

# Welcome

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We are thrilled to be partnering with you for the 11<sup>th</sup> Annual GoGreen Portland Conference in Portland, OR on October 10, 2018! As a sponsor/exhibitor, your organization will be an integral aspect of the Conference. Please review the information below as it contains important information for your exhibitor set-up at the upcoming Conference.

## EXHIBIT + TRADESHOW HOURS

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### **Location:**

Gerding Theater at the Armory  
(Portland Center Stage)  
128 NW 11th Ave, Portland, OR 97209

### **Exhibitor Hours**

8:00am | Registration and Sponsor Foyer  
9:00am-4:30pm | Sessions, Lunch and Networking  
4:30-5:30pm | Networking Reception

\*Exhibit break-down will not be allowed until after Evening Reception concludes at 5:30pm.

### **Exhibitor Set-up**

Wednesday, October 10 from 6:00am-8:00am. If you have any questions regarding setup, or need additional time, please contact Savannah Mallo at [savannah@gogreenconference.net](mailto:savannah@gogreenconference.net) or toll-free at 855.740.8417.

Your exhibitor space must be completely set up no later than 8:00am Wednesday, October 10<sup>th</sup>.

### **Breakdown Time – Wednesday, October 10<sup>th</sup>**

Exhibitors must remain set up during the Evening Reception until 5:30pm on October 10. Exhibitors are expected to clear out of the Trade Show floor by 6:00pm. All booth space MUST be broken down by 6:00pm and the space cleared. If you need additional time for breakdown, please work with Savannah Mallo on timing.

## Exhibitor Passport

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- The GoGreen 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

## TRAVEL/TRANSPORTATION

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Gerding Theater at the Armory  
(Portland Center Stage)  
128 NW 11th Ave, Portland, OR 97209

View alternative transportation options  
here: <http://portland.gogreenconference.net/logistics/>

## PARKING

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The Brewery Blocks/Whole Foods Underground Parking Garage is the largest lot in Portland and it is located one block from The Armory. It's a well-lit, security-patrolled underground garage that houses 1,300 parking spaces. There are two entrances to this lot: NW Twelfth Avenue or NW Thirteenth Avenue, between Couch and Davis Streets. The elevators take you into the M Financial Building lobby (just around the corner from the Armory) or into Whole Foods on the corner of Couch and NW Twelfth Avenue.

## EVENT SCHEDULE

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<http://portland.gogreenconference.net/program>

## EXHIBIT SPACE

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Please stay within the dimensions of your allotted exhibitor space. All sponsors/exhibitors are allowed to have free standing pop-up banner signage.

- Please contain your display area to your allotted space unless otherwise approved in advance. Free-standing pop-up signage recommended
- No tents allowed
- 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 Tuesday, October 3

### **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.

## ELECTRICITY

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**Electricity is available on a limited basis;** please let us know by Friday, September 28 if you will need electricity so we can place your booth appropriately.

**We cannot guarantee electrical access if you do not communicate prior to the conference.** There is no cost for electricity; your table will be placed accordingly.

## EXHIBITOR REGISTRATION

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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 Wednesday September 26. Please contact Savannah Mallo at [savannah@gogreenconferenc.net](mailto:savannah@gogreenconferenc.net) for any questions regarding sponsor/exhibitor passes as part of your sponsorship package.

## TRADESHOW DETAILS

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We encourage you to use sustainable materials and limit handouts for the Trade Show, bearing in mind that the GoGreen Portland Conference aspires to produce environmentally and socially responsible events.

## WI-FI

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There is no Wi-Fi in the common areas of The Armory. Wi-Fi is available in the Auditorium.

## SHIPPING & MATERIAL HANDLING

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Items may be shipped to The Armory using the address below. Please ship packages to be delivered on Friday, October 5th or Monday, October 8th. Please notify Savannah Mallo if you plan on shipping any items. No Pallets will be accepted.

### **Portland Center Stage at The Armory**

### **C/O Facility Rentals - GoGreen Conference**

128 NW 11th Ave., Portland, OR 97209

## LOAD IN:

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Items can be loaded in using street parking and the garage. If you require use of a loading dock, please email [savannah@gogreenconference.net](mailto:savannah@gogreenconference.net) to arrange.

## GREEN EXHIBITOR GUIDE

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In keeping with the sustainable mission of the GoGreen Portland Conference, we ask that you follow the guidelines below to help us lower the impact of the Conference.

### PREPARATION:

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- 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
- 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:

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- 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:

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- 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.

## PROMOTE YOUR INVOLVEMENT

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Spread the word about the tenth annual GoGreen Portland conference to your network.

Find resources to promote in all formats

here: <http://portland.gogreenconference.net/promo/>. If you would like custom promotion created or have questions, please email [caroline@gogreenconference.net](mailto:caroline@gogreenconference.net).

Tag @GoGreenPDX or mention #GoGreenPDX in your promotions.

## SECURITY

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While every reasonable precaution is taken to ensure the safety and security of personnel and equipment, GoGreen Portland 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

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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.

Thank you for your support of the 2018 GoGreen Portland Conference!

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