

# ZERO WASTE SPECIAL EVENT REQUIREMENTS

As of January 1<sup>st</sup>, 2016, all City-permitted events must be “Zero Waste”. This means your event must provide recyclables and compostables collection in compliance with the City’s special events permit requirements. Please review the requirements below and initial that you understand each specification and will implement for your event. Attach this form with your Special Event application, and keep a copy for yourself to use as a checklist throughout the coordination of your event. Contact Noah Eisenman at (303) 441-1940 or [EisenmanN@bouldercolorado.gov](mailto:EisenmanN@bouldercolorado.gov) if you have any questions. Thank you for making your event Zero Waste!

REQUIREMENTS		Initials
<b>Preparing for event</b> (required with special event application)		
1	Submit an event map with your permit application indicating all public facing zero waste stations with "ZW". "Corrugated cardboard only" collection areas should be marked "CC".	
2	Provide all vendors with zero waste requirements; require that all vendors sign Zero Waste Vendor Agreements (Please attach copies to permit application). (Example agreement attached)	
3	Include ZW information in event program including language describing this event as Zero Waste and that all materials are recyclable or compostable.	
4	Train employees and volunteers on how to host a zero waste special event.	
<b>Mobilization/event set-up</b>		
5	Ensure all ZW stations are complete with receptacles for recycling and compost at every location there is a trash/landfill receptacle.	
6	Set up additional ZW stations for vendors, including cardboard recycling areas, if needed (show on map).	
7	Attach proper signs to all ZW receptacles and stations. Pictorial signs should be specific to the wares distributed at the event.	
8	Clearly mark all dumpsters (landfill, recycling, compost) and include signs if possible.	
<b>During event</b>		
9	Prohibit vendors and event sponsors from distributing any non-recyclable or non-compostable materials unless the vendor agrees to provide their own collection and remove the materials.	
10	Ensure all ZW stations are staffed and monitored by volunteers and that the volunteers have been properly educated on recycling and composting of items distributed at the event.	
11	Make periodic announcements over PA system throughout the event. (sample announcement attached)	
<b>Demobilization/after event</b>		
12	Ensure no waste is left behind on the event premises and surrounding areas.	
13	Ensure any vendors distributing non-recyclable or non-compostable materials (see above) remove their own materials from the event premises and surrounding areas.	

## City of Boulder Special Events Zero Waste Announcement

The following is an example public address system announcement that you may use during your Zero Waste Special Event. If you choose to draft your own announcement, please make sure to include the following information:

1. Inform that the event is a “Zero Waste Event”
2. All food and beverages served at the event, as well as the plates, napkins, utensils, and beverage containers provided are either compostable or recyclable. No waste!
3. Any waste brought in from outside the event needs to be disposed of properly.
4. Point out or describe the locations of the ZW stations.
5. Refer to the signs posted at the ZW stations for guidance on what goes where.
6. All ZW stations are staffed by ZW volunteers to answer any questions.

Sample announcement:

We would like to take a moment to remind you that today’s event is a “Zero Waste Event”. This means that all of the food and beverages served at the event, and the containers they are served in, are either compostable.

Please notice the 3 Bin waste stations located at ...(point out or describe locations of all waste stations).

For guidance on proper disposal, please refer to the signs above each waste container. If you have any questions, please ask one of the Zero Waste volunteers located at every station for assistance. All plates, napkins, utensils and beverage containers provided by this event are compostable! Please make sure that any items you brought in with you go into the proper receptacle.

Do your part and help us conserve our natural resources, save energy, and create nutrient rich compost for our gardens and farms! Together, we can keep this material out of the landfill and reach our Zero Waste goals!

# Eco-Cycle 100% Zero Waste Event Participation Agreement

Agreement **must** be filled out and returned to [EVENT PLANNER] **no later than** [DATE].

## Dear Vendor:

Thank you for your interest in participating at the [EVENT NAME HERE]! We are proud to partner with Eco-Cycle to make this a **Zero Waste Event**. The goal of a Zero Waste event is to eliminate waste by **reducing packaging, reusing, recycling, and composting as much as possible**. We accomplish this by coordinating with all event vendors to ensure that all distributed materials and products are locally recyclable, compostable, or reusable!

