Sample Vendor Letter

The (name of event) is counting on you to help make this year's (event) another huge success. You can do so not only by your generous sponsorship, but also by recycling the materials you generate at your booth. Events at (event site) generate a large amount of waste, and the organizing committee is committed to minimizing the amount going into landfills. We ask that you support our efforts to be an environmentally sensitive event.

Please review the waste management procedures below and complete the On-Site Needs and Plan Form. Return the form to (event coordinator) by (date).

On-Site Needs and Plan Form:

Vendor Company: _____

Contact Person: _____

Contact Phone: _____

Fax: _____ Email: _____

Please describe any items you plan to distribute at your booth:

Will your booth operations or items you give away generate any packaging/garbage (plastic wrappers, foil bottle caps, etc.)? Please describe so that we can be prepared:

Please describe any needs you have on the day of the event (power, tables, chairs, etc.)

What else do you plan to do/have at your booth? Describe anything else you plan to bring:

(Name) at (phone number) will be your contact for booth set-up and on-site logistical needs.

THANK YOU FOR YOUR HELP in making (the event) a great one, see you on (date)!