

**Sustainable Event Vendor Agreement Form**

Dear Vendor,

**Caltech is committed to sustainability**. In order to support Caltech’s commitments, (Click or tap here to enter text.) is working to become a zero-waste event. You, as a vendor, can help us meet our sustainable goals by reducing the amount of waste produced at this event, and/or by providing easily recyclable or reusable marketing or promotional materials.

**In order to qualify this event as a sustainable event, the following items are prohibited for distribution at** (Click or tap here to enter event name.)**:**

1. Non-recyclable or single-use marketing materials including beach balls, bracelets, or stress balls.
2. Pre-packaged food items like candy or chips.
3. Expanded polystyrene (Styrofoam) containers of any kind.
4. Single-use plastic bags (including grocery bags).l
5. Any single-use cling, stretch, or plastic wrap.
6. Plasticized, metal-lined, waxy-coated, or hybrid paper products.

**As a vendor, you agree to the following in order to support our sustainability initiatives:**

1. You adhere to the prohibited items list.
2. You take any waste from your booth, including plastic packaging or cardboard.
3. You only distribute items that are recyclable or reusable.

**Below are some additional ideas to help reduce the amount of waste produced at this event:**

1. Have a plan on how to dispose of all materials brought to the event.
2. If you are providing information sheets or print-outs, consider instead printing one sheet with QR codes with information, or having attendees photograph the sheets.
3. Limit giveaways.
4. Consider the environmental impact of packaging and prizes. You can provide any giveaways that are reusable or recyclable (such as water bottles or reusable shopping bags) that not only helps promote your company, but also helps Caltech reach our sustainability goals.

**As a vendor participating in** (Click or tap here to enter event name.), **I agree to support Caltech’s sustainability initiatives by reducing the amount of waste produced at the event, and taking any waste that is produced back to my workplace for proper recycling or disposal.**

**Vendor business name:** (Click or tap here to enter vendor business name.)

**Employee attending the event:** (Click or tap here to enter employee name.)

**Signature:** (Click or tap here to enter signature.)