Sample vendor letter (for events collecting food waste)

Thank you for your participation in [name of event]. The organizing committee of the [name of event] is counting on you to help make this year’s event another huge success. You can do so not only by participating as a vendor, but also by reducing and recycling the material you generate at your booth. Events generate a large amount of waste, and the organizing committee is committed to making [name of event] a waste-free event. We ask that you support our efforts to be an environmentally friendly event by reviewing the following waste reduction and disposal guidelines and signing below, indicating your agreement. Please return the signed form to [event coordinator] by [date].

Waste reduction and disposal guidelines

The [name of event] will collect the following materials for recycling and composting. Well-marked containers will be available to both vendors and attendees. Plan to separate and contain materials for recycling or composting inside or behind your booth during the event.

Reduction

In addition to providing products that are easy to recycle and compost, please consider the following waste reduction strategies to minimize waste generation at the event:

* Provide reusable serving ware rather than disposable
* Buy in bulk to avoid waste due to individual packaging
* Limit the number of napkins each customer may take
* Provide condiments in self-dispense/bulk containers instead of individual packets

Recycling

The items listed below will be collected for recycling at the event:

* Glass – food and beverage containers
* Metal – food and beverage containers
* Plastic – food and beverage containers, lids and bottles
* Paper – Cardboard and boxes, mixed paper, cartons (juice boxes, milk cartons)

Composting

The items listed below will be collected for composting at the event:

* Raw and prepared food - fruits and vegetables, meat, fish and bones, bread, pasta and baked goods, eggshells, dairy products and coffee grounds
* Food-soiled paper products: paper towels and napkins, , pizza boxes, , coffee filters and tea bags, wooden stir sticks and skewers
* Compostable food serve ware – must be certified compostable by the Biodegradable Products Institute (BPI)

Materials to avoid

We ask that you avoid using or distributing the following types of materials at the event:

* Plastic packaging - plastic wrap and plastic bags
* Plastic forks, knives, spoons, stir sticks and straws
* Non-recyclable and/or non-compostable food containers such as Styrofoam® plates, bowls and cups
* Individual packets of condiments such as ketchup, mustard, mayonnaise and coffee creamer

If you have any questions as to whether an item is recyclable or compostable, contact [event coordinator]. Thank you, we look forward to seeing you at [name of event]!

Vendor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact (print name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_