

## Operations

*We will provide the following*

- Recycling collection bins in all meeting and ballroom lobby areas. Items for collection are Mixed Paper, Cans/Plastic Bottles and Glass.
- Recycling centers in requested meeting rooms.
- Customized recycling stations in every Exhibit Hall. We currently separate Mixed Paper, Cans/Plastic Bottles. We will also provide recycling of Glass in the exhibit halls.
- Item specific recycling bins for decorators and exhibitors during move-ins and move-outs.
- List of organizations that will provide alternative options for recycling, reusing and reducing waste.
- Cardboard collection is handled by staff when it is placed in waste receptacles or recycling bins.
- Oversee overflow of trash containers and recycling bins.
- Recycling for specialized materials upon request.
- One point of contact during the planning of events to assist with any sustainable/recycling needs.
- On-site services as a waste stream coordinator and to manage any overflow of containers.
- Informational signage near trash containers regarding our post-consumer and composting programs.
- Post-event report of total items recycled, waste composted and food donated.

## Catering

*Continental, Coffee Breaks and Reception Services only*

- Locally-grown food products based upon seasonal availability.
- Standard china, glassware and flatware in meeting rooms and ballrooms only.
- Post-consumer recycled biodegradable plates.
- 10% post-consumer recycled biodegradable coffee cups.
- Condiments served in bulk containers.
- Post-consumer two-ply pull n' tear roll napkins.
- Bar service used with standard glassware and recyclable bottles or biodegradable plastic barware when applicable.
- Donate excess food to local homeless shelters.

*Served/Buffer Breakfast, Lunch and Dinner Functions*

- Locally-grown food products based upon seasonal availability.
- Standard china, glassware and flatware in meeting rooms and ballrooms only.
- Condiments served in bulk containers.
- Donate excess food to local homeless shelters.

## Concessions

- 100% recycled biodegradable plates.
- 10% post-consumer recycled biodegradable coffee cups.
- Biodegradable plastic flatware.
- Condiments served in bulk containers.
- Post-consumer two-ply pull n' tear roll napkins.

## Additional Green Options

- Enhanced sustainable and organic menus available upon request (market rates apply).

# Sustainability Practices

Sustainable practices are at the heart of the Monterey Conference Center's operation and planning. Through facility design, operational practices and energy and resource conservation programs, the Monterey Conference Center strives to stand as an example for the region and nation of what is achievable with wise resource planning and a conservation ethic. In seeking to enhance the quality of life on the Monterey Peninsula by meeting the needs for environmental, social and economic well-being, the Monterey Conference Center will ensure that its decisions and activities are to the long-term benefit of its customers, its partners and the community.

For questions, contact the Monterey Conference Center Office at 831-646-3770.

**Show organizers** don't have to wait for venues to go green or for attendees to demand environmentally responsible practices. They can implement some green practices by explaining how exhibitors can minimize waste. They can put practices into RFPs for venues, hotels and suppliers.

### What you can do

- Go paperless as much as possible by maximizing electronic communications, providing online registration and eliminating handouts by making presentations available online.
- Switch to electronic tools such as CDs and DVDs.
- When printed material is necessary, use recycled paper.
- Pool staff transportation to and from shows.

### What your exhibitors can do

- Bring as little collateral materials as possible. Most collateral ends up as trash. If people want more information, they'll go to a website.
- Print name tags on recycled paper and recycle badge holders at the end of the show.
- Find useful giveaways and items made of recycled material.
- Build booths with less waste and reuse construction materials next year.

### What your meeting venues and contractors can do

- Reduce heating and air conditioning during move-in/move-out when open doors cause huge energy losses.
- Turn off lights and air conditioning in unused meeting rooms.
- Recycle cardboard, pallets, carpet, shrink wrap and other waste.
- Use environmentally responsible cleaning products.
- Install recycled paper products in the bathrooms.
- Create a space for donated items, such as leftover building materials and promotional pieces, at the end of the show.

### What your catering and concessions can do

- Use more corn-based products instead of plastic.
- Serve water in large containers rather than individual bottles.
- Donate leftover food to food banks and/or homeless shelters.

### What your attendees can do

- Use recycling bins for glass, plastic and paper.
- Take public transportation or pool transportation.



SALES 831-646-3388

EVENT SERVICES 831-646-3770

TOLL FREE 800-314-5502