

EXHIBITOR SUSTAINABILITY CHECKLIST



We aim for our event to be run in an environmentally and socially responsible way while seeking to inspire sustainable development in our industry. We do this not only because most of our attendees tell us that they care that our event is run responsibly but because it is the right thing to do for our customers, colleagues, and the communities we serve.

We encourage you to join our sustainability efforts by completing the 10-point checklist enclosed in this document. Working together, we can make the event more memorable, meet our audience's expectations and reduce wasted time, resources, and costs.

10 THINGS TO REMEMBER

- 1.** Ensure your booth is designed so that its structure will be used again by either yourself or by your contractors.
- 2.** For your travel and transport choose the most sustainable option possible for your journey to and from the event. Consolidate your shipments and use logistic companies that have sustainability credentials.
- 3.** Select energy efficient, LED lighting and other equipment for your booth and be sure to power down your equipment at the end of the day.
- 4.** Reduce paper handouts by going digital and source recycled, sustainability certified paper options where printing is needed.
- 5.** When purchasing promotional items, consider the amount you order, the environmental credentials of the materials they are made from, as well as whether they are useful giveaways that will be used long after the event is over.
- 6.** Help to support the sustainability of the local area by using local suppliers and considering the sustainability credentials of the hotels you book.
- 7.** Think about what waste your booth will create and try to minimize it as much as possible. For the unavoidable waste items, try to ensure it will be recycled. Key items to consider include signage, carpeting and packaging waste.
- 8.** Get involved with the numerous initiatives and conversations throughout the event which aim to help facilitate and inspire the sustainable development of your industry.
- 9.** Inspire the sustainable development of your industry by promoting your company's and your products' sustainability credentials.
- 10.** Ensure you and your contractor are aware of and compliant with all health, safety and security requirements.