

OREGON

Oregon
Convention
Center

Living
Our

GO

SPARK.

SUSTAINABLE EVENT GUIDE

FOR PLANNERS AND DECORATORS

WE ARE A CENTER IN MOTION.

Defined by you and what you can accomplish inside our walls.

We don't decide the future.

We provide a place where you can.

Where you can

Join. Change. Dismantle. Engage.

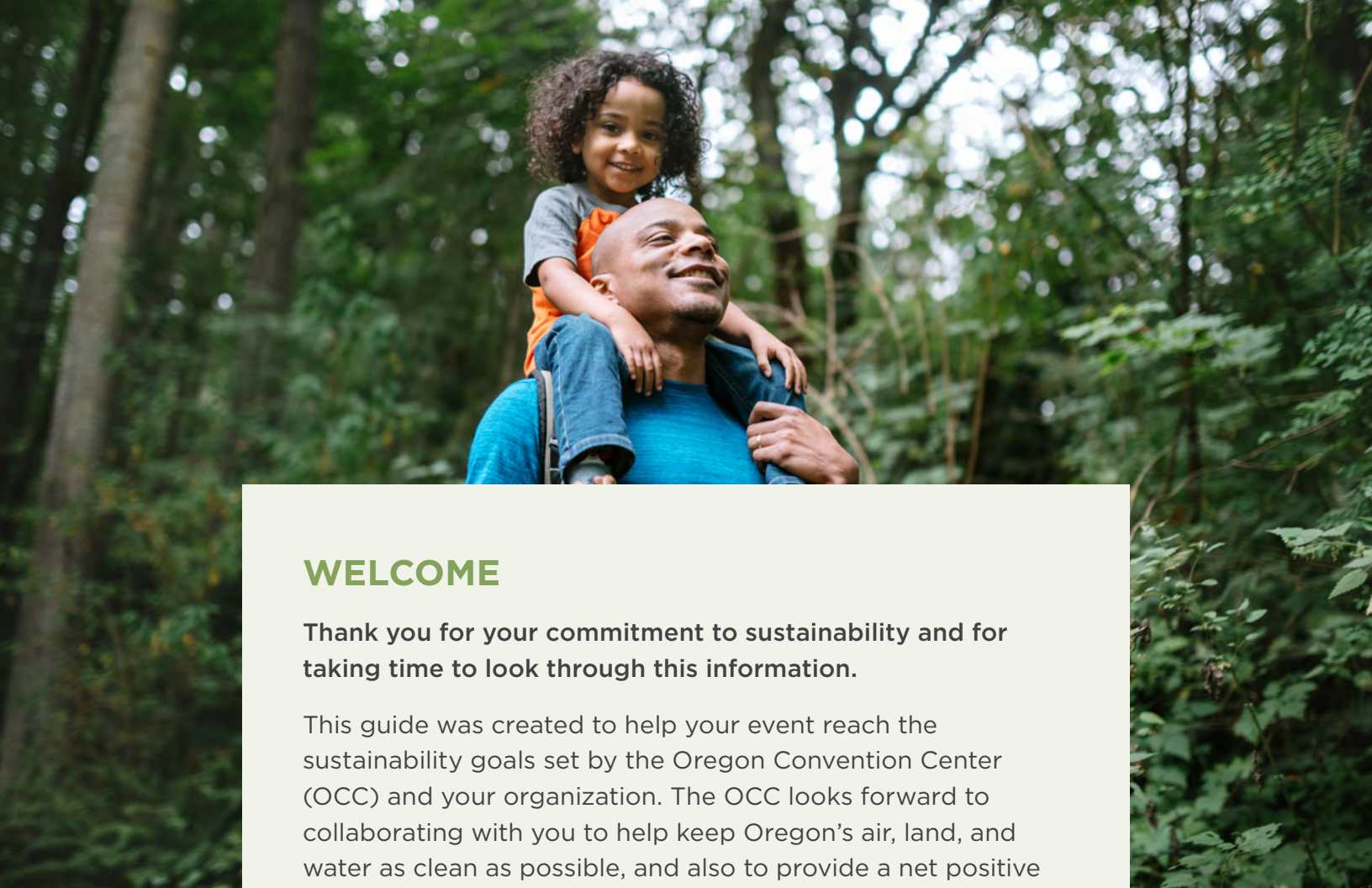
Cherish, Love, Uphold, Refute, Challenge, Galvanize and Improvise -
until you figure out what will come next.

THIS IS A PLACE OF ACTION.

