

TIPS for a sustainable conference.

Vendors

Please consider the following eco-friendly actions when preparing for trade shows, events and conferences:

1. Reduce, wherever possible, the amount of printed collateral you take for distribution at trade shows, events and conferences. Opt for a more "digital" experience using scannable QR codes, memory sticks, etc.
2. If you absolutely must have printed collateral:
 - a. Use vegetable-based inks on FSC certified 100% post-consumer, chlorine- and acid-free recycled paper
 - b. Print on both sides of the paper
 - c. Make printed collateral and other display materials reusable by leaving out the date/location/theme of the event where possible
3. Single-use posters should be made of recyclable materials such as carboard or bioboard
4. Make use of recycling and composting bins located on the show/event floor to adequately separate and effectively collect the recyclable materials from the event
5. If you can't avoid unconventional waste, inform the appropriate convention center staff or conference event office so they can properly dispose of the materials
6. Opt to use local suppliers to help reduce the greenhouse gas emissions by cutting the distance people and merchandise have to travel to your event
7. Keep in mind the 4Rs (reduce, reuse, recycle and reclaim) when choosing promotional materials, decorative elements, promotional items and gifts
 - a. Choose decorative elements that can be rented, reused, recycled or given away at the end of the event
 - b. Reduce the number of items distributed to participants
 - c. Choose eco-friendly swag such as reusable mugs, glass water-bottles, cotton t-shirts, reusable tote bags, and locally produced items
8. Signs and displays should incorporate indoor air quality principles and be made with environmentally-responsible materials including the use of energy efficiency lighting if applicable
9. Reduce the environmental impact resulting from transportation while supporting the regional economy
 - a. Minimize transportation to and from the show site
 - b. If you are renting a vehicle, choose an electric option or hybrid
 - c. Carpool with other conference exhibitors and attendees
 - d. Get around safely and sustainably by utilizing public transit
 - e. Rent micro-mobility transportation options such as electric bicycles or scooters

Conference attendees

Please consider the following ways in which you can help us have an eco-friendlier event:

1. Make use of recycling and composting bins located on the show floor to adequately separate and effectively dispose of unwanted event materials
2. Bring your phone, laptop, tablet or even a recycled-paper note pad to take notes and reduce the number of materials you collect from exhibitors
3. Bring a reusable water bottle
4. Reduce the environmental impact resulting from transportation while supporting the regional economy.
 - a. Minimize transportation to and from the show site
 - b. If you are renting a vehicle, choose an electric option, or hybrid
 - c. Given the convention centre's central location, walking to and from is a great way to reduce emissions and stay active
 - d. Carpool with other conference exhibitors and attendees
 - e. Get around safely and sustainably by utilizing public transit
 - f. Rent micro-mobility transportation options such as electric bicycles or scooters

