

# SUSTAINABILITY GUIDELINES

## EXHIBITOR AND DECORATOR GUIDE TO REDUCING WASTE

We strive to send as little material as possible to the landfill through recycling, composting and donating left over goods.

### WHAT YOU CAN DO

#### 1 REDUCE WASTE

- Use the facility recycling receptacles during move in/out and run of the show.
- Use only products that are recyclable at OCC.
- Minimize packaging.
- Bring only what is anticipated for attendees.
- Provide information on a reusable flash drive or through a QR code.

#### 2 SMART EXHIBIT DISPLAY DESIGN

- Create signs and banners that are reusable or that can be recycled.
- Print handouts on post consumer recycled content paper using soy or vegetable based inks.
- Use energy efficient lighting for displays.
- Turn off booth lighting, monitors, and electronic equipment overnight.

#### TRANSPORTATION CONSIDERATIONS

#### 3

- Use local vendors when possible to reduce transportation impact.
- Use local public transportation, walk or bike when possible. Visit the transit system website at [trimet.org](http://trimet.org).
- Purchase offsets for the environmental footprint from shipping, travel and lodging. Ask us for resources.



## RECYCLING RESULTS

Each year we recycle, compost, and donate over 500,000 pounds of material instead of putting it in a landfill.

## SORTING GUIDE

You may sort and recycle your event material into the following category containers:

- Corrugated Cardboard/Cardboard Tubes
- Film Plastic/Shrink Wrap/Bubble Wrap/Plastic Bags/Sheet Plastic (Must be clean and dry. No strapping, paper, or food scraps)
- Styrofoam Peanuts
- Vinyl Tablecloths (no banners)
- Lumber/Plywood/Particle Board/Scraps
- Scrap Metal
- Concrete/Brick/Porcelain/Pavers/Asphalt
- Plants/Trees/Soil/Mulch/Flowers
- Food Scraps (Includes meat, bones, dairy)
- Plastic Beverage Bottles/Soda Cans/Paper/Newspapers (Must Be Clean)
- Glass Bottles/Jars (Must Be Clean)