



PRIMARY COMPANY INFORMATION:

The "Exhibiting As" company name, city, state, toll-free phone and URL listed below will be displayed on the event mobile app and the online exhibitor list at www.greenbuildexpo.com.

Legal Company Name: _____
 Exhibiting As: _____
 Mailing Address: _____ City, State, Zip: _____
 Country**: _____ Web Address: _____ Phone: _____

PRIMARY CONTACT INFORMATION: (If the show contact is not responsible for the overall health and safety at the event then please email the appropriate contact information to info@greenbuildexpo.com.)

Contact Name: _____ Title: _____
 Phone: _____ Email: _____

INVOICE/ACCOUNTING CONTACT INFORMATION: (For all Invoice and Accounting correspondence. If different address than above, please complete below.)

Contact Name: _____
 Address: _____ City, State, Zip: _____
 Phone: _____ E-mail: _____

BOOTH CONTACT INFORMATION: (For all booth specific correspondence, if different than primary contact above, please complete below.)

Contact Name: _____ Title: _____
 Phone: _____ Email: _____

EXHIBIT SPACE COST	Exhibit Space	Per Sqft	Exhibit Cost
Standard Exhibitor Rate 10x10	100	\$38.00	\$3,800.00
Standard Exhibitor Rate 10x20	200	\$38.00	\$7,600.00
Standard Exhibitor Rate 20x20	400	\$38.00	\$15,200.00

PREMIUM BOOTH COST OPTIONS		
Corner Cost	Peninsula Cost	Island Cost
\$200	\$400	\$800

BOOTH BRANDING PACKAGE OPTIONS

All booths are required to take the Basic Branding Package or select an upgraded package for additional exposure.

Basic Branding Package..... \$800

- Online Company Profile
- Mobile App Listing
- Complimentary Marketing Toolkit
- Lead Retrieval Device

Platinum Exposure Upgrade \$1,825

- Online Company Profile
- Mobile App Listing
- Complimentary Marketing Toolkit
- Enhanced Greenbuild Listing
- Full Interactivity & Outbound Meeting Requests
- Digital Show Bag
- Lead Retrieval

Booths Include (3) Booth Staff Badges per 100sqft, Unlimited Exhibit Hall Passes for Customers, 8' High Back Drape for In-Line Booths, 3' High Side Drape for In-Line Booths, One 7"x44" Booth Identification Sign

TRAFFIC DRIVER ADD-ONS

- Mobile App Push Notification\$3,150
- One Email Blast to IWBC 2022 Pre-Reg List.....\$2,000
- Passport to Prizes\$3,675

PREFERRED BOOTH SELECTION

#1) _____
 #2) _____
 #3) _____

EXHIBIT SPACE SQUARE FEET	×	EXHIBIT SPACE COST/SQ FT	+	PREMIUM BOOTH COST	+	BOOTH BRANDING PACKAGE	+	BRANDING UPGRADE	+	ADDITIONAL ADD-ONS	=	TOTAL
_____		_____		_____		_____		_____		_____		SPACE BRANDING EXTRA GRAND TOTAL

INSURANCE (INTERNATIONAL EXHIBITOR REQUIREMENT) \$115**

Insurance coverage will be added for International Exhibitors but any exhibitor can purchase a policy. All exhibitors are required to obtain the coverages outlined in Clause 25. Insurance regardless of geographic location. International insurance policies often are not valid in the United States; Informa negotiated the necessary coverages at a discounted rate to ensure the appropriate coverages are in place. Coverage will be opted in and included when contracting. International is defined as outside the United States or Canada. This fee will be waived/refunded if a valid Certificate of Insurance with the necessary coverages is provided. Coverage is subject to underwriting review; see clause 25. Insurance and your booth confirmation for additional information.

PAYMENT AND CANCELLATIONS TERMS FOR IWBC & GREENBUILD 2022 EVENT

2022 PAYMENTS:

- 50% of total fee is due immediately
- 100% of total fee is due by May 2, 2022
- 100% of the total fee must accompany all contracts submitted on or after May 2, 2022

CANCELLATIONS:

- Once this contract is signed and exhibit space is allocated, you are contracted to exhibit space and all fees are deemed fully earned and non-refundable when due.
- Cancellation requests must be in writing and will be effective upon verified receipt by an email addressed to Jeffrey.Stasko@informa.com
- If such written notice is received by December 30, 2021, the Exhibitor will remain liable for 25% of the total fees.
- If such written notice is received between December 30, 2021 and May 2, 2022, the Exhibitor will be liable for 75% of the total fees.
- Cancellations received after May 2, 2022 will be liable for 100% of the total fees, regardless of when the contract is executed by Exhibitor.
- In addition, Exhibitor will remain liable for 100% of fees paid or payable in respect of sponsorships and promotional products, regardless of when the contract is executed or canceled by Exhibitor.

METHOD OF PAYMENT: USD funds only, please check one:

- Check made payable to: Greenbuild Wire / ACH*
- Credit Card* - *PCI compliance requires credit card information must only be received via our secure fax line 972.550.5390 or through our online contract portal.
*refer to clause 7 on reverse

QUESTIONS?

Please contact the Sales Management at 917-608-9294, or Jeffrey.Stasko@informa.com with any questions. All payments should be in USD funds. Exhibitors are responsible for all bank collection fees and/or discounts associated with their payments.

FOR SHOW MANAGEMENT USE ONLY

Date Received: _____
 Booths Assigned: _____
 TSF: _____
 Deposit Received: _____
 AE: _____
 CO ID#: _____

We understand this application becomes a binding contract when accepted by KNect365 US, Inc. We agree to abide by the General Information, Exhibitor Contract Terms and Conditions, rules listed in the Exhibitor Service Manual and regulations, and GMEGG (Greenbuild Mandatory Exhibition Green Guidelines) adopted by KNect365 US, Inc. in accordance with the terms herein. We understand that all deposits/ final payments are non-refundable.

Required

Signature: x _____ Printed Name: _____ Date: _____

By providing your contact information and signature, you are authorizing Informa Connect to send you promotional materials via mail, fax, SMS or email.