There are no nos, no if onlys, no maybes.

There is only right now.

Ready? Go.



WELCOME

Thank you for your commitment to sustainability and for taking time to look through this information.

This guide was created to help your event reach the sustainability goals set by the Oregon Convention Center (OCC) and your organization. The OCC looks forward to collaborating with you to help keep Oregon's air, land, and water as clean as possible, and also to provide a net positive experience for our local community. In doing so, we will be partnering to design and execute a successful and sustainable event.

This guide contains comprehensive information that covers many types of events. You may find that some information doesn't apply to your event. Please utilize the resources that make the most sense for your event, make adjustments as you see fit, and reach out with any questions, suggestions, or concerns.

Learn more about our collective sustainability impact at oregoncc.org/en/about/sustainability.



SUSTAINABILITY GUIDELINES

By choosing to host your event at OCC, you're reducing the environmental impact of your event.

As a **LEED Platinum** building, many green event components are built into our daily operations, such as event recycling and composting, water and energy efficiency upgrades, and reducing food waste through our catering and concessions.

We ask your assistance in our efforts by complying with the following steps for sustainability success.

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DESIGN YOUR SIGNAGE TO BE REUSABLE OR RECYCLABLE
Choose signs made from paper products that can be recycled.
- 

KNOW WHAT'S RECYCLABLE AT OCC
Recycling varies from city to city and business to business. Review what we can recycle at our facility, purchase products that we can recycle, and encourage your exhibitors to do the same.
- 

COMMUNICATE WITH EXHIBITORS AND DECORATORS
Sharing your sustainability efforts with staff, exhibitors, and attendees is a great public relations opportunity. Ask us for templates and tips on how to communicate your vision. Exhibitors and decorators can be some of your biggest allies in waste reduction.
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GAME PLAN WITH THE SUSTAINABILITY COORDINATOR
Reach out to our resident expert with questions about materials choices, communication opportunities, and recycling streams.
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DONATE LEFT OVER MATERIALS
We are often able to donate leftover goods and materials to local community organizations. This could include tote bags, clothing, water bottles, books, offices supplies, unused food, and more. Be sure to arrange donations ahead of your event to ensure compliance with the waste diversion policy.



The OCC achieved LEED Platinum recertification in 2023.

This achievement is OCC's fifth LEED certification under The U.S. Green Building Council (USGBC) program, including the original LEED-EB certification for an existing building in 2004 and four recertifications.

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WASTE DIVERSION POLICY

BACKGROUND

The OCC aims to be the most sustainable convention center in the world — and the first choice as a venue for green meetings.

We want to weave environmentally and socially responsible actions into the fabric of our organization. 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.

Additionally, we are certified for sustainable events by the Events Industry Council (EIC). The EIC Sustainable Event Standards certification recognizes our green policies and practices, and provides a roadmap for planning sustainable events. To maintain our certifications, we track our results and continuously seek opportunities to contribute to the fields of sustainability and event management.

The OCC has a long term goal of reaching at least a 70% 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.

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.

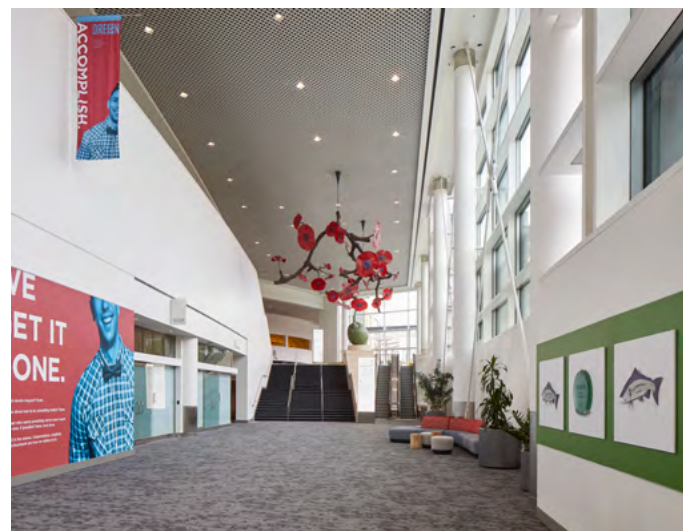
Our partnerships are essential to this success and we look forward to continuing to develop innovative solutions in this field.

REQUIREMENTS

A waste diversion deposit is required for contracted events using any exhibit hall or ballrooms over 25,000 square feet.

