EMS GUIDELINES FOR EXHIBITORS

Our organization operates an environmental management system for events that includes the following criteria that are applicable to exhibits. Please adhere to these minimum requirements and preferences when participating in our event.

### MINIMUM REQUIREMENTS

Thank you for complying with our minimum requirements! Looking for more ideas to be sustainable with your exhibit? See below!

### OPTIONAL PREFERENCES

- **EX1** Design booths and displays for reuse.  
  - Use recycled content materials in exhibit booths (i.e. carpet, signage).
- **EX2** No disposable PVC and polystyrene materials are to be brought onsite, including PVC decals, foamcore signs, and foam packing materials. Any non recoverable materials need to be packed in and packed out.
- **EX3** No single-use plastic giveaways, including disposable bottled water. Please see creative giveaway ideas below.
- **EX4** Reduce use of disposable shipping materials and plastic packaging.
- **EX5** Participate in venue recycling programs.
- **EX6** Provide digital giveaways that reduce waste.
  - Reduce use of disposable shipping materials and plastic packaging.
- **EX7** Ensure giveaway items are valued and will be reused.
- **EX8** Source gifts from charities or social enterprises.
- **EX9** Provide gifts that involve guests in CSR, sustainability or volunteering.
- **EX10** Source promotional products from suppliers who are able to verify safe and fair working conditions.
- **EX11** Ensure promotional products are free of harmful substances like BPA, lead, and other toxic substances.
- **EX12** Source gifts and promotional products locally in the event destination.
- **EX13** Ensure messaging is inclusive, respectful and non-discriminatory.
- **EX14** Rent durable, reusable event furnishings.
- **EX15** Use Forest Stewardship Council certified materials (paper and wood), where applicable.
- **EX16** Donate any left over exhibit materials that are not otherwise being reused to charity.
- **EX17** Opt for light-weight exhibit materials where possible.
  - Ensure exhibits that include lights or electronics are powered down when not in use.
- **EX18** Avoid customizing exhibit materials with logos, dyes and angled cuts.
  - Ensure exhibits that include lights or electronics are powered down when not in use.
- **EX19** Ensure exhibits that use water have a closed-loop recirculation system.
  - Use local, sustainable suppliers for exhibit and décor items such as print, promotional items, floral and other consumable supplies.
- **EX20** Ensure exhibits that include lights or electronics are powered down when not in use.
  - Ensure exhibits that use water have a closed-loop recirculation system.
- **EX21** Ensure exhibits that include lights or electronics are powered down when not in use.
  - Ensure exhibits that use water have a closed-loop recirculation system.
- **EX22** Use local, sustainable suppliers for exhibit and décor items such as print, promotional items, floral and other consumable supplies.
  - Ensure exhibits that include lights or electronics are powered down when not in use.
- **EX23** Source gifts from charities or social enterprises.
  - Use Forest Stewardship Council certified materials (paper and wood), where applicable.
- **EX24** Ensure messaging is inclusive, respectful and non-discriminatory.
  - Use recycled content materials in exhibit booths (i.e. carpet, signage).
- **EX25** Rent durable, reusable event furnishings.
  - Use Forest Stewardship Council certified materials (paper and wood), where applicable.
- **EX26** Donate any left over exhibit materials that are not otherwise being reused to charity.