IWBC @ GREENBUILD 2022 EXHIBITOR CONTRACT TERMS AND CONDITIONS

1. Definitions and Interpretation

In these Conditions, the following terms have the following meanings:

- 1.1 **"Agreement"** means these Conditions and the Application Form;
- 1.2 **"Application Form"** means the application form or order form to which these Conditions are attached setting out details of the Package or such other document setting out details of the Package as Informa shall choose in its absolute discretion to accept;
- 1.3 **"Calendar Year"** means a full twelve (12) month period beginning on January 1 and ending on December 31;
- 1.4 **"Client"** means the person, firm, company or entity set out in the Application Form;
- 1.5 **"Conditions"** means these sponsorship and exhibition terms and conditions;
- 1.6 **"Data Protection Law"** means the Regulation and the Directive, as amended or replaced from time to time, and all other national, international or other laws related to data protection and privacy that are applicable to any territory where Informa or Client processes personal data or is established;
- 1.7 **"Directive"** means the European Privacy and Electronic Communications Directive (Directive 2002/58/EC);
- 1.8 **"Event"** means the event, conference, exhibition, show, webinar or other event (whether held in-person or virtually) organised by Informa as set out in the Application Form;
- 1.9 **"Exhibition Stand"** means a stand (or part of a stand) constructed by Informa or Client in the in the exhibition space in the Venue as set out in the Application Form;
- 1.10 **"Event Site"** means the website(s) (together with any platforms and/or applications used together therewith) that will host and display the Event (or part thereof) and Event materials;
- 1.11 **"Fees"** means the fees payable by the Client for the Package as set out in the Application Form;
- 1.12 **"Force Majeure Event"** means any event or circumstance that is beyond the reasonable control of Informa and ongoing at the time of the Event or, in Informa's opinion, is reasonably expected to be ongoing at time of the Event (including but not limited to governmental laws, ordinances, regulations, requisitions, restrictions, guidelines, recommendations or action, imposition of sanctions, embargo, military action, acts or threats of terrorism or war, mob, civil commotion or riot, health scares (including without limitation, epidemic and pandemic (e.g., COVID-19), whether or not new, ongoing or recurring), fire, acts of God, flood, drought, earthquake, severe weather, disaster, disruption to transportation, third party contractor/supplier failure, venue damage or cancellation, industrial dispute, strikes, labour disputes, interruption/failure of utility service, lack of commodities or supplies, accidents, nuclear, chemical or biological contamination, speaker or participant cancellation or withdrawal, or any other comparable calamity or casualty);
- 1.13 **"Informa"** means the Informa Group entity that is the owner, organizer, operator and/or manager of the Event as stated in the Application Form;
- 1.14 **"Informa Group"** means Informa and any entities controlling or controlled by or under common control with Informa including without limitation each of their respective employees, officers, directors, agents and representatives;
- 1.15 **"Intellectual Property Rights"** means trademarks, trade names, design rights, copyrights, database rights, rights in know-how, trade secrets, confidential information and all other intellectual property rights or analogous rights whether registered or unregistered anywhere in the world;
- 1.16 **"Manual"** means any manual, service kit or guide provided to Client by Informa in respect of the Event, as updated by Informa from time to time;
- 1.17 **"Materials"** means all content, materials and other information that is provided by Client, its Representatives or otherwise on Client's behalf in connection with any element of the Package (including, without limitation, its name, profile, any logos, copy and other artwork);
- 1.18 **"Owners"** means the owners and/or management of the Venue;
- 1.19 **"Package"** means the services, including but not limited to Space and/or Sponsorship, to be provided to Client by Informa in relation to the Event as set out in the Application Form;
- 1.20 **"Regulation"** means the General Data Protection Regulation (Regulation (EU) 2016/679);
- 1.21 **"Reportable Breach"** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed;
- 1.22 **"Representatives"** means the employees, consultants, agents, contractors and other representatives (or any employee, consultant, agent, contractor or other representative thereof) of a party;
- 1.23 **"Space"** means (i) the exhibition space in the Venue; and / or (ii) the virtual exhibition space hosted on the Event Site, allocated to the Client by Informa (together with the ancillary services provided to the Client in connection with such virtual or exhibition space) as set out in the Application Form;
- 1.24 **"Sponsorship"** means the sponsorship element of the Package as set out in the Application Form; and
- 1.25 **"Venue"** means the venue at which the Event is physically held.

2. Application for the Package

- 2.1 Applications for the Package must be made on the Application Form provided to the Client by Informa. Informa may at its sole discretion choose to accept applications by other means but, in any event, these Conditions shall apply. The application for the Package is irrevocable by the Client.
- 2.2 Informa reserves the right to reject any Application Form or other application from any potential Client. A binding contract shall only come into effect when written confirmation (whether by email or otherwise) of acceptance is sent by Informa to the Client (whether or not it is received).
- 2.3 These Conditions are the only terms on which Informa is prepared to deal with the Client and no terms or conditions endorsed upon, delivered with or referred to in any purchase order or similar document delivered or sent by the Client to Informa will form part of this Agreement.

3. Price and Payment

- 3.1 Unless other payment terms are set forth on the Application Form, the Client shall pay the Fees together with any Taxes within 30 days from the date of Informa's invoice or full payment shall become due immediately when invoices are raised within 30 days prior to the start date of the Event. Time shall be of the essence in respect of the payment of Fees.
- 3.2 Without prejudice to any other right or remedy that it may have, if Informa does not receive the Fees in cleared funds by the due date for payment, Informa shall be entitled to: (i) charge interest at the rate of 1.5% per month (or if less the maximum rate permitted by applicable law) accruing on a daily basis until the date of actual payment; and (ii) refuse access for the Client and its Representatives to the Event; and/or refuse to provide any element of the Package; and (iii) terminate this Agreement upon which the provisions of Condition 14.2 shall apply.
- 3.3 Informa shall have no liability whatsoever if Client pays the Fees (or any proportion thereof) into any bank account other than the bank account specifically designated by Informa to Client for payment. In particular, Informa shall not be responsible for any losses suffered by Client due to third party fraud or misdemeanour, including, without limitation, false change of bank account communications, identity theft and other scams. Payment of the Fees into Informa's designated bank account only shall satisfy Client's payment obligations under this Agreement. To the extent that Client receives any communication notifying Client of a change in Informa's designated bank account, Client is required to verify the authenticity of the same directly with Informa.

4. Taxes

It is the intent of the parties that Informa will receive the Fees net of all applicable taxes, including, without limitation, sales, VAT, service or withholding taxes ("Taxes"), all of which shall be paid solely by the Client. If and to the extent that any Taxes are levied upon, or found to be applicable to, the whole or any portion of the Fees, the amount of the Fees shall be increased by an amount necessary

to compensate for the Taxes (including, without limitation, any amount necessary to "gross up" for Taxes levied on the increase itself).

