SAMPLE VENDOR MEMO

(EVENT NAME)
Memorandum

(DATE)

TO: All Vendors at (NAME OF EVENT)

FROM: Event Organizer, (NAME)

SUBJECT: (EVENT NAME) Trash and Recycling Procedures

All vendors participating in (NAME OF EVENT) are required to recycle the following materials in accordance with Pennsylvania Act 101 and Allentown Ordinance 1139:

- **CARDBOARD & PAPER**: boxes, newspapers, all white and colored paper. (Cardboard should be broken down and placed next to the single stream recycling dumpster).
- **CANS**: aluminum, tin and steel
- **CARTONS**: milk, juice
- **GLASS**: clear, brown and green food and beverage bottles and jars
- **PLASTICS**: #1-#7 bottles & containers

At the end of (EVENT NAME), please carry your trash and recycling to the (CONTAINERS/DUMPSTERS) near the (LOCATION). If you have any questions during the event, please ask one of the event coordinators.

Thank you for your cooperation,

(EVENT ORGANIZER)