

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)