5. Client's General Obligations

- 5.1 The Client shall comply with all laws or regulations or guidelines of any competent authority (including, without limitation, all laws relating to anti-bribery, anti-corruption and trade sanctions) and any terms and conditions, Manual or reasonable instructions or directions issued by Informa or the Owners (including, without limitation, in relation to health and safety, data privacy or security (including information security) requirements).
- 5.2 The Client warrants that it has the right, title and authority (including, without limitation, that it has the necessary licences) to enter into the Agreement and perform its obligations under it and that the person signing the Agreement on behalf of the Client has the requisite authority to do so.
- 5.3 The Client and its Representatives must, at all times, conduct themselves in an orderly manner and must not act in any manner which causes offence, annoyance or inconvenience to other sponsors, exhibitors, the Owner, Informa or any visitors/delegates to the Event.
- 5.4 Client is required to be adequately insured in relation to its activities under this Agreement.
- 5.5 If applicable, the Client is solely responsible for obtaining passports, visas and other necessary documentation for entrance into the country where the Event is held. If the Client cannot attend the Event due to a failure to obtain such documentation, the Fees shall remain payable in full.
- 5.6 The Client shall not (and shall procure that its Representatives shall not) do or permit anything to be done that which might adversely affect the reputation or brand of Informa, the Owners or the Event or make any statement that is defamatory, disparaging or derogatory to Informa, the Owners or the Event.
- 5.7 The Client shall not (and shall procure that its Representatives shall not) cause or permit any damage to the Venue or any part thereof or to any fixtures or fittings which are not the property of the Client or to the Event Site.
- 5.8 All items brought to the Venue or uploaded to the Event Site by or on behalf of the Client are done so at the Client's own risk and Informa does not accept them into its charge or control.
- 5.9 The Client agrees that it may not use the Event to leverage any other event in which the Client is a sponsor or participant.
- 5.10 Client consents to its details (including, without limitation, its name, logo and profile) being: (i) published in any show guide, directory and/or other promotional materials prepared in connection with the Event, and/or (ii) displayed on the Event Site. Although Informa shall take reasonable care in any such publication/display, it shall not be liable for any errors, omissions or misquotations that may occur.
- 5.11 Client is solely responsible for obtaining any licences, regulatory approvals, customs clearances or other necessary consents required for Client to participate in the Event and display its Materials, including, without limitation, any licences or other necessary consents required for the playing of music or any other audio or visual material by Client.
- 5.12 All unauthorised photography and the recording or transmitting of audio or visual material, data or information from the Event is expressly prohibited.
- 5.13 Client acknowledges and agrees that Informa Group and its Representatives shall be permitted to undertake multimedia recording at the Event, which may include, without limitation, recording the Client and its Representatives participating in the Event (the "Content"). Client agrees to make its Representatives aware of such permission for multimedia recording of the Content in advance of the Event. Client acknowledges and agrees (and shall procure that its Representatives acknowledge and agree) that Informa Group is the exclusive owner of all rights in the Content and hereby waives any and all: (a) rights in and to such Content, and (b) claims that Client or its Representatives may have relating to or arising from the Content or its use. Without limitation, Informa Group shall be permitted to use the Content anywhere in the world for promotional and all other purposes, without any payment or compensation.
- 5.14 Client acknowledges and agrees that the terms of this Agreement (including, without limitation, the amount of the Fees) and the provisions of the Manual shall constitute confidential information of Informa, and Client undertakes that it shall not at any time disclose the same to any third party.

6. Specific Terms relating to Space

This Condition 6 shall only apply where Space is included in the Client's Package

- 6.1 Informa reserves the right to make alterations in the floor plan of the Event, the layout of the Event Site or in the specification for the Client's Space in its sole discretion and at any time, which it considers to be in the best interest of the Event including (without limitation) altering the size, shape or position of the Space. If the Space is materially reduced, the Client will receive a pro rata refund of the Fees payable in respect of the Space.
- 6.2 Informa permits the Client, subject to the terms of the Agreement, to use the Space for the purpose of displaying goods and exhibits at the Event. Such use shall not constitute a tenancy or lease of the Space and the Client acknowledges that it shall have no other rights to or interest in the Space.
- 6.3 The Client shall not permit the display of any materials or information that do not exclusively relate to the Client's commercial activities. Informa reserves the right to remove from the Exhibition Stand, the Space or the Venue, at the risk and expense of the Client, any exhibit or other item which Informa considers in its reasonable opinion (i) to be in contravention with applicable laws, regulations or the policies or procedures of Informa or of the Owners, (ii) infringes the Intellectual Property Rights of a third party, (iii) is likely to cause offence or annoyance or (iv) is otherwise inappropriate or which does not comply with these Conditions.
- 6.4 Where agreed by both parties and as specified on the Application Form, Informa or Client will be responsible for setting up the Space for the Client, including where applicable, an Exhibition Stand. The Client is solely responsible for all aspects of dressing and branding the Space including, without limitation, any Exhibition Stand (where applicable).
- 6.5 Client shall be liable to Informa or any third parties (as the case may be) for any claims relating to the set up of the Space including, without limitation, construction of the Exhibition Stand (where applicable) or any breach of Condition 5.1.
- 6.6 The Client may not sublet the Space (in whole or in part) without the express prior written consent of Informa. If and to the extent that the Client is permitted to sublet the Space, the Client shall remain responsible for the Space and shall be liable for any breach of the terms of the Agreement by any party to whom the Space is sublet.
- 6.7 If the Client is in breach of the Agreement or is otherwise engaged in any activity that might jeopardise the safety (including without limitation the data security and information security) of the Event, exhibitors and visitors, Informa reserves the right to suspend or block (temporarily or permanently) access to the Space and remove or block the Client's Representatives from the Event without liability to the Client.
- 6.8 If the Client wishes to share the Space with any entity that is not a company within the Client's group of companies, it must obtain the prior written consent of Informa. Informa reserves the right to charge the Client additional Fees as a condition to granting any such consent.

The following Conditions 6.9 to 6.13 (inclusive) shall not apply to virtual exhibition Space

- 6.9 The Client is only permitted to conduct business from its allotted Space or otherwise as permitted under the terms of the Package and shall not canvass, promote, advertise or solicit for business in any other area of the Venue without the prior consent of Informa.
- 6.10 The Client shall at all times ensure that the Exhibition Stand is staffed by competent personnel and is clean, tidy and well presented during Event opening times failing which Informa reserves the right without liability to arrange for this to be done at the Client's expense.

