

## EXHIBITOR GREENING TIPS

Solar Power PV Conference & Expo is committed to environmental stewardship in all facets of our event planning. Our commitment to waste reduction, recycling, the use of environmentally friendly products and renewable resources are at the forefront of thought when planning and executing projects related to our event.

Exhibitors are encouraged to proactively participate and support our commitment by following these Best Practices suggestions.

### **Exhibitor Display/On Show Site**

- Develop reusable rather than disposable booth displays or rent a modular display from the official show decorator
- Design booths with environmentally responsible materials and incorporate indoor air quality principles
- Use energy efficient lighting
- Turn off lights and electronic equipment when not in use
- Make use of recycling facilities provided by at The Westin Boston Waterfront

### **Promotional Materials**

- When printing promotional materials, minimize paper handouts and use double-sided printing,
- When possible choose certified chlorine-free paper (PCF coded) which meet the EPA standards for post-consumer waste recycled content and come from Forest Stewardship Council (FSC) certified forests
- Use vegetable or soy-based inks wherever possible
- Avoid printing dates on materials so they can be reused
- Bring only what you need and either ship or recycle leftover collateral or print copies only “as needed” on site
- Give attendees the option of receiving exhibitor information electronically by offering USB flash drives or provide online downloads
- Use electronic card scans for capturing attendees’ profiles

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(Continued)

## **Give-a-ways**

- Consider reusable items or items made from recycled or biodegradable materials
- Be sensitive when selecting giveaway products, try and use recycled products that are not a threat to endangered species
- Avoid over-packaging give-a-ways
- Order items in bulk to reduce packaging and shipping

## **Packing and Freight**

- Use reusable packaging material (wood or recycled plastic crates) for transporting booth structure and supplies
- Use recyclable, biodegradable shipping and packing materials
- Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and tear-down
- Minimize packaging materials
- Reduce the environmental impact of transportation costs by having collateral printed locally in event area, or have your printer contact [carbonfund.org](http://carbonfund.org) to offset carbon emissions from shipping

**HERE IS ANOTHER SOURCE OF INFORMATION TO HELP YOU GO GREENER**

**EPA's Greening Your Meeting Guidelines:**  
<http://www.epa.gov/epp/pubs/meet/greenmeetings.htm>