

29 February, 2008

GREEN GUIDELINES

Everyone involved in the exhibition business has a role to play in reducing the amount of material and energy used, whether an Organiser, Exhibitor, Contractor, Supplier or Venue. Here are some guidelines from HKECIA to make your involvement in exhibitions have less impact on our environment and remember**REDUCE, REUSE, RECYCLE.**

Pre-show

Update databases to reduce dead mailings, convert printed promotional fliers or mailers to electronic versions as much as possible.

Convert Manuals, Order Forms, Technical Guides to on-line versions.

If you're an exhibitor, plan what you wish to distribute - don't print and ship more than you need. Source environmentally-friendly promotional handouts or gifts.

Plan special design stands/features, etc in order that these can be prefabricated, then dismantled at the close of the show.

Show period

Put Directories or Show Guides on a CD or memory stick, rather than print.

Don't use plastic badge holders.

Don't distribute material in plastic bags and be selective when handing out material.

Eliminate PVC banners and signs, use cotton or paper instead.
Build arches, feature areas, using system material as a framework, reduce use of composites and laminates.

If building a raw space or special design stand, limit the height and construct based on reusable system materials and hired furniture, minimize specially constructed items (counters, display platforms etc).

Use non-VOC, water based paints and glues, or linseed oil paints.
Install CFL or LED lighting, using less energy and lasting longer
Use recyclable carpeting, a natural alternative such as cork or recycled rubber matting (or none at all).

Keep packing materials and containers to a minimum.

For catering, use recyclable materials for crockery and cutlery; or use glass, china that can be washed and reused.

Use recycling bins for garbage disposal.

Post-show

Dismantle, don't demolish - disposing of into local landfills is not a viable solution.

Reuse packing materials for transportation.

Take away unused promotional materials etc and use later.

Remember - REDUCE, REUSE, RECYCLE!!!!