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- 6.11 The Client undertakes to occupy the Space in time for the opening of the Event and not to close the Exhibition Stand prior to the end of the Event. In the event that the Client fails to comply with this Condition, Informa shall be entitled to terminate the Agreement and the provisions of Condition 14.2 shall apply.
- 6.12 From time to time, Informa, the Owner and each of their Representatives may enter the Venue at any time to carry out works, repairs or alterations or for any other purposes which they deem necessary ("Works"). To the fullest extent permitted by law, Informa, the Owner and each of their Representatives shall not be liable for any damage, loss or inconvenience, howsoever arising, and suffered by the Client and/or its Representatives by reason of any act or omission relating to the Works.
- 6.13 Client is required to be adequately insured to have an Exhibition Stand. The Client shall at its own expense maintain in effect throughout the Event including move-in and move-out days, and provide to Informa at least thirty (30) days prior to move in to the Event a certificate of insurance showing that there is in effect: (i) a Commercial General Liability insurance coverage of not less than \$1 million single occurrence/\$2 million aggregate combined limit for bodily injury and property damage, including coverage for personal injury, broad form contractual liability, operation of mobile equipment, product and liquor liability (where applicable) and (ii) automobile liability insurance coverage of not less than \$1 million combined single limit for bodily injury and property damage, including coverage for non-owned and hired vehicles, including loading and unloading operators, in which Informa and the Venue and Owners are named as additional insureds. The Client acknowledges that the certificate of insurance requirement in the foregoing sentence shall not be deemed waived, nor shall the Client be relieved of its obligation to provide such certificate, even if Informa provides the Client with the benefits hereunder without having received such certificate from the Client. The Client also agrees to obtain and maintain in effect throughout the Event workers compensation and employers' liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice. The Client agrees to waive the right of subrogation of its insurance carrier against Informa and the Venue and Owners to recover loss sustained for real and personal property.
- 7. Specific Terms relating to Client's Materials**
- 7.1 The Client shall provide Informa with all Materials which Informa requires to perform its obligations under this Agreement within the deadlines specified by Informa and the Client shall comply with Informa's reasonable requirements and directions in relation to the Materials. If the Client fails to provide the Materials by the deadline and to the specifications required by Informa, Informa reserves the right to refuse to incorporate, print, publish, display or otherwise use the Materials and shall not be required to refund any Fees which shall remain payable in full.
- 7.2 The Client warrants that the Materials (i) are accurate and complete; (ii) are not in any way defamatory, libellous, obscene, menacing, threatening, offensive, abusive or fraudulent; (iii) are not in any way illegal and that they do not contravene any applicable law or incite or encourage the contravention of any law; (iv) if provided in digital form, are free from any viruses and any other malware or corrupting elements of any kind and that they shall not cause any adverse effect on the operation of any Informa system, publication, website, platform, media or other property and/or on any users of any of the foregoing; and (v) together with all Intellectual Property Rights therein, are owned or duly licensed by Client and they do not infringe the Intellectual Property Rights of any third party.
- 7.3 While Informa will take reasonable care in relation to the production of material and information incorporating the Materials, Informa shall not in any event be responsible to the Client for any omissions, misquotations or other errors which may occur except where such losses arise as a result of Informa's gross negligence or wilful misconduct.
- 7.4 All Materials are subject to approval and acceptance by Informa. Informa reserves the right to in its absolute discretion to reject any Materials at any time after receipt.
- 7.5 For the purposes of Sponsorship, Informa will use its reasonable endeavours to provide the Sponsorship in the size, position and manner as specified in the Application Form. However, Informa shall not be liable to the Client where reasonable modifications or changes to the Sponsorship (including, without limitation, to the size, position, section or issue of or date of publication) are made by Informa.
- 7.6 The Client hereby grants to Informa a non-exclusive, worldwide, royalty free licence to use the Materials in connection with the Event and in accordance with the Agreement. The Client also acknowledges that in view of the time and cost required in preparing any publications or other media, in circumstances where the Agreement is terminated, Informa may at its discretion continue to use the name, logo or any other Materials or information provided by the Client after termination of the Agreement, where the time and cost does not allow Informa to remove, delete or cover over such name, logo or other material or information.
- 7.7 If the Client and / or any of its Representatives is in breach of the Agreement Informa reserves the right to refuse to use any Materials in relation to the Event or the Sponsorship or may remove or delete such Materials without liability to the Client.
- 8. Specific Terms relating to visitor or delegate passes for physical events**
- 8.1 Where visitor passes and/or delegate passes are issued as part of the Package, they are issued subject to the terms of this Agreement and Informa's separate terms and conditions applicable to visitors and/or delegates are expressly excluded. Only official visitor and delegate passes issued by Informa shall be valid for entry to the Event.
- 8.2 The Client will be supplied with passes for its Representatives that are working at the Event and such passes must be produced on request at the Event. Informa may refuse entry to any person without a valid pass. Passes are only valid in the name of the person to whom they are issued.
- 8.3 Informa may (at its sole discretion) refuse admission to, or eject from the Event, any Client Representative who fails to comply with these terms and conditions or who in the opinion of Informa represents a security risk, nuisance or annoyance to the running of the Event. Client shall procure that its Representatives comply with all reasonable instructions issued by Informa or the Owners at the Event.
- 9. Access to and Use of the Event Site**
This Condition 9 shall apply only where the whole or any part of the Event is provided in a virtual format.
- 9.1 Client undertakes to (i) be responsible for any technical requirements to enable Client and its Representatives to use the Event Site, and (ii) participate in the Event via the Event Site for the duration of the Event.
- 9.2 If applicable, the Client will be supplied with exhibitor accounts for its Representatives that are working on the Space hosted on the Event Site. Such accounts are only valid in the name of the person to whom they are issued.
- 9.3 Where delegate accounts are issued as part of the Package, access to the Event Site is only available to employees of Client, are only valid in the name of the person to whom they are issued and access to a delegate account may not be shared internally or externally. Such accounts are issued subject to the terms of this Agreement and Informa's separate terms and conditions applicable to delegates are expressly excluded.
- 9.4 Client is solely responsible for the security of any passwords issued by Informa for accessing the Event Site. Informa may cancel or suspend such passwords in the event of a breach of this Agreement.
- 9.5 Client shall (and shall procure that its Representatives) comply with all laws and regulations applicable to its access to and use of the Event Site including the terms of this Agreement and the Informa terms and conditions of website usage (<https://informaconnect.com/terms-of-use/>). Informa may monitor Client's use of the Event Site to ensure such compliance.
- 9.6 Informa cannot guarantee that the Event Site will operate continuously, securely, without errors or interruptions, or is free of viruses or harmful components, and Informa does not accept any liability on account of unavailability, interruptions, errors or viruses or harmful components. Client shall not (and shall procure that its Representatives shall not) attempt to interfere with the proper working of the Event Site and, in particular, shall not attempt to circumvent security, tamper with, hack into, or otherwise disrupt any computer system, server, website, router or any other internet connected device. Client shall be responsible for making all arrangements necessary for Client and its Representatives to have access to the Event Site.
- 9.7 Informa does not endorse or accept any responsibility for the content, or the use of, any goods or services that may be identified or described on the Event Site and Informa shall not be liable for any loss or damage caused or alleged to be caused by or in connection with use of, or reliance on, any content, goods or services available on or through the Event Site or any website or other resource referenced therein.
- 9.8 Client and its Representatives, when using any networking system or any community platform made available on the Event Site, shall be bound by the following behavioural conditions: (a) you agree that any information you enter is true and accurate to the best of your knowledge and will be considered non-confidential and non-proprietary; (b) you agree to respect other users of the services and shall refrain from contacting other users with untargeted announcements or requests; (c) you shall not send messages, upload or link to any defamatory, offensive, harassing, misleading or unlawful content; and (d) you shall not upload or link to content which violates a third party's Intellectual Property Rights or privacy rights.
- 9.9 Client consents (and warrants that it has in place the appropriate consents for its Representatives) to grant Informa and the Informa Group a royalty-free licence to use personal information of Client and its Representatives submitted to the Event Site within the Event Site and in ways necessary for the functioning of the Event.
- 9.10 Client acknowledges and agrees that use of the Event Site shall be further subject to any website terms of use and/or fair or acceptable use policies indicated on the Event Site.
- 9.11 Informa does not guarantee or warrant that any content available for downloading from the Event Site will be free from infections, viruses and/or other code that has contaminating or destructive properties. Client is responsible for implementing sufficient procedures and virus checks to satisfy its particular requirements.
- 9.12 Client must not:
- infringe Informa's Intellectual Property Rights or those of any third party in relation to its use of the Event Site;
 - knowingly transmit, send or upload any data that contains viruses, Trojan horses, worms or any other harmful programs or similar computer code;
 - use the Event Site in a way that could damage, disable, overburden, impair or compromise Informa's systems or security or interfere with other users; or interfere with, manipulate, damage or disrupt the Event Site.
- 9.13 Informa reserves the right at any time, and without notice to Client, to:
- make changes or corrections and to alter, suspend or discontinue any aspect of the Event Site;
 - vary the technical specification of the Event Site;
 - temporarily suspend Client's and its Representatives' and third parties' access to the Event Site for the purposes of maintenance or upgrade; and
 - withdraw from the Event Site any of the Materials (or any part thereof).
- 9.14 Informa reserves the right to remove any messages, content or hyperlinks which it believes, in its sole discretion, breaches these conditions and to temporarily or permanently block users who persistently breach these conditions. Informa shall not accept responsibility for the accuracy or reliability of the information submitted by other users and Informa shall not be held liable for any message or content sent or posted by a user of any Informa services.
- 9.15 Informa is under no obligation to oversee, monitor or moderate any interactive service which may be provided on the Event Site and, without limitation, Informa expressly excludes all liability for any loss, injury or damage whatsoever arising from the use by Client and its Representatives of any interactive service, whether the service is moderated or not.
- 10. Limitation of Rights Granted**
- 10.1 The Client's rights in relation to the Event are strictly limited to those set out in the Package. The Client is not permitted to: (i) establish a website specifically relating to the Event; or (ii) other than in accordance with Condition 10.2, otherwise promote or advertise its association with the Event or Informa or undertake any promotional activity in connection with the Event or Informa in any way other than as set out in the Package or with the prior written consent of Informa.
- 10.2 Nothing in Condition 10.1 shall prevent the Client from advertising in a proportionate manner on its own website the fact of its attendance and participation in the Event. This includes providing a web link to the Event's website together with any Event logo. Informa may request for any reason at any time that the Client removes any such promotional material from its website and the Client shall be required to comply with any such request promptly. Nothing in the Agreement shall be construed as granting to the Client any right, permission or licence to: (i) use or exploit Informa's or any member of the Informa Group's Intellectual Property Rights; or (ii) otherwise exploit any connection with Informa or any event run by Informa in any way.
- 11. Changes to the Event**
- Informa reserves the right at any time and for any reason to make changes to the format, content, venue and timings of the Event (including, without limitation, any installation and dismantling periods or conversion of part or the whole of a physical in-person event to a virtual event, and vice versa) without liability. If any such changes are made, this Agreement shall continue to be binding on both parties, provided that the Package may be amended as Informa considers necessary to take account of the changes. Informa will notify the Client of any such amendments to the Package as soon as reasonably practicable.
- 12. Change of Date or Cancellation of the Event**
- 12.1 Without prejudice to Condition 18.1, Informa reserves the right to cancel or change the date(s) of the Event at any time and for any reason (including, without limitation, if a Force Majeure Event occurs which Informa considers makes it illegal, impossible, inadvisable or impracticable for the Event to be held), in which case Conditions 12.2 and 12.3 (as applicable) shall apply.
- 12.2 Where the date(s) of the Event are changed to new date(s) that are within twelve (12) calendar months; or, where the Event is part of an annual series, the rescheduled Event replaces the series edition in the following Calendar Year, this Agreement will continue in full force and effect and the obligations of the parties shall be deemed to apply to the Event on the new date(s) (or the Event in the following Calendar Year as the case may be) in the same way that they would have applied to the original Event. For the avoidance of doubt, nothing in this Condition 12.2 shall excuse the Client from payment of the Fees under the Agreement in accordance with the payment schedule set out in the Application Form.
- 12.3 Where the Event is cancelled and is not rescheduled in accordance with Condition 12.2 above the terms of this Condition 12.3 shall apply:

