

#### UN Sustainable Development Goals (SDGs) Online Activity Reporting Tool

Version: Company's Operations (Type III)

Company/ Organized By			
Entity Type	Venue Organizer Other, please specify:		
Location	Country/Region:		
	City:		
Contact Details	Name:		
	Email address:		
	Yes, I don't mind my contact details being published.		
<b>Initiative Title</b> Please provide the title of the initiative.			
<b>Initiative Summary</b> Please provide a brief summary of the initiative.	The Waste Diversion Policy is a document attached to client contracts. It articulates and celebrates the partnership in sustainability between event planners, exhibitors participating in events, and the convention center staff.		
<b>Partnerships</b> Please describe any partnerships made in planning or implementing this initiative.	Third-party decorator companies worked closely with the OCC throughout the formation of this initiative. In addition, the very nature of the policy inspires collaboration between the client/meeting planner and the facility. And after many years of a successful and robust donation program, the OCC has developed strong partnerships with many local nonprofits		
Future Partnerships Please describe any future partnerships to consider (e.g. organizers, venue, NGO, etc.).	The Sustainability Manager at the Oregon Convention Center has shared the document with colleagues at other North American venues, and continues to expand the scope of the OCC donation program to include more local nonprofit organizations. Possible future partnerships include local universities, social justice organizations that could provide opportunities for meaningful action-oriented volunteering by event attendees, and "other ways to donate", such as a partnering with the American Red Cross.		
Relevant Sustainable Development Goal(s) Please select all SDGs with which your initiative aligns.	GOAL 1: No PovertyGOAL 9: Industry, Innovation and InfrastructureGOAL 2: Zero HungerGOAL 10: Reduced InequalityGOAL 3: Good Health and Well-BeingGOAL 11: Sustainable Cities and CommunitiesGOAL 4: Quality EducationGOAL 12: Responsible Consumption and ProductionGOAL 5: Gender EqualityGOAL 13: Climate ActionGOAL 6: Clean Water and SanitationGOAL 14: Life Below WaterGOAL 7: Affordable and Clean EnergyGOAL 15: Life on LandGOAL 8: Decent Work and Economic GrowthGOAL 16: Peace and Justice Strong InstitutionsGOAL 17: Partnerships to Achieve the Goal		
Description of the Initiative Please provide a detailed description of the initiative.	The OCC created a policy highlighting a variety of on-site sustainability efforts. Attached to the contracts of clients in exhibit halls, the document prohibits certain items (ex: foamcore signs, plastic bags) because they are not recyclable in local markets. Behaviors surrounding recycling and composting are spelled out, including that materials be separated out in different containers to increase recycling efficiency. The donation procedure is highlighted, with examples of common items donated by the OCC for no additional fee. A Waste Diversion Deposit is paid by the client before the event. The deposit is returned after all aspects of the WDP are achieved and the client is deemed "compliant". This is a measure meant to incentivize client participation.		
Location of the Initiative	Country/Region: City:		

Initiative Type	
Initiative Date	
Monetary Impact	
	Amount:
Time Invested	
	Number of hours:
Impact on Persons	
	Number of people:
Other Impact If there is another pertinent metric, please add it in the free entry field	Metric:
here (e.g. KWH of renewable energy used, KgCO2e of carbon saved, no. of trees not used, etc.).	Amount:
Feedback/ Lessons Learned Please share any key lessons learned, unexpected results or challenges, or advice for those interested in hosting a similar activity.	
<b>Online Links</b> Please include any online links that feature your activity, if available.	
Attachments Please include any photos, promotional materials, activity handouts, or other documents.	

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## **Quarterly Impact Report: FY19, Q3**

## **ENERGY**

#### **OCC's Energy Reduction Goals**

We have set a goal to reduce both our electricity and natural gas usage by 2% year over year.

#### How are we doing, you ask?

Jan-Mar 2018 Elec: 1,563,246 kwh Jan-Mar 2019 Elec: 1,409,684 kwh = **9.8% less!** Jan-Mar 2018 Gas: 44,648 Therms Jan-Mar 2019 Gas: 59,577 Therms = **33% more** (Context: 2019 was a bit cooler outside, and quite a bit busier in the building.)

#### **OREGN** Oregon Convention Center

# We can make a difference!

The OCC is one of the largest public buildings in the state. But with great square footage comes great opportunity!

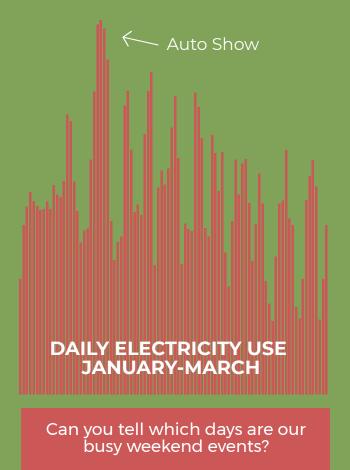
- Turn off the lights when you're the last one leaving
- Swap out your space heater for a cozy blanket
- Hit the energy saver button on the printer after you pick up your copies

In March, the Energy Team conducted a nightwalk of the building to target possible energy savings:

As usual, we found a few things here and there that could be improved upon. But, by and large, we looked MUCH better than the first time this was done two years ago.

Additionally, several of the opportunities that our team identified will be addressed with the lighting upgrades that coincide with the OCC's renovation work.

Simply having "daylighting" as a feature of our new lobby lights will make a noticeable impact! (they will use sensors to automatically dim as the day gets brighter)



Note: when the building is busy, it increases the opportunities we have to save power...

## **WASTE DIVERSION**

A few success stories from the past 3 months: Remember: <u>We have a goal to reach 80% diversion rate</u> so there is always more work to be done on reducing, reusing, and recycling!

#### to be done on reducing, reusing, and recycling!

55 pieces of our beloved blue furniture found a new home a few weeks ago when City Liquidators came to repurpose the lobby couches and chairs. The second half will be donated to the Habitat for Humanity ReStore!

Three pallets of electronics were recently brought down to FreeGeek. And as you read this, the Sustainability Team is collecting even more! Bring in your e-waste from home during Earth Month.

With mixed emotions, the Pop-a-Shot basketball game which resided on the loading dock for some time has been donated to the Habitat for Humanity ReStore. If this makes you sad, remember: we did it for the children...







## WATER

#### Sustainability Success Story #783

Single-use plastic water bottles have now been eliminated from Pre-con meetings. (Don't worry, Tom: they will still be available for clients by request.)

This puts us one step closer to an ultimate goal of Zero Waste Meetings at the OCC!

