

A photograph of a woman with curly hair, smiling and looking up towards the sun. The background is a blurred green park with trees. The sun is bright, creating a lens flare effect.

OREGON

Oregon
Convention
Center

SPARK.

EVENT PLANNER
Sustainability Communication Kit
2018-2019



WELCOME!

Thank you for taking the time to look through this information! This kit was created to help your event reach the sustainability goals set by both your organization and ours. Our hope is that the OCC will collaborate with you to help keep Oregon's air, land, and water as clean as possible, and also to provide a net positive experience for our local community. In doing so, we will be partnering to design and execute a successful event!

These documents were not designed to be ALL used by any one client. Please utilize the resources that make the most sense for your event, make adjustments as you see fit, and reach out with any questions, suggestions, or concerns.

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WASTE DIVERSION POLICY

POLICY BACKGROUND

The Oregon Convention Center aims to be the most sustainable Convention Center in the world — and the first choice as a venue for green meetings. We want to weave environmentally and socially responsible actions into the fabric of our organization. So together, our administration, staff, and partners have worked to earn a LEED Platinum® designation, the highest level of certification from the U.S. Green Building Council's®. Additionally, we are the first venue in the world to have earned the highest level of the APEX/ASTM green meeting standard. This certification, verified by the Green Meeting Industry Council (GMIC), gives us a roadmap for planning sustainable events, helping vendors and guests practice green habits, and working with our community to support the environment. To maintain our certifications, we constantly track our results and continuously seek opportunities to contribute to the fields of sustainability and event management.

In order to achieve this goal, we need to ensure that we promote sustainable practices in all aspects of our organization and effectively manage the materials that are brought into, and disposed at, the OCC. The OCC has a long term goal of reaching at least an 80% diversion rate, and this can only be achieved if we ensure that the material brought into the building can be recycled, donated, or taken back by the company that produced it. We also have to ensure that clients and decorators leave the facility in the manner that requires only routine cleaning and maintenance. Our partnerships are essential to this success and we look forward to continuing to develop innovative solutions in this field.

POLICY PURPOSE

The purpose of this policy is to reduce the amount of waste (e.g. material that cannot be recycled, composted, donated, or reused by the company that produced it) brought in and left behind at the Oregon Convention Center. In support of this goal, OCC has determined that it must partner with stakeholders to change its approach to waste management. OCC has developed this policy to further encourage innovation, waste minimization, and re-use. Along with a waste diversion deposit OCC, will prohibit certain materials in the building and the full deposit will be forfeited if materials are left in the building that cannot be recycled, composted, or donated. The deposit will fund the additional labor required by OCC to sort materials and pay disposal fees.

POLICY REQUIREMENTS

A waste diversion deposit is required for contracted events 30,000sq. ft. or above in the exhibit halls. Please reference the facility and services rate sheet for the current deposit structure. The deposit is structured for the contracted event to be in total compliance or in non-compliance, there will be no partial credit given. 100% of the deposit may be credited to the master bill once licensee complies to the below requirements.

1. Licensee will not bring in any of the following prohibited Items:

- Foam-core signage
- Any signage that cannot be recycled or reused, excluding decals or window clings
- Helium balloons
- Plastic bags used for purchases, and plastic conference bags provided to collect show items
- Any hazardous substance, or item containing a hazardous substance

2. The following items are allowed in the building, however, Licensee shall not leave any of the following at OCC upon the termination of their event:

- Vinyl banners
- Electronics, furniture, or equipment
- Carpet, carpet scraps, or carpet padding
- Items that are unable to be donated, such as plaques or trophies
- Pallets

3. Licensee MUST ensure that all of the following recyclable items generated by the Licensee be placed into proper receptacles:

- Styrofoam
- Cardboard boxes and signs
- Construction debris
- Food donations
- Food scraps
- Glass containers
- Kitchen grease
- Paper
- Plastic film and shrink rap
- Plastic containers, pots, and buckets
- Metal containers
- Scrap metal
- Vinyl tablecloths
- Wood
- Plants, trees, and yard debris*

*Pre-approval required and additional fees may apply

OCC provides recycling containers for exhibitors, decorators and attendees that include separate streams for recyclable, compostable and landfill materials. As stated above, Licensee is responsible for the placement of all of these items in clearly marked designated stations on the show floor. Post event, if OCC discovers items in show booths, aisles, or any contracted space, Licensee will forfeit its deposit. Licensee is not responsible for any materials that are generated by the Oregon Convention Center, nor will it be evaluated by the waste or recycled material the Center produces.

