



# HIGHER EDUCATION SUSTAINABILITY CONFERENCE

March 2-4, 2020

**O** UNIVERSITY OF  
OREGON

## WELCOME

We are thrilled to be partnering with you for the upcoming 2020 Washington & Oregon Higher Education Sustainability Conference happening March 2-4, 2020 at the University Oregon in Eugene! As a sponsor/exhibitor, your organization will be an integral aspect of the event. Please review the information below as it contains important information for your exhibitor set-up at the upcoming conference.

## EXHIBIT + TRADESHOW HOURS

### Exhibitor Set-up – Monday March 2, 2020

Set up will occur from 4:00pm-6:00pm. If you have any questions regarding setup, please contact Savannah Mallo at [savannah@wohesc.org](mailto:savannah@wohesc.org) or 503-226-2377 or 906-458-4431 (onsite cell phone number).

Your exhibitor space must be completely set up no later than **6:00pm Monday, March 2<sup>nd</sup>**.

**Exhibit booths must be staffed during the times outlined below. During non-exhibit hours you are welcome to attend the sessions.**

### Tuesday, March 3<sup>rd</sup>

8:00am-9:00am | Registration  
10:30am-11:00am | Networking Break  
12:15pm-1:15pm | Lunch  
2:30pm-2:45pm | Networking Break  
4:00pm-4:15pm | Networking Break  
5:30pm-6:30pm | Networking Reception

### Wednesday, March 4<sup>th</sup>

8:00am-9:00am | Registration  
10:30am-11:00am | Networking Break  
12:15pm-1:15pm | Lunch  
2:30pm-2:45pm | Break

## Breakdown Time

Wednesday, March 4<sup>th</sup> | 3:00pm

## FULL EVENT SCHEDULE:

<http://wohesc.org/program/>

## Exhibitor Passport

- The WOHEC Exhibitor Passport is designed to drive attendees to stop by your exhibitor area and get credit for prizes for visiting as many exhibitors as possible.
- Please bring a stamp with your logo or a marker to indicate attendees have visited your booth.

## LOCATION

### Tuesday, March 3<sup>rd</sup> – Wednesday, March 4<sup>th</sup>, 2020

University of Oregon  
ERB Memorial Union Building, Level 2  
McMillian Gallery  
1395 University St., Eugene, OR 97403

## TRAVEL/TRANSPORTATION

### Get here via Transit

Lane Transit District (LTD) provides a rapid transit line that runs right by campus on its way between downtown Eugene and downtown Springfield. LTD passes are available to all WOHEC attendees and will be available for pick up on Monday, March 2<sup>nd</sup> during exhibitor set up.

### Get here via Car

[http://wohesc.org/event\\_details/](http://wohesc.org/event_details/)

## LOADING/UNLOADING

Loading/unloading can be done at the loading dock on the south side of the EMU building and vehicles can be parked there for up to 30 minutes. Please see attached map for location of the loading doc. There is a freight elevator available for use (6' wide x 7' tall x 6" deep).

## PARKING

Parking on campus is limited and is paid parking only. We suggest parking at the hotel and taking the LTD public transit line to the conference.

Parking lot 29A near the loading dock has metered parking spots available for \$2.00 per hour. Meters accept Visa, Mastercard, quarters, and payment through [www.parkmobile.com](http://www.parkmobile.com).

You can also parking in the 13<sup>th</sup> Street garage located on the east side of campus. For more parking information please reference

<https://transportation.uoregon.edu/visitor-parking>.



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## EXHIBIT SPACE

Your exhibit space will be assigned by the WOHESC team. Please stay within the dimensions of your allotted exhibitor space. All sponsors/exhibitors are allowed to have free standing pop-up banner signage.

### Each exhibitor will be supplied with the following:

- One (1) 6 ft. display table with linen
- Two (2) chairs

Please let us know if you do NOT need these included exhibitor area items.

Please contain your display area to your allotted space unless otherwise approved in advance. Free-standing pop-up signage recommended. No tents allowed.

If you need electrical access, please email [savannah@wohesc.org](mailto:savannah@wohesc.org) so we can place you appropriately.

Our exhibit area is designed for **table-top displays**. If your display is more extensive (requires storage of crates or a loading dock), please let us know by Monday, February 24th.

## EXHIBITOR REGISTRATION

As an exhibitor/sponsor, complimentary passes to attend are included in your sponsorship terms. Please refer to your Registration Instructions email for details on how to register. Everyone attending/exhibiting must be registered by Monday, February 24th. Please contact Savannah Mallo at [savannah@wohesc.org](mailto:savannah@wohesc.org) for any questions regarding sponsor/exhibitor passes as part of your sponsorship package.

## Promote Your Involvement

Help us spread the word about your partnership with the 2020 Washington - Oregon Higher Education Sustainability Conference through your promotional outlets – email lists, newsletters, blogs, social media and press contacts. Our [2020 Promo Kit](#) includes resources to help you spread the word. We can create custom emails for your use please email [savannah@wohesc.org](mailto:savannah@wohesc.org) to request custom designed promotion for your use.

## TRADESHOW DETAILS

We encourage you to use sustainable materials and limit handouts for the Trade Show, bearing in mind that the Washington-Oregon Higher Education Sustainability Conference aspires to produce environmentally and socially responsible events.

## SHIPPING & MATERIAL HANDLING

If you need to ship materials for your exhibit booth, please contact Savannah Mallo at [savannah@wohesc.org](mailto:savannah@wohesc.org) to coordinate.

## GREEN EXHIBITOR GUIDE

In keeping with the sustainable mission of the Washington-Oregon Higher Education Sustainability Conference, we ask that you follow the guidelines below to help us lower the impact of the Conference.

### Preparation:

- Limit brochures and paper handouts. Most attendees will review materials at your booth and leave them for the next person.
- Use non-dated event neutral designs so leftover items may be used at future events
- Print signage and handouts through FSC-certified printers and/or paper made of post-consumer content
- Use non-chlorine inks such as vegetable or soy



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- Print and or purchase what you can in the host city to reduce shipping. When shipping, only send what you need and avoid using packing peanuts (polystyrene) or other difficult to recycle toxic materials
- In lieu of printed materials, offer to send information via email or display electronically at your booth
- If you wish to hand out swag to attendees please choose utilitarian items that are sustainably made and recyclable.
- Use sustainable and/or recycled materials in your exhibit booth

## **During the Conference:**

- During set-up, save packing materials from shipments to reuse at the end of the Conference
- Remember to power off and unplug any electronic items at your booth when not in use to save energy

## **Break-Down:**

- During break-down, use waste stations to properly recycle any items that cannot be reused
- Pack up your reusable materials and take them with you to use at future events
- All paper handouts should be recycled

Please contact us directly if you would like additional resources or guidance in greening your exhibitor space.

## **SECURITY**

While every reasonable precaution is taken to ensure the safety and security of personnel and equipment, Washington-Oregon Higher Education Sustainability Conference or its subcontractors cannot accept any responsibility for any injury, loss or damage to personnel and their property. We recommend that valuables not be left unattended in your booth at any time. Please ensure that any incident involving the loss or damage of property is reported immediately. Failure to do so could result in an insurance company's refusal to meet claims.

## **THE FINE PRINT**

The organizers of the Conference have sole discretion as to the location and placement of all exhibitor tables and booth spaces. The organizers of the Conference are not responsible for theft, loss or breakage of personal or exhibit materials.

Best Regards,

Savannah Mallo  
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