The OCC prohibits certain materials inside the building. **We also require that all recyclable materials and donations be properly sorted to ensure we are diverting as much from landfill as possible.**

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. The deposit will fund the additional labor required by OCC to sort materials and pay disposal fees.



WASTE DIVERSION POLICY

COMPLIANCE DETAILS

The OCC requires 100% compliance with this policy and the steps below in order to receive a credit towards the master bill.

When the licensee complies with this policy, a credit will be included in the master bill. Licensee hereby agrees to the terms of this waste diversion policy and understands that failure to comply will result in loss of entire deposit.

- Glass
- Metal
- Mixed recycling
- Plastic containers, pots, and buckets
- Plastic film and shrink wrap
- Styrofoam
- Vinyl tablecloths
- Wood
- Yard debris, plants, trees

OCC provides recycling containers for exhibitors, decorators, and attendees that include separate streams for recyclable and landfill materials. Licensee is responsible for the placement of all of these items in clearly marked designated stations on the show floor. Licensee will forfeit deposit if OCC discovers any items in contracted spaces post event.

4. Licensee must leave exhibit hall show floor in a broom swept condition upon completion of event.

5. Donations must be pre-approved and removal arranged in advance.

- Preapproval of a plan for donation is required to ensure the material or items can be donated. Please send information regarding what potential items you have to donate and an estimated quantity. Your event manager and the OCC's sustainability coordinator will confirm approval of the plan.
- Any items left behind will become property of OCC. The OCC will determine the best method to manage the material, in accordance with applicable Oregon law. This may cause a loss of licensee's deposit.

1. Licensee will not bring in any of the following prohibited items:

- Foam core signage
- Hazardous substances
- Helium balloons
- Single-use plastic bags

2. The following items are allowed in the building, however, licensee shall not leave any of the following at OCC upon the completion of their event:

- Electronics, furniture, or equipment
- Carpet, carpet scraps, or carpet padding
- Crates, plywood, particle board, and painted or treated wood
- Items that are unable to be donated
- Non-recyclable signage
- Pallets
- Vinyl banners

3. Licensee MUST ensure that all of the following recyclable items generated by the licensee be placed into proper receptacles:

- Cardboard
- Food scraps

RECYCLING SORTING GUIDE



Hello!

MEET OUR RECYCLING CAGES

OCC's oversized recycling cages are located on the event floor at recycling stations during event move-in and move-out. They're here to make recycling materials easier for folks before event guests arrive.



CARDBOARD	FOOD SCRAPS	GLASS	PLASTIC
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<p>Cardboard boxes Cardboard tubes Cardboard signage</p>	<p>Food scraps only Coffee grounds Meat and bones Dairy products No compostable tableware or packaging</p>	<p>Glass bottles and jars No plate glass, drinking glasses, or ceramic dishes</p>	<p>Plastic film and sheets Shrink wrap Bubble wrap No single-use plastic bags</p>
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RECYCLING (MIXED)	STYROFOAM	VINYL	LANDFILL (GARBAGE)
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<p>Aluminum bottles Aluminum cans Paper Plastic bottles No plastic bags, liquids, or coffee cups</p>	<p>Styrofoam blocks Styrofoam packing material</p>	<p>Vinyl tablecloths No vinyl banners</p>	<p>Beverage cups Coffee cups Compostable tableware Recyclables contaminated with food residue</p>
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EVENT MATERIAL REFERENCE GUIDE



Hello!

MEET OUR MIXED RECYCLING BIN

Just like you might use at home, OCC's mixed recycling goes in large blue flip-top bins. These bins are located at our recycling stations on the exhibit hall floor during move-in and move-out.

PROHIBITED ITEMS	DO NOT LEAVE BEHIND	PLACE IN CORRECT RECEPTACLE
<div data-bbox="272 846 391 961" style="text-align: center;"> </div> <ul style="list-style-type: none"> Foam core signage Hazardous substances Helium balloons Single-use plastic bags 	<div data-bbox="751 846 870 961" style="text-align: center;"> </div> <ul style="list-style-type: none"> Electronics, furniture, or equipment Carpet, carpet scraps, or carpet padding Crates, plywood, particle board, and painted or treated wood Items that are unable to be donated Non-recyclable signage Pallets Vinyl banners 	<div data-bbox="1224 846 1343 961" style="text-align: center;"> </div> <ul style="list-style-type: none"> Cardboard Food scraps Glass containers Metal Mixed recycling (aluminum bottles and cans, paper, plastic bottles) Plastic containers, pots, and buckets Plastic film and shrink wrap Styrofoam Vinyl tablecloths Wood (unpainted, clean dimension lumber only) Yard debris, plants, trees

SUSTAINABLE SIGNAGE MATERIALS

GOING GREEN DOESN'T MEAN GOING WITHOUT.

