

Vendor Information Letter

Dear Vendor,

With the help of vendors, staff, volunteers and participants the **[insert: event name]** strives to **[insert: green event goals]**, e.g. become a low-zero waste or carbon neutral event]. Last year, **[insert: success reaching green goals]**, e.g. “we diverted x # of waste material from the Smith Landfill or reduced greenhouse gas emissions by x # of CO₂e tonnes”. We accomplished these goals through **[insert method(s) of reaching green goals]**. Our aim is to do even better this year at hosting a clean, green event.

***The following can be adapted to reflect other green event goals like aiming to be carbon neutral through interventions such as promoting active and public transportation, using renewable energy, and minimizing waste.*

Our Role

Our role is to provide the tools necessary for all event participants to play a part in diverting recyclable material from the landfill.

We will work to achieve our zero waste goal by:

- Setting up Sorting Stations throughout the event site for the collection of recyclables, waste and compost **[if applicable]**.
- Having volunteers at centrally located Sorting Stations to educate participants on how to sort their waste.

Your Role

Your role begins by sourcing only compostable or biodegradable take-out containers and cutlery from your supplier. We also ask that you NOT place a waste bin or garbage bag in front of your booth. Please direct participants to use the Sorting Stations at the event.

If the event organizer is operating a **reusable dishwashing station**, your support is very much appreciated. In this case, please direct your customers to deposit their dirty reusable dishes in the appropriate location (e.g. dishwashing station, dirty dishes bin at Sorting Station, etc.).

*Please note you may **NOT** distribute the following items at the event:*

- Single-use packaging for condiments (e.g. cream/milk, ketchup, salt/pepper)
- Polystyrene (i.e. Styrofoam)
- Non-recyclable plastics (i.e. plastic bags)

Please try to:

- Use compostable or biodegradable plates, bowls and cutlery instead of plastic
- Minimize the amount of take-out packaging you distribute (e.g. drink lids, straws, paper bags)
- Sort recyclables and waste and compostables **[if applicable]** in your booth during food preparation – see enclosed **Township of Selwyn Let's Be Clear Sorting Guide**
- Post signage at your vending station promoting the sustainable qualities of the food and packaging you are serving (e.g. organic, fair trade, locally sourced)

Where can I get compostable packaging?

- Compostable or biodegradable paper plates, bowls and napkins can be found at your local grocery store. Beware of paper products with a waxy film coating as they contain plastic and cannot be composted. You may also want to look for items specially marked “compostable”.
- Contact your normal supplier and ask if they stock compostable take-out containers and cutlery.
- EcoWare is a local distributor of 100% compostable take-out containers, visit: www.eco-ware.ca.

Further Information

For further information on our waste diversion efforts and how you can participate, please contact **[insert: name, title]**, Tel: XXX-XXX-XXXX or Email: **[insert: email address]**.

THANK YOU for your cooperation in making our event GREEN!

SAMPLE