#### And now, some Potty Talk:

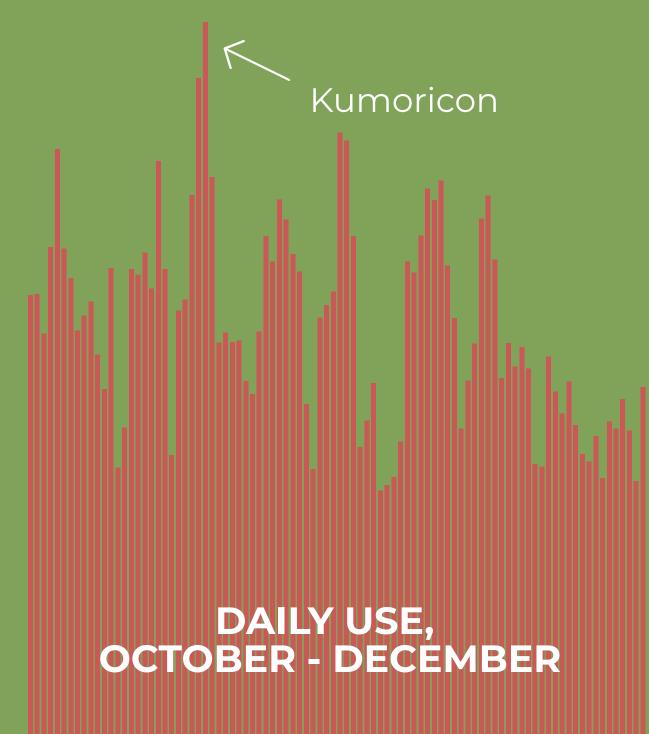
Some of our restrooms will be receiving some upgrades in the coming months.

Current toilets will be switched out for newer versions that, with the help of motion sensors, will only use 1.28 gallons with each flush!

And the urinals are even better: just a pint of water per use!



# **Quarterly Sustainability Report**



We use twice as much energy on busier days than slower days!

# Let's take action!

- Close doors and turn off lights. It truly makes a difference!!
- Call Security to cut the lobby lights on sunny days.
- Shut any and all dock doors that are not in use.



This means it is even more important to be "energy smart" on big event days.



It takes the average American household 57 years to use what we used in Februrary.

We see HUGE savings in the Summer months by turning off our boilers.

These smaller triangles show how little gas we use in the kitchen compared to what we use to heat the building. So let's close those doors!

## 2 Years of Gas Use, Monthly

In the past 6 months:



16,316 meals donated to hungry Oregonians



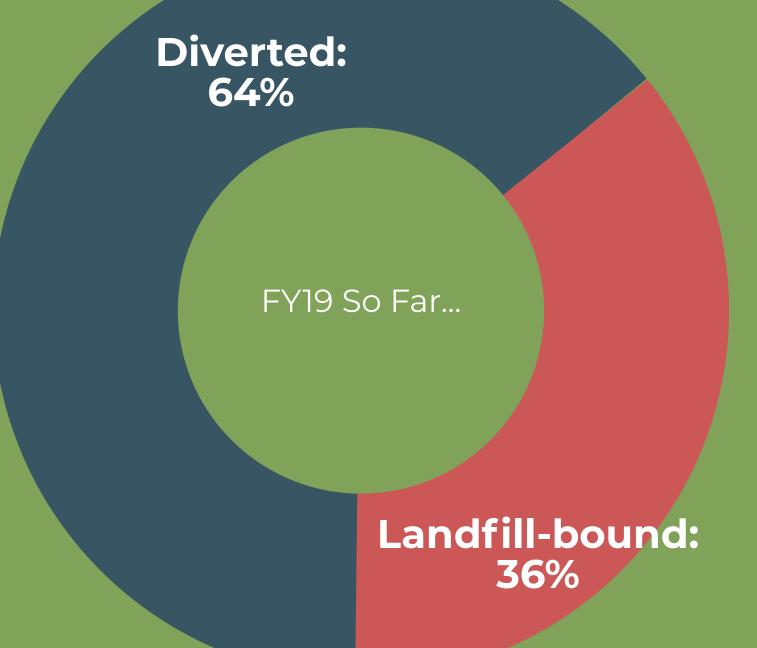
More than 9 tons of glass windows were recycled (they'd been sitting in the I-5 lot for several years!)



28,780 pounds of wood recycled (mostly pallets)



Over 55 tons of compost generated





**Our Winter levels are** much lower because we don't need to

## 1500

## **2 Years of Monthly Water Use**

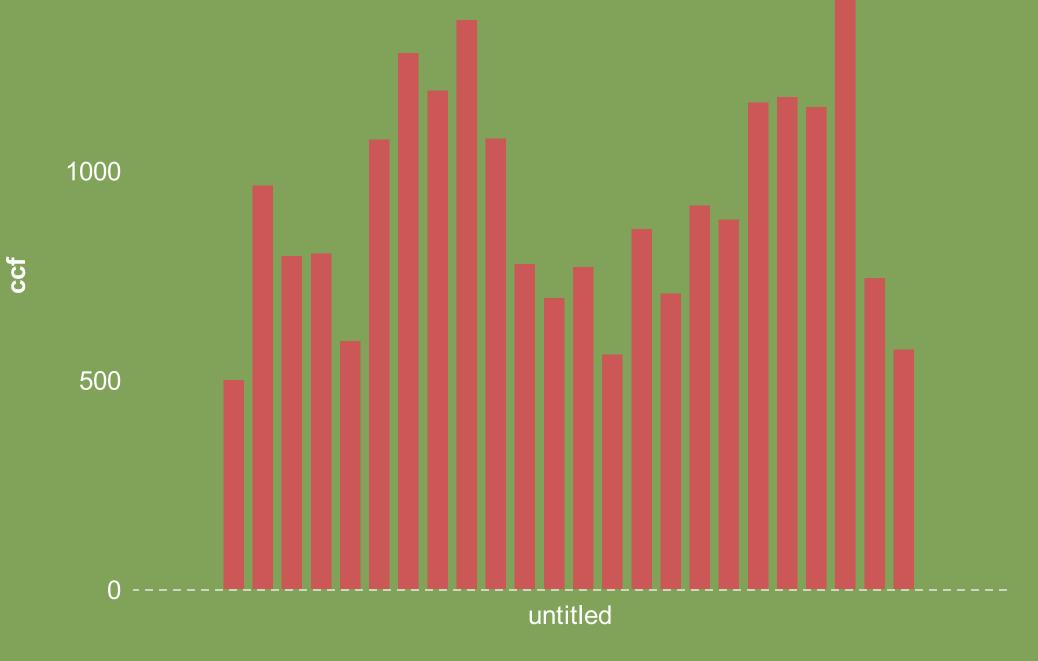
1 CCF = 100 cubic feet, or 748 gallons of water



## irrigate our landscaped spaces.

Much of the other water is used in our kitchen areas.

