

WASTE DIVERSION POLICY

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OREGN

Oregon
Convention
Center



Waste Diversion Policy Information

Policy Background

The Oregon Convention Center aims to be the most sustainable venue in the world — and the first choice as a convention center 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 surpassing 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) 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 reuse. The policy is inclusive of a waste diversion deposit as well as the prohibition of certain materials in the building. The entirety of the 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. 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) 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**
- **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.