



ARIZONA HIGHER EDUCATION Sustainability Conference

Hosted by THE UNIVERSITY OF ARIZONA.

Arizona Higher Education Sustainability Conference | EXHIBITOR DETAILS

Please review the following information carefully.

Exhibitor Set-Up/Break-Down Date + Time

- Exhibitor Set-up: 6:30 A.M. – 8:00 A.M. at the Student Union Memorial Center, Grand Ballroom | 1303 E. University Blvd., Tucson, AZ 85719
- Booths must be left set and ready for attendees no later than 9AM on Monday, March 24th.
- Sponsors and exhibitors must remain set-up until all guests have departed the networking reception. Breakdown will occur from **3:00 P.M.-4:00 P.M. on Tuesday, March 25th**.

Load-In/Out

- Between 6:30 A.M.-7:30 A.M. your car can be pulled into the Union Circle between the garage and the student union. You can unload the car, leaving one person with the materials while the driver then proceeds to 2nd Street Garage at the corner of E. Second Street and Mountain Ave for parking.

Space Details

- You will be provided with a **6-ft banquet table, linen and 2 chairs**. Please let us know if you do **NOT** need the provided table. We recommend freestanding signage provided it fits within your space.
- **Our sponsor Foyer is designed for table-top displays. If your display is more extensive (requires storage of crates or a loading dock), please let us know by Monday, March 3rd.**
- Keeping with the mission of the conference, we ask that you use sustainable materials and limit handouts. Please review the attached Arizona Higher Education Sustainability Conference Green Exhibitor Guide.

Ordering Electricity and Internet

- If you would like electricity for your booth please let us know by **Monday, March 3rd** so we can place you accordingly. Electricity is complimentary; however please plan to bring an extension cord and power strip.
- Wi-Fi will be accessible on an open network. Please note that open network Wi-Fi may not support video streaming, or other large file size content.

Shipping: Please notify us if you need items shipped to the hotel.

Directions & Lodging:

Are available on the [Event Details](#) page of the AHESC website.



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EVENT DETAILS

Schedule: March 24th through March 25th

Exhibits are open to attendees from 8 am – 6 pm Monday, March 24th and 8 am – 2 pm Tuesday, March 25th. View our detailed program [here](#).

The Sponsor Foyer will be busiest during the breaks listed below

Monday, March 24th

- 8AM-9AM Breakfast & Registration
- 9:45AM – 10AM. Networking Break
- 11:15AM– 11:45PM Networking Break
- 1PM – 2:30PM Lunch & Poster Exhibits
- 3:45PM – 4:15PM Networking Break
- 5PM – 6PM Networking Reception

Tuesday, March 25th

- 8AM-9AM Breakfast & Registration
- 9:45AM – 10AM. Networking Break
- 11:15AM– 11:45PM Networking Break
- 1PM – 2PM Lunch

Event Description

The Arizona Higher Education Sustainability Conference (AHESC) is the first conference to bring together Arizona universities, colleges, and community colleges in one place to focus on sustainability issues distinct to Arizona and the Southwest region. AHESC is designed to inspire, inform, and create engagement opportunities for students, faculty, staff and administrators working or studying in higher education institutions across Arizona to advance sustainability solutions on our campuses and in our regional community.

Spread the Word and Promote Your Involvement

Our team has put together a kit of promotional tools to make spreading the word about your involvement in the Arizona Higher Education Sustainability Conference (AHESC 2014) easy (see below). Please contact Kerrie Mullaney at Kerrie@ahesc.org if we can create a custom promotion to send to your email lists or if we can facilitate promotion/materials in any other way! When promoting on social media use hashtag **#AHESC14**.

Promotion | As a part of our network, you can save 25% on registration to attend the Arizona Higher Education Sustainability Conference with the promotional code **SPONSOR14**.

Get your tickets at: <http://ahesc.org/registration/>
(Code must be used at time of ticket purchase)

Sponsor Promotional Kit of approved tools and messaging. You can access it 24/7 via the web at <http://bit.ly/1hGIC5l> and it includes:

- "Proud to Support..." badge for your websites and email signatures
- AHESC Logo
- Promotional Posters/Flyers in PDF form
- Approved web advertisements (if you require a different size, please contact Cory Griffin at cory@ahesc.org)



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View the Arizona Higher Education Sustainability Conference

here: <http://ahesc.org/program/>

Arizona Higher Education Sustainability Conference | GREEN EXHIBITOR GUIDELINES

In keeping with the sustainable mission of the Washington Higher Education Sustainability Conference we ask that you follow these guidelines to help us lower the impact of the event.

Preparation:

- Limit brochures and paper handouts. Most attendees will review materials at your booth and leave them for the next person.
- Use non-dated event neutral designs so leftover items may be used at future events
- Print signage and handouts through FSC certified printers and/or paper made of postconsumer content
- Use non-chlorine inks such as vegetable or soy
- Print and or purchase what you can locally to reduce shipping. When shipping, only send what you need and avoid using packing peanuts (polystyrene) or other difficult to recycle toxic materials
- In lieu of printed materials, offer to send information via email or display electronically at your booth
- If you wish to hand out swag to attendees please choose utilitarian items that are sustainably made and recyclable
- Use sustainable and/or recycled materials in your exhibit booth

During the Conference:

- During set-up, save packing materials from shipments to re-use at the end of the conference
- Remember to power off and unplug any electronic items at your booth to save energy
- During breakdown, use waste stations to properly recycle any items that cannot be reused
- Pack up your reusable materials and take them with you to use at future events

Please contact us directly if you would like additional resources or guidance in greening your exhibitor booth space.