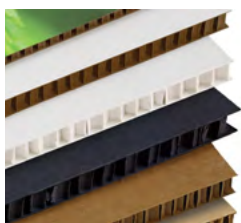
Foam core and other non-recyclable signage is prohibited inside the OCC, but you have options! The following list is a sample of more sustainable alternatives to non-recyclable signage products. When printing signs, consider these materials instead.

Our staff are available to help answer questions about alternative materials and the ability to recycle other products. If you have any questions, please contact your sales or event manager, or the OCC's sustainability coordinator.



ECODISPLAY BOARD from Duratex/Grimco

EcoDisplay is 100% recyclable and biodegradable; the core contains at least 48% pre-consumer recycled content, making it easy to fit into standard paper recycling programs. Made from environmentally friendly wood pulp, water, and starch, EcoDisplay is high strength, lightweight, and dimensionally stable.



FALCONBOARD® from Hexacomb®

Falconboard® offers superior performance over most traditional foam board options as well as high-quality printability. Falconboard® is the only graphic display board made from reusable, renewable, and 100% recyclable kraft paper honeycomb material.



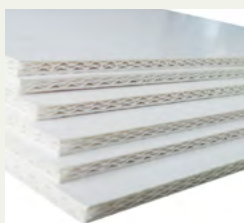
LEGACY ECOBOARD from Sonoma Graphic Products

Made from 100% virgin wood fibers, Legacy EcoBoard is a sustainable, cost-effective alternative to foam PVC and other plastic composites. Ideal for indoor, short term signage. It's triple-coated surface results in a bright, smooth finish and is compatible with offset, screen or large format printing.



CONVERD® BOARD from Neenah Paper and Packaging

ConverD® is an environmentally responsible and recyclable paper-based rigid board. ConverD® offers a bright white dimensionally stable and rigid surface for indoor and short term outdoor signage applications. The product incorporates 10% post consumer waste to achieve maximum sustainability without sacrificing the print quality or surface characteristics.



DISPA® from 3A Composites

DISPA® are eco-friendly paper boards for screen and digital printing, made of FSC®-certified paper, and are 100% recyclable. DISPA® paper boards offer an optimal level of flatness, excellent dimensional stability, and are also lightweight.

COMMUNITY PARTNERS

Please note that any donations coordinated by OCC need to be pre-approved with your event manager and the sustainability coordinator.

More information about our community partnerships and our donation program is available at oregoncc.org/en/about/sustainability/community-engagement.

In-kind donations are accepted at the discretion of each organization.

NAME	ITEMS NEEDED MOST
<p>Blanchet House 310 NW Glisan Street, Portland 503-226-3911 blanchethouse.org</p>	<p>Men's hygiene items, new men's undergarments and socks, work pants, jeans, sweatpants, work boots, new or gently used shoes, hats, gloves, coats, tarps, blankets, laundry soap, dish soap, and hand sanitizing wipes.</p>
<p>Habitat for Humanity ReStore 10445 SE Cherry Blossom Drive, Portland 503-283-6247 pdxrestore.org</p>	<p>New or gently used building materials and home goods, light fixtures, new light bulbs, electrical supplies, quality cabinets, all varieties of metal fasteners and hardware, door knobs, hinges, flooring, furniture, and tools.</p>
<p>Oregon Food Bank 7900 NE 33rd Drive, Portland 503-282-0555 oregonfoodbank.org</p>	<p>Shelf-stable milk, canned meats, canned or dried beans, canned fruits and vegetables, brown rice, whole grain cereal, whole-wheat pasta, canned soups and stews, and 100% fruit juices.</p>
<p>ReBuilding Center 3625 N Mississippi Avenue, Portland 503-331-9291 rebuildingcenter.org</p>	<p>Building materials, antique/vintage furniture, lumber, trim, fencing, doors, windows, tubs and sinks, glass mirrors, cabinets, and appliances. Donations are accepted at staff discretion and must be in reusable condition.</p>
<p>Schoolhouse Supplies 4916 NE 122ND Avenue, Portland 503-249-9933 schoolhousesupplies.org</p>	<p>Basic school supplies, backpacks, binders, classroom materials, non-English books, office supplies, arts and crafts supplies, 8.5 x 11" paper, cardstock, envelopes, cleaning supplies, and new hygiene items of all types.</p>
<p>Scrap PDX 1736 SW Alder Street, Portland 503-294-0769 scrappdx.org</p>	<p>Artist supplies, books and magazines, collage and scrapbooking, containers, crafts, fabric, gift wrap, party supplies, beads, mat board, frames, sewing notions, yarn, office supplies, paper, ephemera, and greeting cards.</p>
<p>Transition Projects 665 NW Hoyt Street, Portland 503-280-4700 tprojects.org</p>	<p>Clothing for adult men and women, undergarments, socks, shoes, shoelaces, belts, hats, gloves, new or gently used linens, laundry soap, dish soap, twin air mattresses, tarps, umbrellas, backpacks, and housewares.</p>
<p>Vietnam Veterans of America* 7600 SE Johnson Creek Blvd, Portland 503-558-2970 vva.org/pickup-locations/oregon</p>	<p>Clothing and shoes of all types and sizes, household items, books, toys, bikes, stereos, radios, portable TVs, bedding, curtains, small furniture and rugs, small appliances, tools, jewelry and cosmetics. *Donation pickup service</p>

