

Sample Zero Waste Vendor Letter

Zero Waste Participation Agreement

Dear Vendor:

Thank you for your interest in participating at [event name]! We are proud to announce that this event will be a zero waste event.

The goal at a zero waste event is to plan ahead and distribute only materials that are recyclable, and that all food scraps and food waste (used cooking oils) will be composted. "Zero waste stations" consisting of recycling, compost and liquid collection containers will be available to participants at numerous locations throughout [the event venue]. As a vendor handing out products at this event, you play a vital part in the success of our zero waste initiative.

Vendors attending [event name] are required to hand out only recyclable or reusable materials. Food containers **MUST** be **recyclable** only (glass or plastic). Please note that compostable containers are **NOT** currently accepted at commercial composting companies in central Vermont. This includes: brown paper containers, paper napkins, wax bags, and VegWare compostable containers. **DO NOT** provide these containers at this event.

Remember, if an item is not recyclable locally, we cannot recycle it, even if your supplier has told you it can be recycled. If you have any questions as to whether your items are considered recyclable, please call [event Zero Waste Leader name and contact number]. We will answer your questions and help you understand your important role in this zero waste event. Please note that you will be asked to remove any non-recyclable items from your booth for the duration of the event. You will only be allowed to distribute recyclable or reusable products.

Your signature on the vendor application acknowledges that you will abide by all zero waste guidelines and requirements. Our zero waste goal is simple to attain if you plan ahead of time the kinds of materials you will be providing to the public at the event. Here are some ideas that can help you achieve this goal:

- Use the least amount of packaging possible or remove the packaging before distributing the item.
- Use paper bags rather than plastic bags.
- Use post-consumer (preferred) or recycled content paper for flyers, programs and handouts. Choose to print on paper with the highest recycled content you can find.
- Consider finger foods that do not require silverware.

Thank you for supporting our zero waste goal and we look forward to working with you to make this a successful zero waste event.

Sincerely,

[Event Zero Waste Leader]