

Hello Event Vendor!

This year the organizers of this event have decided to have the greenest event possible by requiring food vendors to use biodegradable, compostable, and recycled content plates, cups and utensils. The Greening Team for this event is spearheading this effort and is working with vendors purchase supplies for all the food vendors at the same time. This means the better prices to everyone because we are buying in bulk! In order to ensure we fulfill everyone's needs, please fill out the following form and get this back to us by **two weeks prior to the event**. Please skip any questions that do not apply and please be as thorough as possible.

- 1) How many plates will you need?
 6 ½ inch compostable plates
 9 inch compostable plates
 10 inch 3-department plates
 other: _____

- 2) How many coffee (or hot) cups will you need?
 10 oz unbleached paper coffee cups
 12 oz unbleached paper coffee cups
 16 oz unbleached paper coffee cups
 20 oz unbleached paper coffee cups
 other: _____

- 3) How many cold cups will you need?
 10oz biodegradable PLA cups
 16 oz biodegradable PLA cups
 other: _____

- 4) How many recycled content napkins will you need?
 Recycled dispenser paper napkins (brown)
 12.5" x 11.4" recycled white paper napkins
 other: _____

- 5) How many bowls will you need?
 6 oz compostable bowls
 12oz compostable bowls
 other: _____

- 6) How many utensils will you need
 heat-resistant biodegradable forks
 heat-resistant biodegradable knives
 heat-resistant biodegradable spoons
 other: _____

7) What type of clam-shell or closeable containers will you need if any? Please describe and indicate the quantity you will need: _____

8) How many straws, if any, will you need? Keep in mind that straws are often not necessary and eliminating them in will save money if its possible.

__6.25" long

__other: _____

9) Is there anything else you will need for the event not listed here? Please include a product description and quantity and we will find it for you _____

Thank you so much with you patience and participation in this process!