



GREEN BEST PRACTICES CHECK LIST FOR EXHIBITORS

- Minimize packaging materials. Use environmentally responsible materials such as recyclable, biodegradable, or reuse.
- Limit materials and collateral by:
 - Bring only what is anticipated for attendees
 - Offer to send material upon request
 - Offer to give information as PDA downloads
 - Avoid dated material
- If you have give-a-ways, focus on those that are useful and made of responsible materials. Give-a-ways should never be made from endangered or threatened species or materials.
- Use electronic scanners to gain attendee information instead of paper forms.
- Print all materials on post consumer content paper using soy or vegetable inks.
- Reuse signs and banners and produce on recycled materials or donate.
- Use local vendors when possible to reduce transportation impact and contribute to local economy.
- Incorporate renewable materials such as bamboo into booth design and use LED or energy efficient lighting.
- Publish exhibit kit online.
- Include facility recycling information in exhibitor kit. Educate and encourage exhibitors to participate in recycling programs.
- Ask the General Services Contractor to use environmentally friendly booth and carpet options as well as recycling bins as basic booth set.
- Require facilities to reduce lighting and HVAC during move-in/move-out.
- Encourage the use of marshalling yards for shipping companies and ask that idling time restrictions be enforced to improve air quality.
- Donate left over materials and supplies at the end of the show. Create space on the show floor for recyclable materials to be dropped off.
- Create "Green Exhibitor" incentive and recognition programs.