

Summary

Waste Reduction at Events

Resource Kit for Events Organisers





“Every little piece of recycling
makes a world of difference”

“There are a number of simple actions that you can take to reduce the amount of waste generated by your event”

Summary of Key Waste Reduction Actions for Events

What goes into an event must come out – that’s how waste is generated. The majority of waste generated at events comes from food and drink vendors. As an event owner or manager there are a number of simple actions that you can take to reduce the amount of waste generated by your event:



The following checklist provides the basic requirements for reducing waste at events:

Event management commitment

- Event manager has made a commitment to reducing waste
- Specific waste management targets have been set for the event

Event waste reduction plan

- Waste reduction plan for event has been completed including identification of potential waste materials and how they will be managed, *see page 5 for a template*
- Tasks delegated for implementing plan
- Volunteers for staffing recycling stations and carrying out waste audit have been confirmed
- Vendor/supplier guide, Agreement and Checklist completed and distributed to vendors/suppliers

Communications

- Meeting with event venue manager/operator
- Event management meeting or phone call with event vendors and suppliers to communicate event requirements and seek input and buy-in

- Formal event requirements documented and circulated to event vendors and suppliers
- Regular updates following meeting to event vendors and suppliers
- Event waste reduction information included in event marketing and promotions
- Clear signage and waste reduction information available at event

Event delivery

- Bin system delivery and collection organised with service provider
- Waste reduction systems set up (bins for waste/recycling stations)
- Signage set up for attendees
- Volunteers briefed and managed at event
- Monitoring undertaken during event (monitoring bins and waste audit)

Event follow-up

- Feedback from attendees, vendors/suppliers and venue manager collated

Waste Materials from Events

There are a number of common waste materials generated by events. The following table describes each waste material by type, common generation sources and waste reduction options.

Waste type	Common sources	Waste reduction options
Cardboard Brown cardboard.	Food vendor boxes Display stand brochure boxes	On-site recycling: cardboard cage Vendors take home
Paper (recyclable) Clean recyclable paper, newsprint, magazines and brochures.	Event tickets Paper brochures Information sheets	On-site recycling Vendors take home
Plastic (recyclable) Plastics with recycling numbers 1 and 2.	Beverage containers Food containers Beverage containers Food containers	On-site recycling Vendors take home Vendors take home
Glass Clear, brown and green glass bottles.	Glass containers, clean e.g jars, bottles	On-site recycling
Steel 'Tin' cans	Food vendor tinned food	On-site recycling Vendors take home
Aluminium Aluminium cans	Drink cans	On-site recycling
Organics Compostable food and organic packaging materials and utensils.	Food vendor food waste Participant food waste Serviettes Starch plates and containers Wooden cutlery Waste plant materials	On-site composting collection
General waste Non-recyclable plastics, contaminated paper, polystyrene and miscellaneous items.	Non recyclable drinking cups and bottles Event giveaway items Plastic bags Paper plates plastic lined Polystyrene/foam containers Plastic food containers Coffee cups and lids	Refuse, reduce and re-use On-site rubbish bins Vendors remove own waste



Waste Reduction Plan

Event Type (indoor/outdoor/music/expo etc):

Date of event:

Location:

Expected participant numbers:

What are the likely waste types that you will have to deal with?		
<input type="checkbox"/> Plastic bottles <input type="checkbox"/> Steel cans (tin) <input type="checkbox"/> Aluminium cans Glass <input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Green	<input type="checkbox"/> Plastic cups <input type="checkbox"/> Paper cups <input type="checkbox"/> Cardboard boxes <input type="checkbox"/> Paper <input type="checkbox"/> Kebab wrap <input type="checkbox"/> Food waste <input type="checkbox"/> Cutlery	<input type="checkbox"/> Coffee cups <input type="checkbox"/> Plastic food containers <input type="checkbox"/> Other _____ _____ _____
Are all of the above recyclable or non-recyclable, compostable, biodegradable or do they end up in landfill waste?		

How can you reduce, recycle or compost these? Who are the service providers you will use to pick up the material?

Current waste facilities on-site (waste/recycling/composting?)

What recycling system do you have in place? Do you have volunteers to help?

Who are your main stakeholders to communicate your recycling message with? For example vendors/attendees's/venue etc

How will you communicate your recycling messages?	
<input type="checkbox"/> Signage <input type="checkbox"/> Public announcement <input type="checkbox"/> Event publicity through media	<input type="checkbox"/> Volunteers <input type="checkbox"/> Advertising on tickets/brochures/posters

There are a number of different approaches when it comes to encouraging them to make better choices.

Carrots and Sticks – Achieving Buy-in from Vendors

Event vendors and suppliers often have the biggest influence on the generation or reduction of waste material at an event. What comes in to an event must go out and they're generally the ones bringing it in. There are a number of different approaches when it comes to encouraging them to make better choices.

1. Gathering all the event vendors together for a pre-event meeting or phoning around vendors to deliver message about recycling and requirements

Gives you the opportunity to answer their questions and provide key information about how they will be required to contribute to the waste reduction goals for your event.

2. Formal vendor/supplier agreement

A formal written agreement for vendors and suppliers operating at the event ensures that all terms and conditions of operation are clearly defined and adhered to. Such agreements set up times, hygiene conditions, display areas etc and can easily accommodate terms and conditions relating to waste reduction for the event. See vendor agreement.

3. Financial bond

Finally, you can hold back a refundable financial bond or impose financial penalties when the formal terms and conditions relating to waste reduction for the event have not been met by the vendor or supplier. If you want to include this you will need to state it in your agreement to enforce such action and in practice this would typically be used as a last resort. It would be better to monitor activity during the event and ensure that vendors and suppliers adhere to their agreements.

A good local example of setting out a non-refundable financial bond is the Tauranga Moana Seafood Festival. The vendor agreement for their 2009 event specified that:

*A bond of \$100 is required as a safeguard against stallholders leaving damaged and unclean sites. Once the packed up stall has been deemed clean, all rubbish removed and undamaged by TMSF management officials **and** the feedback form returned, the bond will be refunded (less any additional fees acquired).*

We appreciate you letting us know what materials you will be bringing to the event so that we can plan our events recycling systems accordingly.

Events organisers need to be sure of the following things before sending out a vendor agreement

- Will you have collection bins for composting at your event?
- Are bins collected by Transpacific? If yes, you can include biodegradable items
- If this is being collected for a worm farm or pig farm you will need to exclude biodegradable material from the list.

Vendor Agreement

(Name of event organiser/company/organisation) are providing events recycling at our event.

This is a requirement for holding an event through Tauranga City Council or Western Bay of Plenty District Council.

You are required to provide permitted compostable* and recyclable food and beverage packaging at your stall.

Please note: Polystyrene and Styrofoam food and beverage packaging is prohibited at this event.

**only include if you are collecting organics as part of your events recycling system*

What is compostable packaging?*

Starch plates (made from an alternative to wood), wooden cutlery, paper serviettes and food scraps are all compostable.

**Include if your composting is collected by Transpacific as this will be commercially composted + This includes 'biodegradable' PLA products such as clear cups and cutlery.*

What is recyclable packaging?

There are limited materials that can be recycled in Tauranga and the Western Bay of Plenty.

These include;

- Plastic bottles (milk bottles and drink bottles)
- Aluminium cans and steel cans (tin)
- Cardboard
- Clean paper such as newspaper, promotional material – not food contaminated paper
- Glass (clear, brown, glass including clean food jars)

We appreciate you letting us know what materials you will be bringing to the event so that we can plan our events recycling systems accordingly.

We require our vendors to separate your waste into organics (food scraps, coffee grounds, serviettes), recyclable materials and waste to landfill. This will be collected at the event.

Please note: Polystyrene and Styrofoam food and beverage packaging is prohibited at this event.

Alternative product ideas are listed below.

Waste products (disposable only)	Substitute ideas
Plastic plates/bowls	Compostable plates/bowls*
Plastic drinking straws	Biodegradable (PLA) straws*
Polystyrene/Foam clamshells	Compostable clamshells
Plastic cutlery	Compostable wooden cutlery or biodegradable (PLA) cutlery
Polystyrene cups	Compostable starch cups or biodegradable cups
Plastic cups	Recyclable no. 1 and 2 plastic cups
Coffee cups	Biodegradable cups and lids
Tetrapak (soy milk, fruit juice containers)	No alternatives available – avoid where practical

Please contact (name of contact person) if you have any further questions.

NB: Include the list of compostable packaging suppliers with the agreement.



Contact Tauranga City Council, Western Bay of Plenty District Council or Transpacific Industries for bin lids or recycling flags for your event.



Tauranga City Council Bin Lids and Recycling Flags

Communication Ideas

- **MAKE SURE EVERYONE KNOWS** – event managers and planners, promoters, media, vendors, contractors, venue owners, sponsors, performers, volunteers and attendee's.
- **MAKE IT FUN!** Keep messages clear and simple

Type	Stakeholder	How-to
Written	Attendee's	<ul style="list-style-type: none"> • Page on your website • Social media site updates • By-line on your ticket "Greening our event" • Media: Tell your story • Posters and advertising
	Vendors	<ul style="list-style-type: none"> • Vendor agreements including information on waste/recycling • Competition for greenest stall – cash prize
Visual	Attendee's	<ul style="list-style-type: none"> • Signage at the event • Street theatre
Announcements	Attendee's	<ul style="list-style-type: none"> • Announcements made over the PA system/band
Meetings	Staff/volunteers	<ul style="list-style-type: none"> • Clear messages about what will be happening on the day so they can pass on messages for you
	Vendors	<ul style="list-style-type: none"> • Explain agreement including waste reduction requirements

Waste Audit Template

Diversion rate = diverted waste (recycling/composting) / total waste

The following template provides for a basic waste audit to be undertaken at events:

Event name, date, location:

Waste volume/number of bins

For each waste and recycling type calculate the total volume using the volume of each bin multiplied by the number of full bins. To estimate weight either measure the weight of all bins or take some sample weights of full bins, average and multiply by the number of full bins.