4. Licensee must leave exhibit hall show floor in a broom swept condition upon completion of event.

5. Items for donation

- Preapproval of a plan for donation is required to ensure the material or items can be donated. The plan must be provided in writing (via email); details of the material (type/quantity) must be sent to the event manager as well as who will be picking up the items and when the pickup will take place. Without preapproval, Licensee may lose its deposit for failure to comply with this policy.
- Any items left behind will become property of OCC and OCC will, at its sole discretion, determine the best method to manage the material, in accordance with applicable Oregon law. This may cause a loss of Licensee's deposit.
- Any perishable food items left by exhibitors will become property of OCC one hour after the close of the show.

The Oregon Convention Center is requiring 100% compliance with this policy in order to receive a credit towards the master bill. This means that:

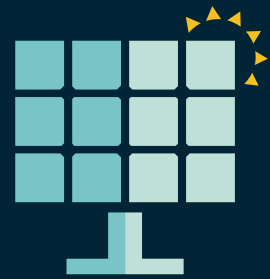
- Prohibited items must not enter the facility
- Allowed items that are not recyclable or compostable must be taken away
- Allowed items that are recyclable or compostable must be properly placed in recycle stations
- Exhibit hall show floor must be left in a broom swept condition.
- Donations must be pre-approved and removal arranged in advance

When the Licensee complies with the Waste Diversion Policy, a credit will be included in the master bill and a Green Partner Seal will be allocated to licensee in recognition of licensee's participation in the program. Licensee hereby agrees to the terms of this Waste Diversion Policy and understands that failure to comply will result in loss of entire deposit.



usable
goods given
to re-use
organizations

9,800



THE
LARGEST

non-power plant solar array in the
state of Oregon

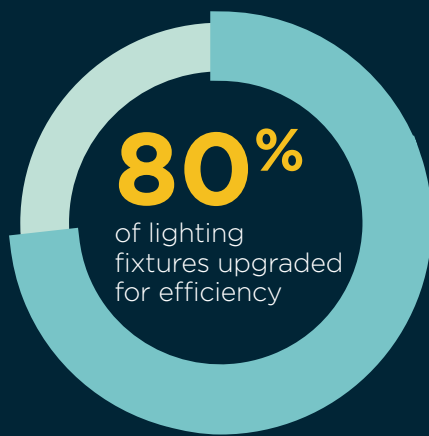
25%

of the
facility's
electricity
produced
by solar
power



4

charging stations
for electric
vehicles



1,221,180

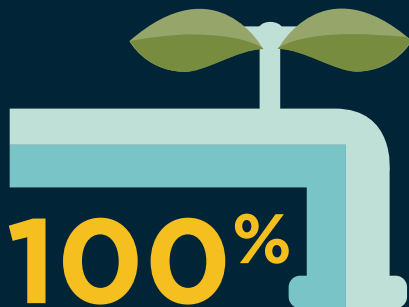
gallons of estimated
water saved annually



2014



first achieved
LEED Platinum
certification



100%

bathroom fixtures
upgraded for water
efficiency

40,660+



pounds of food
donated to
local nonprofits
in 2017

SUSTAINABILITY GUIDELINES

By choosing to host your event at OCC, you're reducing the environmental impact of your event. As a **certified LEED® Platinum building**, many green event components are built into our daily operations, such as event recycling and composting, water and energy efficiency upgrades, and purchasing local food for our catering and concessions.

We ask your assistance in our efforts by complying with the following steps for sustainability success:

1

DESIGN YOUR SIGNAGE TO BE REUSABLE OR RECYCLABLE

Choose signs made from paper products that can be recycled.

2

KNOW WHAT'S RECYCLABLE AT OCC

Recycling varies from city to city and business to business. **Review what we can recycle at our facility** and purchase products that we can recycle and encourage your exhibitors to do the same.

3

COMMUNICATE WITH EXHIBITORS AND DECORATORS

Exhibitors and decorators can be some of your biggest allies in waste reduction. Ask us for tips on how to communicate your efforts to staff, sponsors and attendees – **a great PR opportunity!**

4

GAME PLAN WITH THE SUSTAINABILITY COORDINATOR

Reach out to our resident expert with questions about materials choices, communication opportunities, and recycling streams.

