

Sample Vendor Letter

Dear Vendor,

Thank you for being a part of [Event Name], we greatly appreciate your time and participation. This year, [Event Name] has applied to be a Zero Waste Event and we will be implementing a variety of programs to reduce the amount of waste that will be generated from this event.

In applying to be recognized as a Zero Waste Event, we will be required to reduce the garbage that is produced by 60%. Please be sure to follow the listing below in order to comply with our waste reduction program goal(s):

- Please dispose of any waste that you create (e.g.: cardboard, empty plastic bottles, food scraps, compostable food serveware) in the proper collection container.
- All vendors that are serving food and/or beverages must serve on compostable or recyclable food serveware (e.g.: plates, bowls, cups, utensils, etc.).
 - All recyclable plastic products must be Plastic #1 (PETE).
 - All Styrofoam™ products and plastic utensils are prohibited.
- Cooking oil will be collected for recycling. Any vendor that will be using cooking oil must collect any used cooking oil and dispose of it in the appropriate oil collection container.
- Any vendor that will be serving food or beverage samples must do so in a recyclable or compostable container. Samples with wrappers (e.g.: Power bars) are fine but if the sample becomes a large source of litter, then these hand outs must be discontinued.

More information will be provided at our vendor meeting on [Date] at [Location]. If you have any questions feel free to contact us through telephone at (123) 456-7890 or you can send us an e-mail at event@festival.com. Thank you for all of your help.

Sincerely,

John Smith
Event Coordinator