SUSTAINABILITY FOR EVENT ATTENDEES



Hello!

MEET OUR RECYCLING “TRIPLES”

OCC’s convenient recycling “triples” are always located throughout the building plus event spaces. They’re here to help event guests quickly and easily sort their mixed recycling from landfill materials.

WELCOME

We are proud to be a leader in sustainability and as a LEED Platinum building have certain key practices in place to support sustainability.

Please join us in being a part of keeping Oregon healthy and thriving for future generations (and events) to come!

HERE’S WHAT YOU CAN DO

Reduce Waste

1. Utilize any of our 19 water bottle filling stations throughout the building with a reusable water bottle.
2. Opt for a durable coffee mug at one of our coffee stations, or a reusable travel mug if you are on the go.
3. Purchase products with less packaging, and ensure waste goes in the right place. Any to-go boxes, plastic utensils, and coffee cups go in the trash. Please recycle any papers, bottles, or cans.
4. Go digital for brochures, and recycle any leftover paper items at the end of your event.
5. Ensure lanyards get returned to collection boxes if your event has a lanyard reuse practice in place.

Use Sustainable Transportation

6. Use nearby TriMet MAX lightrail, bus (#6), Portland Streetcar, or one of our many bike rental programs around town to see the sights!
7. OCC’s Parking Garages have bike parking and electric vehicle (EV) charging stations.

Support Local Business and Artists

8. If purchasing gifts, consider supporting local vendors to reduce impacts of transporting goods long-distance.

Check Out OCC’s Sustainability Features

9. Lounge in one of our nature-inspired lobby areas. The Carpet and Rug Institute Green Label Plus carpet is made of nontoxic recyclable materials and inspires a lichen-covered forest floor.
10. Walk along the south end of our building to check out our innovative rain garden, which collects rainwater from 5.5 acres of roof and filters out particulates before entering the watershed. This keeps our beautiful waterways clean and healthy, and helps us maintain our Salmon-Safe certification.
11. Find a high vantage point to see our rooftop solar array. This collection of over 6,500 solar panels provides 25% of the building power needs, and the rest we offset through Pacific Power’s Blue Sky® renewable energy program.

ADDITIONAL RESOURCES



Hello!

MEET OUR GARBAGE/LANDFILL “WHALES”

A cute name for a big problem - garbage, not whales. These big blue bins are located at recycling stations during event move-in/move-out. Please consider your event’s impact on the amount of waste added to whales.

This guide to sustainability is just the start. There are more sustainability resources on our website specifically for event organizers and decorators.

Check out the links below for communication templates to help talk about sustainability with your event partners and guests, sustainable transportation options around the OCC, plus maps of guest amenities inside the building like water bottle refilling stations and more!

SUSTAINABILITY

oregoncc.org/en/about/sustainability

WASTE DIVERSION

oregoncc.org/en/waste-diversion

TRANSPORTATION

oregoncc.org/en/attend/parking-directions

COMMUNICATION TEMPLATES

oregoncc.org/en/talk-trash

LEED PLATINUM CERTIFICATION

oregoncc.org/en/about/sustainability#LEED

MAPS OF GUEST AMENITIES

oregoncc.org/en/attend/maps

Contact us to discuss how to make your event more sustainable at the **Oregon Convention Center**.



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503-731-7822
nancyreimer@oregoncc.org
OREGONCC.ORG