

Memo to Food Vendors

Notes:

Use this template to communicate your waste reduction and diversion initiatives to your vendors. Food vendors can produce a large portion of the waste at your event and often a significant portion can be recycled or composted. Using this memo is a great opportunity to remind all vendors of the waste collection services you have available to use.

A few notes on the template:

- Don't forget to personalize the memo! Wording **highlighted in yellow** indicates places to put in specifics about your event (like the name of your event); wording **highlighted in green** is a placeholder for you to insert information about your policies for your event – think through what you will require vendors to do and what the consequences will be for non-compliance (and make sure you monitor and enforce these rules).
 - Have fun with this template! Make sure to add in the character of your specific festival to get people excited for the event.
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For this year's [event name] we are going to be working on decreasing the environmental footprint of our event by reducing the amount of waste we send to the landfill.

In order to be successful, we especially need your help. Vendors are such an important part of an event like ours and we are excited to share this opportunity to make our event greener with you.

This year, we **require**:

- Use of the recycling and composting bins for acceptable items (see attached Waste & Recycling Pocket Guide). Garbage bins should be used for things that cannot be recycled or composted.
- No foam containers or foam packaging allowed.
- Bottled water will not be permitted to be sold.

If any vendors do not comply with the requirements above, that vendor will be asked to shut down until they do comply.

This year, we **recommend**:

- Providing food ware that is certified compostable – look for these symbols as they are guaranteed to breakdown during the composting process:



- We will be providing compost bins so this food ware can be composted!
- Don't forget about small food ware items like sauce cups and straws – these should be certified compostable too.
- Skip items that aren't necessary to supply e.g. napkins, stir sticks, plastic cutlery, straws (or don't automatically provide them – let people pick them up themselves or ask for them).
- Where possible, offer condiments in bulk instead of in single-serve packaging.

Keep in mind that these recommendations could become requirements to participate in our event in the future, so try them out this year and then you'll have a jump on the competition!

If you have any questions or concerns whatsoever, please contact [vendor coordinator] at [phone number] so we can help!

[Attach final version of Waste & Recycling Pocket Guide]