IWBC @ GREENBUILD 2022 EXHIBITOR CONTRACT TERMS AND CONDITIONS

- (a) if the Event is cancelled other than as a result of a Force Majeure Event (in which case the provisions of Condition 12.3(b) below apply), this Agreement will terminate without liability provided that, at Client's election, any proportion of the Fees already paid will be refunded or a credit note for the amount of the Fees already paid will be issued and the Client will be released from paying any further proportion of the Fees;
- (b) if the Event is cancelled as a result of a Force Majeure Event, this Agreement will terminate without liability provided that, at Client's election:
- Informa shall issue a credit note for 100% of the amount of Fees already paid and Client will be released from paying any further proportion of the Fees (such credit note may be applied against costs or fees relating to any alternative event, products or services provided by the Informa Group's Informa Connect division); or
 - Informa shall be entitled to retain an amount equal to 25% of the total Fees (the "Revised Fees") from any proportion of the Fees already paid or, where no Fees have been paid or where the proportion of the Fees already paid is less than the Revised Fees, Informa shall be entitled to submit an invoice in respect of the balance (or the whole as the case may be) of the Revised Fees, which will become immediately due and payable; and after the deduction of the Revised Fees any proportion of the Fees already paid will be refunded and Client will be released from paying any further proportion of the Fees.
- 12.4 To the fullest extent permitted by law, Informa shall not be liable to the Client for any loss, delay, damage or other liability incurred resulting from or arising in connection with the changing of the date of the Event or the cancellation of the Event, howsoever arising. The Client acknowledges that provisions of this Condition 12 set out the Client's sole remedy in the event of the changing of the date of the Event or the cancellation of the Event by Informa and all other liability of Informa is hereby expressly excluded.
- ### 13. Cancellation by Client
- 13.1 The application for the Package is irrevocable by Client and, save as expressly stated in the Application Form, Client has no rights to cancel this Agreement. Save as expressly set out in this Agreement or in the Application Form, no refunds shall be given and the Fees shall remain due and payable in full.
- 13.2 To the extent that the Application Form expressly permits cancellation by Client, Client may cancel the Package on written notice to Informa, except where Informa has the right to terminate this Contract under Condition 14.1. Upon any such cancellation by Client, Client shall pay Informa such cancellation fees as are stated in the Application Form. For the purpose of determining any such cancellation fees, if the Event is rescheduled as a result of a Force Majeure Event the relevant dates shall be fixed by reference to the originally scheduled opening date of the Event and not the new opening date of any Event rescheduled pursuant to Condition 12.2.
- ### 14. Termination
- 14.1 Either party may terminate the Agreement at any time by written notice to the other if that other party: (i) has committed a material breach of any of its obligations under the Agreement and has not remedied such breach (if the same is capable of remedy) within 14 days of receiving written notice of the breach (or such lesser period as would be required for the breach to be remedied in sufficient time prior to the Event); or (ii) goes into liquidation whether compulsory or voluntary or is declared insolvent or if an administrator or receiver is appointed over the whole or any part of the Client's assets or if the Client enters into any arrangement for the benefit of or compounds with its creditors generally or ceases to carry on business or threatens to do any of these things or suffers any analogous event in any jurisdiction.
- 14.2 Without prejudice to any other right or remedy it may have, in the event that Informa terminates the Agreement under the provisions of Conditions 3.2, 6.11 or 14.1 Informa shall not be required to refund any Fees received from the Client and Informa shall be entitled to submit an invoice in respect of the balance (or the whole as the case may be) of the Fees which will become immediately due and payable. Informa shall not be liable to the Client for any loss or damage of any kind resulting from termination of the Agreement and shall have no further obligations under the Agreement or otherwise to the Client.
- 14.3 Informa may terminate the Agreement without liability immediately at any time by written notice to the Client if Informa determines in its absolute discretion that the provision of the Package to the Client is not in the best interests of the Event or Informa's legitimate commercial interests. In the event that Informa terminates the Agreement pursuant to this Condition 14.3 any proportion of the Fees already paid will be refunded and the Client will be released from paying any further proportion of the Fees. The Client acknowledges that the refund of Fees paid is its sole remedy in the event of termination by Informa under this Condition 14.3 and all other liability of Informa is hereby expressly excluded.
- 14.4 Upon the giving of notice of termination, without prejudice to any other right or remedy it may have, Informa may prevent all access to the Space, remove any Sponsorship, and, if necessary, remove all Client property (including all Materials) from the Space at the Client's risk and expense and Informa shall be free to re-licence the Space and/or resell the Sponsorship elements of the Package.
- 14.5 Conditions 7.6 and 9 to 19 (inclusive) shall survive termination of the Agreement.
- ### 15. Liability and Indemnity
- 15.1 Informa does not make any warranty as to the Event in general and in particular in relation to: (i) the presence or absence or location of any other sponsor/exhibitor or potential sponsor/exhibitor; or (ii) the benefit or outcome (commercial or otherwise) that the Client may achieve as a result of exhibiting at or sponsoring the Event. Except as set out in these Conditions, to the fullest extent permitted by law, Informa excludes all conditions, terms, representations and warranties relating to the Event and the Package, whether imposed by statute or by the operation of law or otherwise, that are not expressly stated herein.
- 15.2 Informa Group shall not be liable to the Client for any loss or damage suffered or incurred by the Client in connection with the provision of (or failure wholly or partly of) any services or goods provided by third parties in connection with the Event or the Package, including, without limitation, in relation to the provision of utilities, freight shipment, the transport and delivery of sponsorship and or exhibition materials to the Venue, work undertaken by third party contractors (whether or not Informa sub-contractors) and services provided by the Venue owners. The Client acknowledges that services provided by Informa official or recommended contractors to the Client are the subject of a separate agreement between the Client and the contractor. Although Informa shall use reasonable care in selecting official or recommended contractors, Informa shall not be liable for any loss or damage suffered or incurred by the Client in connection with the provision of services to the Client by such contractors.
- 15.3 Subject to Condition 15.6: (i) Informa Group shall not be liable to Client for any indirect, consequential, special, incidental or punitive loss or damage, loss of profits, loss of business, loss of opportunity, loss of goodwill, loss or corruption of data or any other type of economic loss or damage; (ii) Informa Group shall have no responsibility or liability for any loss (or theft) of or damage to the person, property and effects of the Client or its Representatives; and (iii) Informa Group's maximum aggregate liability to the Client under the Agreement or otherwise in connection with the Event and/or the Package shall be limited to the total amount of the Fees.
