

Green Conventions and Conferences:

Do you want to host a sustainable event, but aren't sure where to get started? We've got you covered. The Greater Tacoma Convention Center strives to be green in its day-to-day operations, from sourcing local foods whenever possible to using environmentally friendly cleaning products in 90% of the building. At the Convention Center, we are increasing our effort to decrease our footprint. As an event planner, you too can increase your sustainability effort by participating in the Green Conventions and Conferences Certification Program. The few extra steps you take to be green can add up to a lot of saved emissions.

How it works:

Go through the checklist and decide which actions you would like to take to green your event. Each action has a point value from one to six, which is listed on the right of the table. Check off which actions you will take and add up your points. You must earn 9 points to earn a Green Merit and 12 points to earn a Green Excellence. Each item is further detailed in the following pages. **If you are interested in becoming a Green Certified Conference or Convention please contact your event manager.**

Prerequisites and Single Point Value Actions		Point Value	Points Earned
Require guests to use the complimentary Sustainability Station. Use only durable serve ware. 1. Make teleconferencing an option for out of state speakers. If all speakers are regional the point is also awarded. 2. Do not use tablecloths. 3. Compost/recycle snacks.	Prerequisite 1	1	
	Prerequisite 1	1	
	1		
	1		
	1		
Multiple Point Value Options	Levels	Point Value	Points Earned
1. Make your travel tree-friendly by supporting the Green Tacoma Partnership.	\$250	2	
	\$500	4	
	\$1000	6	
2. Choose a sustainable menu option.	Meat is minimal, no beef	2	
	One meal is vegetarian. (This does not include snacks.)	4	
	Entire menu is vegetarian.	6	
3. Purchase green energy by using EverGreen Options.	\$100	1	
	\$200	2	
	\$300	3	

Why does it matter?

Hosting a conference or convention requires a lot of energy and has the potential to create a large amount of carbon pollution and waste. By becoming a Green Certified Event with the Convention Center you are doing your part to protect the environment. Each item on the checklist provides you the opportunity to significantly reduce carbon emissions created during your event.

Single point options:

1. Teleconferencing allows out of state speakers to present at the event but does not require them to travel, reducing carbon emissions emitted because of the event. A round trip flight from LA to Seattle emits 589 lbs. of CO² into the air.

2. Tablecloths require laundering after each event. By not using tablecloths you are saving energy and water.

3. Composting is a very important way to reduce waste streams created from the Convention Center. For all sit down meals during events food waste is composted. Foods served during breaks are not easily regulated by staff. It is important then for your attendees to make sure snack waste is disposed of in the correct bins of the *sustainability station*.

Multiple Point Actions:

1. The Green Tacoma Partnership (GTP): Each year, GTP recruits and trains new Habitat Stewards who replace invasive plant species in Tacoma's green space with a diverse mix of native trees, shrubs and groundcover. By doing this, GTP contributes to cleaner air, cleaner water, and a healthier, sustainable Tacoma. Your donation will support both the Partnership's education and planting efforts, which result in the removal of invasive plant species, thousands of native plants planted and stewarded, and nearly 30,000 volunteer hours annually.

2. Sustainable Menu Options are already important to us. Foods are sourced locally as often as possible. This is good not only for reducing emissions related to food travel, but also for supporting our community economy. Choosing a meatless or minimal meat menu is even more sustainable because meat, especially beef, is one of the greatest offenders of greenhouse gas emissions in the food industry. Going meatless is a great way to cut back your event's emissions.

3. EverGreen Options EverGreen Options is Tacoma Power's green power program, offering customers the option of purchasing renewable energy from new Northwest wind projects. More than 93 percent of Tacoma Power's electricity is generated from hydropower projects on rivers in Western Washington. EverGreen Options provides the choice to support clean new wind electricity production in the Northwest through the purchase of Renewable Energy Certificates – RECs, also known as green tags. An average day at the convention center requires from 7,000 to 9,000 kWh of energy. Tacoma's green power costs an additional 1.2 cents per kWh hour. Purchasing \$100 of green tags buys 8,333 kWh, about a day's worth of green energy.



What's in it for you?

- You will be able to advertise your event as a Certified Green Conference or Convention by the City of Tacoma. You will receive a logo that you can use on all event materials (advertise digitally, of course!).
- Participating in the Green Events Program will not only result in less waste, but could also lower costs for you and your vendors at the event.
- As an event-holder, hosting a green event shows environmental leadership.
- Encourages other event-holders to also plan a green event.

What is the Green Tacoma Partnership?

The Green Tacoma Partnership is a public-private partnership between the City of Tacoma, Metro Parks, Forterra, residents, educational organizations, neighborhood groups, non-profits, faith-based organizations, and businesses working together to sustain a viable healthy network of natural green spaces throughout Tacoma. The Partnership's goal is to restore and maintain 1,881 acres of Tacoma's green space over the next 20 years. A community of engaged and educated volunteers is the backbone of a strong, healthy, and beautiful Tacoma.

As the non-profit partner, Forterra accepts donations to the Partnership. Once you've selected your contribution level, you can go online <https://my.forterra.org/donation/donate-today>, enter the level of your contribution (\$250, \$500, or \$1,000) and make a note of GTP Green Convention in the Comments box. Alternatively, you can mail a check to:

Forterra
901 5th Avenue, Ste 2200
Seattle, WA, 98164

Include a memo that your donation is for a GTP Green Convention.

Forterra will send you a donation letter confirming the level of your contribution that you can use to earn your Green Convention and Conference Certification!

More about EverGreen Options

Tacoma Power is offering the EverGreen Options program to help build the next generation of renewable resources and preserve the environment. It is part of our environmental stewardship program and we want our customers to be able to participate in it.

Tacoma Power buys environmentally-friendly Renewable Energy Certificates (Green Tags) from the Bonneville Power Administration. These Green Tags come from wind generation projects located in Washington and Oregon.

Green Tags represent the environmental attributes of qualifying renewable energy resources. For example, a unit of wind-generated energy from the Stateline Project is both electricity delivered to the power grid, and the environmental benefit of this electricity production - zero pollution and greenhouse gas impacts. A Green Tag is this environmental benefit resulting from 1000 kilowatt-hours (kWh) or 1 megawatt-hour (MWh) of qualified renewable electricity generation. Green tag purchases directly support the development of new renewable resources.

Visit Tacoma Power's webpage at <https://www.mytpu.org/tacomapower/about-tacoma-power/green-power/evergreen-options/>



Get around without a car:

Sustainable travel options

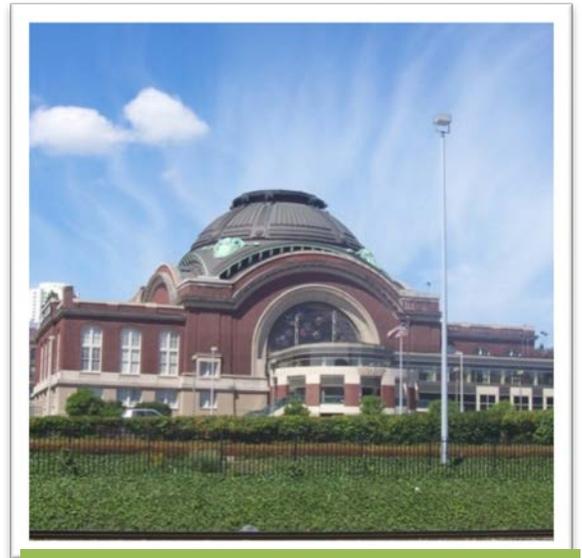
Walk: There are many dining, entertainment, and lodging options within walking distance of the convention center. Check out the list of restaurants provided by the convention center to find out what is near you before you grab your keys!

Bike: Get outside and explore your neighborhood. Tacoma's growing network of bicycle routes makes it fun and easy to get around, all while saving you money on gas and parking! Find bicycle resources on the City's website.

The Link: The Tacoma Link light rail runs every 12 minutes from the Tacoma Dome Station all the way to the Theater District on S. 9th, with stops at S. 25th, Union Station/S. 19th, Convention Center/S. 15th and Commerce St./ S. 11th. The LINK is free and a great way to get around Downtown. For more information and a map of the LINK's route check out the Sound Transit website.

Pierce transit: Pierce Transit is Tacoma's bus service provider. A list of routes and maps can be found on the Pierce Transit website.

Zip Car: Are you a member of Zipcar? Great news! There are conveniently located Zipcar stations in Downtown, some of which are within walking distance of the Convention Center. For more information about Zipcar or if you are interested in joining, please visit their website.



Transportation Websites

Bike Information

www.cityoftacoma.org

Pierce Transit

www.piercetransit.org

Sound Transit (the Link)

www.soundtransit.org

Zipcar

www.zipcar.com

Travel Carbon Footprint Calculator

www.travelmatters.org

What are we already doing to be green?

Energy

Compact fluorescent lights and low wattage bulbs are used where appropriate.

Building controls are programmed to turn off utilities in empty rooms to decrease energy usage.

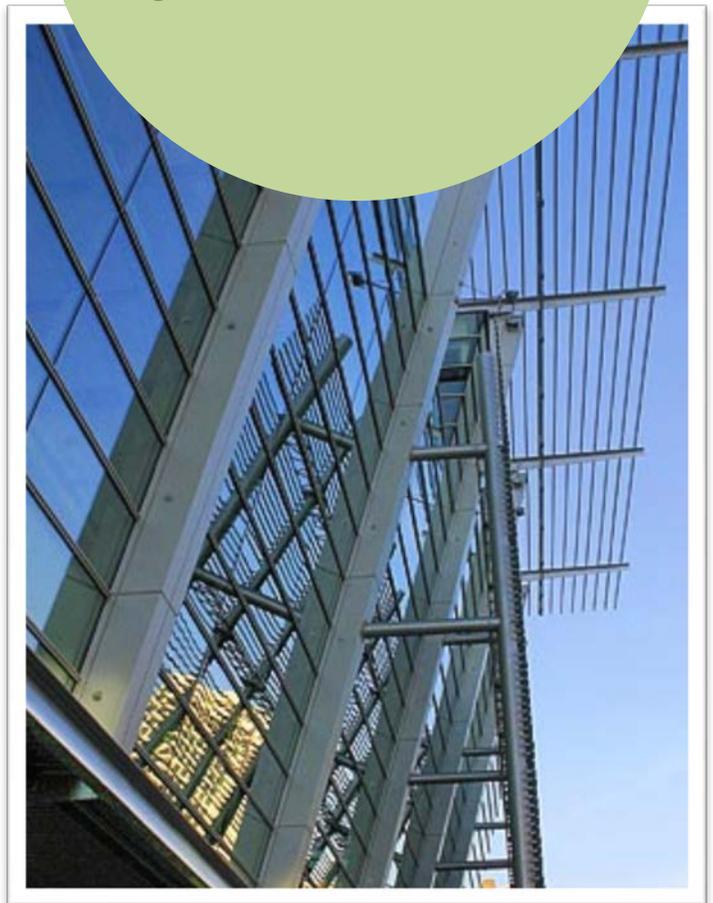
Four Dyson Airblade™ hand dryers have been installed at the Convention Center. They are fast, hygienic and result in the use of 70% less carbon than using paper towels. They may lower energy costs by up to 80% when compared to other warm hand dryers.

Public electric vehicle charging stations are available as part of the City of Tacoma's sustainability goals for reducing greenhouse gas emissions.

We own our own light-weight, portable carpet which is made from 100% recycled material and 100% made in the USA. At the end of use for this product, it can again be recycled. Owning our own carpet also reduces the carbon footprint of outside vendors who no longer transport carpet to the Convention Center.

Did You Know?

In a landfill it takes 90 years for one aluminum can to biodegrade, 700 years for a plastic bottle, and 1 million years for a glass bottle!



Kitchen

Trans fat free building, using local, organic and sustainable products when possible.

The kitchen recycles all paper, cardboard, glass, metal and plastic products.

Recyclable utensils, plates, cups etc. are available to clients who request disposable items.

Food waste is separated and delivered to special bins in biodegradable bags. From there it is picked up and used to produce compost. This process applies to all food waste in the facility and serves to prevent organic material from being disposed in the landfill.

Cooking oils are recycled and converted to biofuel.

Waste, Water, and More

Paper, glass and cardboard from all meeting rooms and administrative offices are recycled.

Multiple product recycling receptacles are located in public areas to make the recycling process for visitors to the convention center simple and efficient.

Used fleet oil, batteries, antifreeze and tires are recycled.

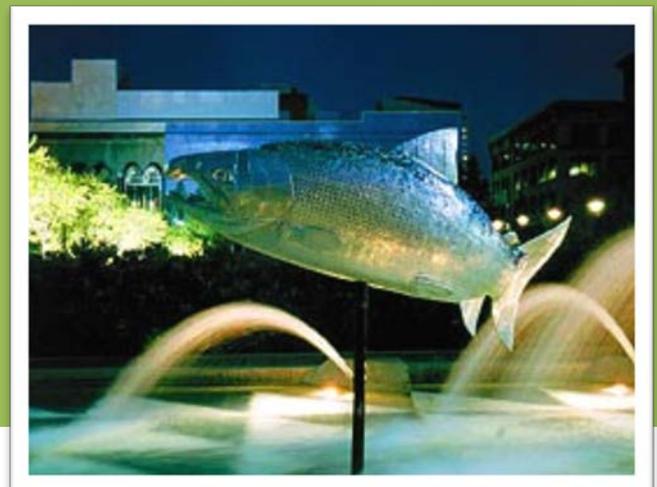
For clients who want to offer extended recycling options to their attendees, a complimentary Sustainable Station (booth) is provided, which is well signed, taking the guesswork out of proper and efficient sorting.

Cleaning products used in 90% of the building (all surfaces and floors) are environmentally friendly.

Water saving devices for toilets and faucets are installed in bathrooms.

Eco-friendly water saving landscaping.

No chemical pesticides and herbicides are used in the facility.



Increasing our effort
to decrease our footprint

More Tips to Green Your Event

- Another way to use as little energy as possible is to keep things small and compact. Does your presenter need a visual? Or can the presentation be done only through speaking. Do not use handouts, use digital handouts if necessary. These small changes can really add up to a lot of saved energy and emissions.
- Utilize alternative transportation! If you are driving, carpool.
- Publicize your event on the Internet such as social media websites, or via e-mail. Do not send hardcopy invites or advertisements.
- Require your guests to use the provided *Sustainability Station*.
- When eating outside of the Convention Center, eat at nearby and local restaurants. A list of restaurants within walking or link distance is provided.



City of Tacoma



Helpful Resources:

For more information about why sustainable eating is important check out the Environmental Working Group's website at:

<http://www.ewg.org/meateatersguide/>

To read more about the Green Tacoma Partnership and Forterra visit:

<http://www.forterra.org/>

To learn more about Renewable Energy Certificates visit the Bonneville Environmental Foundation at:

<http://www.b-e-f.org/learn/articles/#whatisarec>

To calculate your individual carbon footprint visit:

<http://www.carbonfootprint.com/calculator.aspx>