



Exhibitor Sustainability

All questions regarding Exposition policies, space assignment, registration and display limitations should be addressed to PWXinfo@taffyevents.com.

INTRODUCTION

The American Public Works Association recognizes that the conference and tradeshow industry can create an abundance of waste. In an effort to reduce APWA's carbon footprint we would like to offer these suggestions to our exhibiting partners on steps they can take to help in this effort.

APWA encourages all exhibitors to reduce waste and carbon emissions using the following recommendations:

ENERGY CONSERVATION

- **Booth Lighting**
 - o Do not use booth lighting.
 - o If used, booth lighting – including general, overhead, accent, and backlighting – should be limited to LED, CFL, T-5 or T-8 lamps. Incandescent lamps should not be used.
 - o Completely power down any lighting after show/set-up hours.
 - o Establish a policy that any lamps be reused from prior exhibitions and only replaced upon burnout.
- **Electronic Equipment**
 - o Completely power down all electronic equipment (computers, displays, monitors, scanners, etc.) after show/set-up hours.
 - o If equipment cannot be completely powered down, it should be put into sleep mode during non-show hours.
 - o Establish a policy that all electronic equipment meets criteria for ENERGY STAR qualification or equivalent energy efficiency program.

BOOTH CONSTRUCTION AND MATERIALS

- **Flooring**
 - o Establish a policy that all exhibitor provided floor covering be reused from prior exhibitions and only replaced due to wear and tear (unless flooring is utilized to demonstrate products that the booth is marketing).
- **Structure and Displays**
 - o Establish a policy that all display elements and booth structural support materials be reused from prior exhibitions and only replaced due to wear and tear (unless display elements are utilized to demonstrate products that the booth is marketing).

SHIPPING MATERIALS, PROMOTIONAL MATERIALS AND WASTE MANAGEMENT

- **Shipping Materials**
 - o Do not use polystyrene in booth shipment (i.e. packing peanuts, #6 or foam plastic).
 - o Reuse or recycle onsite all padding materials, packaging and exhibit crate(s).
 - o If possible, shipments, both to and from show, should be consolidated into a single shipment using a logistics partner that participates in the U.S. EPA's SmartWay Partnership Program or an equivalent program. Contact The Expo Group for assistance in coordinating shipments with other exhibitors.
 - o Consider purchasing carbon offsets to cover all emissions resulting from shipping booth materials to and from show site.
- **Promotional Materials**
 - o Do not distribute printed materials or promotional giveaways to attendees – other than business cards.
 - o If used, print materials for information and marketing purposes should be recyclable in a standard municipal recycling program.
 - o If you choose to distribute an item, please provide thoughtful useable giveaways preferably made of materials that contain 30% post-consumer recycled content or giveaways that are 100% compostable.
- **Waste and Recycling**
 - o Properly dispose of waste and utilize all available recycling opportunities at central stations throughout the show, including set-up and move-out.
 - o Establish a "pack in/pack out" policy to minimize all possible waste at the end of the show so that all materials including booth components, marketing materials and reusable packing materials are shipped back to exhibiting company or returned to local offices after the show.

COMMUNICATIONS AND STAFF TRAINING

Provide these guidelines to all exhibitor staff, including third-party vendors hired by the exhibitor to set-up, tear-down and/or staff booth.

FOOD AND BEVERAGE SERVICE

If conducting any food and beverage service within the booth, disposable material should be minimized, and waste and recycling handled in accordance with APWA's waste management guidelines.