



OREGON

Oregon  
Convention  
Center

SPARK.

**EXHIBITORS**

**Sustainability Communication Kit**

**2021**



# WELCOME!

The Sustainability Team is excited that you are coming to the OCC! We have put together the following information in hopes of making it as easy as possible for you to organize and execute a sustainable event. We want to 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.

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# SUSTAINABILITY GUIDELINES

## EXHIBITOR AND DECORATOR GUIDE TO REDUCING WASTE

We strive to send as little material as possible to the landfill through recycling, composting and donating left over goods.

### WHAT YOU CAN DO

#### 1 REDUCE WASTE

- Use the facility recycling receptacles during move in/out and run of the show.
- Use only products that are recyclable at OCC.
- Minimize packaging.
- Bring only what is anticipated for attendees.
- Provide information on a reusable flash drive or through a QR code.

#### 2 SMART EXHIBIT DISPLAY DESIGN

- Create signs and banners that are reusable or that can be recycled.
- Print handouts on post consumer recycled content paper using soy or vegetable based inks.
- Use energy efficient lighting for displays.
- Turn off booth lighting, monitors, and electronic equipment overnight.

#### TRANSPORTATION CONSIDERATIONS

- #### 3
- Use local vendors when possible to reduce transportation impact.
  - Use local public transportation, walk or bike when possible. Visit the transit system website at [trimet.org](http://trimet.org).
  - Purchase offsets for the environmental footprint from shipping, travel and lodging. Ask us for resources.



## RECYCLING RESULTS

Each year we recycle, compost, and donate over 500,000 pounds of material instead of putting it in a landfill.

## SORTING GUIDE

You may sort and recycle your event material into the following category containers:

- Corrugated Cardboard/Cardboard Tubes
- Film Plastic/Shrink Wrap/Bubble Wrap/Plastic Bags/Sheet Plastic (Must be clean and dry. No strapping, paper, or food scraps)
- Styrofoam Peanuts
- Vinyl Tablecloths (no banners)
- Lumber/Plywood/Particle Board/Scraps
- Scrap Metal
- Concrete/Brick/Porcelain/Pavers/Asphalt
- Plants/Trees/Soil/Mulch/Flowers
- Food Scraps (Includes meat, bones, dairy)
- Plastic Beverage Bottles/Soda Cans/Paper/Newspapers (Must Be Clean)
- Glass Bottles/Jars (Must Be Clean)



## 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

(items must be placed in appropriate receptacles):

- 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 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.

**2019** We re-certified LEED Platinum O&M for Existing Buildings, 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.
- Attendees can fill water bottles at any of our 24 free filling stations.
- 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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## SUSTAINABILITY STEWARD PLEDGE

The \_\_\_\_\_ booth pledges to consider the environmental impacts of decisions made when preparing for this event at the Oregon Convention Center. We commit to the following:

- Minimizing the use of unnecessary paper, as well as handouts that are not recyclable, are a priority for us.
- We will use, and empty at the end of our event, a recycle bin alongside our booth's trash can.
- We will bring only what we need to the convention center, and minimize packaging materials when possible.
- We will avoid mixing the streams of recyclable and compostable materials with those headed to the landfill.
- With the help of OCC, we will consider donating excess and leftover items to local nonprofit organizations.

By taking OCC's Sustainable Vendor survey, in which we share the specific efforts we have made to be good stewards of the planet, we become recognized as a sustainable vendor and can proudly display the Sustainable Steward badge on our booth.

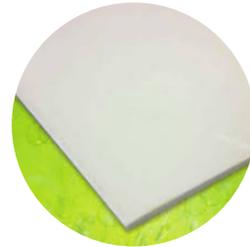
# ALTERNATIVE SIGNAGE OPTIONS

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.



## SORTING AT A GLANCE



Corrugated Cardboard,  
Cardboard Tubes



Film Plastic, Shrink Wrap, Bubble  
Wrap, Plastic Bags, Sheet Plastic  
**Must Be Clean and Dry.**  
**No Strapping, Paper, Food Scraps.**



Styrofoam Blocks,  
Styrofoam Peanuts



Vinyl tablecloths  
**No Banners**



**Recycling  
Station**



Plastic Beverage Bottles,  
Soda Cans, Paper  
and Newspapers  
**Must Be Clean**



Glass Bottles and Jars  
**Must Be Clean**



Food Scraps  
(Includes Meat, Bones, Dairy)