As a vendor, **you are the key** to the success of our Zero Waste event. Vendors who don't comply with the following guidelines will be asked to stop distributing materials and will not be allowed at [EVENT NAME HERE] in subsequent years. Vendors who fail to fill out the following agreement or comply with the sustainability guidelines will lose their Vendor Compliance Deposit in the amount of \$0.00.

## To participate in [EVENT NAME HERE], every vendor is required to:

- **Purchase Certified Compostable** or reusable materials for food and other distribution needs at this event.
- **Purchase LOCALLY recyclable** or reusable materials for food and other distribution needs at this event.
- **Take ALL back-of-house waste (vendor waste not distributed to event visitors)** with you after the event. **NO WASTE** is to be left at the event site unsorted.
- Eco-Cycle is responsible for discarded recyclable, compostable, and landfill materials produced by event *guests* only. **Eco-Cycle will not take vendor waste.**

## AGREEMENT:

As a vendor participating in the [EVENT NAME HERE], I agree to distribute my product(s) in locally recyclable, compostable, or reusable service ware, per Eco-Cycle's guidelines. I will purchase appropriate service ware in accordance with the guidelines accompanying this document. I also agree to pack out **everything** I bring but do not distribute to event visitors.

**To save paper, please type your responses and signature into the fields below. When you are done, save this document to your computer and email it as an attachment to [EVENT PLANNER EMAIL] no later than [00/00/00]**

## Please fill out the following information:

Business Name:	Contact Name:
Phone:	Email:
Signature:	Date:

## Please email signed agreement *no later than* [DATE] to:

[EVENT PLANNER NAME]

[EVENT PLANNER EMAIL][EVENT PLANNER PHONE]

The following are some of the most common materials NOT allowed at a Zero Waste Event. See guidelines and purchasing information for acceptable materials here.

Add Common Trash Items Here (Graphics with labels):

- Plastic coated hot cups, plastic coated plates and boats, plastic single use cups
- Plastic utensils, plastic lids, plastic stir sticks, plastic straws
- Polystyrene
- Solo cups

**Questions?** Please call Becki Woythal, Eco-Cycle's Zero Waste Event Manager at 303-444-6634 ext. 127 or email [becki@ecocycle.org](mailto:becki@ecocycle.org) to help you identify and obtain Zero Waste materials.

**Contract between Eco-Cycle and [ORGANIZING ENTITY] for Services Provided for [EVENT NAME] Zero Waste Event on [EVENT DATE]**

Eco-Cycle will provide the following Zero Waste Event services:

Service	Rate	Cost
Provide Vendor Relations in preparation for the event* <i>(Reviewing Vendor Agreements, Contacting Vendors)</i>	[#] hour(s) <i>(estimated)</i> @ <b>\$35/hour</b>	<b>\$0.00</b>
Operations staff during event* <i>(Set up, staffing stations, vendor relations, break down)</i>	[#] hour(s) <i>(estimated)</i> @ <b>\$30/hour x 0 staff</b>	<b>\$0.00</b>
Large Zero Waste Stations <i>(includes shell, bins and cleaning)</i>	[#] Station(s) @ <b>\$30/ea.</b>	<b>\$0.00</b>
Small Zero Waste Stations <i>(includes signs, bins and bags)</i>	[#] Station(s) @ <b>\$15/ea.</b>	<b>\$0.00</b>
Loading, Unloading, and Materials Prep <i>(employee time in Eco-Cycle yard prior to and after event)*</i>	[#] hour(s) <i>(estimated)</i> @ <b>\$45/hour</b>	<b>\$0.00</b>
Event Materials Transportation Time by Outreach Department*	[#] hour(s) <i>(estimated)</i> @ <b>\$105/hour</b>	<b>\$0.00</b>
Volunteer Recruitment	[#] hour(s) <i>(estimated)</i> @ <b>\$35/hour</b>	<b>\$0.00</b>
Compostables tip fee* <i>(Cost to process materials at the compost facility)</i>	[#] 64-gallon toter(s) <i>(estimated)</i> @ <b>\$5/toter</b>	<b>\$0.00</b>
Landfill tip fee* <i>(Cost to dump landfill materials at the landfill)</i>	[#] 64-gallon toter(s) <i>(estimated)</i> @ <b>\$7/toter</b>	<b>\$0.00</b>
Vendor Noncompliance Charge <i>(See details below)</i>	<b>\$250.00</b> fee for noncompliance	<b>\$0.00</b>
<b>TOTAL - ESTIMATED</b>		<b>\$0.00</b>

\*Note: fees will be billed at *actual* cost...these items represent a good-faith estimate.

