



2011 Green Building Job Fair Table Reservation Form
October 4, 2011 • Metro Toronto Convention Centre • South Building Level 800

The Green Building Job Fair will provide opportunities for industry professionals to connect with companies and peers. As the largest green building conference and exhibition in the world, Greenbuild attracts top talent from throughout the green building industry. USGBC's Green Building Job Fair is an ideal opportunity to advertise job openings at your company and meet viable job candidates.

Date: Tuesday, October 4th

Time: 8:30 am - 12:30 pm

Location: Level 800 – Room 808/Swing Space, South Building, Metro Toronto Convention Centre

Greenbuild Exhibiting Company and/or USGBC Member Rate: \$50.00 per table*

Non-Members and/or Non-Greenbuild Exhibiting Company Rate: \$100.00 per table*

*Each exhibiting company will receive a 10'x10' space, including a table and two chairs, backed by pipe and drape. A sign with your company name will be provided above each table.

Your table reservation and participation is confirmed only upon receipt of a check.

Please remit payment to: USGBC, Attn. Ty Placha, 2101 L Street, N.W., Suite 500, Washington, DC 20037

Please provide the following information:

Company Name: _____

Contact Person: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email Address: _____

Street Address: _____

City, State/Province: _____

Zip/Postal Code: _____

Please Submit Form To:

Greenbuild Show Management

Sahar Khan

Sahar_khan@corcexpo.com

312-541-0567

All exhibitors must adhere to the following Greenbuild Job Fair Green Exhibiting Guidelines.

Thank you for your interest.

2011 GREEN BUILDING JOB FAIR GREEN GUIDELINES

The U.S. Green Building Council, Inc. (USGBC) aims to demonstrate leadership in sustainable conference and exhibition practices during all events presented by USGBC, including, without limitation, the 2011 Greenbuild International Conference and Expo and the 2011 Green Building Job Fair (the "Job Fair"). These guidelines have been put in place to reduce the overall amount of collateral distributed and to encourage the manufacturing of such materials through environmentally conscious practices. As used herein, the term collateral refers to printed materials (including, and without limitation: brochures, specification sheets, flyers and newsletters), electronic media (including, and without limitation: CDs & DVDs, memory cards, and USB storage drives), as well as giveaway items (including, and without limitation: clothing, apparel, accessories, badges, buttons, stickers, lanyards, bags, calendars and/or planners, computer and phone accessories, electronics, games, puzzles, drink-ware, writing instruments, tools, flashlights, travel accessories, toys, and stress balls).

Please be aware, companies may only companies registered with the Job Fair may distribute literature and must do so within the confines of the Job Fair. All Job Fair companies who elect to distribute literature must abide by these guidelines. Unauthorized distribution of collateral will be addressed in accordance with the *USGBC Suitcasing and Outboarding Policy*.

Quantity: a company may bring no more than 250 combined pieces of collateral for distribution.

Printed Materials: Companies who distribute printed materials must abide by the following guidelines.

- A) Recycled Content: All paper used for Job Fair collateral must contain a minimum of 30% post-consumer recycled content.
- B) Waste Stream: All printed materials must meet one of the following requirements for reducing the event's waste stream:
 - i. Product is 100% recyclable by the facility in which the particular event being sponsored is held. Company must confirm with event center staff and or the waste hauler that such materials comply with the criteria for recycled content.
 - ii. Product is 100% biodegradable or compostable.

In addition, USGBC recommends though does not require all printed promotional materials to comply with the following:

- i. Inks: Product uses soy- or vegetable-based inks for all printed collateral.
- ii. Third Party Certification: Product sourcing is certified sustainable by a third- party organization.

Electronic Media: Companies who distribute electronic media must abide by the following guidelines.

- A) Recycled Content: All packaging of such electronic media, if any, must contain a minimum of 30% post-consumer recycled content.
- B) Waste Stream: All electronic media must be reusable so to reduce the event's waste stream as follows:
 - i. If CDs or DVDs are distributed, such disks must be re-writeable in standard CD-RW, DVD-RW, or BD-RE format. Disks must be marked accordingly using the symbols CD-RW, DVD-RW, or BD-RE as appropriate.
 - ii. If materials are in memory card or USB storage drive format, such devices must be unlocked; meaning, any preloaded data must be erasable without the use of special hardware or software.

Promotional Giveaway Items: Companies who provide giveaway items must abide by the following guidelines.

- A) Use: Giveaway items must be functional and not merely promotional in nature.
- B) Waste Stream: All materials used in Job Fair collateral must meet one of the following requirements for reducing the event's waste stream:
 - i. Giveaway is 100% recyclable
 - ii. Giveaway is 100% biodegradable or compostable
 - iii. Giveaway is reusable over an extended period of time

In addition, USGBC recommends though does not require all giveaways to comply with the following:

- i. Sourcing: 100% of giveaway content produced in USA or Canada
- ii. Recycled Content: Giveaway contains a minimum of 30% post-consumer recycled material