- 15.4 The Client shall indemnify Informa Group and keep Informa Group fully and effectively indemnified against any loss of or damage to any property or injury to or death of any person caused by any act or omission of the Client, its Representatives or its invitees.
- 15.5 The Client shall indemnify Informa and keep Informa Group fully and effectively indemnified against all losses, claims, damages and expenses (including, without limitation, reasonable legal fees) incurred by Informa Group as a result of a third party claim that either: (i) the display of any products, documents or other materials exhibited by the Client at the Event; or (ii) Informa's receipt or use of the Materials constitutes an infringement of the Intellectual Property Rights of any third party or is in breach of any applicable law.
- 15.6 Nothing in these Conditions shall exclude or limit liability which cannot be excluded by the applicable law.
- ### 16. Confidential Information
- For the purposes of this Condition 16 "Confidential Information" means information disclosed by a party (the "Disclosing Party") to another (the "Receiving Party") relating to the Disclosing Party's business, products, affairs and finances, clients, customers and trade secrets including, without limitation, customer lists, billing practices, contractual arrangements, technical data and know-how. For the avoidance of doubt, the fact of the Client's participation in the Event shall not be deemed to be Confidential Information. The Receiving Party shall not (except in the proper performance of its obligations under the Agreement) during the continuance of the Agreement or at any time thereafter use or disclose to any person, firm or company (and shall use its best endeavours to prevent the publication or disclosure of) any Confidential Information of the Disclosing Party. This restriction does not apply to: (i) any information in the public domain other than in breach of the Agreement; (ii) information already in the lawful possession of the Receiving Party before its receipt from the Disclosing Party; (iii) information obtained from a third party who is free to divulge the same; (iv) disclosure of information which is required by law or other competent authorities; and (v) information developed or created by one party independently of the others.
- ### 17. Data Protection
- 17.1 For the purposes of this Condition 17, the terms **personal data**, **controller**, **processor**, **processing**, **data subject** and **supervisory authority** shall have the meanings ascribed to them under the Regulation.
- 17.2 For the purposes of this Agreement and either party's processing of personal data in connection with this Agreement, the parties agree that each party acts as a data controller. Each party shall (i) only process personal data in compliance with, and shall not cause itself or the other party to be in breach of, Data Protection Law, and (ii) act reasonably in providing such information and assistance as the other party may reasonably request to enable the other party to comply with its obligations under Data Protection Law. If either party becomes aware of a Reportable Breach relating to the processing of personal data in connection with this Agreement, it shall (i) provide the other party with reasonable details of such Reportable Breach without undue delay, and (ii) act reasonably in co-operating with the other party in respect of any communications or notifications to be issued to any data subjects and/or supervisory authorities in respect of the Reportable Breach. If either party receives any communication from any supervisory authority relating to the processing of personal data in connection with this Agreement, it shall provide the other party with reasonable details of such communication, and (ii) act reasonably in co-operating with the other party in respect of any response to the same. Informa collects, uses and protects personal data in accordance with its privacy policy, which can be found here: <https://www.informa.com/privacy-policy/>.
- 17.3 Without prejudice to the generality of Condition 17.2, Client warrants that if it receives any list containing personal data from Informa as part of the Package (a "Data List"), it shall: (i) keep the Data List confidential; (ii) at all times comply with applicable Data Protection Laws and only use the Data List for such purpose(s) as has been agreed with Informa in writing; (iii) not distribute, transfer or assign its rights to the Data List without the prior written consent of Informa, (iv) securely delete or put beyond use the Data List by such time as has been agreed with Informa in writing or such time as is required by Data Protection Law, whichever is earlier, and (iv) provide Informa with reasonable details of any enquiry, complaint, notice or other communication it receives from any supervisory authority relating to Client's use of the Data List, and act reasonably in co-operating with Informa in respect of Client's response to the same. Client acknowledges and agrees that Informa shall only be obliged to provide Client with all or part of any Data List to the extent that it is legally permitted to do so and Informa shall not be liable to Client if the volume of personal data provided to Client is less than anticipated as a result of Informa's compliance with Data Protection Law.
- ### 18. General
- 18.1 Without prejudice to Condition 12, if, by reason of any Force Majeure Event Informa is delayed in or prevented from performing any of its obligations under the Agreement, then such delay or non-performance shall not be deemed to be a breach of the Agreement and no loss or damage shall be claimed by the Client by reason thereof. For the avoidance of doubt, nothing in this Condition 18.1 shall excuse the Client from the payment of the Fees under the Agreement.
- 18.2 Each party shall comply with the applicable requirements regarding unfair competition and shall adhere to the highest standards of ethics on a global basis and shall refrain from corrupt business practices and shall prohibit, directly and indirectly, public or private bribery, kickbacks or any other activity that would give rise to a conflict of interest that could adversely influence the judgment, objectivity or loyalty to the business activities and assignments under this Agreement.
- 18.3 Nothing in the Agreement shall create, or be deemed to create, a partnership or joint venture or relationship of employer and employee or principal and agent between the parties.
- 18.4 If and to the extent that there is any conflict between these Conditions and the Application Form, the terms of the Application Form shall prevail.
- 18.5 Each party acknowledges that the Agreement constitutes the entire agreement between the parties in relation to the Event and that it does not rely upon any oral or written representation made to it by the other. No variation of the Agreement shall be effective unless made in writing signed by or on behalf of each of the parties to the Agreement.
- 18.6 No rights under the Agreement may be assigned by the Client without the prior written consent of Informa. The Client may not sub-contract or delegate in any manner any of its obligations under the Agreement to any third party or agent without the prior written consent of Informa.
- 18.7 A person who is not a party to the Agreement shall have no rights under or in connection with it.
- 18.8 No failure by either party in exercising any right, power or remedy shall operate as a waiver of the same.
- 18.9 If any provision of the Agreement (or any part of any provision) is found by a court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Agreement and the validity and enforceability of the other provisions of the Agreement shall not be affected.
- ### 19. Governing Law and Jurisdiction
- The Agreement is governed by the laws of the State of New York, exclusive of the choice of law rules of any jurisdiction, and the Client submits to the exclusive jurisdiction of the federal and state courts located in the State of New York having subject matter jurisdiction. Nothing in this Condition 19 shall prevent or restrict Informa from pursuing any action against the Client in any court of competent jurisdiction. Both parties agree to waive any rights to trial by jury.

