

# OREGON CONVENTION CENTER SUSTAINABILITY PRACTICES

Sustainable practices are at the heart of the Oregon Convention Center's operation and planning. Through facility design, operational practices, and energy and resource conservation programs, the OCC strives to stand as an example for the region and nation of what is achievable with wise resource planning and a conservation ethic. In seeking to enhance the quality of life in Portland by meeting the needs for environmental, social and economic well being, the OCC will ensure that its decisions and activities are to the long-term benefit of its customers, its partners, and the community.

In order to meet every client's expectations we have designed a two tier level of service. Please select the level of sustainability you would prefer for your event. For questions contact the OCC Sales Department 503.235.7577 or [mattpizzuti@oregoncc.org](mailto:mattpizzuti@oregoncc.org).

## Standard Level of Service: Included in rental of the facility.

### Operations:

#### We will provide the following

- Recycling collection bins in all meeting and ballroom lobby areas. Items for collection are Mixed Paper, Cans/Plastic Bottles and Glass.
- Recycling centers in requested meeting rooms. We have 25 recycling containers (nine for mixed paper and 16 for aluminum cans/plastic bottles).
- Customized recycling stations in every Exhibit Hall. We currently separate mixed Paper and Cans/ Plastic bottles and will also provide recycling of glass in the exhibit halls.
- Item specific recycling bins for decorators and exhibitors to utilize during move in and move out.
- List of organizations that will provide alternative options for recycling, reusing and reducing waste.
- Cardboard collection is handled by staff when it is placed by waste receptacles.
- Assigned attendant to oversee any overflow of containers.

### Catering:

#### Continentials, Coffee Breaks and Reception Services Only

- Locally-grown food products based upon seasonal availability.
- Standard china, glassware and flatware in meeting rooms and ballrooms only.
- Post consumer recycled biodegradable plates.
- 10% post consumer recycled biodegradable coffee cups.
- Condiments served in bulk containers.
- Post consumer two-ply pull n' tear roll napkins.
- Bar service used with standard glassware and recyclable bottles or biodegradable plastic barware when applicable.
- Composting of food waste and biodegradable products for all events.
- Donate excess food to local homeless shelters.

### Catering:

#### Served/Buffer Breakfast, Lunch and Dinner Functions

- Locally-grown food products based upon seasonal availability.
- Standard china, glassware and flatware in meeting rooms and ballrooms only.
- Condiments served in bulk containers .
- Composting of food waste and biodegradable products when applicable.
- Donate excess food to local homeless shelters when applicable.

### Concessions:

- 100% recycled biodegradable plates.
- 10% post consumer recycled biodegradable coffee cups.
- Biodegradable plastic flatware.
- Condiments served in bulk containers.
- Post consumer two-ply pull n' tear roll napkins.

### Additional Green Options:

- Enhanced sustainable & organic menus available upon request (market rates apply).
- China service in exhibit halls – requires additional servers at \$100.00 per 100 attendees.
- Sustainability stations – requires one attendant per station at \$100.00 per 4 hours each.

**Show organizers** don't have to wait for venues to go green or for attendees to demand environmentally responsible practices. "They don't have to be large and they don't have to add cost," says Amy Spatrisano, CMP, Owner, Meeting Strategies Worldwide. "Show organizers can implement some green practices by having conversations with exhibitors on how to minimize waste. They can put practices into RFPs for venues, hotels and suppliers."

#### What you can do:

- Go paperless as much as possible by maximizing electronic communication, providing online registration and eliminating handouts by making presentations available online.
- Switch to electronic tools. The Outdoor Retail show switched from the familiar fat exhibitors' kits to CDs. "That's 1,500 notebooks," Now only about 10 percent opt for the notebook.
- When printed material is necessary, use recycled paper.
- Pool staff transportation to and from shows.

#### What your exhibitors can do:

- Bring as little collateral materials as possible. "Most collateral ends up on the show floor or in the hotel room trash," says Spatrisano. "When people want information after the show, they'll go to the Web site anyway."
- Print name tags on recycled paper, and recycle badge holders at the end of the show.
- Find useful giveaways. "If you want people to remember you, be creative," Spatrisano says. Examples she cites are handsome fleece vests made of fiber from

**Premium Level of Service:** includes standard level of service. We will provide the following at an additional fee of \$300.00 per day.

- Operations:**
- Recycling provided for specialized materials upon request.
  - One point of contact during the planning of your event to assist with any sustainable/recycling needs
  - One attendant to provide services on site as a waste stream coordinator and to manage any overflow of containers.
  - Informational signage provided near trash containers about our post consumer composting program
  - Post Event Report of total items recycled, waste composted and food donated.

- Catering:**
- Juices provided in carafes
  - Water in pitchers/ No pre-fill water glasses (ice optional)
  - Up to three (3) staffed sustainability stations
  - China service in exhibit halls including additional servers

**Additional Green Options:**

- Enhanced sustainable & organic menus available upon request (market rates apply).



recycled plastic bottles and mouse pads made of recycled material.

- Build booths with less waste. "Reuse construction materials. Don't throw so much away after every show," she says.

**What your meeting venues and contractors can do:**

- Reduce heating and air conditioning during move-in/move-out when open doors cause huge energy losses.
- Turn off lights and air conditioning in unused meeting rooms.
- Recycle cardboard, pallets, carpet, shrink wrap and other waste.
- Use environmentally responsible cleaning products.
- Install recycled paper products in the bathrooms.
- Create a space for donated items, such as leftover building materials and promotional pieces, at the end of the show.

**What your catering and concessions can do:**

- Use more corn-based products instead of plastic.
- Serve water in large containers rather than individual bottles.
- Donate leftover food to food banks.

**What your attendees can do:**

- Use recycling bins for glass, paper and plastic.
- Take public transportation or pool transportation.



Recycled Paper