

## Natural Products Expo West, in conjunction with the Anaheim Convention Center and GES, will be coordinating donation services at NPEW 2018.

<u>Why donate:</u> By donating your extra exhibit material we can work together to prevent goods from going to waste, or entering landfills. Goods donated will be picked up by various local non-profit organizations.

## Guidelines:

**Packing**: To ensure that all donation-collection companies are able to transport the contributed goods, all items must be packaged and ready for pick up before you leave the building on March 11, 2018. All items must be labeled.

**Labels**: "Donation" stickers are available at the GES ServiCenter on-site. All items left on the exhibit hall floor must be clearly labeled.

**Labor**: If you require labor to package your donated goods, please complete the Labor Order Form and submit to GES.

**Materials**: Please ensure all donated items are in good condition. Any damaged or incomplete items will be disposed of at the exhibitor's expense.

The items being collected for donation include, but are not limited to:

Building Materials Roofing Materials Hard Flooring Carpet Rolls/Carpet Tiles

Fabric Furniture Lumber Glas

Empty Boxes/Crates Office Supplies Books/Magazines Decor and Accessories

The following items will **not** be collected for donation:

- Partial items (example: a portion of a flooring display)
- Marketing materials and/or brochures (these will be recycled if possible)
- · Damaged or cracked materials

SIGNATURE:

## **DONATION SUBMISSION FORM**

If you have any questions about items intended for donation, please contact us at: sustainability@newhope.com

If your company is interested in participating in this year's Donation Program, please submit this form to sustainability@newhope.com. In the event you have additional materials to donate once at show site, please visit the GES ServiCenter to fill out an updated form and call Lindsay Arell at 303.681.1768.

Company Name:	Booth Number:
OnSite Booth Representative:	Contact Number:
Materials Anticipated for Donation:	
By signing below I hereby agree that the goods I submit for donation properly packed and labeled by March 11, 2018.	fall within the listed guidelines and will be

PRINT NAME: DATE: