

# SAMPLE ONLY

GSA

Training Conference and Expo 2011

Contact Information (required)				
		Company Name:		
		Booth Number:		
		Exhibitor Contact Name, Phone, Email:		
		Address:		
Section 1: Sustainability Policies			Total Section 1 Points Achieved:	0 out of 6
Question	Specifications	Measurement & Documentation	Notes	Points Achieved
1.1	The exhibitor has a written sustainability policy for its organization as a whole.	Yes, we have a policy (3) <i>(please attach)</i> No, we do not have a policy (0)		
1.2	The exhibitor has a written sustainability policy for conferences and events it exhibits at.	Yes, we have a policy (3) <i>(please attach)</i> No, we do not have a policy (0)		
Section 2: Exhibit Materials			Total Section 2 Points Achieved:	0 out of 24
Question	Specifications	Measurement & Documentation	Notes	Points Achieved
2.1	The exhibitor has a material usage report for the booth (including all construction materials).	Yes, we have a report (2) <i>(please attach)</i> No, we do not have a report (0)		
2.2	Booth lighting (select all that apply).	ENERGY STAR CFLs used in all screw-based sockets (1) Energy-efficient lighting in all light boxes (1) LED retrofits in place of halogen applications (1) Incandescent lamps (0) <i>Not applicable, no lighting in the booth (4)</i>		
2.3	The exhibit booth has a water reclamation/recycling strategy.	Yes, we have a water conservation strategy. (1) No, we do not have a water conservation strategy (0) <i>Not applicable, no water is used in the booth (2)</i>		
2.4	Booth flooring (select all that apply).	Post-industrial recycled content (0.5) Post-consumer recycled content (0.5) Rapidly Renewable Resource (0.5) Agri-fiber (0.5) FSC certified wood (0.5) Recyclable (0.5) Flooring is reused (2) <i>Not applicable, no flooring used (4)</i>		
2.5	Booth graphics - Non-electronic (select all that apply).	Renewable resources (.5) Low-environmental impact material (.5) Soy- or vegetable-based, or UV inks (.5) Recyclable (.5) Reused from prior event (.5) <i>Not applicable, no non-electronic booth graphics used (3)</i>		
2.6	Booth graphics - Electronics (monitors, etc.) (select all that apply).	ENERGY STAR (.5) PVC-free model (.5) BFR-free model (.5) <i>Not applicable, no electronic booth graphics used (2)</i>		
2.7	____% of the booth materials (other than flooring and graphics) are reused at the organization's other conferences and events	1-25% (1) 26-50% (2) 51-75% (3) 75%-100% (4)		
2.8	The exhibitor used one or more of the following Indoor Air Quality principles as defined by the EPA's Indoor Air Quality guide during booth construction and maintenance (select all that apply). This applies to flooring, signage, counters and paneling.	Low emitting glues (1) Low emitting paints (1) Low emitting finishes (1)		

