



## Greenbuild Mandatory Exhibition Green Guidelines (GMEGG)

The U.S. Green Building Council and the Greenbuild International Conference and Expo aim to demonstrate leadership in sustainable trade show practices and uphold our reputation as one of the greenest tradeshows in the world. As part of this we require all exhibitors meet the Greenbuild Mandatory Exhibition Green Guidelines (GMEGG) to be eligible to exhibit the following year. All exhibitors are required to sign this agreement with their exhibitor application. All further documentation is due on October 13<sup>th</sup>, 2010, through the Exhibitor Resource Center (ERC). 10% of the floor will be randomly audited for compliance.

**Company Sustainability Policy:** The exhibitor will submit a written sustainability policy for its organization and/or its exhibition operations, documenting objectives and goals for sustainability. Template available and online submission required on the 2010 ERC.

**Materials Usage Report:** The exhibitor will submit a written material usage report which includes information on all materials used in the booth construction. Template available and online submission required on the 2010 ERC.

**Indoor air quality:** Compliance with one of the following options:

- No new flooring, signage, counters and paneling will be added and no paints, varnishes and glues have been used to maintain the booth.
- Any new flooring signage, counters, and paneling will only incorporate zero-VOC or low VOC materials such as paints, varnishes and glues.

**Booth Flooring:** Compliance with one of the following options:

- Flooring will not be used.
- Sustainable elements will be integrated (i.e. is reused, recycled and/or made of recyclable materials).
- Flooring provided by the Greenbuild general service contractor will be used.

**Booth graphics and signage:** Compliance with one of the following options:

- No new graphics and signage will be added.
- New graphics and signage will integrate sustainable elements (i.e. are reused, made of recycled materials, and/or recyclable).

**Communications & Collateral:** Compliance with one of the following options:

- Exhibitor will eliminate print or promotional giveaways.
- Exhibitor will limit the quantity to less than 5,000 handouts and giveaways combined.
- Exhibitor will provide collateral that is made of sustainable materials. Exhibitor agrees to distribute practical and reusable items that meet one or more of the following sustainability criteria: 30% post-consumer recycled content, responsibly grown/harvested, natural/renewable fiber, non-toxic, biodegradable, compostable.

**Shipping Materials:** No exhibit materials will be shipped or shipped materials will comply with one of the following options:

- Polystyrene (Styrofoam) will be eliminated from booth operations.
- Reuse padding material.
- Shipments will be consolidated.
- Exhibit crate will be made from certified sustainable material.
- The exhibitor will incorporate a direct carbon offset into exhibit booth strategies.
- The exhibitor will choose a logistics partner that participates in the U.S. EPA's Smartway Partnership Program or a similar program adopted in another country.

**Water Reclamation:** Exhibitors that use water for display purposes must use water reclamation/recycling (i.e. holding tanks).

**Staff training:** The exhibitor will distribute the USGBC Green Booth Operations guidelines to booth staff. These guidelines will be provided for distribution on the ERC.

***I confirm that my exhibit meets the Greenbuild Mandatory Exhibition Green Guidelines and agree to provide documentation upon request of show management.***

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(print) Company Name

\_\_\_\_\_  
Date

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(print) Authorized Company Representative

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(signature) Authorized Company Representative

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Email Address

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Phone Number