

Pack In / Pack Out Guide

This guide will help Event Organizers plan to prevent items that are reusable or recyclable from waste streams and the landfill.

What should you do?

1. Communicate with your stakeholders, partners, sponsors, service contractors, and exhibitors by sharing this guide.
2. Work with your General Service Contractor (GSC) to build this communication into your systems and encourage them to charge exhibitors excessive trash fees.
3. Build our facility's guidelines into your own event policies and procedures by:
 - a. Renting items including carpet and furniture.
 - b. Printing signage without dates so they can be reused.
4. Take advantage of the material donation and recycling programs.
 - a. See details below.

Material Donation Program:

- When the show is over, you can leave items in a designated donation area (work with your Event Manager to identify this location) and we will donate it to our local community partners.
- Green donation stickers will be provided to mark donation items.
- Common donation items include: signage, swag, decorations, and furniture.

Recycling Program:

- **Inside:** Plastics (e.g. bottles & jugs), metals, paper, cardboard, and glass. Simply find a recycling option near you and note the signage for the proper bin/item.
- **Outside:** The large BLUE bins are for the mixed items listed above. Please find MARKED dumpsters that are for cardboard only.
 - Place STRECH PLASTICS (e.g. plastic wrap, visqueen) of any color and METALS in GRAY carts that can be found on the loading docks.

Questions:

- Please contact McKell Nelson, mckell.n@saltpalace.com, 385-315-1266.