5

DONATE LEFT OVER MATERIALS

We are often able to donate leftover goods and materials to local community organizations. This could include decorations, giveaways, bags, office supplies, construction materials, unused food and more. Let us know if you anticipate any leftover goods and we'll happily coordinate for you.



MATERIAL STREAMS AT OCC

RECYCLABLE

- Aluminum Cans
- Glass Bottles and Jars
- Clean Paper (Brochures, Programs, Fliers, etc.)
- Cardboard Boxes
- Cardboard Signage
- Plastic Shrink Wrap, Sheet Plastic, Bubble Wrap
- Plastic Bottles and Containers
- Plastic Plant Pots
- Styrofoam Peanuts (must be bagged)
- Vinyl Tablecloths
- Wood Pallets*
- Lumber or Other Wood Scraps*
- Scrap Metal
- Grease*

COMPOSTABLE

- Yard Debris*
- Food Scraps/Donations
- Donateable Goods (Books, T-Shirts, Office Supplies, Trinkets, Décor, Potted Plants, Bags, Craft Materials, Garden Supplies, Etc.)
- Donateable Food (Dry Goods, Prepared Foods, Perishable Food, Frozen Food, Pet Food)
- Donateable Name Badges
- Donateable Yard/Garden Items

DONATEABLE

- Plastic Food Serviceware
- Plastic Beverage Cups
- Plastic Utensils
- Food Packaging

LANDFILL

- Vinyl Banners
- Foam Core Signage

** Additional charges may apply to handle this material.*



QUICK READ FOR EXHIBITORS

PROHIBITED ITEMS

- Plastic bags
- Foam core signage
- Helium balloons

ITEMS NOT TO LEAVE BEHIND

- Vinyl banners
- Electronics, furniture, or equipment
- Carpet, carpet scraps, or carpet padding
- Items that cannot be donated (e.g.: plaques)

OCC'S RECYCLING STREAMS

(all of these items must be placed in the appropriate receptacle):

- Block Styrofoam & styrofoam peanuts
- Cardboard
- Construction debris
- Film and sheet plastic
- Vinyl tablecloths
- Wood
- Metal
- Concrete and brick
- Yard debris
- Kitchen grease
- Donatable food
- Food Scraps
- Glass containers
- Mixed recycling (paper, aluminum, plastic bottles)

ACHIEVING LEED PLATINUM® AT THE OREGON CONVENTION CENTER

GREEN BUILDINGS: SMART AND ECO-FRIENDLY

We're proud to say that the Oregon Convention Center is a LEED Platinum green building. Earning LEED Platinum is rare— especially for buildings of our size. In fact, we're one of only two convention centers in the United States to have done it.

TIMELINE:

When U.S. Green Building Council® created its rating system for the LEED® green building program in 2000, we made a commitment to meet these high standards. LEED, or Leadership in Energy and Environmental Design™, is the preeminent program for design, construction, maintenance and operations of high-performance green buildings. It took a lot of organization, hard work and partnerships with other groups in our community, but we got there.

- 1990** Before we were groundbreaking, we broke ground. The Convention Center was built just a few years before green building design went mainstream.
- 2004** After completing a renovation that doubled our size and added lots of green features, we became the first LEED Certified convention center in the world.
- 2008** Years of planning and dedication helped us certify as LEED Silver® for the entire building—nearly 1 million square feet!
- 2014** We reached our greatest milestone yet by earning LEED Platinum, the highest level of certification.

KEY FEATURES:

To reach LEED Platinum, we earned points in several important areas:

- We think green from the ground up. Just take a walk through our rain garden. It's an integral part of our stormwater management efforts.
- We're close to mass transit. Even our visitors can be green when traveling to the Convention Center, since we're right next to TriMet's MAX and bus lines, as well as the streetcar.
- We use less water. All of our fixtures are low-flow. We save more than 1.2 million gallons each year by using dual flush water closets, high-efficiency urinals and low-flow faucets.
- We're smart about energy. We purchase renewable energy offsets for 100% of the electricity and natural gas we use, and we've upgraded more than 80% of our lighting fixtures for efficiency.
- With over 6500 solar panels on our roof, 25% of our electricity is now generated on-site!
- We put waste to good use. Visitors can easily recycle or compost using our specially designed waste bins. Unserved food and usable materials are donated to local charities.
- We keep the air clean. By using green cleaning products and keeping smoking away from the building, we make sure our guests and staff can breathe easy.
- We teach others about sustainability. Our staff and management are trained by experts. In turn, they educate visitors and exhibitors about sustainability efforts at the Oregon Convention Center.

