



POLICY PURPOSE

The Colorado Convention Center (CCC) is committed to sustainable practices both internally and for events we host. Waste is one of the most visible impacts of our industry, and one we can all work together to reduce. The purpose of this policy is to reduce the amount of waste (e.g., material that cannot be recycled, composted, donated, or reused by the company that produced it) brought in and left behind at the Colorado Convention Center. In support of this goal, CCC is reaching out to key stakeholders to work together for a more effective approach to waste management. CCC has developed this policy to further encourage innovation, waste minimization, and reuse. This policy outlines materials that are discouraged or prohibited from being brought into and left at the convention center.

POLICY REQUIREMENTS

- **Event Organizer will not bring in any of the following prohibited items:**
 - Foam-core signage
 - Signage that cannot be recycled or reused by the event organizer, excluding decals or window clings.
 - Single-use plastic bags used for purchases, and plastic conference bags provided to collect show items.
 - Any hazardous substance, or item containing a hazardous substance.
- **The following items are allowed in the building; however, Event Organizer shall not leave any of the following at CCC upon the termination of their event contract unless previously arranged:**
 - Large exhibits
 - Electronics, furniture, or equipment, unless previously approved by CCC.
 - Carpet, carpet scraps, or carpet padding
 - Pallets
- **Items for donation:**
 - Pre-approval of a plan for donation may be required to ensure the material or items can be donated.
 - Any items left behind will become property of CCC and CCC will, at its sole discretion, determine the best method to manage the material, in accordance with applicable law.
 - Any perishable food items left by exhibitors will become property of CCC one hour after the close of the show.
- **The Colorado Convention Center is requiring 100% compliance with this policy. Non-compliance may result in extra housekeeping and disposal fees to be billed directly to the client.**
 - Allowed items that are recyclable or compostable must be properly placed in recycle stations.
 - Donations must be pre-approved, and removal arranged in advance.