IWBC & GREENBUILD MANDATORY EXHIBITOR GREEN GUIDELINES (GMEGG)

IWBC & Greenbuild's Mandatory Green Exhibitor Guidelines (GMEGG) is a required sustainability initiative to be completed prior to arriving on-site at IWBC & Greenbuild.

The idea is to evaluate how your exhibiting practices are impacting the environment via a short survey. We'll ask you about things like lighting, collateral material in your booth, how you're shipping your booth and transportation while your staff is on-site with the goal of helping you ascertain small changes you can make to reduce your impact on the environment both at IWBC & Greenbuild and ideally - at all other shows you're exhibiting in.

Exhibitors impact the success of our sustainability efforts on-site and exhibitors who meet all GMEGG requirements are considered for the Greenbuild Green Exhibitor Awards - an excellent way to gain visibility to your organization's sustainable practices and drive traffic to your booth. With each exhibiting company committing to sustainable exhibiting practices and making small changes to the way they exhibit, it adds up to a massive impact (see the results in our previous year [Sustainability Reports](#)).

COMPLETE GMEGG: We require each and every exhibitor complete the Green Exhibitor Guidelines program before you arrive on-site. Access your company's survey using your ecode by signing into your dashboard. We'll help you remember leading up to the show and we'll even have someone call you to assist if you'd like to complete it over the phone.

We'll make every effort to reach you and assist you in completing the survey prior to the show to ensure you have a great exhibiting experience!



ENERGY CONSERVATION

Booth Lighting

The exhibitor will meet the following **mandatory** requirement:

- Incandescent bulbs are prohibited for use in any medium screw-based lighting applications. LEDs or compact fluorescent light bulbs (CFLs) must be used instead.

Booth lighting will meet one or more of the following additional requirements:

- Exhibitor will not purchase new bulbs; bulbs will be reused from prior exhibitions. The organization will create a policy that would only replace bulbs upon burnout.
- LED, CFL, T-5 or T-8 tubular fluorescent lighting will be used exclusively in at least one of the following:
 - Accent lighting
 - Backlighting
 - Overhead signage
 - General lighting
 - Booth lighting is not used

Electronic Display

The exhibitor will meet the following **mandatory** requirement:

- All displays, monitors and booth lighting must be completely powered down each night after show/set-up hours. Any equipment that cannot be shut down must be put into sleep mode during non-expo hours.

Electronic display equipment (i.e. flat screen displays) will meet one or more of the following requirements:

- Display is reused from previous shows.
- Display meets criteria for ENERGY STAR qualification or equivalent energy efficiency program.



BOOTH MATERIALS

Flooring

Flooring will meet one or more of the following requirements. Flooring that is utilized to demonstrate products that the booth is marketing are exempt from these requirements.

- Flooring will not be used.
- All flooring is reused and has been in use for at least one year.
- Flooring must be comprised of one or more of the following:**
 - Carpet and Rug Institute (CRI) Green Label Plus Certified Carpet
 - 25% post-consumer recycled material
 - 100% recyclable material
 - 100% rapidly renewable material(s). Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle.
 - Forest Stewardship Council certified wood flooring.
 - Meet General Emissions Evaluation (Flooring products must be tested and determined compliant in accordance with California Department of Public Health (CDPH) Standard Method v1.1-2010.

Booth Graphics and Signage

Graphics and signage will meet one or more of the following requirements:

- No graphics or signage will be used within the booth.
- Exhibitor will use graphics and signage that have been used or will be used multiple times.
- Graphics and signage will be produced on 100% recyclable substrate and will not be foam core or PVC materials**
- Graphics and signage will contain a minimum of 30% recycled material**
- Graphics are printed on fabric material and will be used at other shows (fabric must contain a minimum of at least 30% recycled content)

Booth Structure

Pop-up displays and booth structural support materials will meet one or more of the following requirements:

- Display elements are reused from past exhibitions or the company has created a plan for reuse through future exhibitions for at least one year.
- New display elements will be 100% recyclable.