HOSTING GREEN EVENTS:

When a group hosts an event at the Oregon Convention Center:

- Guests will be able to recycle or compost most of their waste.
- Exhibitors can donate reusable materials and products.
- Visitors will consume less energy and water while using our facilities.
- Food that goes unserved will feed hungry people in our community.

COMMUNITY:

Achieving LEED Platinum is more than a point of pride. It's a reflection of our community's values. The people who live here, the City of Portland and the Metro region have always celebrated a cleaner, healthier environment. But being sustainable is also good for our local economy, bringing in business from environmentally-conscious groups and making Portland a destination for green events.

WHAT'S NEXT:

Our work isn't finished. Here are a few of the projects we're working on now:

- Upgrading more of our lighting and mechanical systems.
- Researching the benefits of adding a stormwater treatment facility.
- Training our staff about additional green practices.
- Partnering with local businesses to increase waste diversion throughout our business district.

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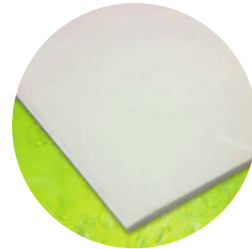
ALTERNATIVE SIGNAGE OPTIONS

The following list is a sample of some of the more sustainable alternatives to non-recyclable signage products. The Oregon Convention Center is promoting paper and cardboard products as they are more readily recyclable. Our staff are available to help answer questions about alternative materials and the ability to recycle other products.

The Oregon Convention Center prohibits foam core and other non-recyclable signage from being left in our facility. When printing one time use signs or new signage, please consider these options.

ECOPRINT 50PT SBC

EcoPrint SBC is a 100% recyclable paper board made from 100% virgin material. Prints vivid colors and beautiful photographic images.



FALCONBOARD®

The Environmentally Responsible Graphic Board
Hexacomb® Falconboard® is the only graphic display board made from reusable, renewable and 100% recyclable kraft paper honeycomb material.



KATZ BOARD

Katz Board is a two sided laminated display board. It produces top quality signage, tent cards and other POS display solutions.



CONVERD BOARD

100% Recyclable. Earth Friendly Manufactured.
Made from 10% Post-Consumer Recycled Content.
High crush resistance.



If you have any questions, please contact your Sales Manager, Event Manager or the Oregon Convention Center Sustainability Coordinator.



DONATION PROCEDURE AT THE OREGON CONVENTION CENTER

1. Contact the Sustainability Coordinator as soon as possible with plans/intentions for donation. Different types of donations require specific coordination, so please be clear when planning and communicating. (Note: the Oregon Food Bank requires at least three weeks' notice for donations.) Failure to alert the Sustainability Coordinator of donations prior to the start of the event will result in WDP noncompliance.
2. Organize the appropriate number of volunteers for collection. Assign a location for volunteer check-in. Be very clear about volunteer tasks and expectations.
3. Incorporate donation stations in event floor plans.
4. Make adjustments in loading dock assignments for donation pickups at the close of the event, if necessary.
5. Reach out to the Sustainability Coordinator after arriving on site to finalize plans.



DURING-EVENT WASTE DIVERSION ANNOUNCEMENT TEMPLATE

Because the OCC has committed to decreasing the amount of trash that enters local landfills, a few rules have been put in place that we all must follow.

1. Please take away everything you brought in. Donations must be coordinated with the convention center's Sustainability Coordinator prior to the end of the event.
2. Anything you are not taking with you must be put in the appropriate receptacles during move-out. Labeled cages and bins will be placed throughout the show floor at the end of the day, and it is expected that EVERYTHING gets to the right place (e.g. glass items in the glass bins, Styrofoam in the Styrofoam cages, etc.)

Bring any questions to the Exhibitor Service Desk or ask anyone with an OCC badge for assistance.



RECYCLING SUMMARY FOR THE CITY OF PORTLAND

While it is not necessary to understand the Portland waste industry in order to put on a successful event, the following information might provide some context and help to support our waste diversion efforts at the OCC.

To begin, it should be noted that a few of the residential rules are different than commercial/business rules, which muddies the water quite a bit, and will likely be the reason that you'll get three answers to a question asked of three different people.