**Even when we factor** in all of our event attendees, <u>we use</u> over 21 gallons of water per occupant per day.



monthly water use

# ORESN

Oregon Convention Center

/

**EVENT PLANNER** Sustainability Communication Kit 2019



## WELCOME!

Thank you for taking the time to look through this information! This kit was created to help your event reach the sustainability goals set by both your organization and ours. Our hope is that the OCC will 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. In doing so, we will be partnering to design and execute a successful event!

These documents were not designed to be ALL used by any one client. Please utilize the resources that make the most sense for your event, make adjustments as you see fit, and reach out with any questions, suggestions, or concerns.

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## WASTE DIVERSION POLICY

## POLICY BACKGROUND

The Oregon Convention Center aims to be the most sustainable Convention Center in the world — and the first choice as a venue for green meetings. We want to weave environmentally and socially responsible actions into the fabric of our organization. So together, our administration, staff, and partners have worked to earn a LEED Platinum® designation, the highest level of certification from the U.S. Green Building Council's®. Additionally, we are the first venue in the world to have earned the highest level of the APEX/ASTM green meeting standard. This certification, verified by the Green Meeting Industry Council (GMIC), gives us a roadmap for planning sustainable events, helping vendors and guests practice green habits, and working with our community to support the environment. To maintain our certifications, we constantly track our results and continuously seek opportunities to contribute to the fields of sustainability and event management.

In order to achieve this goal, we need to ensure that we promote sustainable practices in all aspects of our organization and effectively manage the materials that are brought into, and disposed at, the OCC. The OCC has a long term goal of reaching at least an 80% diversion rate, and this can only be achieved if we ensure that the material brought into the building can be recycled, donated, or taken back by the company that produced it. We also have to ensure that clients and decorators leave the facility in the manner that requires only routine cleaning and maintenance. Our partnerships are essential to this success and we look forward to continuing to develop innovative solutions in this field.

## POLICY PURPOSE

The purpose of this policy is to reduce the amount of waste (e.g. material that cannot be recycled, composted, donated, or reused by the company that produced it) brought in and left behind at the Oregon Convention Center. In support of this goal, OCC has determined that it must partner with stakeholders to change its approach to waste management. OCC has developed this policy to further encourage innovation, waste minimization, and re-use. Along with a waste diversion deposit OCC, will prohibit certain materials in the building and the full deposit will be forfeited if materials are left in the building that cannot be recycled, composted, or donated. The deposit will fund the additional labor required by OCC to sort materials and pay disposal fees.

## POLICY REQUIREMENTS

A waste diversion deposit is required for contracted events 30,000sq. ft. or above in the exhibit halls. Please reference the facility and services rate sheet for the current deposit structure. The deposit is structured for the contracted event to be in total compliance or in non-compliance, there will be no partial credit given. 100% of the deposit may be credited to the master bill once licensee complies to the below requirements.

#### 1. Licensee will not bring in any of the following prohibited Items:

- Foam-core signage
- Any signage that cannot be recycled or reused, excluding decals or window clings
- Helium balloons
- Plastic bags used for purchases, and plastic conference bags provided to collect show items
- Any hazardous substance, or item containing a hazardous substance

## 2. The following items are allowed in the building, however, Licensee shall not leave any of the following at OCC upon the termination of their event:

- Vinyl banners
- Electronics, furniture, or equipment
- Carpet, carpet scraps, or carpet padding
- Items that are unable to be donated, such as plaques or trophies
- Pallets



#### 3. Licensee MUST ensure that all of the following recyclable items generated by the Licensee be placed into proper receptacles:

- Styrofoam
- Cardboard boxes and signs
- Construction debris
- Food donations
- Food scraps
- Glass containers
- Kitchen grease
- Paper
- Plastic film and shrink rap
- Plastic containers, pots, and buckets
- Metal containers
- Scrap metal
- Vinyl tablecloths
- Wood
- Plants, trees, and yard debris\*

\*Pre-approval required and additional fees may apply

OCC provides recycling containers for exhibitors, decorators and attendees that include separate streams for recyclable, compostable and landfill materials. As stated above, Licensee is responsible for the placement of all of these items in clearly marked designated stations on the show floor. Post event, if OCC discovers items in show booths, aisles, or any contracted space, Licensee will forfeit its deposit. Licensee is not responsible for any materials that are generated by the Oregon Convention Center, nor will it be evaluated by the waste or recycled material the Center produces.

#### 4. Licensee must leave exhibit hall show floor in a broom swept condition upon completion of event.

#### 5. Items for donation

- Preapproval of a plan for donation is required to ensure the material or items can be donated. The plan must be provided in writing (via email); details of the material (type/quantity) must be sent to the event manager as well as who will be picking up the items and when the pickup will take place. Without preapproval, Licensee may lose its deposit for failure to comply with this policy.
- Any items left behind will become property of OCC and OCC will, at its sole discretion, determine the best method to manage the material, in accordance with applicable Oregon law. This may cause a loss of Licensee's deposit.
- Any perishable food items left by exhibitors will become property of OCC one hour after the close of the show.

#### The Oregon Convention Center is requiring 100% compliance with this policy in order to receive a credit towards the master bill. This means that:

- Prohibited items must not enter the facility
- Allowed items that are not recyclable or compostable must be taken away
- Allowed items that are recyclable or compostable must be properly placed in recycle stations
- Exhibit hall show floor must be left in a broom swept condition.
- Donations must be pre-approved and removal arranged in advance

When the Licensee complies with the Waste Diversion Policy, a credit will be included in the master bill and a Green Partner Seal will be allocated to licensee in recognition of licensee's participation in the program. Licensee hereby agrees to the terms of this Waste Diversion Policy and understands that failure to comply will result in loss of entire deposit.



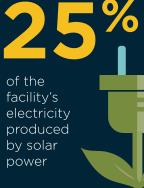
usable goods given to re-use organizations

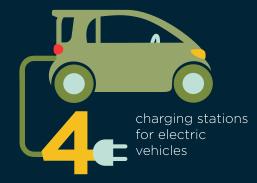


THE JL LARGEST

non-power plant solar array in the state of Oregon

80% of lighting fixtures upgraded for efficiency





1,221,180

gallons of estimated water saved annually







first achieved LEED Platinum certification

40,660+



pounds of food donated to local nonprofits in 2017

## **SUSTAINABILITY GUIDELINES**

By choosing to host your event at OCC, you're reducing the environmental impact of your event. As a **LEED**<sup>®</sup> **Platinum certified building**, many green event components are built into our daily operations, such as event recycling and composting, water and energy efficiency upgrades, and purchasing local food for our catering and concessions.

We ask your assistance in our efforts by complying with the following steps for sustainability success:



#### DESIGN YOUR SIGNAGE TO BE REUSABLE OR RECYCLABLE

Choose signs made from paper products that can be recycled.

#### KNOW WHAT'S RECYCLABLE AT OCC

Recycling varies from city to city and business to business. Review what we can recycle at our facility and purchase products that we can recycle and encourage your exhibitors to do the same.



