



Exhibitors/Attendee Best Practices

- Use mobile app to:
 - Upload brochures vs bringing printed materials
 - Collect digital business cards
 - Participate in rideshare program
- Participate in the facility's recycling efforts by recycling cardboard, freight boxes, plastic wrappings, and other recyclable items during move-in and move-out.
- Make a conscious effort to minimize packing materials. Whenever possible, use environmentally responsible packing materials that are reusable, recyclable, or biodegradable.
- Provide promotional items made of recycled, responsibly grown natural fiber, and non-toxic and biodegradable materials. Ensure items are useful, not merely promotional in nature. Any food (candy, etc.) should be sustainably grown, processed, and packaged. Giveaways with some imagination could also be electronic:
 - free music downloads
 - free online subscriptions
 - free internet access
 - free satellite TV
 - free satellite radio
- Instead of a giveaway, consider a donation to a special cause in the name of your booth visitor.
- Consider gifts made by indigenous people who are fairly compensated.
- Design booths and displays using environmentally responsible materials and energy-efficient lighting if applicable.
- Avoid use of difficult to divert and less sustainable materials such as shrink wrap, vinyl and foam core.
- Be sure to shut off any electronic devices outside of show hours to conserve power.
- Bring your own re-usable water bottle.
- Help us avoid contamination on-site by making sure trash and recycling are placed in the correct bins.
- Offset your travel to the show through a carbon offset program.
- Attend a sustainability session at the show to learn new tips.
- Inform and train staff about the environmentally responsible practices to be implemented during the show.
- Participate in the exhibit donation program by providing any materials that are eligible for donation.
- Leave badge and lanyard in designated collection boxes at the end of the conference. FFEA will donate and/or reuse.