Sample vendor letter (for events not 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. Well-marked containers will be available to both vendors and attendees. Plan to separate and contain materials for recycling inside or behind your booth during the event.

Reduction

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

* If handouts are necessary, use post-consumer recycled-content paper and print/copy on both sides of the paper.
* Use durable, reusable displays and props.
* When providing giveaways, consider their impact and choose durable, environmentally friendly products.

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 - mixed paper, cardboard and boxes, cartons (juice boxes, milk cartons)

Materials to avoid

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

* Plastic bags
* Cellophane or plastic wrapped candy
* Balloons
* Laminated paper

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

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

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

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