provided, in order to prevent littering within the event space
- Organize the collection of reusable items at the end of the event**
- Compost meal leftovers and/or food preparation scraps**
- Negotiate with suppliers to take back packaging during deliveries**
- Disassemble decorative elements so that reusable materials can be reintegrated into a reuse circuit (Art et la Matière), and sort the rest into the appropriate waste containers.**

Waste prevention

- Favor reuse, upcycling, or second-hand items for decoration.**
- Reduce the use of single-use packaging and/or pods**
- Provide access to drinking water in order to limit plastic bottles, and encourage its use through reusable carafes, glasses, water bottles, or eco-cups**
- Use durable decorative materials and leisure accessories:** no balloon releases (latex, helium, etc.) or plastic confetti; favor water-based paint; and prefer magnetic fastenings over tape whenever possible, among other practices

Water and energy savings



Essential actions

- Optimize natural energy by using natural ventilation and daylight as much as possible
- Keep windows and side doors closed when the heating is on, and limit the time doors remain open during loading and unloading
- Turn off lights and unplug electrical devices as soon as they are no longer needed
- Do not pour grease or solid materials into wastewater systems

Recommended actions

Energy

- Limit the indoor temperature to 19°C in winter
- Use energy-efficient systems for lighting, activities, and catering: LEDs, low-energy lamps, more efficient heating, etc
- Reduce the impact of communication materials (avoid large blocks of color, favor digital formats, etc.)

Water

- Replace bottled water with water fountains, refillable water dispensers, and/or carafes
- If installing outdoor toilets, favor dry toilets or hybrid toilets instead of chemical toilets
- Encourage the public, service providers, and participants to use water responsibly
- Use eco-labeled cleaning products for site restoration, maintenance, and cleaning (housekeeping, dishwashing, etc.)
- Favor the use of a glass washer when operating a bar

Sustainable catering



Essential actions

- Eliminate disposable plastic tableware and favor locally available furniture and tableware
- Limit the use of tablecloths, napkins, glasses, and single-use tableware, and reduce individual packaging
- Favor the sale of local, seasonal products from organic farming or fair trade
- Reduce bread waste

Recommended actions

- Avoid industrial sodas; favor natural wines and locally produced sodas and beers
- Donate remaining edible products (unopened and with no break in the cold chain) to associations for redistribution.
- Favor drink containers in liter sizes and returnable formats over individual cans and plastic bottles
- Throughout the event, encourage people to reduce the number of glasses used per person
- Decorate buffets and tables with durable accessories and local flowers

Transport



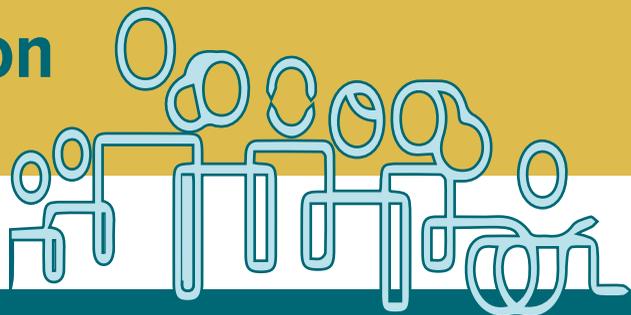
Essential actions

- Favor local suppliers for equipment, goods, decorations, catering, and other needs in order to reduce travel
- Encourage the pooling of goods transportation
- Implement targeted communication to encourage the public to use sustainable and shared transportation: provide access information to the site, highlight possible benefits (reduced fares, etc.), and ensure proper signage
- Facilitate the use of public and sustainable transport for the audience: set up a free shuttle service to access the event site, increase bicycle parking capacity, and provide information about nearby parking areas, etc.