#### COMMUNICATE WITH EXHIBITORS AND DECORATORS

Exhibitors and decorators can be some of your biggest allies in waste reduction. Ask us for tips on how to communicate your efforts to staff, sponsors and attendees - a great PR opportunity!



#### GAME PLAN WITH THE SUSTAINABILITY COORDINATOR

Reach out to our resident expert with questions about materials choices, communication opportunities, and recycling streams.



#### DONATE LEFT OVER MATERIALS

We are often able to donate leftover goods and materials to local community organizations. This could include decorations, giveaways, bags, office supplies, construction materials, unused food and more. Let us know if you anticipate any leftover goods and we'll happily coordinate for you.



#### **MATERIAL STREAMS** AT OCC

#### RECYCLABLE

- Glass Bottles and Jars
- Clean Paper (Brochures, Programs, Fliers. etc.)
- Cardboard Boxes
- Cardboard Signage
- Plastic Shrink Wrap, Sheet Plastic, Bubble Wrap
- **Plastic Plant Pots**
- Styrofoam Peanuts (must be bagged) Vinyl Tablecloths
- Wood Pallets
- Scrap Metal
- Grease\*

#### COMPOSTABLE

- Yard Debris\*
- Food Scraps

#### DONATIONS

- Donateable Goods (Books, T-Shirts, Office Supplies, Trinkets, Décor, Potted Plants, Bags, Craft Materials,
- Donateable Name Badges
- Donateable Yard/Garden Items
- Plastic Food Serviceware
- Plastic Beverage Cups
- Plastic Utensils

#### LANDFILL

- Vinyl Banners
- Foam Core Signage

\* Additional charges may apply to handle





## **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

(all 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<sup>®</sup> created its rating system for the LEED<sup>®</sup> green building program in 2000, we made a commitment to meet these high standards. LEED, or Leadership in Energy and Environmental Design<sup>™</sup>, 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 just a 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<sup>®</sup> 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.

## **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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## **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.

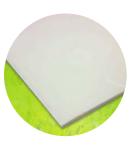
The Oregon Convention Center prohibits foam core and other non-recyclable signage from being left in our facility. When printing one time use signs or new signage, please consider these options.

## 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.





## SAMPLE EMAIL TO AN EXHIBITOR

I am emailing you today to let you know about some standards at the Oregon Convention Center that are higher than other event venues you may have attended. Because the OCC has committed to decreasing the amount of trash that enters their landfill, a few rules have been put in place that we all must follow.

- 1. There are a few items that are not allowed into the building: foam-core signs, helium balloons, and single-use plastic bags. Please consider bringing alternatives to these items.
- 2. Other items brought in to the building should leave with you at the end of the event. If there is an interest in donating items at the close of the event, the OCC will need to know ahead of time.
- 3. All items that are recyclable need to find their way into the appropriate bins. (At the close of the event, large carts with labels are rolled out for specific materials, such as cardboard and Styrofoam)

Please help the show management follow these requirements. We are collaborating with the Sustainability Coordinator at the OCC, and will be happy to help answer any questions you may have. Reach him at: ryanharvey@oregoncc.org, or 503.731.7949





## SAMPLE EMAIL TO A DECORATOR COMPANY

Dear \_\_\_\_\_,

I have recently contracted the Oregon Convention Center to host an event on \_\_\_\_(date range)\_\_\_\_. Because of the size of my event, I have also signed on to their Waste Diversion Policy. As you likely know, this Policy stipulates that there are certain materials not allowed into the venue, certain expectations for recycling while in-house, and a broomswept floor required upon final move-out.

I am reaching out to begin a dialogue about utilizing your services to ensure compliance with the Policy. Please help to get me in contact with the correct person to speak with about this. I imagine that you might have a package offered to events with WDPs in a contract, and I would like to move forward with that option.

Thanks for your time!





## DONATION PROCEDURE AT THE OREGON CONVENTION CENTER

- Contact the Sustainability Coordinator as soon as possible with plans/intentions for donation. Different types of donations require specific coordination, so please be clear when planning and communicating. (Note: the Oregon Food Bank requires at least three weeks' notice for donations.) Failure to alert the Sustainability Coordinator of donations prior to the start of the event will result in WDP noncompliance.
- 2. Organize the appropriate number of volunteers for collection. Assign a location for volunteer check-in. Be very clear about volunteer tasks and expectations.
- 3. Incorporate donation stations in event floor plans.
- 4. Make adjustments in loading dock assignments for donation pickups at the close of the event, if necessary.
- 5. Reach out to the Sustainability Coordinator after arriving on site to finalize plans.



Oregon Convention Center



## DURING-EVENT WASTE DIVERSION ANNOUNCEMENT TEMPLATE

## Because the OCC has committed to decreasing the amount of trash that enters local landfills, a few rules have been put in place that we all must follow.

- 1. Please take away everything you brought in. Donations must be coordinated with the convention center's Sustainability Coordinator prior to the end of the event.
- 2. Anything you are not taking with you must be put in the appropriate receptacles during move-out. Labeled cages and bins will be placed throughout the show floor at the end of the day, and it is expected that EVERYTHING gets to the right place (e.g. glass items in the glass bins, Styrofoam in the Styrofoam cages, etc.)

Bring any questions to the Exhibitor Service Desk or ask anyone with an OCC badge for assistance.





## RECYCLING SUMMARY FOR THE CITY OF PORTLAND

While it is not necessary to understand the Portland waste industry in order to put on a successful event, the following information might provide some context and help to support our waste diversion efforts at the OCC.

To begin, it should be noted that a few of the residential rules are different than commercial/business rules, which muddles the water quite a bit, and will likely be the reason that you'll get three answers to a question asked of three different people.

## RECYCLING

Commercial/Business recycling follows the same rules as recycling in Portland homes. We have "mixed recycling", in which we place paper, aluminum/metal, and certain types and shapes of plastic containers. In addition to this, OCC also separates out several materials for more efficient recycling. These are: Styrofoam, cardboard, vinyl plastic (tablecloths), wood scraps, wood pallets, larger metal items, film plastic, and glass. For these specific materials streams, we will roll out cages and containers so that we can keep everything separate and organized.

## COMPOSTING

Composting can be a bit confusing here in Portland because there are a few things that can be placed in residential compost bins that aren't allowed in the commercial bins. For composting here at OCC, it is **strictly food waste** allowed. No plants or flowers, no pizza boxes, and no yard debris.

Essentially, we at the OCC are here to help. The Sustainability Coordinator can answer any specific questions you might have about recyclable materials, and anyone in the building with an OCC badge has an impressive amount of knowledge (as well as a radio to call for an answer). Let's work together to make your event as sustainable as possible!



# **RECYCLING GUIDE**





	PAPER NEWSPAPERS MAGAZINES	Include paper of all colors (tape, staples, glue, paper clips okey), envelopes (windows and labels okey), spiral-bound notebooks, file folders, phone books and milk cartons (empty and rinsed).	Do not include coffee cups, label- backing sheets, frozen food boxes, bath tissue, peper towels, or waxed cardiocerd boxes.
Mar A	SHREDDED PAPER	Call your gerbage and recycling company for preparation instructions.	Do not place loose in recycling container.
-1	CARDBOARD	Flatten cardboard boxes.	Do not include wax-coated cardboard, take-out food containers or pizza boxes.
	PLASTIC TUBS AND BOTTLES	Include yogurt-type containers (6 cunces or larger), rigid plent pots (4 inches or larger) and buckets (5 gellons or smaller). Rinse containers.	Do not include pleatic baga, lida or take-out food containera.
	METAL CANS	Include rinsed aluminum, tin and steel food cans, empty serosol cans and empty, dry, metal paint cans.	Do not include metal that has plastic, food, or other non-metal materials attached.
	FOIL	Remove food from fail. Crumple into loosely-packed bells.	
<b>C</b>	SCRAP METAL	Include screp metal that is smaller than 30 inches in any direction and less than 40 pounds.	Do not flatten. Do not include lids (unless they are atteched to cans).
RECYCLE GLASS SEPARATELY			
	GLASS	Recycle gless bottles and jars in a separate container.	Do not include lightbulbs, drinking glasses, or dishware.
Food France			

Food-Screp Comparing: www.partiandoregon.gov/surtainabilitystwork/compart or 503-525-7037. Electronics, Styrafoam and other plastics: www.oregonmetro.gov/finderscycler or 503-234-3000.

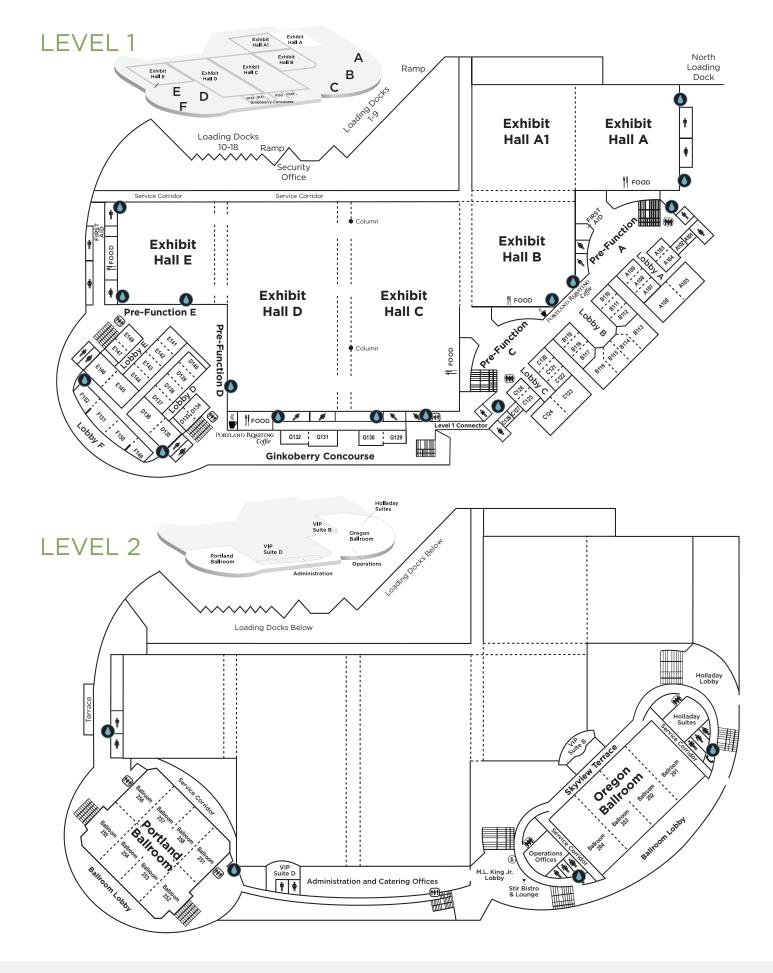














## SUSTAINABLE EVENT OPTIONS

## EVENT PLANNING

- 1. Communicating early and often with OCC's Sustainability Coordinator will help to make your event as "green" as possible
- 2. Be sure to promote your sustainability efforts in conversation and online
- 3. Make sure that all purchased materials and supplies contain recycled content and are recyclable
- 4. Choose local, organic, Fair Trade, B Corp, FLOSS for food choices, etc.
- 5. Purchase local, donatable potted plants over cut flowers for table decorations
- 6. Utilize digital registration options
  - a. OCC Sales and Events teams can offer suggestions
- 7. Use a mobile app instead of a show booklet/program
  - a. If advertising is a must, the directional/Informational signage can be sponsored by companies at a lower environmental (and monetary) cost while serving the same purpose
  - b. Nontraditional advertising, such as projection, can be more visually appealing and less expensive
- 8. Partner with OCC to set specific waste reduction goals for your event.
  - a. Work toward Zero Waste, improving diversion rates, electricity use, and/or donation amounts annually
  - b. OCC can provide you with a Sustainability Report post-event, which can be used for year over year comparisons
- 9. Announcements are made about recycling and composting practices at the OCC (see During-Event Waste Diversion Announcement template)

## WASTE REDUCTION

- 1. Partner with OCC to donate materials at the close of your event.
  - a. OCC can coordinate with local nonprofits to find homes for reusable materials.
- 2. Prioritize reusable water bottle use over water bubblers
  - a. Opt out of providing single-use water bottles during the event
  - b. On website and during pre-registration, recommend that attendees bring reusable bottles.
  - c. Sell branded bottles on site. Incentivize the purchase with a drink token and/or a portion of
  - the proceeds going to a local charity
  - d. Consider durable water bottles given away as welcome gifts
- 3. Design (recyclable) signage to be reused at future events
  - a. Many cost-comparable options can be purchased locally and OCC can help
  - b. Exclude dates/locations for ease of reuse
- 4. Provide recycling cans aside trash cans in exhibitor booths
- a. Partner with your decorator company
- 5. Strive for a paper-free conference
  - a. Suggest that presenters not print handouts. Instead, organize a materials section on your event website that attendees can access
  - b. Use Google docs, Drop Box, etc. to share information
  - c. Opt for white boards instead of flip charts
  - d. Consider flash drives with conference documents given to attendees
- 6. Enlist the help of volunteers
  - a. Student groups can help educate attendees at recycling stations
  - b. Teams can sort waste for increased diversion rates
- 7. Consider discounted/free experiences for giveaways and raffles, as opposed to "things"

## ENERGY CONSERVATION

- 1. "There's No Such Thing as a Free Ride" Escalator Opt Out
  - a. OCC will turn off escalators during low-traffic times, and put out signage explaining your green choice. Signs will redirect guests toward stairs and elevators
- Participate in OCC's "We're Pretty Smart, but not Overly Bright" lighting reduction program

