



**Waste Expo, in conjunction with the Las Vegas Convention Center and GES, will be coordinating donation services at Waste Expo 2019**

Why donate: By donating your extra exhibit material we can work together to prevent goods from going to waste, or entering landfills. Goods donated will be picked up by various local non-profit organizations.

Guidelines:

**Packing:** To ensure that all donation-collection companies are able to transport the contributed goods, all items must be packaged and ready for pick up by **Thursday, May 9, 2019**. All items must be skidded, wrapped and labeled.

**Labels:** "Donation" stickers are available at the GES ServiCenter on-site. All items left on the exhibit hall floor must be clearly labeled.

**Labor:** If you require labor to package your donated goods, please complete the Labor Order Form and submit to GES. Any intact displays or donation items not packaged will be skidded and wrapped by GES at the exhibitor's expense.

**Materials:** Please ensure all donated items are in good condition. Any damaged or incomplete items will be disposed of at the exhibitor's expense.

The items being collected for donation include, but are not limited to:

- |                           |                          |                        |                                  |
|---------------------------|--------------------------|------------------------|----------------------------------|
| <b>Building Materials</b> | <b>Roofing Materials</b> | <b>Hard Flooring</b>   | <b>Carpet Rolls/Carpet Tiles</b> |
| <b>Fabric</b>             | <b>Furniture</b>         | <b>Lumber</b>          | <b>Glass</b>                     |
| <b>Empty Boxes/Crates</b> | <b>Office Supplies</b>   | <b>Books/Magazines</b> | <b>Decor and Accessories</b>     |

The following items will **not** be collected for donation:

- Partial items (example: a portion of a flooring display)
- Marketing materials and/or brochures (these will be recycled if possible)
- Damaged or cracked materials

**DONATION SUBMISSION FORM**

If you have any questions about items intended for donation, please contact: Lindsay Arell at [larell@hcsustainability.com](mailto:larell@hcsustainability.com).

If your company is interested in participating in this year's Donation Program, please submit this form to [larell@hcsustainability.com](mailto:larell@hcsustainability.com) by **Thursday, May 9, 2019**. In the event you have additional materials to donate once at show site, please visit the GES service desk to fill out an updated form.

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

OnSite Booth Representative: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Materials Anticipated for Donation:

By signing below I hereby agree that the goods I submit for donation fall within the listed guidelines and will be properly packed and labeled by **9am, May 10<sup>th</sup>** If the goods are not properly packed, I understand my final invoice will reflect a labor surcharge.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_