



SUSTAINABILITY

Sample Vendor Agreement Language

This language can be used in vendor agreements or other vendor communications to help ensure they follow requirements toward achieving your green event goals.

Thank you for being a part of [Event Name], we greatly appreciate your time and participation. In order to ensure that we abide by the highest standards of environmental sustainability, please note the following:

- Train all event staff in the proper disposal of recycleable and compostable waste, not to be confused with garbage
- Dispose of all materials in the appropriately labeled collection container (recycling or garbage)
- Post a sign at refuse stations that shows the public how to dispose of materials
- When possible, reusable dishes, serving ware, utensils, cups, etc. should be used
- Polystyrene (also known as Styrofoam™ or #6 plastic products) which may be labeled with: ♻️ in any shape or form are not allowed
- Cold beverage cups 7oz and larger must be made from #1 plastic (a.k.a. polyethylene terephthalate and labeled with this symbol: ♻️)
- Cold beverage cups smaller than 7oz must be made from paper or approved compostable material
- Condiment and sample cups must be made from paper or approved compostable material
- Hot beverage cups of all sizes must be made from paper or approved compostable material
- Individual condiment packets are not allowed (ketchup, mustard, mayonnaise, relish, soy sauce, etc.)
- Use wooden stir sticks for hot beverages instead of plastic stir sticks

Please contact the Office of Sustainability at sustainability@luc.edu for more guidance.

Adapted from City of San Jose, Environmental Services. <http://www.sjrecycles.org/events-venues/>