

## Notice to Vendors: Minimizing Waste at [Your Event Name]

[Your Event Name] is counting on you to help make this year's minimal waste event a huge success! Events generate a large amount of waste, and the [organizing entity] is committed to minimizing the amount of it going into landfills. You can help by making yourself and your co-workers aware of the policies regarding how waste will be handled at the event this year.

We are requesting all food vendors help us achieve our goals by learning what can be recycled or composted; and utilize and distribute recyclable or compostable products as much as possible. In [year], the [organizing entity] is requesting that food and beverage vendors purchase and distribute compostable or recyclable products only. Please **do not purchase** and distribute the following products because they are neither compostable nor recyclable:

- Styrofoam products
- Plastic utensils and plates
- Plastic straws
- Paper plates and cups that are not BPI certified

Compostable products include all paper plates, paper boats, paper bowls, and utensils with the Biodegradable Products Institute (BPI) certification logo, included below. These are the items we would like vendors to use for [your event name] in [year].



Please note that products labeled as biodegradable or those that state “plastics made from plants or corn starch” are not necessarily compostable – they must be BPI certified. Alternatives to BPI certified compostable products that you can use include napkins, paper towels, and wooden sticks. If you need help purchasing compostable products please contact [event organizer] at [contact information].

We ask that you avoid purchasing clear compostable cups, as this creates confusion at our waste stations. Instead, please use clear recyclable cups with the “1 PET(E)” symbol or opaque compostable cups.



Try to avoid serving individual chip bags and condiment packets since they are neither compostable nor recyclable. We request you avoid purchasing these items due to their wasteful individual packaging, and instead:

- 1) buy chips in bulk and distribute on compostable paper plates or boats,
- 2) purchase condiments in bulk and refill containers or provide condiments in compostable paper cups

Thank you for reviewing our product purchasing guidelines. We are including several options for ordering certified compostable products with this letter. This is not an endorsement of any company listed. Please see the attached document for waste disposal guidelines. Thank you for joining us and we hope you have a great time at [your event name]!

# Waste Disposal Guidelines

## What is Recyclable?

Place in the **blue** containers

- Metal/aluminum food and beverage containers
- Plastic bottles, cups, and containers
- Glass food and beverage containers
- Paper cartons
- Cardboard – flatten and place by the waste stations



## What is Compostable?

Place in the **green** containers

- All unwanted food (including meat, bones, and dairy)
- Wooden sticks and skewers from popsicles and corn dogs
- All food soiled paper products such as napkins and paper towels, as well as compostable paper plates, paper cups, straws, and utensils (needs to be BPI certified)