RECYCLING

Commercial/Business recycling follows the same rules as recycling in Portland homes. We have “mixed recycling”, in which we place paper, aluminum/metal, and certain types and shapes of plastic containers. In addition to this, OCC also separates out several materials for more efficient recycling. These are: Styrofoam, cardboard, vinyl plastic (tablecloths), wood scraps, wood pallets, larger metal items, film plastic, and glass. For these specific materials streams, we will roll out cages and containers so that we can keep everything separate and organized.

COMPOSTING

Composting can be a bit confusing here in Portland because there are a few things that can be placed in residential compost bins that aren't allowed in the commercial bins. For composting here at OCC, it is **strictly food waste** allowed. No plants or flowers, no pizza boxes, and no yard debris.

Essentially, we at the OCC are here to help. The Sustainability Coordinator can answer any specific questions you might have about recyclable materials, and anyone in the building with an OCC badge has an impressive amount of knowledge (as well as a radio to call for an answer). Let's work together to make your event as sustainable as possible!

RECYCLING GUIDE



PAPER NEWSPAPERS MAGAZINES

Include paper of all colors (tape, staples, glue, paper clips okay), envelopes (windows and labels okay), spiral-bound notebooks, file folders, phone books and milk cartons (empty and rinsed).

Do not include coffee cups, label-backing sheets, frozen food boxes, bath tissue, paper towels, or waxed cardboard boxes.



SHREDDED PAPER

Call your garbage and recycling company for preparation instructions.

Do not place loose in recycling container.



CARDBOARD

Flatten cardboard boxes.

Do not include wax-coated cardboard, take-out food containers or pizza boxes.



PLASTIC TUBS AND BOTTLES

Include yogurt-type containers (6 ounces or larger), rigid plant pots (4 inches or larger) and buckets (5 gallons or smaller). Rinse containers.

Do not include plastic bags, lids or take-out food containers.



METAL CANS

Include rinsed aluminum, tin and steel food cans, empty aerosol cans and empty, dry, metal paint cans.

Do not include metal that has plastic, food, or other non-metal materials attached.



FOIL

Remove food from foil. Crumple into loosely-packed balls.



SCRAP METAL

Include scrap metal that is smaller than 30 inches in any direction and less than 40 pounds.

Do not flatten. Do not include lids (unless they are attached to cans).



RECYCLE GLASS SEPARATELY

GLASS

Recycle glass bottles and jars in a separate container.

Do not include light bulbs, drinking glasses, or dishware.

Food-Scrap Composting: www.portlandoregon.gov/sustainabilityatwork/compost or 503-823-7037.

Electronics, Styrofoam and other plastics: www.oregonmetro.gov/findarecycler or 503-234-3000.



Sustainability at Work

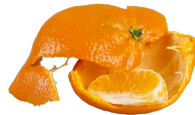


Bureau of Planning and Sustainability
Innovation. Collaboration. Practical Solutions.
City of Portland, Oregon



FOOD ONLY

SOLO ALIMENTOS 仅限食物 CHỈ DUY NHẤT THỰC PHẨM ТОЛЬКО ПИЩЕВЫЕ ПРОДУКТЫ



QUESTIONS? 503-823-7037
sustainabilityatwork@portlandoregon.gov



Sustainability at Work

SUSTAINABLE EVENT OPTIONS AT OCC

EVENT PLANNING

1. Communicating early and often with OCC's Sustainability Coordinator will help to make your event as "green" as possible
2. Be sure to promote your sustainability efforts in conversation and online
3. Make sure that all purchased materials and supplies contain recycled content and are recyclable
4. Choose local, organic, Fair Trade, B Corp, FLOSS for food choices, etc.
5. Purchase local, donatable potted plants over cut flowers for table decorations
6. Utilize digital registration options
 - a. OCC Sales and Events teams can offer suggestions
7. Use a mobile app instead of a show booklet/program
 - a. If advertising is a must, the directional/Informational signage can be sponsored by companies at a lower environmental (and monetary) cost while serving the same purpose
 - b. Nontraditional advertising, such as projection, can be more visually appealing and less expensive
8. Partner with OCC to set specific waste reduction goals for your event.
 - a. Work toward Zero Waste, improving diversion rates, electricity use, and/or donation amounts annually
 - b. OCC can provide you with a Sustainability Report post-event, which can be used for year over year comparisons
9. Announcements are made about recycling and composting practices at the OCC (see During-Event Waste Diversion Announcement template)

