

# Exhibitor Sustainability Checklist



## Before the show

- Ensure your booth is designed so its structure is able to be re-used year over year by either yourself or your contractors. Request sustainable options from GES and view our [Sustainability and Better Stands](#) for tips.
- Create reusable, non-dated signs that can be used year after year
  - o Avoid foam core signs and request recyclable materials such as cardboard signage
- Select energy efficient, LED lighting and other equipment for your booth and be sure to power down your equipment at the end of the day.
- BYOF! – Avoid carpet and bring your own flooring, like puzzle foam flooring that can be reused at your shows.
- Order sustainable food and drinks for your booth. Consider catering options that include healthy choices, lean proteins and in-season, locally sourced ingredients.
- Reduce waste from food & beverage service by minimizing single-use plastics. Opt for re-usable service-ware, bulk condiments, amenities and beverage dispensers.
- Provide booth literature digitally rather than having printed items
- If you need to print, print responsibly by sourcing recycled or sustainably certified FSC paper and displaying the [logo](#) on your materials to inform customers.
- Support the neighboring community and economy by using local suppliers and small businesses.
- When purchasing promotional items:
  - o Consider the amount you order
  - o The environmental impact of the materials they are made from
  - o Whether they are useful giveaways that will be used long after the event is over
- Consolidate your shipments and use logistic companies that have sustainability credentials, like [SmartWay](#).
- For your travel and transport, choose the most sustainable option possible for your journey to and from the event.



## During the show

- Use public transportation, such as the [Las Vegas Monorail](#), or walk while in Las Vegas.
- If you have carpet, protect it with non-reinforced visqueen.
- Stop by the SupplySide Stage and attend one of these FREE sessions:
  - + Ingredient agility is brand agility
  - + Inside Organic - Messaging organic ingredients and today's consumer
- Bring and use a refillable water bottle and coffee cup throughout the conference.
- Break down your cardboard boxes and place them in one of the recycling stations located on the show floor.
- Attend these Education Sessions
  - + Friday, October 27: 9am-12pm – The keys to making Sustainability an actualized business practice
  - + Wednesday, October 25: 2:15-2:45pm – 5 upcycled ingredients certain to inspire innovation



## After the show

- Donate your leftover booth materials to Habitat for Humanity by completing the donation form found at the Exhibitor Service Desk at the show.
- Don't throw your lanyards and badges in the trash! Place them in one of the recycling bins at the end of the show.
- Share your learnings and sustainability efforts with us on social #SSWExpo.



Thank you for helping us reduce our carbon footprint and move our sustainability efforts forward. To learn more about our initiatives and what we are doing at this year's event, visit: [supplysidewest.com/sustainability](https://supplysidewest.com/sustainability)