Sample vendor letter for presenters

Thank you for your participation in [name of event]. The organizing committee of the [name of event] is counting on you to help make this year’s event another huge success. You can do so not only by participating as a presenter, but also by reducing and recycling the material you generate during your presentation. Events generate a large amount of waste, and the organizing committee is committed to making [name of event] a waste-free event. We ask that you support our efforts to be an environmentally friendly event by reviewing the following waste reduction and disposal guidelines and signing below, indicating your agreement. Please return the signed form to [event coordinator] by [date].

Waste reduction and disposal guidelines  
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 materials for recycling or composting while presenting at and attending 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:

* Consider providing copies of the presentation electronically instead of a printed copy.
* If handouts are necessary, use post-consumer recycled-content paper and print on both sides of the paper.
* Use bio-based inks and set your printer to “draft mode” to conserve ink.
* If using props, use durable, reusable props instead of disposable.

Recycling

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

* Glass – food and beverage containers
* Metal – food and beverage containers
* Plastic – food and beverage containers, lids and bottles
* Paper – mixed paper, cardboard and boxes, cartons (juice boxes, milk cartons)

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, eggshells, dairy products and coffee grounds
* Food-soiled paper products: paper towels and napkins, pizza boxes, , coffee filters and tea bags, wooden stir sticks and skewers
* Compostable food service ware – must be certified compostable by the Biodegradable Products Institute (BPI)

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]!

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

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

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