**Event specifics:**

- Eco-Cycle will arrive on-site for event at [ARRIVAL TIME] on [EVENT DATE].
- [#] Large Zero Waste Stations will be placed at the designated areas.
- [#] Small Zero Waste Stations will be placed at the designated areas.
- Eco-Cycle’s truck will be parked at the designated area.
- All on-site existing waste bins will either be covered or relocated to a Zero Waste Station for the duration of the event.
- Loading of the stations and vendor materials will occur at [DEPARTURE TIME] on [EVENT DATE].
- Eco-Cycle is responsible for waste produced by event guests only.

**Eco-Cycle will:**

- Highlight [ORGANIZING ENTITY]’s partnership with Eco-Cycle and commitment to Zero Waste at [EVENT NAME] on Eco-Cycle’s online Zero Waste Event Calendar.
- Provide Eco-Cycle logo for promotion of the [EVENT NAME] commitment to Zero Waste.

- Provide the ‘100% Zero Waste Participation Agreement’ for event planners to send to vendors regarding Zero Waste guidelines. Event planner must collect and return vendor agreements to Eco-Cycle prior to event.
- Provide purchasing guidelines to ensure materials compliance and be available to answer purchasing questions.
- Provide event planners with post-event Environmental Benefits Summary (EBS) including event’s calculated landfill diversion rate and other environmental benefits to disseminate and celebrate.
- Provide Event planner with names and details of any failed vendor compliance.

**The [EVENT NAME] Planning Committee will:**

- Use Zero Waste Event logo on promotional material and website.
- Provide volunteers to staff Zero Waste Stations for the duration of the event.
- Publicly announce that the [EVENT NAME] is a Zero Waste Event in partnership with Eco-Cycle.
- Require that all vendors sign and return the ‘100% Zero Waste Participation Agreement’ to ensure all materials distributed are compostable, recyclable or reusable, per Eco-Cycle’s Zero Waste Guidelines.
- Collect and return Vendor Agreements to Eco-Cycle staff two weeks prior to the event date.
- Purchase compostable cutlery and service ware for all vendors or ensure that vendors use compostable cutlery and other service ware.
- Be held liable for Zero Waste Event materials beyond normal wear and tear (i.e., signs, lids, stations, etc.).

**To Waive Vendor Noncompliance Charge, [EVENT NAME] Planning Committee will:**

- Send Vendor Agreement and Purchasing Guidelines to each vendor or booth to be present at [EVENT NAME].
- Collect signed Vendor Agreements and return to Eco-Cycle staff within two weeks of [EVENT NAME].
- Agree to shut down any vendors who are not in compliance with purchasing guidelines.
- Eco-Cycle recommends implementing a Vendor Compliance Deposit System to hold vendors responsible for failed compliance with sustainability guidelines.
- The fee will be a maximum of \$250.00 for for-profit entities, and \$100 for non-profit entities.
- 25% of the maximum fee will be charged for failure to return all signed Vendor Agreements to Eco-Cycle.
- 25% of the maximum fee will be charged if any vendor fails to remove all waste from event site.
- 50% of the maximum fee will be charged if any vendor fails to follow the purchasing guidelines and **does not** bring compostable, recyclable, or reusable materials.

**We the undersigned agree to pay for services rendered and abide by the terms of this contract.**

Contact: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Billing Information:**

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please sign and return this form electronically to [becki@ecocycle.org](mailto:becki@ecocycle.org), or fax/mail to:**

Eco-Cycle

ATTN: Becki Woythal

P.O. Box 19006

Boulder, CO 80308

phone: (303) 444-6634 ext. 127

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