Recommended actions

- Favor hybrid or electric vehicles, or bicycles, for event setup and dismantling, deliveries, and couriers
- Reward participants who use sustainable transport, public transportation, or carpooling

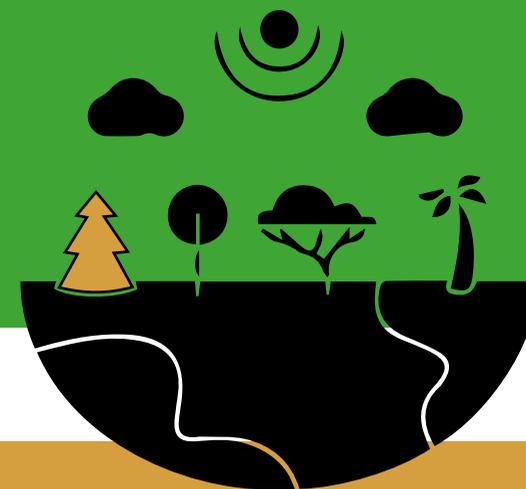
Fight against discrimination



Essential actions

- Ensure that parking spaces reserved for people with reduced mobility are respected
- Provide a bar accessible to people with reduced mobility
- Provide catering that meets the main dietary requirements (vegetarian, gluten-free, etc.)
- Ensure that side access ramps remain clear and unobstructed
- Raise awareness among reception staff and, if necessary, provide a dedicated person or team to welcome people with disabilities, clearly identifiable to all

Biodiversité



Essential actions

- Provide enough trash bins and ashtrays outdoors
- Favor manual collection or sweeping rather than using blowers to recover cigarette butts and small litter thrown on the ground
- Mark outdoor areas to prevent trampling of green spaces
- If decorations are attached to trees, do not nail into them or cut branches
- Do not throw anything into the body of water
- Do not light fires directly on the ground (barbecues, etc.)

Recommended actions

- Favor local, French, and organic species for floral decoration
- Adapt the decoration to the existing natural environment, not the other way around: do not pull up grass and plants, and do not cut branches from trees or shrubs
- Limit the volume of outdoor music

Health / Safety



Essential actions

- Provide appropriate prevention equipment for the event (breathalyzers, earplugs, etc.)
- If alcohol is sold, provide free access to water and encourage the sale of non-alcoholic drinks (incentive pricing, etc.)
- Indicate allergen components in the catering offer
- Do not remove fire extinguishers and train the organizing team in their use
- Keep emergency exits clear and accessible, and do not disconnect safety lighting
- Use only M1 and M2 fire-retardant materials
- Secure carpets to prevent falls
- Ensure that toilet supplies are available throughout the event
- Secure all electrical cable routes and connections

Recommended actions

Health

- Set up a team dedicated to promoting prevention messages (risks related to excessive alcohol consumption, hearing risks, etc.).
- Provide cleaning of the restrooms during the event
- Maintain the cold chain and restock buffets progressively as food is consumed
- Identify the doctors and first responders present during the event

Safety

- Provide measures to ensure safe journeys home for nighttime events (shuttle service, designated driver, carpooling, etc.).
- Provide one or more security officers and SIAAP staff
- Organize parking and ensure safe vehicle departures
- Set up a mobile team of volunteers to ensure the rules are respected on site
- Assign a stage manager responsible for ensuring compliance with safety regulations

Communication Awareness



Essential actions

- Favor online communication (websites, blogs, social media) and SMS to share maps, newsletters, information, etc
- Use eco-designed and reusable signage
- Install any posters or signs without damaging their supports (walls, trees, barriers, etc.), and remove them after the event
- Inform and/or train the event's technical team and decision-makers on all rules and responsible commitments
- Include environmental criteria in service provision

Recommended actions

- Set up an online ticketing system with digital tickets readable on all types of mobile phones
- Do not distribute flyers in order to avoid littering on and around the event site
- Limit posters and do not display them on street furniture or building facades

We commit ->

ECO-RESPONSIBLE COMMITMENT at motoco

Event name:

Dates:

Organization:

Contact person:

Engagement:

Level 1: Up to 30% of the charter's additional actions implemented.

Level 2: Between 31% and 59% of the charter's additional actions implemented.

Level 3: Between 60% and 79% of the charter's additional actions implemented.

Level 4: From 80% of the charter's additional actions implemented.

Bonus: We will carry out a carbon footprint assessment of the event, or we commit to the international ISO 20121 standard (sustainable event management).

Date: /..... /.....

Signature and stamp of the organizer: