



WASTE MANAGEMENT TOOLKIT



WHAT YOU CAN DO:

- Ensure the facility's three-stream recycling receptacles are being used during move in/out and throughout the show
- Design your signage to be reusable or recyclable
- Review what products can be recycled at the Vancouver Convention Centre (see **Waste Management Policy**) and use the policy as a guide to purchase products – have your exhibitors do the same.
- Submit a materials checklist if your event will generate a large amount of recyclable and non-recyclable waste. This will ensure that the VCC can provide you with the support you need when managing this waste.
- Make a plan for donating left over items such as pre-packaged foods within their expiration date, decorations, giveaways, bags, office supplies, unpainted construction supplies or uncut carpet pieces. With advance notice, the Vancouver Convention Centre will coordinate this with you.
- Communicate with exhibitors and decorators in advance to allow them to be part of your waste reduction plan.

JUST SOME OF THE REASONS WHY GREEN EVENTS MAKE SENSE:

- Save money by conserving resources
- Meet the global expectations of your stakeholders and attendees thereby creating a competitive advantage and reputation
- Support local communities by donating excess materials and protecting their environment
- Educate and influence long-term sustainable behavior with exhibitors, decorators and attendees

MATERIALS CHECKLIST:

RECYCLABLE

- Styrofoam (pellets and white packaging only)**
- Cardboard boxes and signs**
- Glass bottles and jars
- Kitchen grease
- Paper and newsprint
- Wood (uncoated, untreated) **
- Plastic film and shrink wrap
- Plastic containers
- Metal and aluminum containers
- Electronics, furniture or equipment
- Pallets

DONATIONS

- Donate-able goods (books, t-shirts, office supplies, decor, potted plants, bags, craft materials, garden supplies, etc.)
- Non-perishable pre-packaged food before expiry date
- Donate-able yard/garden items

COMPOSTABLE

- Food scraps
- Plants, trees and yard debris

LANDFILL

- Plastic food serveware including beverage cups and utensils
- Plastic signage
- Food packaging
- Vinyl banners/tablecloth
- Foam core signage
- Labels

OTHER

** For very large quantities, pre-approval is required and additional fees may apply (fee to be quoted based on size and amount of waste).



REDUCE.
REUSE.
RECYCLE.

For questions, please contact your Event Manager.