   Light reduction and/or light dimming helps save energy
- 3. Be sure to turn off the lights in meeting rooms upon exit
- 4. Share specific times of use for each rented space with your event manager. OCC will schedule air handlers for specific hours of use; increased accuracy can save on air cooling and circulation costs



## FOOD

- 1. Ask for local, organic, Fair Trade, and in-season options
- Sponsor a canned food drive for the Oregon Food Bank during your event

   Consider reduction in ticket/registration with participation
- 3. Request durable-only dishware, cups, and glasses from our caterer
- 4. Highlight local restaurants and food carts on the event website. Allow the city to help attract you more attendees

## TRANSPORTATION

- 1. Incentivize and advertise the use of alternative travel options
  - a. Highlight options on websites and apps; link to Trimet website, 124 bike parking spaces across venue, EV charging stations in OCC garage
  - b. Provide Trimet passes for clients, vendors, or guests upon registration
  - c. Offer discounted admission rates with proof of ride
  - d. Arrange a shuttle bus if large numbers of attendees are moving
- 2. Suggest that local attendees ride a bicycle to your event! (We have 124 bicycle parking spots, as well as a pump and maintenance station)
- 3. Incentivize the use of Biketown, electric scooter, and rideshare apps
  - a. Highlight options on websites and apps
  - b. Provide coupons/subscriptions upon registration
  - c. Link to bike and walk maps
  - d. Create a ride share page on your event website for carpoolers
- 4. Purchase carbon offsets for travel, particular aspects of your event, or the whole thing: look to Bonneville Environmental Foundation
  - a. Find a corporate sponsor that will do this for you in exchange for advertisement

#### COMMUNITY

- 1. Take advantage of free OCC Sustainability Tours
  - a. Schedule (spelled correctly) with the Sustainability Coordinator for either attendee groups or event staff
- 2. Partner with a local nonprofit
  - a. Highlight the great work they do in the community
  - b. Organize a donation campaign during your event
  - c. Match attendees' monetary donations to the organization, or find a sponsor that will
- 3. Take advantage of local businesses for goods and services
- 4. Create volunteer opportunities with local nonprofits for attendees as part of the conference experience
- 5. Hire a local decorator company, and be sure to ask about making your event as sustainable as possible

## FOR EXHIBITORS

- 1. Instead of handouts, opt for email signups, website referrals, or business card collections
- 2. Create non-dated signage on recyclable materials (not foamcore!) that can be used year after year

#### For more information (or inspiration!), please contact:

Ryan Harvey, Sustainability Coordinator phone: 503.731.7949 | ryanharvey@oregoncc.org www.oregoncc.org



## **OUR COMMUNITY PARTNERS**

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<b>Habitat</b> for Humanity® Portland/Metro East	1478 NE Killingworth St., Portland, OR 97211 (503) 287-9529	"Our mission of working with the community to build simple, healthy, affordable homes has resulted in over 300 local families permanently escaping poverty housing."	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.
OREGON FOOD BANK	7900 NE 33rd Dr., Portland, OR 97211 (503) 282-0555 <u>oregonfoodbank.</u> <u>org</u>	"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."	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).
SCAP	1736 SW Alder St., Portland, OR 97205 (503) 294-0769 <u>scrappdx.org</u>	"Our mission is to inspire creative reuse and environmentally sustainable behavior by providing educational programs and affordable materials to the community."	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.
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SAM VETCRIPTER	Donation Pickup Service 19239 S.E. McLaughlin Blvd. Gladstone, OR 97027 (503) 925-3137	"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."	Clothing of any kind, shoes and accessories, jewelry, house and glassware, books, toys, bikes, stereos, radios, portable TVs, small electronics, tools of all kinds.
FREE Geek	3625 N Mississippi Ave, Portland, OR 97227 (503) 331-9291 <u>rebuildingcenter.org</u>	"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."	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.
BRIDGES	10570 SE Washington St #201, Portland, OR 97216 (503) 465-2749 bridgestochange. com	"Bridges to Change provides mentorship, housing, and treatment for people in recovery."	Bridges to Change accepts nearly anything that could be used to furnish a home.



## OREGN

Oregon Convention Center

## **EXHIBITORS** Sustainability Communication Kit 2019



## 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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#### Quick Read for Exhibitors...... 4

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- Items Not To Leave behind
- OCC's Recycling Streams

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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

#### **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.



#### 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**

- 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.
  - 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

• <u>Film Plastic/Shrink</u> 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)



Oregon Convention Center

## 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<sup>®</sup> created its rating system for the LEED<sup>®</sup> green building program in 2000, we made a commitment to meet these high standards. LEED, or Leadership in Energy and Environmental Design<sup>™</sup>, 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 just a 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<sup>®</sup> 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.

## **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.

USGBC<sup>®</sup> and its related logo, LEED<sup>®</sup> and its related logo, and the LEED<sup>®</sup> Certification trademarks are owned by the U.S. Green Building Council and are used with permission.





