

Dear Concessionaire/Vendor:

[Name of Event] is committed to diverting Recyclables, Food Scraps and Food-Soiled Paper from our waste stream. Help us keep down on our garbage disposal fees, conserve resources and protect our environment. We ask that you join us in a partnership by participating in our waste reduction and recycling program.

Please review the information about the recycling program procedures below:

[Give details of the recycling program here, including which materials will be recycled, where bins will be located, and how and when the materials will be collected. Distinguish between your responsibilities and the concessionaire/vendors'. Also note in this section if you plan on making the program mandatory through a contractual change.]

- Corrugated Cardboard includes food/beverages boxes
- Plastic bottles, containers and Glass bottles & jars
- Aluminum cans, foil, pie & food pans, Steel & Tin cans
- Food scraps
- Compostable foodservice ware (e.g., Paper plates, paper napkins, paper boats)

Avoid using difficult-to-recycle materials, such as:

- Polystyrene foam "clamshell" food containers
- Plastic forks, spoons, cups, lids or straws
- Non-compostable foodservice ware
- Plastic film, straps and plastic bags

We ask that you partner with us to look for opportunities to reduce waste:

- Purchasing recycled content supplies and sell products with reduced packaging. Handing out bags, trays, straws, lids, and napkins only when requested
- Buy Paper ONLY (no-shine) compostable foodservice ware at Cash & Carry, Costco, Bargreen-Elliingson or Safeway. Certified Compostable foodservice ware can be purchased at gogreenscene.com or cedar-grove.com/store/packaging
- Using reusable shipping materials such as plastic pallets, crates or boxes to transport food and goods to event site
- Utilizing washable cloth towels or sponges - instead of paper towels to clean up behind the counter
- Purchasing beverage mixes in concentrated form and buying in bulk. Dispensing condiments from bulk containers rather than providing single-serve packets

We ask that you please educate your workers about our recycling procedures at **[Name of Event]**. Help us get the word out to attendees by point out that **Recycling, Composting and Garbage** waste stations are located throughout the festival grounds.

For more information, or if you have any questions or concerns, please contact [Name], at [Phone and/or e-mail]. We look forward to working with you to accomplish our goals of waste reduction and recycling.

Sincerely,

[Your name here]