

**Recycling Guidelines for Temporary Special Events in Collier County**

On October 27, 2009, the Board of County Commissioners adopted the Collier County Recycling Ordinance No. 2009-56 mandating recycling at temporary events and venues in Collier County. Thank you for your adherence to this ordinance.

Event Organizers and Venue Manager’s in Collier County must provide recycling to vendors, attendees, and participants if recyclable materials (bottles, cans, paper, cardboard, etc.) will be generated at the event. The following guidelines are meant to standardize the availability of recycling services at events. There are several ways to comply with these guidelines, whether you are planning a large event using a contracted hauler, or a smaller event with self-managed trash and recycling. Either way, it should not be a large expense or cumbersome to coordinate. The County’s goal is to create an environment where event attendees expect standardized recycling and have access to those services at temporary events.

Prior to the Event

* Complete and submit your Temporary Special Event Recycling Plan with your temporary event permit.
* Determine if self-managing or contracting with the county’s franchised waste hauler is best to ensure the proper type and amount of containers are used for hauling trash from the event. Containers must be closed- topped and sealed to prevent leakage.
* Recycling services can be provided by the franchised hauler or an independent recycling hauler.
* Provide a suitable number of recyclable containers to make recycling convenient for all visitors attending the event. One recycling container should be placed next to each waste container in event areas.
* Use proper labeling and placement to maximize recycling.
* Provide recycling information to staff/vendors at meetings and in written information provided.
* Make sure staff/vendors know where containers are located and what containers are used for, (i.e., cardboard, trash, recycling). This should include both front-of-the-house containers and back-of-the-house containers for proper disposal and recycling.

Before and During the Event

* Have emcees announce you have recycling collection containers at your event and encourage participation.
* Promote recycling of items generated at your event, such as beverage containers (plastic, glass and aluminum), and cardboard.
* Ensure enough staff and volunteers are available to monitor containers to keep trash and recycling from overflowing. (Flatten cardboard)

After the Event

* Reduce your waste by reusing or donating leftover items and/or food.
* Ensure all recyclables are properly recycled. Do not place recyclables in the trash.
* Report the amount of recycling and trash collected at the event to the Collier County Solid & Hazardous Waste Management Department by emailing [recycling@colliercountyfl.gov](mailto:recycling@colliercountyfl.gov) or calling 239-252-5375.

If you have any questions about these guidelines or are not sure if you’re recycling plan meets this criteria, please contact Dana Alger, Collier County Recycling Coordinator, at [Dana.alger@colliercountyfl.gov](mailto:Dana.alger@colliercountyfl.gov) or 239-252-5375.