WELCOME
We are thrilled to be partnering with you for the upcoming 2018 Washington-Oregon Higher Education Sustainability Conference in February 6-8 in Portland, OR! 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
Exhibitor Set-up – Tuesday, February 6
Set up will occur from 3:00-5:00pm. If you have any questions regarding setup, please contact Savannah Mallo at savannah@wohesc.org or 503-226-2377.

Your exhibitor space must be completely set up no later than **5:00pm Tuesday, February 6.**

Tuesday, February 6
3:00-5:00pm | Tours
5:00pm-6:30pm | Opening Night Reception, Collaborative Life Sciences Building

Wednesday, February 7
8:00am-9:00am | Breakfast
9:00am-5:30pm | Sessions, Lunch, and Networking Breaks
5:30pm-6:30pm | Networking Reception

Thursday, February 8
8:00-8:30am | Breakfast
8:30am-3:00pm | Sessions, Lunch, and Networking Breaks

Breakdown Time
Thursday, February 8 | 3:00pm-5:00pm

Exhibitor Passport
- The WOHESC 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, February 6 - Thursday, February 8, 2018
Portland State University | Smith Memorial Student Union
3rd Floor Ballroom
1825 SW Broadway, Portland, OR 97201

TRAVEL/TRANSPORTATION

Get here via Transit

Using transit is the easiest way to arrive at Portland State University. The PSU campus is a hub of bus, lightrail, and streetcar lines that get you here from any part of the city.

Visit the TriMet trip planner to plan your trip ahead of time. Simply enter Portland State University as your destination. Also, check out this interactive campus map for details on where TriMet bus, MAX light rail, and Portland Streetcar stops are located on campus.

Get here via Car

We offer several visitor parking options on campus. Hourly pay-by-plate parking is available to any guest, student, or employee of the University.

Payment is required all hours, all days, except for official university holidays. Self-service pay stations do not provide change. Click here for a map of all Hourly & Visitor Parking locations.

EVENT SCHEDULE

http://wohesc.org/program/

EXHIBIT SPACE
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.

What is NOT included with your exhibit space:
These items are not included/provided, but can be arranged for an additional cost: Electricity, electrical cords, cables or other hardwire, materials handling, spot/task lighting, dedicated internet connections, additional chairs and tables, signage, etc.

- 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, January 23.

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 Tuesday, January 30. Please contact Hannah Walker at hannah@wohesc.org for any questions regarding sponsor/exhibitor passes as part of your sponsorship package.

Registering **additional staff or inviting clients** to attend the event? Use this link for a 20% off discount.

If you need additional **booth staff** please email hannah@wohesc.org and we can provide complimentary tickets for staffing your exhibit space (no conference sessions or meals included).

Promote Your Involvement
Help us spread the word about your partnership with the 2018 Washington-Oregon Higher Education Sustainability Conference through your promotional outlets – email lists, newsletters, blogs, social media and press contacts. Our 2018 Promo Kit includes resources to help you spread the word. We can create custom emails for your use, please email hannah@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 to coordinate.

GREEN PLEDGE PROGRAM

This year we are excited to harness the sustainability power of Oregon and Washington to produce an event that exemplifies our regional commitment to sustainability. In order to achieve this goal, we need your help! We are introducing the start of our Green Pledge Program for conference exhibitors and community partners.

This pledge explores your commitment to sustainable practices as a business and highlights your efforts while at the conference. Those who meet the minimum requirements are awarded a "Green Star" and will receive formal and public recognition through-out the event.

1. Confirm as a sponsor or community partner with the WHOESC conference.
2. Complete this **short pledge form** outlining which actions you will commit:
    a. Each action has a point value, there is a minimum requirement of 30 points to secure the Green Exhibitor designation
    b. Pledge forms must be submitted by **January 17** to be featured on printed materials
3. Verify your pledged actions:
    a. Email documentation or photos to show how you met your pledge action
    b. Photos can be featured on our social media platforms, or share on your social media accounts using the hashtag **#WOHESC**
4. Get ready to showcase your actions at the conference!
    a. Green Exhibitors will be highlighted at the conference, and attendees will be encouraged to hear more from you about your commitments!
5. Sign up for WHOESC 2019 Green Exhibitor program!
    a. Get on our email list to hear more news about our Green Exhibitor program as we grow

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
- 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.