



# Communications and Agreement Language Examples: Food and Beverage Event Vendors

To have a successful event, it's important to communicate goals and expectations that align with [event requirements](#) to food and beverage vendors. Having the right products at an event can reduce confusion for attendees and eliminate contamination in your recycling. Use this example language in agreements and communications with vendors for your event.

## Introduction – briefly address your event goals

### **Example 1 Event without foodservice product information**

[Name of event] is committed to working together to reduce our impact and increase recycling. Review and let your staff know what goes where at our event [[insert the Vendor Recycling Guide](#)].

### **Example 2 Event with foodservice product suggestions** (intro to be paired with product suggestion language)

[Name of event] is counting on you to help make this year's event a huge success! Review and let your staff know what goes where at our event [[insert the Vendor Recycling Guide](#)]. Events generate a large amount of waste, and [name of event] is committed to minimizing the amount of it going into the trash. We ask that you support our efforts and help us to achieve our goals by learning what can be recycled and as a vendor buying recyclable serviceware.

### **Example 3 Event with foodservice product requirements** (intro to be paired with specific requirements language)

[Name of event] has been working hard towards being a zero-waste event by eliminating unnecessary packaging waste and reducing trash through recycling and organics collection. In order to make these efforts successful, we need the cooperation of every vendor and exhibitor. Review and let your staff know what goes where at our event [[insert the Vendor Recycling Guide](#)]. Vendors must agree to product requirements below. Contact [event organizer] at [contact information] if you have questions.

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## Event vendor products– clearly state what is expected

### **Example 1 Supplemental information: Event without foodservice product information**

Thank you for helping reduce waste at [name of event]!

### **Example 2 Supplemental information: Event with foodservice product suggestions**

[Name of event] is requesting all food vendors use and sell products that are accepted for recycling:

- Metal cans
- Glass bottles
- Plastic bottles and containers numbered 1, 2 and 5
- Paper & cardboard
- Cartons

Avoid using or distributing the following types of items that are not recyclable at our event:

- Styrofoam
- Plastic utensils and plates
- Plastic straws/stir sticks
- Plastic wrap/bags
- Individual packets such as condiment packets and coffee creamer
- Parchment or wax paper
- Foil when used as a liner for boats and trays

Thank you for your support!

### **Example 3 Supplemental information: Event with recyclable product requirements**

The [organizing entity/event] is requiring that food and beverage vendors only distribute recyclable serviceware. Products without viable alternatives must be granted an exemption by the event organizer. Food vendors at this event

must agree to use metal cans, glass bottles, or plastic bottles and containers numbered #1, 2 or 5. Avoid using clear BPI-certified compostable cups—they are confused with recyclable plastic cups. Reusable serviceware that will be returned to the vendor (e.g., reusable baskets, metal utensils) are also allowed.

### **Example 3 Supplemental information: Event with compostable product requirements**

The [organizing entity/event] is requiring that food and beverage vendors only distribute BPI-certified compostable serviceware. Products without viable alternatives must be granted an exemption by the event organizer. Food vendors at this event must agree to use:

- BPI-certified compostable products (must have the BPI-certified logo on the item or product box to be acceptable). These include:
  - BPI-certified paper products (e.g., plates, cups, bowls)
  - BPI-certified utensils and straws



[Find a local vendor of compostable products.](#) Reusable serviceware that will be returned to the vendor (e.g., reusable baskets, metal utensils) are also allowed.

*Please note: Products labeled as “biodegradable”, “compostable” (without the logo) or those that state “plastics made from plants or corn starch” are not allowed—they must be BPI certified.*

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## **Event vendor agreement – obtain a written commitment**

[Name of event] is requesting all food and beverage vendors implement waste reduction practices.

- I agree to separately sort and dispose of the recyclables and trash generated at my booth.
- I have reviewed the attached [Vendor Recycling Guide](#) and will include this information in my employee training to ensure my staff properly sort and dispose of materials. I will have the Vendor Recycling Guide posted or available for employee reference at the event.

Use this language if applicable:

- I agree to separately sort and dispose of food scraps generated at my booth.
- All serviceware I distribute will be recyclable.
- All serviceware I distribute will be BPI-certified compostable.

## **Tips – additional low-waste options**

### **Waste reduction**

In addition to providing products that are easy to recycle, please consider the following waste reduction strategies to reduce waste at our event:

- ✓ Provide reusable serviceware rather than disposable (e.g., reusable baskets, metal utensils)
- ✓ Buy in bulk to avoid waste due to individual packaging
- ✓ Provide condiments and creamer in self-serve, bulk containers versus individual packets
- ✓ Limit the number of napkins or utensils each customer may take
- ✓ Provide discounts for reusable bottles, mugs or cups