

## MATERIAL DONATION PROGRAM 2023

All exhibitors must abide to a Pack-In/ Pack-Out Policy and to leave your exhibit space as you found it when you arrived. However, if you have useful materials that you would like to donate after the show, Show Management has worked with Freeman and the LVCC to establish a donation program with materials benefitting local charities. The program is run by Honeycomb Strategies in an effort to increase the sustainability of the event along with other initiatives on site.

**Submissions for donation must be received by March 13th, 2023**

1. Fill out the Google Form linked below with a description of all items you anticipate leaving for donation at show close.
2. All donations must be in like-new condition and must be approved on site at the show.
3. Materials we may accept or decline is subject to the judgment of the donations team.

Acceptable items may include:	Items we do not accept may include:
<ul style="list-style-type: none"> <li>• Furniture</li> <li>• Flooring</li> <li>• Tools, including display models</li> <li>• Plants and decor</li> <li>• Excess building or farming materials</li> <li>• Electronics or machinery</li> </ul>	<ul style="list-style-type: none"> <li>• Landscaping materials***</li> <li>• Marketing materials or swag</li> <li>• Broken or damaged items, including items damaged during load-out.</li> <li>• Custom-built booth structures or displays.</li> <li>• Fresh, perishable or opened food.</li> </ul>

*\*\*We understand the importance of disposing of landscape materials and are interested in including these in future programs. Please email if you have these materials and would like to consult with us, understanding we cannot assist with disposal or donation.*

4. Exhibitors are responsible for dismantling and packing their booths. Any donations not properly packed, not dismantled, not approved for donation, or abandoned will result in an additional charge to the exhibitor.
5. Some items may require removal fees for donation.
6. The exhibitor will pick up "Hold for Collection" stickers from the Exhibitor Services Desk. Please place this sticker on materials approved for donation.
7. Exhibitor understands that submitting this form does NOT confirm acceptance of items for donation. Approval will be ON SITE after review of items and their condition.

For questions on this process, please contact: Brenan Dwyer  
bdwyer@hcsustainability.com (626) 379-0035

[Fill out the Donation Form here](#)

