



IUCN
World
Conservation
Congress
Hawai'i 2016

My Green Congress Exhibition Guidebook

The Exhibition is one of the main elements of the IUCN Congress and is open to registered participants and the general public.

To inspire more sustainable behaviour among participants, IUCN requests that all Exhibitors adhere to this policy.

IUCN and a group of local volunteers, the “Green Team”, have developed the “IUCN Congress Green Policy” and other measures as part of IUCN’s continued effort to minimize the potential negative environmental impacts of a gathering of the size of the IUCN Congress.

Learn more about the overall [“IUCN Congress Green Policy”](#)

These main principles of the Congress Green Policy apply to the Exhibition:

Paperlow: No paper handouts. Please bring only display copies of publications. IUCN will offer a mobile app instead of a printed programme.

Plastic-free: No “Single-use” plastic items will be distributed or sold in the venue.

Zero-waste: Only materials that can be reused, recycled or composted are allowed on site. [See Annex II: table of authorised and prohibited material.](#)

All the material used for the Exhibition, including carpets and furniture follow this regulation. Recycling and composting stations will be available throughout the venue. Residual waste shall be limited to a minimum.

IUCN, the National Host Committee, the Exhibits Contractor and the Venue are committed to produce an Exhibition in the most environmentally friendly way possible. All contracted providers work in accordance with the “IUCN Congress Green Policy”, including Food and Beverage services.

The guiding principles below apply to all Exhibitors, with no exception. Please rethink what you would like to achieve with your booth and design your booth accordingly to adhere to these guidelines.

1. Exhibition booth

Use the booth preferably as it is, minimize the shipping of decor and rent local furniture instead. Make sure the material displayed on your booth is made of environment-friendly, recyclable material (FSC, organic, etc.) and that it can be reused for future meetings.

2. Communications and Event Material

IUCN is aiming for a Paperlow Congress. To help minimise paper and to provide easy access to information by Congress participants, Exhibitors can take advantage of specific features on the IUCN Congress Mobile App’:



- Upload documents
- Dedicated web space including calendars for exhibition events

Exhibitors are expected to

- Limit the number of publications, using “display” copies only and/or rental screens but no handouts.
- Provide more information digitally; fulfilling requests via email and website referrals, including QR (quick response) codes on the booth and display-only publications, uploading all relevant documentation and information on the Exhibition section of the mobile app’ and Congress Exhibition website.
- If you really must print, use a local sustainable print shop and choose FSC, SFI or PEFC certified paper or paper that contains at least 65% post-consumer recycled content and is totally or mostly chlorine-free (TCF or EFC).
Contact details for certified sustainable printers are listed in [Annex III](#).
- Reuse and bring your signage, displays and standard company/organization banner instead of creating a single-use Congress branded banners. In case you don’t have a standard banner, signage or displays, please produce them locally using a sustainable company.
- Use sustainable and ideally locally sourced materials such as organic or recycled long-lasting material. Where possible, avoid referring to location and years so you can reuse your signs at future events.
- Donate material that cannot be reused at future conferences to local businesses.

For local printing companies which do not use environmentally harmful chemicals and promote responsible practices, see sustainable printers listed in [Annex III](#).

For a list of local businesses which can reuse or recycle used conference material, please contact us at greencongress@iucn.org

3. Giveaways and sell items

If you choose to sell items or give out gifts or promotional material, IUCN encourages you to offer useful items such as travel mugs, aluminum water bottle etc. or items that can be reused. Consider gifts/products that convey a green and/or socially responsible message, are reusable and which have been produced ethically, using environmentally-friendly materials (such as organic unbleached natural fibres, recycled, nontoxic or biodegradable materials. [See table of authorised and prohibited material in Annex II](#).

Any leftover giveaways that cannot be recycled, composted or taken back home should be donated to a local charity or institution. Please contact us for details on donations.

4. Energy consumption

Please turn off the lights, equipment and multi-plug sockets when not in use. Favour the use of energy-efficient electronic devices. Ensure that the energy-saving features of all electronic equipment are enabled.



5. Sustainable waste management

All waste produced will be collected separately (organic, glass, metal, paper etc.). Well-marked stations will be provided throughout the venue. Organic waste will be collected for composting and/or supplying to farmers for livestock feed. All other items will be recycled.

Detailed information about waste management will be provided onsite.

The 2016 IUCN Congress is:

- Paperlow:** [see section 1](#)
Plastic-free: Do not use plastic items such as plastic bags, plastic cups, straws, and plastic packaging...basically anything that's intended only to be used once and then discarded. Any food or beverages ordered through Catering will be delivered with reusable crockery or compostable material.
 Water fountains will be available for free throughout the venue; you are encouraged to use a refillable bottle/cup and enjoy hot drinks at a preferential rate. Take up the challenge and see if you can live without plastic, at least during the Congress!
- Zero-Waste:** Minimize residual and unavoidable waste. Think what you brought to your last exhibit and limit what you bring this time to the true essentials. Replace any non-sustainable products with reusable, recyclable or compostable alternatives. **Only reusable, recyclable or compostable materials are allowed.**

6. Shipment and Consignment

Avoid shipping materials to the venue that can be acquired locally. The carbon footprint related to the freight will be calculated and added to your shipping cost in order to compensate the emissions. A maximum shipment of material will be allowed per Island, Networking Lounge and booth. Excess volume/weight will incur a penalty fee which will contribute to the Congress Carbon Offset Fund.