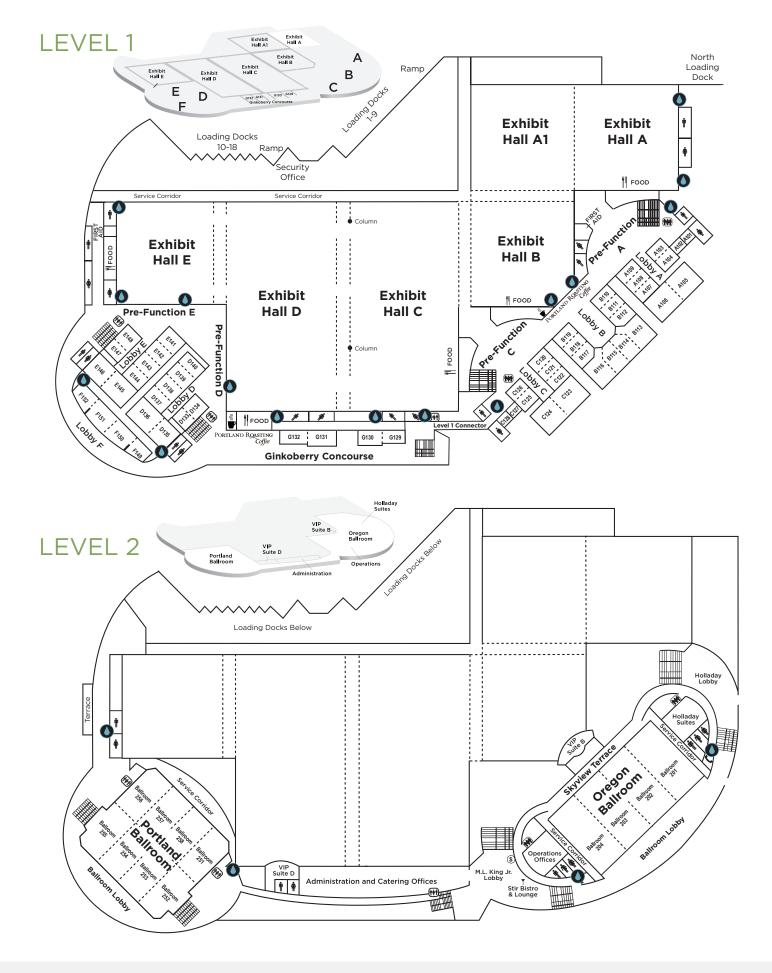
## SUSTAINABILITY STEWARD PLEDGE

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

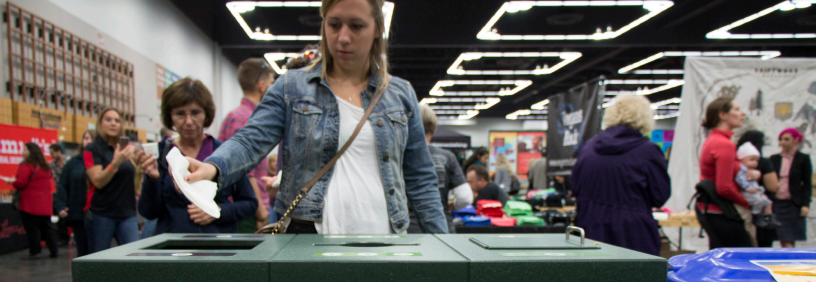
Katz Board is a two sided laminated display board. It produces top quality signage, tent cards and other POS display solutions.

#### 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



Food Scraps (Includes Meat, Bones, Dairy)



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



Glass Bottles and Jars Must Be Clean







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SAME RUCK	Donation Pickup Service 19239 S.E. McLaughlin Blvd. Gladstone, OR 97027 (503) 925-3137	"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."	Clothing of any kind, shoes and accessories, jewelry, house and glassware, books, toys, bikes, stereos, radios, portable TVs, small electronics, tools of all kinds.
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# 

Oregon Convention Center

# 2018 Annual Sustainability Report

oregoncc.org

to reimagine the OCC as a living laboratory for sustainability and an incubator of innovative ideas.

**FACILITATE:** guide clients toward the actualization of their ideal, sustainable event



**INNOVATE:** develop and incorporate new, sustainable programs, systems, and operations



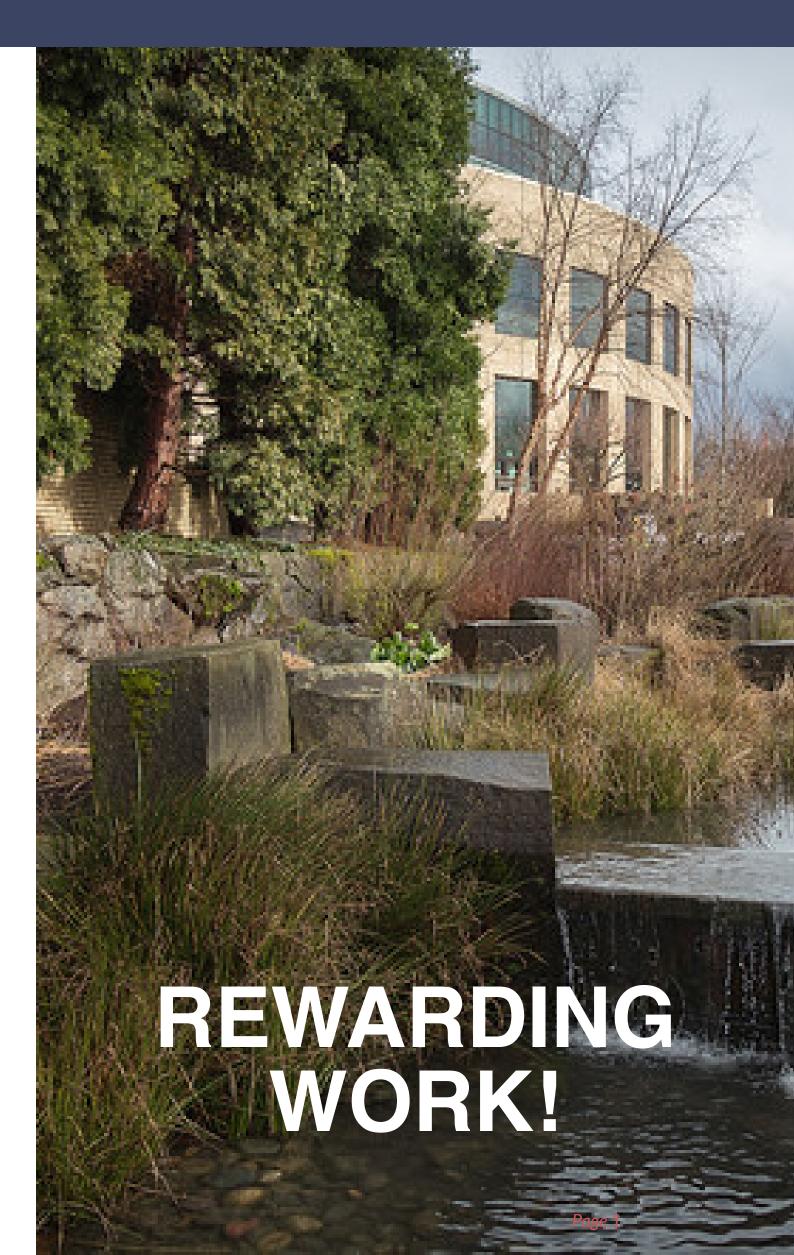
**INCULCATE:** shift the events industry toward a more sustainable mindset



**INSTIGATE**: help foster the sustainable development of our neighborhood, city, and region

Because of the hard work of everyone at the OCC, we're proud to have earned:

OUR VISION





## 2018 Best Eco/Green Award

given to the most sustainable event space in the hospitality industry by Smart Meetings magazine.



## Sustainability at Work: Gold

bestowed upon us by the City of Portland for sustainable actions taken on site.

