



Event recycling containers guide

A complete event container includes a metal frame, lid and bag. Watch your fingers! Portable event containers are a pinch hazard especially when loading and unloading.

Please use a damp cloth to wipe down the container lids before returning. Do not use duct tape or ink on the container lid or signs.

Steps to set-up containers







<p>Stand up the metal frame with the “double bar” on top.</p>  A person's hands are shown standing a blue metal frame on a grassy field. The frame has a double bar at the top. A circular icon with the number 1 is in the top left corner.	<p>Working from the inside to the outside of the bin, pull about 6 inches of the bag through the double bar on top.</p>  A person's hands are shown pulling a clear plastic bag with blue recycling symbols through the double bar at the top of the metal frame. A circular icon with the number 2 is in the top left corner.	<p>Pull the top end of the bag over the top bar and corners of the bar.</p>  A person's hands are shown pulling the top end of the clear plastic bag over the top bar and corners of the metal frame. A circular icon with the number 3 is in the top left corner.
<p>Grasp both sides of the bag and pull away from the double bar. This tightens the bag onto itself and the bar.</p>  A person's hands are shown grasping both sides of the clear plastic bag and pulling them away from the double bar at the top of the metal frame. A circular icon with the number 4 is in the top left corner.	<p>Do the same to the other side so the bag is held tight. Extend frame to tighten bag.</p>  A person's hands are shown extending the metal frame to the sides to tighten the clear plastic bag. A circular icon with the number 5 is in the top left corner.	<p>Put the lid on the metal frame. Press down on each side of the lid until it clicks. Lids help hold the bag in place.</p>  A person's hands are shown placing a blue plastic lid onto the metal frame. The lid has two circular openings and the word "ALUMINUM" is visible. A circular icon with the number 6 is in the top left corner.

Table 1 – Step-by-step guide to set up recycling containers.

Optional hanging signs

Signs are highly recommended, especially for organics containers.

1. Slide the metal sign holder into the welded slots on the back of the container.
2. Attach the hanging sign by putting the sign holes onto the sign holder hooks.



Number of waste stations

Waste stations - a recycling and trash container paired together – should be kept to a minimum to reduce time spent monitoring and emptying them:

- Up to 150 guests (e.g., graduation parties and family reunions) — 1–2 waste stations
- 150–300 guests (e.g., weddings) — 3–4 waste stations
- 300–600 guests (e.g., school picnic) — 5–6 waste stations
- 600–1,500 guests (e.g., sporting events) — 7–8 waste stations
- More than 1,500 — 8 or more, depending on size and waste amounts.

Tips for event containers

- Pair every trash container with a recycling container.
- Limit the number of waste stations for ease of monitoring and emptying.
- Stick with the same order for your bins at every waste station.
- Make waste stations easy to find with banners or a tent.
- Place a few empty plastic bottles and cans in the recycling or hang product examples from the container signs to serve as a visual aid.
- Check on waste stations often or have a volunteer assigned to each station to help attendees recycle right.

For more information, please visit our [event recycling website](#), [email our event recycling staff](#) or call 952-891-7557.