

*Sample language provided as a guide not intended to be construed as legal advice or documentation.*

SHOW MANAGEMENT is committed to conducting an environmentally responsible meeting. EXHIBITOR agrees to support that goal through environmentally responsible procedures and practices of its services and its employees, vendors, and contractors. EXHIBITOR agrees to work collaboratively with SHOW MANAGEMENT for the duration of this contract to improve the overall environmental performance of the EXHIBITOR. Similarly, EXHIBITOR agrees to support the commitment internally by engaging and educating all departments of the EXHIBITOR services of this special commitment.

EXHIBITOR will implement the following procedures and practices during the conference.

- Recycling Participation – Exhibitors will participate in the facility's recycling efforts by ensuring they recycle cardboard, freight boxes and plastic wrappings and other recyclable items during move in and move out.
- Minimize Packaging Materials – Exhibitors will make a conscious effort to minimize packing materials.
- Environmentally Responsible Packing Materials – Recyclable, biodegradable shipping and packing materials or environmentally responsible alternatives are to be used.
- Avoid Large Quantities of Collateral – Bring samples or small amounts of materials and offer to send information upon request. Avoid dated material.
- Printed Materials – Printed materials must be soy/vegetable-based ink and post-consumer, recycled paper (minimum 30%).
- Environmentally Responsible Giveaways – Giveaways should be made of recycled, responsibly grown natural fiber, non-toxic, biodegradable and that are useful, not merely promotional in nature. Any food (candy, etc) should be sustainably grown, processed and packaged.
- Gift Items Made from Endangered or Threatened Species – These items are NOT allowed.
- Design and Displays – Both should incorporate indoor air quality principals and be made with environmentally responsible materials include energy efficient lighting if applicable.
- Signage – Must be reusable, made of recycled materials or donated.
- Transportation – Reduce the environmental impact resulting from transportation while supporting regional economy. Partner with local contractor, manage and use local labor. Minimize transportation to and from show site. Use biodiesel fueled or alternative fuel trucks. Offset transportation emissions with carbon offset program.
- Staff Training – Staff will be trained to assist facility with properly disposing of recyclable materials and other waste. Personnel will be informed about the environmentally responsible practices to be implemented during this show.
- Donations – An area will be provided to collect any materials that are eligible for donation.

EXHIBITOR shall permit SHOW MANAGEMENT, SHOW MANAGEMENT'S agent, or an independent third party access to EXHIBITOR services/products as necessary to monitor and report on all the terms of this Environmentally Responsible Meeting clause including procedures, practices and performance.



## MeetGreen<sup>SM</sup> Contract Language – Exhibitor

To be included in the final case study produced following the show, please provide the following specific documentation, due within 30 days of the event:

- Detailed specifics on types of materials used in each category listed above
- Type and amount of items donated

