



Instructions for Recycling Bin Setup

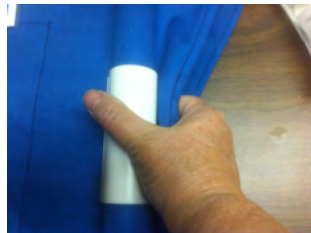
Step One:

Carry your bin parts to the location it will be used for set up. Remove the two bungee cords. They will get stored in the bottom of each bin along with an extra bag, but just set-aside for now. Keep the rubber bands holding the legs together, as you will need these again when you take the bins apart.

CAREFULLY remove the white plastic clips holding the blue nylon top to the tops. **NOTE: THIS IS IMPORTANT** — holding your hand over the clip so it doesn't pop off and hit you, pull up on the fabric to release the clips. By pulling up on the fabric they release easily, where just trying to pull them off will take you hours and make for sore fingers.



This is the finished bin you are going to assemble



<< **Use two hands for this:** One to cover/catch the clip; one to pull up on the fabric to release the clip.



These are the tops and bottoms of two bins you will put together

Step Two:

Assemble frames for bins. Bins should be paired with each trashcan at the event site. Place one plastic bag on each bin—stretch the bag carefully to fit so it doesn't tear. It will fit snugly.



First image with one bag installed. Second image of bag that tore when stretched. Bags are large so by pulling down past the tear, you can still use the bag.



These are the legs for your bins, rubber banded together in groups of four

Step Three:

Drop the bungee cords for storage in the bottom of the bag you just placed on the bin, along with an extra plastic bag so you have a backup to use when bin is full and ready to be emptied.

Step Four:

Place a second plastic bag on the frame. This is the one that will hold the recyclables and will be the one you change when bin is full.

Step Five:

Clip the blue nylon top back on by first placing the two clips that don't hold the sign. Then, making sure the clip is centered at the bottom of the sign between the writing, clip on the last two clips. Remember, the bins with the round opening get the signs for metal and #1 and #2 plastic, and the bins with the rectangular opening gets a sign for mixed paper.

Step Six:

If applicable, use the now empty green plastic bins that held the bin legs for cardboard collection. Place these bins in the food vendor area.

Step Seven:

At the end of the event, empty the contents of the cardboard bin and again use these containers for bin legs. **Bin legs must be rubber banded together in groups of four.**

Disassemble the bins and replace the blue nylon top to the tops for transport. **Bins must be returned in the same set up** as you picked them up! (See middle picture page one.) Note that 50 bins fit in the back of a pickup. **Securely strap down for transport!**

Complete your event **RECYCLING RESULTS FORM** and return with bins.

Thank you for recycling at your event!

