

Sustainable Vendor Checklist

Here are some ideas to help make your next event more sustainable.

VENDORS/ARTISTS

REDUCE

- Avoid individually wrapped items.
- Use recycled paper content shopping bags as opposed to plastic or offer an incentive for those that bring their own.
- If handing out swag, ensure it is eco friendly.
- Ask speakers to provide slides electronically (as opposed to printing).
- For collateral, encourage guests to take a photo (limited copies available).

REUSE

- Bring your own reusable water bottle and/or mug and reusable utensils.
- Display reusable signage that can be used at future events.

RECYCLE

- Set up and clearly label recycling bins for cardboard, plastic, glass and aluminum. Even if single stream, there is generally less contamination when you require guests separate it.

FOOD VENDORS

REDUCE

- Offer condiments in refillable containers or bulk containers/bottles instead of individual packets.
- Use an eco-friendly alternative to polystyrene (Styrofoam).
- Have paper or biodegradable straws and lids available upon request only.
- Use locally sourced food when possible.
- Offer a vegetarian and vegan option.
- Use eco-friendly serving products (bamboo or compostable if facilities exist); recycled content napkins, unbleached paper products.

REUSE

- Have a food donation plan for leftovers.

RECYCLE

- Set up and clearly label recycling bins for cardboard, plastic, glass and aluminum. Even if single stream, there is generally less contamination when you require guests separate it.