Allowances	
Pavilion	80 kg (176 lbs)
Networking Lounges	50 kg (110 lbs)
Booth	10 kg (22 lbs)

Penalty Fees <i>(for shipment above allowances)</i>	
3 – 5 kg (6 -11 lbs)	50% surtax on the total shipment price
5 – 10 kg (11-22 lbs)	75% surtax on the total shipment price
Above 10 kg (22 lbs)	100% surtax on the total shipment price

After reading through these guidelines, please sign and return the agreement form to exhibits@2016wccchawaii.com

If you have any questions or need additional information, contact us at greencongress@iucn.org

Thank you for your role and commitment in rising to the challenge of making the IUCN Congress a Green Congress!

Participants will appreciate your efforts, so be creative and tell them the stories behind your Green Congress efforts.

Wishing you every success with your exhibit!





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ANNEX I

Agreement

As an Exhibitor in the 2016 IUCN World Conservation Congress Exhibition, I have read the “ My Green Congress Exhibition Guidebook” and I agree to adhere to all the principles stated.
I will plan the use of my booth with only local, recyclable, compostable or reusable items, as per these guidelines and will monitor my environmental impact (shipment, type of giveaway, etc.) and will communicate this information to the Green Congress Team in due course.
I also agree to inform and train my staff on the rules to be observed, before, during and after the Congress.

Name of organization

Name of responsible officer

Date
Signature



ANNEX II – Table of authorised and prohibited material

Authorised Material

Sustainable Fiber

- Recycled polyester (rPET)
- Certified organic cotton
- Fair Trade cotton
- Better Cotton Initiative cotton
- Upcycled materials
- Hemp
- Tencel
- Soy
- Coconut

Sustainable Materials (for structure, giveaways, etc.)

- Recycled glass, metal, cardboard
- Reclaimed or repurposed or reusable items
- Reclaimed wood
- Third party certified wood or
- FSC or PEFC certified wood or
- FSC or PEFC certified wood, including SFI certified US sources of supply
- BPA free

Prohibited Material

- Any Styrofoam
- **Plastic**
 - #1 polyethylene (PET) plastic ,
 - #2 high density polyethylene (HDPE),
 - #5 polypropylene (PP)
 - Plastic containers,
 - Water/ soda bottles,
 - Plastic film
 - Plastic bags,
 - Plastic food service products (plates, bowls, cups, utensils, etc.)

Please note that any alternative materials other than those listed in this annex **will not be allowed without prior approval**. For any questions or advice, please contact us at greencongress@iucn.org.





ANNEX III – Useful links and contacts

Local Printing Companies

Hagadone

<http://www.hagadoneprinting.com/>

274 Puuhale Road

Honolulu, Hawaii 96819

Phone: 808-847-5310

Email: info@hagadoneprinting.com

Service Printers Hawai'i Inc.

<http://www.serviceprintershawaii.com/>

Phone: 808.841.7644

Email: kathy@serviceprintershawaii.com

Edward Enterprises, Inc.

<http://www.ee3.com/>

240 Puuhale Road

Suite 101

Honolulu, HI 96819

Phone: 808-841-4231

Email: sales@ee3.com

Oahu Print

www.oahuprint.com

737 Bishop Street #149

Honolulu, HI 96813

Phone: 808-394-2679

Email: hnl@oahuprint.com

Other Resources

Energy Conservation

Energy Star

www.energystar.gov

Energy Star Certified Products

www.energystar.gov/products/certified-products

Hawaiian Electric

www.hawaiienergy.com www.heco.com (Oahu)

Department of Business, Economic Development & Tourism (DBEDT), State of

www.hawaii.gov/dbedt

Electronic Product Environmental Assessment Tool (EPEAT)

www.epeat.net





Water Conservation

Watersense

<https://www3.epa.gov/watersense/>

Water Supply

www.hbws.org (Oahu)

Waste Reduction & Recycling

Waste prevention

http://www.opala.org/solid_waste/Waste_Prevention.html

Environmental Product Guide

http://energy.hawaii.gov/wp-content/uploads/2011/10/EPG-FINAL_Fall-2011.pdf

Recycling

www.opala.org/solid_waste/what_goes_where_table.html#common_items or www.envhonolulu.org

(Oahu)

Re-use

www.baseyard.com

www.reusehawaii.org (Oahu)

http://www.opala.org/solid_waste/archive/Reuse.html#dropoff

Pollution Prevention

Plastic Free Hawaii

www.kokuahawaiifoundation.org

Recommended Standards for Copy Paper

www.responsiblepurchasing.org/purchasing_guides/copy_paper/standards/

Ecologo/Greenguard Product Guide/

www.productguide.ulenvironment.com/QuickSearch.aspx

Green Seal

www.greenseal.org

Responsible Purchasing Network

www.responsiblepurchasing.org/purchasing_guides/all

Environmental Protection Agency (EPA) Pollution Prevention

www.epa.gov/opptintr/p2home

Department of Energy (DOE), United States

www.fueleconomy.gov

www.afdc.energy.gov/tools

Department of Health (DOH), State of Hawai'i

www.hawaii.gov/health

www.hawaii.gov/health/environmental/waste/sw/wastemin.html

The Bus

www.thebus.org (Oahu)

CO2 Calculators

<https://www.atmosfair.de/en/faqs/emissionsrechner>

Catering

Marine Stewardship Council (sustainable fishery information)

www.msc.org

Hawai'i Convention Center Sustainability initiatives

http://www.meethawaii.com/Hawaii-Convention-Center/PDF/Media-Press-Kit/HCC_Environmental_2014.aspx

