1. Discuss green exhibiting actions and ideas in your organization. Develop sustainability guidelines for all exhibiting.

2. Rent locally or reuse exhibit structures.

3. Use booth components that incorporate sustainable attributes. For example, look for products that have rapidly renewable or recycled content, low VOC emissions, are recyclable or are ENERGY STAR rated.

4. Reduce or eliminate use of paper promotional materials. Provide thumb drives, links to websites, or QR codes to provide information electronically.

5. Reduce giveaways such as, pens, keys chains, toys and food. Fewer giveaways will reduce costs while increasing the sustainability of your exhibit.

6. Select a logistics provider that is an EPA SmartWay Partner. Freeman is suggested by the IFMA World Workplace. Check if your shipping provider is a SmartWay Partner (http://www.epa.gov/smartway/partnerlists/partner-list.htm).

7. Reduce the amount of material shipped to an event; this decreases the greenhouse gas emissions produced from transport. Rent materials at the venue or order products from a local vendor.

8. For all mandatory shipping, utilize reusable shipping containers and avoid packing materials such as Styrofoam and cardboard.

9. Consider purchasing carbon offsets for greenhouse gas emissions caused by shipping and travel to the event.
   - Travel and shipping are major sources of event emissions.
   - Carbon offsets are a way to lower your greenhouse gas emissions beyond what you can accomplish by your own actions. An offset is a way for you to pay someone else for the emissions reductions they have created. You can then use those emissions reductions to balance out some of your emissions.
   - For more information: http://www.wikihow.com/Buy-a-Carbon-Offset.

10. Reuse, donate or recycle as many exhibit materials as possible at the end of the event. Ask the convention center about their donation and recycling programs.