



Zero Waste Incentive Form For Special Events in the City of Boulder

(\$250 incentive is only available for events with a special event permit within the City of Boulder)

Event name:

Event Location

Contact name:

Contact phone:

Contact email address:

Mailing Address (for sending rebate):

Intended Audience for Event:

What will be served at the event? (Zero-Waste incentive is only applicable if food will be served)

Incentive Objective: The City of Boulder is committed to helping special event organizers create zero waste events. For events that serve food and/or drinks, the incentive is designed to assist event organizers to get compostable and recyclable containers, collection services or educational materials that facilitate zero waste. This \$250 incentive is designed to help event organizers go above and beyond the City's recycling requirements for special events.

The City of Boulder will refund up to a **maximum \$250 per event** for the purchase of eligible compostable products or collection and/or education services to be used at a permitted special events located in the City of Boulder.

For reimbursement, you must submit the following: (*Receipts can add up to any amount, but your reimbursement from the City of Boulder cannot exceed \$250.*)

- Incentive form and [W-9 form](#)
- Receipts for each compostable product purchased for event showing date of purchase
- Proof of zero waste services and/or compostable materials collection from hauler if service was used (e.g. copy of hauler invoice)



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REIMBURSABLE COMPOSTABLE PRODUCT	COST
Compostable Plates	
Compostable Bowls	
Compostable Cups	
Compostable Utensils	
Compostable To-Go Containers	
Collection Bins/Zero Waste Stations	
Compostable Bags	
REIMBURSABLE ZERO-WASTE SERVICES	COST
Compostable Collection Service	
Zero Waste Education Staff for Event	
TOTAL COST	\$

Incentive does not apply to sales tax.

Please send the completed information to Janna West-Heiss at west-heissj@bouldercolorado.gov or mail to:

City of Boulder, Local Environmental Action Division
 Attn: Janna West-Heiss
 P.O. Box 791
 Boulder, CO 80306



Zero Waste Materials Agreement Guidelines to Containers and Service Ware

*** Please note that you will be asked to remove any non-recyclable or non-compostable items from your site for the duration of the event.**

Acceptable	Not Acceptable*
<p>All paper containers including plates, bowls, cups, etc. Waxed paper products are acceptable, as long as you can scratch the wax coating off with your fingernail. Nothing can have a plastic lining.</p>	<p>Styrofoam® (polystyrene). It is not recyclable, regardless of what your suppliers may tell you and despite any recycling symbols on the product. Plastic coated paper products, where the coating won't scratch off, are not acceptable. No waxed Dixie cups.</p>
<p>#2 and #5 plastic tubs and cups (compostable paper, potato starch or corn starch preferred), and all narrow-neck plastic bottles</p>	<p>All other numbers of plastic cups (even small deli cups)</p>
<p>BPI Certified Compostable potato or cornstarch lids, and plastic lids attached to a screw-top container</p>	<p>Loose plastic lids</p>
<p>BPI Certified Compostable potato starch or corn starch cutlery (spoons, forks, knives, straws)</p>	<p>Plastic cutlery</p>
<p>Wooden stir-sticks, chopsticks, toothpicks and skewers</p>	<p>Plastic straws</p>
<p>Some waxed paper products</p>	<p>Plastic-coated products</p>
<p>Aluminum foil and cans</p>	<p>Individual condiment packets</p>
<p>Glass bottles and jars</p>	<p>Prepackaged and frozen food containers</p>
<p>Paper milk cartons and drink boxes</p>	<p>Foil drink pouches</p>
<p>Paper napkins and paper towels</p>	<p>Flat plastic lids (yogurt lids, etc.)</p>



Zero Waste Materials Agreement

Ensure that all vendors at your event are on board with your Zero Waste efforts! Remember that you will be asked to remove any non-recyclable or non-compostable items from your site for the duration of the event.

Vendors are required to hand out only recyclable or certified compostable products. NOTE: Not all products labeled “biodegradable” are truly compostable. Look for certified compostable products, which can be purchased easily and locally (see below).

Here are some ideas that can help you achieve this goal:

- Offer finger foods to use fewer utensils.
- Consider replacing plastic bowls (for serving chili and soups) with bread bowls and using cones for ice cream.
- Provide bulk condiments rather than individually wrapped portions.
- Paper napkins are compostable and can replace bulkier plates.
- **Do not use Styrofoam® or plastic (recyclable plastic bottles are OK). Please use the recyclable or compostable alternatives listed above.**

Sources for BPI Certified Compostable Serviceware:

Eco-Products (Boulder, CO) 303-449-1876 www.ecoproductsstore.com	eTundra Restaurant Supply (Boulder, CO) 3825 Walnut St, 888-388-6372 www.etundra.com
Green Paper Products (Highland Heights, OH) 877-341-5464 www.greenpaperproducts.com	World Centric (Palo Alto, CA) 650-739-0699 www.worldcentric.org/compostables

When working with a zero waste service provider for your event a three-bin container system will be provided for disposal of recyclables, compostables and trash.

We look forward to working with you to make this a successful Zero Waste Event. If you have questions regarding Zero Waste, contact Janna West-Heiss at 303-441-1927 or West-heissJ@bouldercolorado.gov.