



New Hope Network™ Sustainability Program

Natural Products Expo East, in conjunction with the Baltimore Convention Center and GES, will be coordinating donation services at NPEE 2017.

Why donate: 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 September 16, 2017.** 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	Glass
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

DONATION SUBMISSION FORM

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

If your company is interested in participating in this year's Donation Program, please submit this form to sustainability@newhope.com by September 16, 2017. 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 fall within the listed guidelines and will be properly packed and labeled by September 16, 2017.

SIGNATURE: _____ PRINT NAME: _____ DATE: _____