



# SECURING OHIO'S ENERGY AND ECONOMIC FUTURE

April 2 & 3, 2012 • The Blackwell • Columbus, OH

## ZERO WASTE EVENT EXHIBITOR GUIDELINES

### What Is A Zero Waste Event?

In an effort to promote sustainability, the UCEAO 6th Annual Conference will be a Zero Waste Event. A Zero Waste Event is defined as any one-time program, occasion or event that reduces waste by diverting 90% of trash from landfills by recycling and composting. In order for this event to be waste-free, we need the cooperation of every person. Together, UCEAO and conference participants can take part in this initiative and work together to reduce our environmental impact. In addition to following waste-free guidelines, we ask that all exhibitors consider the environment and sustainability when creating their exhibit

### What Goes Where?

Recycling bins and composting stations will be available throughout the venue for conference participants.

### RECYCLING

If it looks like plastic, recycle it

Plastic / Glass bottles  
Aluminum cans  
Anything else that is not compostable  
"If in doubt – recycle it"

### COMPOSTING

If it looks like paper, compost it

Food  
Napkins / paper towels  
Paper products  
Pizza boxes

### How Do I Create A Zero Waste Exhibit?

If you plan to distribute anything that may be consumed or discarded onsite (literature, candy, sample products or promotional materials), we require that it is recyclable or compostable. **Please carefully read the guidelines specific to the categories listed below.**

#### Reduce:

- Only hand out promotional items (flyers, key rings, rulers, leather or wooden coasters, etc.) to attendees who request them.
- Only bring the amount of supplies you'll need for this event.
- Design any promotional materials to work at other events so you won't need to waste the unused materials.

#### Paper and Cardboard Recycling:

- Flyers, leaflets, boxboard, cardboard, paper, and cardboard are all recyclable.

#### Bottle and Can Recycling:

- Glass bottles, aluminum cans and foil, milk cartons, juice boxes, and plastic bottles with a 1 or a 2 on the bottom. Other types of plastic and paper-foil wrappers cannot be recycled.

#### All Food and Non-recyclable Paper Composting:

- ALL food including meat and dairy, waxed paper, paper pastry bags, and food contaminated cardboard (such as pizza or pastry boxes), wooden stir sticks, wooden or leather coasters, pencils, wooden rulers, leather key chains, and non-recyclable paper such as paper cups, napkins, etc.
- If you plan on handing out any biodegradable plastics (PLA) they must be certified compostable by the Biodegradable Plastics Institute (BPI). Visit [www.bpiworld.org](http://www.bpiworld.org) for more information on BPI and certified compostable products.
- DO NOT distribute plastic cups, plastic utensils or items wrapped in or packaged by something other than paper.

### How Do We Know If We Have Met Our Zero Waste Goal?

In order to measure how close we get to our zero-waste goal, at the end of the event we will weigh all compost, recycling, and trash. To accomplish this we need all vendors and exhibitors to sort your discards carefully and place them in the appropriate containers (including trash, which should only be non-recyclable plastic); this helps us get accurate measurements.

For questions, contact Erin Lanham at [erin.lanham@utoledo.edu](mailto:erin.lanham@utoledo.edu) or 419.530.3871

Thank you for doing your part to make the 2012 UCEAO 6th Annual Conference a Zero Waste Event!



For more information: [www.uceao.org/conference](http://www.uceao.org/conference) | 419.530.3871

The University Clean Energy Alliance of Ohio supports the Zero Waste initiative.  
PLEASE RECYCLE THIS PRODUCT!

