



EXHIBITOR KIT

The Oregon Green Expo Recycles

Recycling Instructions for Exhibitors

Please take this opportunity to set an example for the Public by demonstrating best green practices and being a green Exhibitor.



The Oregon Green Expo is proud to partner with Jackson County Master Recyclers and Jackson County SMART Business Program to offer event recycling to vendors and the public. “Green” vendors at a “green” event are expected to be pro-active in helping facilitate waste diversion as much as possible. Being green means dealing responsibly with solid waste. So, please do your part to reduce waste, conserve resources, and save money by recycling.

Reduce the Waste You Make

In addition to recycling, Exhibitors can take steps to prevent waste before it starts. Think about the waste you might generate at the event and take steps to reduce it:

Exhibitors

- Avoid laminating one-time use papers; use pocket protectors instead
- Bring a water bottle or coffee mug with you to the event for reuse
- Print fliers and materials on recycled content paper
- Do not overprint materials
- Limit give-aways and junk that will likely end up in the garbage or as litter

Food Vendors

- Store napkins behind the counter: Give only the number per customer appropriate for the food purchased
- Limit use of disposables (plastic-ware, napkins, etc.)
- Use "pump" condiment dispensers (refillable) instead of small packets
- Rethink food containers (i.e. is paper lining in addition to cardboard baskets necessary?)
- Offer a reusable drink container and discounted refills



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- Do not dispense straws or lids
- Use washable cloth towels or sponges to clean up behind the counter
- Use recycled products made from the highest post-consumer waste percentage possible
- When disposable items are necessary, buy recycled and unbleached paper
- Donate leftovers to area shelters
- Offer smaller portions to reduce food waste by consumers with "eyes bigger than their stomachs"
- Encourage employees to be creative in coming up with ideas to reduce waste.

GLASS:

Empty glass bottles can be placed near any garbage can, set aside in vendor area for pick-up by Master Recyclers, or taken to the Master Recyclers exhibit area. **No liquids, no lids, no corks. Must be kept separate from commingled recyclables!**

COMMINGLED RECYCLABLES:

Place in recycling bins distributed throughout the facility, set aside in vendor area for pick-up by Master Recyclers, or take large quantities directly to red "commingled recycling" dumpster, located outside the building near the large roll-up door.

| <u>ACCEPTED:</u> | <u>NOT ACCEPTED:</u> |
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| <p>PLASTIC BOTTLES #1-7: neck smaller than base (no lids, no liquids)</p> <p>ALUMINUM CANS (no liquids)</p> <p>TIN & METAL CANS</p> <p>CORRUGATED CARDBOARD (flattened) Can also be placed next to any garbage can</p> <p>PAPER</p> <ul style="list-style-type: none"> • Gray board: e.g. beer boxes, cracker boxes • Fliers, brochures, posters & signs • Office paper & copy paper (staples OK) • Bright & colored paper • Construction paper & index cards • Junk mail & envelopes (windows OK) • Pizza boxes (no food) • Newspaper, brown paper bags • Magazines/catalogs (less than 1/2 inch thick) | <p>NO GLASS BOTTLES OR JARS Place <u>empty</u> bottles (no lids or corks) next to any garbage can, set aside for pick-up, or take to Master Recyclers exhibit area.</p> <p><u>Place in garbage cans</u></p> <ul style="list-style-type: none"> • Napkins, tissues, paper towels • Plastic cups or tubs • Plastic bags, plates or lids • Shrink wrap or bubble wrap • Waxed paper or cardboard • Styrofoam • Fast food wrappers or snack bags • Frozen food boxes • Food contaminated paper • Juice or drink cartons • Confetti • Snack food bags |

Master Recyclers will circulate throughout vendor areas during and after the event to answer any waste diversion questions and collect recyclables that have been set aside for pick-up.

Want to recycle more? Check out www.JCRecyclingDirectory.org

Thanks for doing your part to reduce waste, conserve resources and save money!