Waste type	Collection bin type/volume	Total number of bins
General waste (240Ltr bins)		
Mixed recycling (240Ltr bins)		
Paper/Cardboard		
Compost Buckets (240Ltr bins)		



Rubbish/Recycling Service Providers

There are a range of service providers operating in the Western Bay of Plenty that can provide general waste, recycling and organics collection services at events.

The two large-scale service providers listed are able to provide a comprehensive range of waste, recycling and organic collection services. There are also a large number of smaller-scale service providers who can provide a range of specific waste, recycling and organic collection services. Local pig farmers may also be able to provide organic food collections at certain events.

Event operators have the option of taking recyclable materials from their event free of charge to their local transfer stations in Truman Lane, Mt Maunganui or Maleme St, Tauranga.

The following list of service providers describes the licensed collection companies capable of collecting waste, recycling and organic materials from events:

Service Provider	Contact Details	Materials collected*
EnviroWaste	0800 240 120 tauranga@envirowaste.co.nz	General waste Cardboard Paper Plastic Steel Aluminium Shrink wrap Glass - separate colours
Waste Management	(07) 577 9440 www.wastemanagement.co.nz	General waste Co-mingled Recycling: (all recyclables in one bin) Cardboard Paper Plastic Glass Steel Aluminium Shrink wrap Composting: Organics
Other licensed service providers		
Kleana Bins Ltd	(07) 576 6171	General waste and some recycled materials
JJ Richards & Sons Ltd	(07) 571 3000	General waste and some recycled materials
Bin Boys	(07) 544 4215	General waste only

* Refer to detailed descriptions of materials collected in the guidance section titled *Waste materials from events*

Venues supporting events recycling include Baypark, Baycourt Arts and community centre, Tauranga City Council Parks and Village on the 17th.



Local pig farmers may also be able to provide organic food collections at certain events.

Compostable Product Suppliers

There are a range of packaging suppliers for events that offer an alternative to non-recyclable plastics and polystyrene.

The following list of product suppliers lists the companies capable of supplying starch-based, wooden and compostable packaging for food and beverages at events.

Product Supplier	Contact Details	Products
Eden Enterprises	www.edengreenz.com/CornstarchStore.html rombout@clear.net.nz 56 Fitzherbert Ave, Whanganui (06) 344 2942	Bowls, plates, cups with lids, hinged lid boxes, burger boxes Freezer safe Microwave safe
Friendly Pak Potato Pak (Made in NZ)	www.potatopak.co.nz www.friendlypak.co.nz Kevin@friendlypak.co.nz 18 Virginia Ave East, Eden Terrace, Auckland 1021 (09) 950 4250	Bowls, plates, trays, wooden cutlery Freezer safe Microwave safe
AryPak (Kiwi Green Pak)	www.kiwigreenpak.co.nz info@kiwigreenpak.co.nz 82 Aotaki St, Otaki 0800 722 326/027 549 3636	Hot cups, clamshells, bowls, plates Freezer safe Microwave safe
Bioware (Hutamaki)	www.huutamaki.com/bioware hazel.wright@packaginghouse.co.nz (07) 572 9718/ 027 224 9915	Bowl, dinner plate, hot cups, recycled serviettes
Bioplate (Unipak)	http://unipak.co.nz sales@unipak.co.nz 281 heads Rd, Whanganui (06) 349 0388	Plates, bowls, cups
Korupak	www.korupak.co.nz bob@korupak.co.nz PO BOX 18 057, Glen Innes, Auckland (09) 585 0092/ 021 020 711 71	Plates, bowls, cups
Epicure Trading	www.epicurean.co.nz epicure@epicurean.co.nz (09) 377 18927	Cutlery, skewers, chop sticks, bowls, plates, cups, trays
Purity Traders	www.puritytraders.co.nz info@puritytraders.co.nz 202b Rosebank Road, Avondale. Auckland 1026	Bowls, plates, trays, cutlery
Eco express	www.eco-express.co.nz info@eco-express.co.nz PO Box 223447 Christchurch 8021	Hot/ cold cups, pottles, tubs, salad bowls, clamshells, plates, cutlery

Available locally at Packaging House, Gilmours, New World supermarkets

Further information can be found at
www.tauranga.govt.nz/council-services/rubbish-recycling/community-programmes/events-recycling.aspx

