To “vendor/stall holder”,

Organisers of the event are working together with their local Council to deliver the vision of sending NO rubbish to landfill at our event this year. To make this a success, vendors have an essential part to play.

We will be providing eight Rubbish & Recycling Stations around the site for the public to use. The material that can go into these bins are:

* glass bottles and clean glass jars
* clean plastic grades 1,2 & 5
* clean paper
* compostable items
* general waste.

Most of the waste at this event comes from food scraps and packaging. Therefore, to register as a vendor for this event we need you to make a commitment to use compostable or recyclable food packaging and to significantly reduce the other types of waste produced by your stall. Please read the steps below and complete the attached waste plan before submitting it to us along with your vendor’s application.

**How to reduce your waste at the festival**

Use less packaging

* Please don’t give out more packaging than you need to.
* Offer napkins and straws on your table but let people take what they need.

Only use packaging that can be composted or recycled

* Compostable packaging is the best option as plastics coated in food cannot be recycled. Please refer to Appendix C & E.

Helping your customers to put their rubbish in the right place.

* Closer to the event we will get in touch to give you more information about how the waste system will work at the festival. Each vendor will be given a sign to let customers know whether the packaging from that stall is recyclable, compostable, or needs to go into the landfill.

Look after your own waste.

* A lot of waste is produced by vendors themselves during an event.
* Vendors with stalls can use the public recycling bins at the end of the day. Businesses with permanent premises need to arrange for extra bins and/or more frequent collections with their own contracted collectors to manage their surplus rubbish and recycling.
* If you need any support or advice on how to reduce your waste please get in touch with\_\_\_\_\_\_\_\_\_\_\_. We will also be contacting all vendors closer to the event to see how they are getting on.

Warm regards,

Event manager/team