# OUR COMMUNITY PARTNERS

NAME	CONTACT INFORMATION	MISSION STATEMENT	ITEMS ACCEPTED
	310 NW Glisan St., Portland, OR 97209 ( 503 ) 226 - 3911 <a href="http://blanchethouse.org">blanchethouse.org</a>	<p><i>"To feed, clothe and offer shelter and aid to those in need."</i></p>	<p>Men's hygiene items, laundry soap, dish soap, new pillows and sheets, blankets, hats, flour, sugar, juice and other basic cooking items, hand tools, power tools, lumber, nuts &amp; bolts, or any kind of automotive and building hardware.</p>
	1478 NE Killingworth St., Portland, OR 97211 (503) 287-9529	<p><i>"Our mission of working with the community to build simple, healthy, affordable homes has resulted in over 300 local families permanently escaping poverty housing."</i></p>	<p>Indoor and outdoor light fixtures, new light bulbs, electrical supplies, quality cabinets with solid wood or plywood fronts, doors and drawers attached all varieties of metal fasteners and hardware, door knobs, hinges, cabinet pulls and knobs.</p>
	7900 NE 33rd Dr., Portland, OR 97211 (503) 282-0555 <a href="http://oregonfoodbank.org">oregonfoodbank.org</a>	<p><i>"Oregon Food Bank's mission is to eliminate hunger and its root causes. Helping communities become more food secure addresses the root causes of hunger and goes hand-in-hand with our work to help people living with low incomes meet their short-term food needs."</i></p>	<p>Shelf-stable milk, foods high in protein such as canned meats (i.e., tuna, chicken, salmon) and canned or dried beans Foods high in nutrients, such as canned fruits and vegetables (preferably with reduced sodium and reduced sugar). Whole- grain foods such as brown rice, whole grain cereal and whole-wheat pasta. Soups, chilies and stews (preferably with reduced sodium and reduced fat), 100 percent fruit juice (canned, plastic or boxed).</p>
	1736 SW Alder St., Portland, OR 97205 (503) 294-0769 <a href="http://scrappdx.org">scrappdx.org</a>	<p><i>"Our mission is to inspire creative reuse and environmentally sustainable behavior by providing educational programs and affordable materials to the community."</i></p>	<p>Photos, paper ephemera, small bits, jewelry, bottle caps, metal jar lids, tins, ornate metal fixtures (hooks, doorknobs, etc.). Uncoated wire, screws, nails, keys, tools, colorful bottle caps, miscellaneous colorful bits, and old gift cards/key cards.</p>
	2735 NE 82nd Ave., Portland, OR 97220 (503) 249-9933	<p><i>"Our mission, "to serve classrooms in need by operating a volunteer-run Free Store for Teachers, which is stocked with supplies donated by the community," is based on the belief that every child deserves school supplies and has the right to a quality education regardless of circumstance."</i></p>	<p>Chalk, new coloring books, construction paper, easels, frames, oil pastels, stamps, stickers, yarn/ribbon, rubber bands, copy paper reams (blank) – any size, any color; envelopes – manila, business, letter and etc.</p>

NAME	CONTACT INFORMATION	MISSION STATEMENT	ITEMS ACCEPTED
	<p>3625 N. Mississippi Ave., Portland, OR 97227 (503) 331-1877 <a href="http://rebuildingcenter.org">rebuildingcenter.org</a></p>	<p><i>“Our United Villages inspires people to value and discover existing resources to strengthen the social and environmental vitality of communities.”</i></p>	<p>Hand tools, hand planes, chisels, and carving tools for our education program, clean work gloves and measuring tapes.</p>
	<p>Donation Pickup Service 19239 S.E. McLaughlin Blvd. Gladstone, OR 97027 (503) 925-3137</p>	<p><i>“By donating used clothes, shoes, small appliances, and other household items, you help generate funds to take care of the soldiers and service men and women who help keep America safe from harm.”</i></p>	<p>Clothing of any kind, shoes and accessories, jewelry, house and glassware, books, toys, bikes, stereos, radios, portable TVs, small electronics, tools of all kinds.</p>
	<p>3625 N Mississippi Ave, Portland, OR 97227 (503) 331-9291 <a href="http://rebuildingcenter.org">rebuildingcenter.org</a></p>	<p><i>“Free Geek’s mission is to sustainably reuse technology, enable digital access, and provide education to create a community that empowers people to realize their potential.”</i></p>	<p>Free Geek accepts nearly everything that plugs in or uses electricity, including smartphones, tablets, e-readers, video systems, and much more. We are also a proud participant of the Oregon E-Cycles program, which guarantees convenient recycling of computers, monitors, TVs, printers, keyboards, and mice for Oregonians and many small businesses.</p>
	<p>10570 SE Washington St #201, Portland, OR 97216 (503) 465-2749 <a href="http://bridgestochange.com">bridgestochange.com</a></p>	<p><i>“Bridges to Change provides mentorship, housing, and treatment for people in recovery.”</i></p>	<p>Bridges to Change accepts nearly anything that could be used to furnish a home.</p>