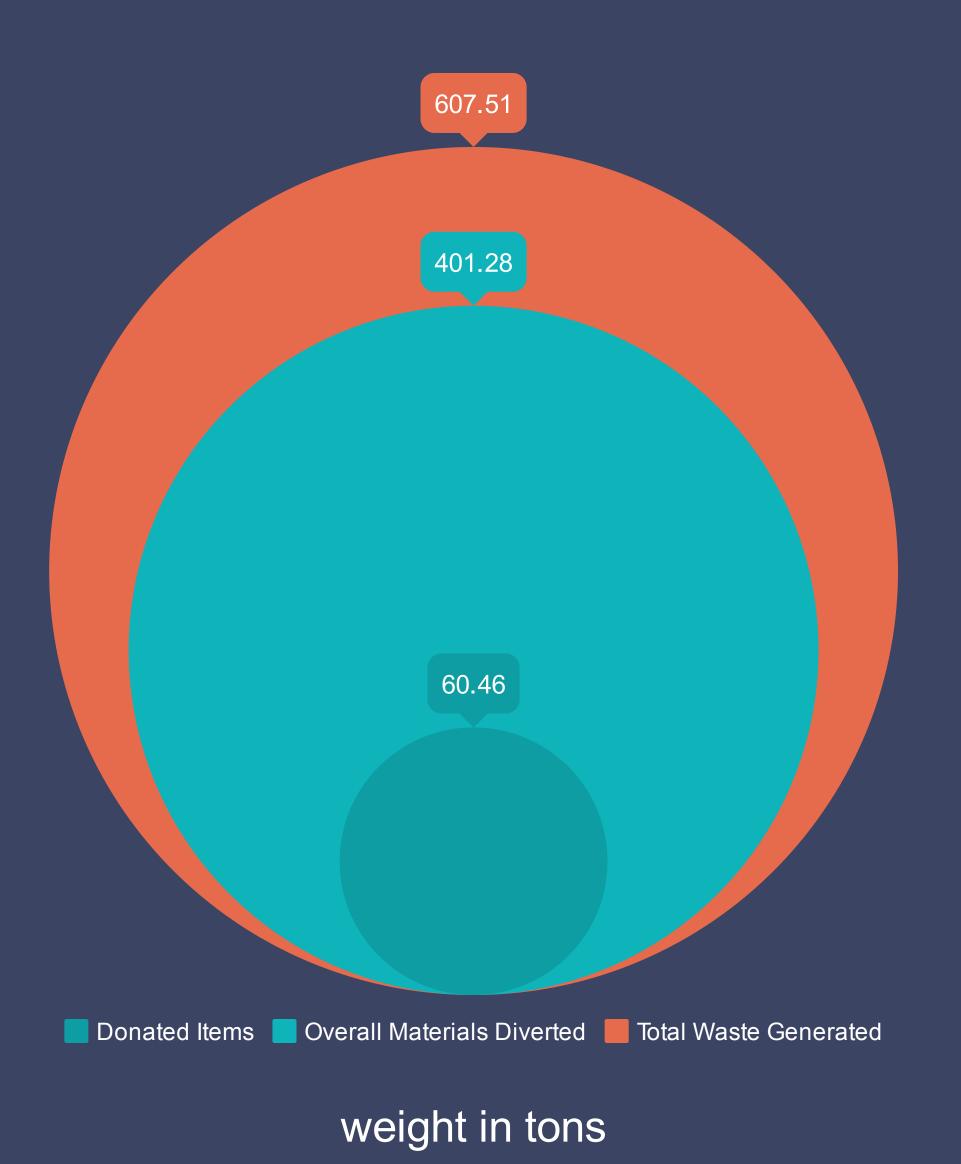


## SalmonSafe Recertification

that celebrates our leadership in water conservation and watershed stewardship.

# WASTE DIVERSION EFFORTS IN 2018

Our goal is to divert 80% of the waste generated at the Oregon Convention Center away from the landfill. In order to reach this goal, we have created a Waste Diversion Policy. This document, embedded into our contract, articulates the partnership between the client and OCC needed to be successful. We have developed a robust program of recycling, donating, and composting, and continue to seek out innovative ways to send less to the landfill.



# A YEAR IN HIGHLIGHTS

# Styrofoam Recycling on Tricycles!

Since there is now only one recycling facility in the region able to accept Styrofoam, we have teamed up with B-Line Urban Delivery, who delivers our Portland Roasting coffee on tricycles, to bring 60 gallon bags of polystyrene away with them on the backhaul. After collecting from other local businesses, they make a single trip for all of us!





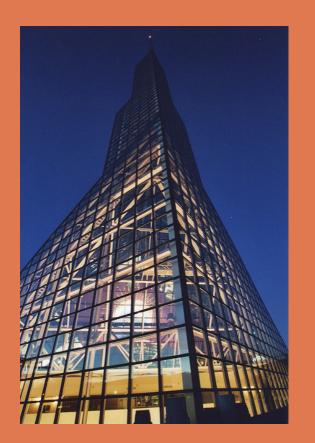
## **Employee Engagement Opportunities**

In the past year, we've provided several ways for employees to participate in Sustainable actions. Our AV crew and pacificWild staff hosted a sustainability-themed employee gathering, we participated in both the DriveLess and EcoChallenges, hosted an Energy Trust energy Fair, and created an E-Waste Collection drive, allowing employees to bring in old electronics to be properly recycled (and in some cases, reused!)

## A Bicycle Maintenance Station, and more Bike Parking!

We can now boast about having 124 parking spots for bicycles at our facility! With a new rack on the loading dock outside of the Security office, and a fully-stocked bicycle maintenance station outside the Engineer's office, our employees are ready to ride! (Best part? It was donated to us by the local nonprofit GoLloyd!)





## Night Walkthroughs Help Identify Energy Saving Opportunities

There aren't too many folks on site at 4am, which makes it an ideal time to identify electricity conservation opportunities. And that's why the OCC Energy Team gets up early, once a quarter, to come in and find ways that we can use less energy. At every step of the way, we are trying to make our building, and our operations, more efficient.

# **4 BIG IMPACTS**



## A Revision to our Waste Diversion Policy

We recently added a clause to our Waste Diversion Policy, with the intention of making expectations more clear for our clients. A "Broomswept Floor" is the new condition for exhibit halls upon egress. Feedback from decorator companies was positive, and results have been impressive so far. This is just one more way that the OCC continues to shift the industry's practices in a more sustainable direction.

## **GOOS** Paper **Collection Stations**

At the Oregon Convention Center, we try to limit the amount of documents that are printed onto paper. But sometimes, it is unavoidable. That's why we have implemented a "Good On One Side" collection program at every printer station. Standard sheets with one blank side are sent downtown to be made into notepads distributed throughout our spaces by the Sustainability Team. "No use" is the best, but reuse is a great alternative!



On June 20th, the OCC, along with CES and Portland State University, organized a 24-



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## Partnering with Audubon

We aim to reach out in the less developed markets and countries where SunnyMoney doesn't yet operate. We'll also channel the voices of African consumers and entrepreneurs into the decision-making processes of governments, aid agencies, companies and NGO's in order to contribute to the planning of energy access development initiatives that can be both effective and sustainable.



hour waste audit. Just under 2800 pounds of materials were colleted and sorted by both type and intended destination. The details provided an informative snapshot of a day during which several events took place. This data will help to inform future decisions surrounding sustainability campaigns and will help in improving our diversion rate.



## **FOLLOW ALONG, AND TAKE PART!**

