**Dear \_\_\_\_\_\_\_\_\_\_\_ Festival Vendor,**

This year’s \_\_\_\_\_[event name]\_\_\_\_\_will be reducing waste in order to comply with Vermont’s Universal Recycling Law (Act 148). Because of that, there will be some changes to our vendor guidelines. The two primary expectations are around recycling and composting. Act 148 requires that both food scraps and recyclables be diverted from the landfill. [Name of Event] is stepping up to meet the demand for more responsible waste and recycling systems. Please make our goal achievable by reviewing our updated Vendor Guidelines, and returning the signed agreement at the end of this letter.

**Vendor Guidelines:**

All Vendor’s are required to follow these guidelines:

1. **Food scraps** –This year all vendor food scraps will go to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, where they will be turned into [animal food and/or] compost. Food scraps will be collected periodically by our team, or by designated volunteers. [**OR** Please bring your collected food scraps to one of our on-site sorting stations, during or by the end of the event]. A list of what goes in the tote is provided with this letter. We will also provide 5 gal buckets for collection, 2 for each vendor. If you need a larger container, let us know and we can provide a 32 gallon wheeled tote. There will be special volunteers dedicated to monitoring sorting stations who will help make the process go smoothly. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hauler will be picking up the materials at the end of the day (or at the end of the event). The materials will not sit long enough to smell or attract insects or animals. Food Scraps includes: All food scraps including meat, bones, eggshells, bread, oils, dairy products, fruits, vegetables, shells, coffee grounds, clamshells, and condiments. If there is a large amount of waste oil, it should be collected separately.

3. **Reduce** – If and whenever possible please choose reuseable (washable) containers. Provide reusable water bottles for sale rather than the disposable bottles. [If you would like to provide a water-filling station, please coordinate with us so we can direct people to your booth.]. As much as we’d love to encourage “compostable” dishware and utensils, none of the commercial composters in central Vermont can take them. For that reason **please do not use compostable dishware or utensils. They can neither be composted nor recycled in our region**. If reuseables are not an option, please purchase only recyclable plastic containers (or consider a hybrid of a potentially reuseable/recycleable plastic). For non-food vendors, please make an effort to consider reducing the amount of handouts, supply only reusable packaging (such as cloth bags), or recyclable (paper) bags.

**Recommended Distributors for packaging:**

4. **Recycle** – As of July 1, 2015, recyclables are banned from the landfill in Vermont, and recycling has been mandatory in this region since 1994. The following items must be recycled:

* Glass – food and beverage containers \*\*
* Metal – food and beverage containers , aluminum foil, steel cans\*\*
* Plastic – rigid plastic food and beverage containers, lids and bottles\*\* (including drink cups)
* Paper – Cardboard and boxes, mixed and white paper (such as flyers or handouts), and magazine paper~~.~~

*\*\*ALL CONTAINERS MUST BE FREE OF FOOD DEBRIS*

5. **Trash** – Please keep a separate container for non-compostable/non-recyclable waste. This will be collected by one of the event team members periodically throughout the event [**OR** please be responsible for your leaving the event with your own trash].

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]!

Closing statement:

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

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

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

**Waste Reduction & Disposal Information**

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 (signage to help with this?)
* Provide condiments in self-dispense/bulk

***Recycling***

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

* Glass – food and beverage containers
* Metal – food and beverage containers
* Plastic – rigid plastic food and beverage containers, lids and bottles
* Paper – Cardboard and boxes, mixed and white paper.

***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, egg shells, dairy products and coffee grounds

**Materials to Avoid**

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

* Compostable containers– NOT ACCEPTED- either for the compost or recycling.
* Plastic packaging - plastic wrap and plastic bags
* Plastic forks, knives, spoons, stir sticks and straws
* Styrofoam® plates, bowls and cups
* Paper plates, cups, and napkins
* Wax bags
* Individually wrapped condiments such as ketchup, mustard, mayonnaise and coffee creamer