WASTE REDUCTION

1. Partner w/ OCC to donate materials at the close of your event.
 - a. OCC can coordinate with local nonprofits to find homes for reusable materials.
2. Prioritize reusable water bottle use over water bubblers
 - a. Opt out of providing single-use water bottles during the event
 - b. On website and during pre-registration, recommend that attendees bring reusable bottles.
 - c. Sell branded bottles on site. Incentivize the purchase with a drink token and/or a portion of the proceeds going to a local charity
 - d. Consider durable water bottles given away as welcome gifts
3. Design (recyclable) signage to be reused at future events
 - a. Many cost-comparable options can be purchased locally and OCC can help
 - b. Exclude dates/locations for ease of reuse
4. Provide recycling cans aside trash cans in exhibitor booths
 - a. Partner with your decorator company
5. Strive for a paper-free conference
 - a. Suggest that presenters not print handouts. Instead, organize a materials section on your event website that attendees can access
 - b. Use Google docs, Drop Box, etc. to share information
 - c. Opt for white boards instead of flip charts
 - d. Consider flash drives with conference documents given to attendees
6. Enlist the help of volunteers
 - a. Student groups can help educate attendees at recycling stations
 - b. Teams can sort waste for increased diversion rates
7. Consider discounted/free experiences for giveaways and raffles, as opposed to "things"

ENERGY CONSERVATION

1. "There's No Such Thing as a Free Ride" Escalator Opt Out
 - a. OCC will turn off escalators during low-traffic times, and put out signage explaining your green choice. Signs will redirect guests toward stairs and elevators
2. Participate in OCC's "We're Pretty Smart, but not Overly Bright" lighting reduction program
 - a. Light reduction and/or light dimming helps save energy
3. Be sure to turn off the lights in meeting rooms upon exit
4. Share specific times of use for each rented space with your event manager. OCC will schedule air handlers for specific hours of use; increased accuracy can save on air cooling and circulation costs

FOOD

1. Ask for local, organic, Fair Trade, and in-season options
2. Sponsor a canned food drive for the Oregon Food Bank during your event
 - a. Consider reduction in ticket/registration with participation
3. Request durable-only dishware, cups, and glasses from our caterer
4. Highlight local restaurants and food carts on the event website. Allow the city to help attract you more attendees

TRANSPORTATION

1. Incentivize and advertise the use of alternative travel options
 - a. Highlight options on websites and apps; link to Trimet website, 124 bike parking spaces across venue, EV charging stations in OCC garage
 - b. Provide Trimet passes for clients, vendors, or guests upon registration
 - c. Offer discounted admission rates with proof of ride
 - d. Arrange a shuttle bus if large numbers of attendees are moving
2. Suggest that local attendees ride a bicycle to your event! (We have 124 bicycle parking spots, as well as a pump and maintenance station)
3. Incentivize the use of Biketown, electric scooter, and rideshare apps
 - a. Highlight options on websites and apps
 - b. Provide coupons/subscriptions upon registration
 - c. Link to bike and walk maps
 - d. Create a ride share page on your event website for carpoolers
4. Purchase carbon offsets for travel, particular aspects of your event, or the whole thing: look to Bonneville Environmental Foundation
 - a. Find a corporate sponsor that will do this for you in exchange for advertisement

COMMUNITY

1. Take advantage of free OCC Sustainability Tours
 - a. Schedule (spelled correctly) with the Sustainability Coordinator for either attendee groups or event staff
2. Partner with a local nonprofit
 - a. Highlight the great work they do in the community
 - b. Organize a donation campaign during your event
 - c. Match attendees' monetary donations to the organization, or find a sponsor that will
3. Take advantage of local businesses for goods and services
4. Create volunteer opportunities with local nonprofits for attendees as part of the conference experience
5. Hire a local decorator company, and be sure to ask about making your event as sustainable as possible

FOR EXHIBITORS

1. Instead of handouts, opt for email signups, website referrals, or business card collections
2. Create non-dated signage on recyclable materials (not foamcore!) that can be used year after year

For more information (or inspiration!), please contact:

Ryan Harvey, Sustainability Coordinator
phone: 503.731.7949 | ryanharvey@oregoncc.org
www.oregoncc.org