



## CCC Sustainability Practices Ask your Event Manager...

Here is what we can do for you to make your event more sustainable:

- **Reclaim Room:** Learn about the advantages of CCC's Reclaim Room and repurpose signage, vinyl banners, registration bags, badges, etc.
- **Attendee Participation:** Provide verbiage for your event Program to encourage your attendees to participate in CCC's sustainability practices. Modify the language and tailor to meet your needs.
- **Room Monitors:** Connect you with our Technology Department in order to learn the process of using our Digital Display Monitors.
- **Checklists:** We can provide you with "Best Practices" Checklists for Meeting Planners, Exhibitors, and Food and Beverage.
- **Escalators:** We schedule escalators for your move in/out with only 1 up and 1 down. By not scheduling a third escalator, you are saving approximately \$200 per day in energy usage. All escalators are scheduled one hour prior and after your event.
- **HVAC:** Contractually, fans are scheduled for your move in/move out day(s). HVAC is scheduled on your event day(s) for the room to be conditioned one hour prior to attendee arrival and programmed off at the end of the event.
- **Lighting:** Contractually, lighting is accommodated at 50% for your move in/move out day(s). For event days, your space will be full lighting one hour prior to the event and one hour after your event. Appropriate lighting will be programmed for a well-lit egress path for your attendees.
- **Transportation:** Air quality is important for both the health of your attendees and the city. Did you know the City of Denver has a 5 minute anti-idling ordinance? Be sure to ask your transportation company to adhere to this ordinance for the health of your attendees and the environment. The CCC has posted signage and documents to support planners in this request.

For more questions and ideas contact our Sustainable Programs Manager, Lindsay Arell.

[larell@denverconvention.com](mailto:larell@denverconvention.com) or (303) 681-1768



## 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, the 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 re-use. This policy outlines materials that are discouraged or prohibited from being brought into and left at the convention center.

## POLICY REQUIREMENTS

### 1. 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.

### 2. 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

### 3. Items for donation

- Preapproval 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 fee to be bill 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.

Abandoned Item	Flat Rate Charge	(+) Charge Fee
Foamcore signage	\$200.00	\$10.00/sheet
Other signage waste*	\$100	\$5.00/ea
Single use plastic bags	\$100	\$0.50/bag
Hazardous substance	\$300.00	\$ of disposal
Vinyl banners	\$100	\$10.00/lb.
Large exhibits	\$650	% of roll off
Electronics	\$100	\$2.00/lb.
Carpet, scrapes, padding, tubes	\$250	\$50.00/lb.
Furniture and/or equip.	\$75	\$25/day until P/U
Pallets	\$200.00	\$5.00/pallet
Large foliage	\$75	\$25/day until P/U
Other misc item	\$100.00	\$ of disposal

\*Unrecyclable or reusable by event organizer (excluding decals and window clings)

For any questions on what materials are acceptable or prohibited, please contact our Sustainability Manager, Lindsay Arell at [larell@denverconvention.com](mailto:larell@denverconvention.com).

Thank you for your partnership in meeting our sustainability goals.