Booth Structure, cont.

- New display elements will contain a minimum 30% recycled content.
- Booth structure is rented from the Greenbuild general service contractor, using standard inventory materials used throughout the year.

Communications & Collateral

The exhibitor will meet the following **mandatory** requirement:

- All printed collateral, if used, will be on 100% recyclable paper and will contain 100% post-consumer recycled content or FSC-Certified content. Paper must be recyclable in a standard municipal recycling stream. Many laminated and coated papers are not recyclable and are prohibited.

In addition, exhibitor will meet one of the following requirements:

- Exhibitor will eliminate print and promotional giveaways used for attendee distribution.
- Exhibitor will limit the quantity to less than 1,000 handouts and giveaways combined.
- Promotional giveaways must match one of the following options:
 - Giveaway material contains 30% post-consumer recycled content.
 - Giveaways are made from rapidly renewable materials (*Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle. -i.e. Forest Stewardship Council certified wood flooring.*)
 - Promotional giveaways are 100% compostable.

Indoor Air Quality

The booth construction and maintenance will meet one or more of the following requirements:

- No paints, sealants, coatings or adhesives will be used to maintain the booth.
- All booth flooring, counters, and paneling will be reused from previous shows
- Meet General Emissions Evaluation (paints, sealants, coatings, or adhesives products must be tested and determined compliant in accordance with California Department of Public Health (CDPH) Standard Method v1.1-2010
- Booth materials meet one of the following criteria:**
 - Materials contain third-party certified low- or zero VOC paints, sealants, coatings or adhesives.
 - New flooring, counters and paneling is third-party certified low or zero VOC.

** Required for new flooring, graphics, materials; Optional for reused flooring, graphics, materials

IWBC & GREENBUILD MANDATORY EXHIBITOR GREEN GUIDELINES (GMEGG) continued



SHIPPING PRACTICES

Energy Conservation Shipping Methods

Exhibitor will meet one or more of the following requirements:

- No exhibit materials will be shipped
- If the exhibitor ships booth materials, the exhibitor will choose a logistics partner that participates in the U.S. EPA's SmartWay Partnership Program or an equivalent program.
- Shipments will be consolidated into only one shipment
- The exhibitor will purchase carbon offsets to cover all emissions resulting from shipping booth materials to and from IWBC & Greenbuild.

Shipping Materials

Exhibitor will meet the following **mandatory** requirement:

- **No polystyrene will be used in booth shipment (i.e. packing peanuts, Styrofoam, #6 or foam plastic).**

Exhibitor will meet one or more of the following requirements:

- All padding materials and exhibit crate(s) will be reused for all exhibition shipping.
- Exhibit crate(s) will meet one of the following options:
 - Made from rapidly renewable materials (*Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle. - Forest Stewardship Council certified wood flooring.*)
 - Contain 50% recycled content and can be easily recycled in the conference city.
 - Be comprised of FSC-certified wood.



ON-SITE OPERATIONS

Exhibitor Responsibility

Each booth is responsible for all materials brought into their booth at IWBC & Greenbuild. It is the responsibility of the exhibitor to convey all GMEGG requirements and the exhibitor's sustainable practices to all third-party vendors hired by the exhibitor for show set-up, tear-down and staffing. IWBC & Greenbuild staff will randomly select 10% of exhibitors for an on-site booth sustainability audit. Those selected will be notified in advance and must participate in the audit.

Staff Training

The exhibitor will discuss and make all on-site booth staff aware of the following, prior to the show

- Exhibitors are encouraged to download and utilize the opening: IWBC & Greenbuild mobile app on-site instead of the printed Expo Guide whenever possible.
- How the booth complied with each GMEGG category (including a printed or electronic copy of the booth's unique responses).
- Baseline knowledge of any other sustainable practices to be conducted within the exhibit booth, including plans for responsible waste management, food & beverage service, nightly shutdown and transportation.

On-Site Transportation

The exhibitor will ask booth staff to do at least one of the following:

- Take the public transit to/from the convention center
- Walk or bicycle to/from the convention center
- If Cabs or ridesharing services (Uber/Lyft) are absolutely necessary, every effort will be made to rideshare in lieu of individual trips
- If public transit and/or walking are not an option, the exhibitor should offset travel to and from the convention center by purchasing carbon offsets.

Waste Management

The Exhibitor will participate in IWBC & Greenbuild's Waste Management program, by properly disposing of all waste and utilizing all available recycling opportunities throughout the show, including set-up and move-out. Additional waste streams will be provided for special exhibition-related materials.

The exhibitor will not use individual waste containers in exhibit booths. The venue and show management will provide recycling stations throughout the exhibit area for attendee and exhibitor use during show hours. Each exhibitor is responsible for disposing of waste and recyclables at these stations.

Waste Management, cont.

The exhibitor will meet one of the following requirements:

- If the exhibitor plans on leaving any items after the show, the exhibitor will donate material through the Exhibitor Donation Program using the appropriate forms and labels.
- The exhibitor will have in place a "pack in/pack out" policy to minimize any waste left behind at the end of the show. All materials brought to IWBC & Greenbuild, including booth components, giveaways and reusable packing materials will be shipped back to the exhibiting company after the event.
- The exhibitor will return materials back to local offices or partners after the show.

Food and Beverage Service

Any food and beverage service conducted within the booth will be ordered to minimize disposable material use and properly handle waste in accordance of the requirements of the IWBC & Greenbuild Waste Management Program.

The exhibitor will meet the following **mandatory** requirement:

- **The only food service ware used in the booth will be China service or compostable ware. The exhibitor will inform attendees of the compostability/recyclability of the products (if applicable), directing them to the proper disposal stream onsite.**

Water Reclamation

If using water for display purposes, the exhibitor must use water reclamation/recycling (i.e. holding tanks). After show, water must be recycled and not dumped down drain.

Exhibitors using EACs

It is the responsibility of the exhibitor to onboard and educate any EAC on IWBC & Greenbuild's GMEGG and general sustainable exhibiting practices. All EAC companies should be familiar with GMEGG and prepared to speak to it on-site.

Please note, sign-off is required from Exhibitor Appointed Contractors (EACs).

What happens if I don't complete GMEGG? Because sustainability is the heart and soul of Greenbuild & IWBC and your answers to the survey are critical, we do respectfully ask each exhibitor to complete the survey before you arrive on-site. If your survey is not complete by the time you arrive, you may be unable to set up your booth, receive your orders from Freeman and/or print your badges at registration.

The GMEGG Survey is subject to change annually, and may vary slightly from the requirements listed above. Any changes will be minor and will be published in the first quarter of 2022.