

## Best Practices for Event Displays

### Display Presenter “Green” Checklist

Display Number and/or Description \_\_\_\_\_

Name of Person Filling Out Form: \_\_\_\_\_

	Yes	No	Explanation
<b>Display</b>			
Did your display contain any previously used or re-purposed materials? (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	
Did your display contain any recycled materials? (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	
Did your display contain any locally available materials? (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	
Did your display contain any materials that are biodegradable, recyclable or re-usable? (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	
Did your display use any VOC paint? (please indicate whether your display required any paint)	<input type="checkbox"/>	<input type="checkbox"/>	
Did your display contain any materials that are toxic or use toxic substances in their manufacture? (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Transportation</b>			
Did you re-use packaging materials for transporting the display components to and from venue?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you offset GHG emissions from transporting your display by purchasing carbon credits?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you offer door prize incentives or giveaways that reward visitors who used transit, biked, or walked to see your display?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you use transit, bike, or walk to the venue to present your display? (please indicate if you didn't because you were traveling with your display)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Packing</b>			
Did you take back all materials that you brought?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you take any recyclable materials that you were not taking back (including empty boxes) to the recycling containers?	<input type="checkbox"/>	<input type="checkbox"/>	

### Display Presenter “Green” Checklist (page 2)

Display Number and/or Description \_\_\_\_\_

Name of Person Filling Out Form: \_\_\_\_\_

	Yes	No	Explanation
<b>Promotional Materials (“handouts”)</b>			
Were your promotional materials printed on post-consumer recycled paper? (please specify recycled content)			
Were your promotional materials printed on chlorine-free paper?			
Were your promotional materials printed on tree-less paper? (please specify paper fibre source)			
Were your promotional materials printed or copied back-to-back (double-sided)?			
Did you use fluorescent or glossy colored paper?			
Did you laminate any signs or promotional materials for your display?			
Did you limit the use of ink on your promotional materials by not using solid blocks of ink as your graphics? (please specify)			
Did you use vegetable/soy-based ink?			
Did you print dates on your promotional materials?			
<b>Giveaways</b>			
Did you make it clear that your giveaway was optional and only available upon request? (please explain)			
Was your giveaway relevant to your display? (please specify)			
Did your giveaway serve multiple purposes? (please specify)			
Was your giveaway made from recycled or scrap materials? (please specify)			
Was your giveaway made without harmful chemicals, bleaches or dyes? (please specify)			
Was your giveaway reusable? (please specify)			
Was your giveaway biodegradable or recyclable? (please specify)			
Was your giveaway consumable? (please specify)			
Did your giveaway have unnecessary packaging?			
Did your giveaway include a description of the environmental merits of the gift? (please specify)			
Did you donate any leftover giveaways?			
If you donated leftover giveaways, did you let the event organizer know in advance that you might have giveaways to donate?			

*NOTE: To be recognized as a “Green” exhibitor next year, [set target %] xx% of your answers must be in the shaded areas.*