

Sample Vendor Agreement

Thank you for your participation in **EVENT NAME**. The organizing committee of the event is committed to making this a Zero Waste Event. You must follow all State, County and City regulations to reduce waste by following the requirements below. Please return the signed form indicating your agreement.

Waste Reduction & Disposal Guidelines

The City of Berkeley requires all event vendors to properly sort all recyclable and compostable materials generated during the event. Well-marked containers must be available to both vendors and attendees. The items listed below will be collected for recycling/composting at the event:

- [Recycle bottles, cans, plastic food and beverage containers.](#)
- [Compost paper, cardboard, boxes, mixed paper, food waste, food soiled paper and BPI certified compostable foodware](#)

1383 Food Donations Requirements

Vendors with excess food that is still safe for human consumption must donate the excess food to a local food pantry.

- [Food Donation Guide for Event Vendors Surplus Food Donation Guide](#)
- [Surplus Food Donation Guide](#)
- [RE: Source | Your Online Guide for Reuse, Repair, Recycling, and Safe Disposal \(stopwaste.org\)](#)

Single Use Foodware and Litter Reduction Ordinance Requirements for Food Vendors BMC 11.64

- All foodware must be reusable or BPI certified compostable.
- All disposable foodware must be recyclable or compostable in the City's Zero Waste program.
- Reusable plates, cups, utensils and other accessory items are preferred

Required Plastic Bag Charges BMC 11.63

- Please avoid providing bags where possible.
- If you must provide bags for food or retail items, the bags must not be plastic, they must be paper or reusable, you may charge ten cents per bag

Unacceptable materials

- Plastic Bags and Polystyrene foam are banned in Berkeley
- Electronic Waste must not be disposed in the trash
- The following items are not recyclable, they must be placed in the trash
 - Milk cartons, juice/soup/broth boxes, plastic wrap, balloons, laminated paper.

If you have any questions as to whether an item is recyclable or compostable, contact **[event coordinator]**.

Thank you, we look forward to seeing you at **EVENT NAME**!

Vendor Name _____
Contact (print name): _____
Signature: _____ Date _____



BERKELEY SINGLE USE FOODWARE & LITTER REDUCTION ORDINANCE

Ordinance Requirements for Prepared Food Vendors

On-Site Dining Requirements



- **Reusable Foodware for On-Premises Dining**

- ✓ All foodware utilized for on-premises dining must be reusable.
- ✓ Disposable foodware is prohibited for on-premises dining.
- ✓ Exceptions:
 - ✓ Compostable paper tray liners and wrappers allowed
 - ✓ Paper napkins & compostable straws allowed upon customer request
 - ✓ Recyclable aluminum foil allowed for burritos & wraps



- **Front-of-House Recycle & Compost Receptacles**

- ✓ Place color-coded recycle and compost receptacles next to trash receptacles available to customers.
- ✓ Post signage above and/or on each receptacle.

Take-Out Requirements



- **BPI-Certified Compostable Foodware**

- ✓ Disposable foodware must be BPI-certified compostable.
- ✓ No disposable plastics allowed.
- ✓ Recyclable aluminum foil allowed for burritos & wraps.



- **\$0.25 Disposable Cup Charge**

- ✓ Charge \$0.25 for every disposable cup provided to customers.
- ✓ Identify the \$0.25 cup charge separately on menus, menu boards, delivery ordering platforms, and receipts.



- **Accessory Items Upon Request**

- ✓ Provide disposable accessory foodware items (e.g. straws, utensils, cup lids, sleeves, stirrers, napkins, etc.) only upon customer request or at self-service stations.

Limited waivers are available for businesses unable to comply with certain requirements.

Visit www.CityofBerkeley.info/FoodwareOrdinance for more information.

This handout is an overview of the ordinance. Please refer to BMC Chapter 11.64 for the complete ordinance requirements.