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Question	Specifications	Measurement & Documentation	Notes	Points Achieved
Section 3: Travel, Packaging, Shipping & Freight		Total Section 3 Points Achieved:		0 out of 30
3.1	The exhibitor has employed carbon offsets for ____ percent of the emissions resulting from the air and ground travel of staff to and from the conference.	1-25% (1) 26-50% (2) 51-75% (3) 76-100% (4) No offset strategy was undertaken for travel (0)		
3.2	The exhibitor has reduced transportation waste associated with the materials shipped to the conference (please see the definition of shipped materials in the "Definitions" Tab).	Polystyrene was not used (.5) Shipments were consolidated (.5) Not applicable, nothing was shipped to the conference (2)		
3.3	Sustainable shipping materials were employed (select all that apply).	Exhibit crate is reused (.5) Exhibit crate is FSC certified wood (.5) Exhibit crate is recyclable (.5) Not applicable, nothing was shipped to the conference (2)		
3.4	The exhibitor has employed carbon offsets for ____ percent of the emissions associated with the transportation of exhibit materials.	1-25% (1) 26-50% (2) 51-75% (3) 76-100% (4) Not applicable, nothing was shipped to the conference (5) No offset strategy was undertaken for shipping (0)		
3.5	The exhibitor has chosen a logistics partner that participates in the US EPA's Smartway Partnership Program.	Yes, we have chosen a Smartway provider (1) No, we have not chosen a Smartway provider (0) Not applicable, nothing was shipped to the conference (2)		
3.6	The exhibitor has chosen a logistics partner that employs alternative fuel (biodiesel, electric, etc.)	Yes, our provider employs alternative fuel technologies (2) No, our provider does not employ alternative fuel technologies (0) Not applicable, nothing was shipped to the conference (3)		
3.7	The exhibitor has chosen a logistics partner that has an energy, waste, and water saving strategy in place.	Yes, our provider employs conservation practices (2) No, our provider does not employ conservation practices (0) We do not know if the provider has a strategy (0) Not applicable, nothing was shipped to the conference (3)		
3.8	The exhibitor has chosen a logistics partner that selects ____ percent of suppliers within a 500-mile radius of San Diego.	1-25% (1) 26-50% (2) 51-75% (3) 76-100% (4) Not applicable, nothing was shipped to the conference (5)		
3.9	The exhibitor rents booth property ____ percent of the time for conferences and events, rather than owning.	1-25% (1) 26-50% (2) 51-75% (3) 76-100% (4) Not applicable, we own our exhibit materials (0)		

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Question	Specifications	Measurement & Documentation	Notes	Points Achieved
<b>Section 4: Printed Materials &amp; Giveaways</b>			<b>Total Section 4 Points Achieved:</b>	<b>0 out of 14</b>
4.1	Print materials (select all that apply).	30% Post-industrial recycled content (.5) 30% Post-consumer recycled content (.5) FSC certified paper (.5) Double-sided printing (.5) Soy- or vegetable-based, or UV inks (.5) Not applicable, no print materials are distributed at the event (4)		
4.2	At least 40% of the print and non-print promotional items for the conference are generated and delivered within a 500-mile radius of San Diego.	Yes, promotional items are locally sourced (2) No, promotional items are not locally sourced (0) Not applicable, no promotional items are distributed at the event (3)		
4.3	Non-print promotional items distributed at the conference are reusable (will be used again after the event).	Yes, please specify in the notes (1) No, the promotional items are one-time-use (0) Not applicable, no promotional items are distributed at the event (2)		
4.4	Non-print promotional items (select all that apply).	Recycled content (0.5) Rapidly renewable resource (0.5) Natural fiber (0.5) Non-toxic (0.5) Biodegradable (0.5) Compostable (0.5) Recyclable (0.5) Consumable (i.e. food) (0.5) Not applicable, no promotional items are distributed at the event (5)		
<b>Section 5: Recycling &amp; Reuse of Exhibit Materials</b>			<b>Total Section 5 Points Achieved:</b>	<b>0 out of 6</b>
5.1	The exhibitor has a) reviewed the San Diego Convention Center's flier about the onsite donation off materials for reuse (see SDCC Donation Flier tab) and b) completed the Donation Form in this document. (There will be a designated collection site for materials donated for reuse.)	Yes, we have reviewed the flier agreed to donate our eligible materials and filled out the Donation Form. (3) Yes, we have reviewed the flier; however, we reuse eligible materials (2) No, we have not reviewed the flier or completed the form (0)		
5.2	The exhibitor has made his/her own plans to donate materials to be reused/repurposed and has completed the Donation Form in this document.	Yes, we are donating materials and have filled out the Donation Form (2) No, we are not donating materials (0) Not applicable, we are reusing 100% our of materials and therefore have none to donate (3)		
<b>Section 6: Other</b>			<b>Total Section 6 Points Achieved:</b>	<b>0 out of 5</b>
6.1	The exhibitor has incorporated sustainability initiatives that are not covered elsewhere in the scorecard (point value will be determined by the reviewer, Leonardo Academy, with a maximum of 5 points available).	Please provide a description of the sustainability action undertaken in the notes section, and attach any supporting documentation (0-5)		
			<b>Total Points Achieved</b>	<b>0 out of 80</b>



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328 E. Lakeside St., Suite 201, Madison, WI 53715

(608) 280-0255; emissions@leonardoacademy.org