

earthcore



CLEANING & WASTE MANAGEMENT PLAN

Version 11, May 2015

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This document is provided to Mitchell Shire Council on behalf of the applicant, Yellow Sunshine Pty Ltd. It accompanies a planning permit application to use land located at Freddys Lane, Pyalong as a place of assembly to stage a music, arts, and lifestyle festival 'Earthcore' for the purpose of providing public entertainment.

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CLEANING AND WASTE MANAGEMENT PLAN

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1 Introduction

1.1 This document

This Cleaning and Waste Management Plan (CWMP) has been developed in order to guide cleaning and waste management activities associated with Earthcore Music, Arts, and Lifestyle Festival (Earthcore), a multi-day music and camping festival which is scheduled to be held from 26th November – 30th November 2015 at Freddys Lane, Pyalong.

This CWMP is revised each year in order to build on existing arrangements and further management of the event. This version (Version 11) has been updated primarily based on feedback provided in relation to waste management performance at last year's event from Mitchell Shire Council, members of the local community, and the property owner. Revision of the CWMP has also incorporated input from senior members of the event management team including the Site Manager, Operations Manager, Cleaning and Waste Crews, and Principal Organiser.

1.2 Scope

This CWMP applies to all activities relating to the event and all employees, contractors and service providers employed or providing services to the event. Any requirements outlined in this CWMP are to be seen as additional to any industry obligations contractors or service providers must adhere to.

1.3 Objectives

The primary objectives of this CWMP are to:

- Outline any waste related regulatory obligations or requirements from approval authorities;
- Ensure staff and contractors understand the specific requirements relating to their role; and
- Facilitate delivery of a 'leave no trace' event, in line with the Earthcore Sustainability Policy.

1.4 Changes to this Document

This document is a living document and is progressively updated each year on an as-required basis. Factors which may trigger the need to review the document include:

- Changing site conditions (include climatic factors);
- Changes to the risk register;
- Changes to compliance obligations imposed by Mitchell Shire Council or other authorities;
- Venue owner requirements and expectations;
- Changes to event infrastructure, equipment, services, or materials associated with the event ;
- Changes to the site layout;
- Changes to the event Sustainability Policy; and
- The views of interested parties.

New requirements introduced in this version of the CWMP are outlined in Section 2.

2 New waste initiatives for implementation in 2015

2.1 Expansion of scope of litter patrols

Post event clean-up activities over the previous two years have noted patrons littering outside the defined boundaries of the event and this issue has also been raised by Mitchell Shire Council. Litter on local roads has occurred as a result of patrons walking into the event area from local areas, particularly the route to the event from the V-line shuttle bus in Pyalong. To address this issue and ensure the event does not give rise to local amenity issues outside of the event area, the scope of the event clean up area is being extended to include local roads surrounding the event (shown adjacent).



2.2 Provision for additional bins on a scalable basis

Post event discussions with Council continue to note a reasonably high level of rubbish dumping in the camping areas and general litter across the site. In response to this issue, site management will cater for a higher number of bins to be available on a scalable basis based on patron numbers (as determined from ticket sales).

2.3 Improved waste signage

Additional signage will be introduced to reinforce the ban on soda bulbs introduced in 2014. Signage and key messages will be targeted to prevent patrons littering used bulbs resulting in large numbers of bulbs left on the ground post the event.

Improved internal signage within the event area will also be introduced to clearly show patrons the direction of the nearest bin station at areas of peak activity within the event area.

2.4 Changes to the management of salvaged goods

Previous versions of the CWMP indicated that salvageable materials salvageable such as camping infrastructure could be transferred to an appropriate local transfer station for salvage by the general public; however Mitchell Shire Council has advised that no public salvage is permitted from the Shire's transfer stations. To address this issue, provision has been included in the CWMP for placement of a skip bin within the event area, at an appropriate location determined by the site manager, for patrons to place and / or collect salvageable goods directly into.

2.5 Summary of new waste initiatives

A number of changes to other plans are also expected to improve management of waste and litter associated with the event. A summary of new initiatives relating to waste and the event plans the initiatives will be implemented under is provided in Table 1.

Table 1: Summary of New Cleaning and Waste Initiatives

Waste Issue	Initiative	Implementation
Patrons littering on local roads (i.e. outside event area).	Inclusion of a shuttle bus to transport patrons from the V-line bus in Pyalong to the event area to reduce potential for patrons littering on Mollisons Road, Pyalong-Seymour Road, Panyule Road, and Freddys Lane.	Incorporated in the 2015 Transport Management Plan.
	<p>Expansion of scope of litter/waste patrols to include the following local roads:</p> <ul style="list-style-type: none"> • Pyalong-Seymour Road, • Panyule Road, • Freddys Lane. • Chapman Road • Duells Road • Pyalong-Panyule Road. <p>Litter patrols are to be undertaken before, during, and after the event, by the venue owner with the support of local volunteers as required.</p> <p>Litter patrols of surrounding local roads must be undertaken at the following intervals:</p> <ul style="list-style-type: none"> • Thursday November 26th • Friday November 27th • Sunday November 29th • Monday November 30th 	Incorporated in the 2015 CWMP (Version 11).
Inadequate bin numbers.	Site manager to ensure a sufficient number of rubbish and recycling bins for the event are available based on patron attendance.	Incorporated in the 2015 CWMP (Version 11).
Patrons not using correct waste bins	Targeted site signage is to be provided to give patrons a clear understanding of where bins are located and what waste streams may be placed in them.	Incorporated in the 2015 CWMP (Version 11).
Potential for offsite discharge of small waste items	Containment to be provided around site drainage locations to prevent discharge of undetected litter or small waste items from the site. Areas of containment to be inspected periodically, and following significant rainfall events, to ensure they continue to function as intended.	Incorporated in the 2015 Environment Management Plan (Version 10).

3 Event Management Arrangements

3.1 Sustainability Policy

A sustainability policy has been developed for the event to guide effective management (Appendix A). The Policy clearly states a number of sustainability and environmental commitments made by the event organiser (Yellow Sunshine Pty Ltd) which includes a “leave no trace” commitment for the entire event area. All persons undertaking waste or cleaning activities for or on behalf of the organiser must adhere to the commitments outlined in this Policy.

3.2 Event Management Plans

Earthcore operates in accordance with a suite of management plans which are progressively developed and revised on an annual basis based on post event stakeholder feedback and lessons learned during implementation of the proceeding year’s event. Where relevant, environmental requirements outlined in this document are to be integrated into all other event management plans and operational procedures.

Table 2 shows the author of each plan, the regulatory authorities responsible for reviewing and authorising each plan, and the event role(s) responsible for implementation of each plan.

Table 2: Earthcore Event Management Plans

Title	Authored by	Authorised by	Implemented by	Secondary responsibilities
Fire Management Plan	Firetac Australia	Country Fire Authority	Fire Commander	Fire response crew
Environmental Management Plan	Harmonic Solutions	Mitchell Shire Council Dept. Environment & Primary Industries.	Site Manager Operations Manager Landowner Event Organiser	Safety Officers Parking & Camping Coordinator Markets Coordinator Sound Engineer Wardens
Emergency Management Plan	Harmonic Solutions	Country Fire Authority Victoria Police; Ambulance Victoria	Emergency Commander	Site Manager Security Commander Fire Commander Safety Officers First aiders
Security Management Plan	NSA Security	Mitchell Shire Council	Security Commander	Security officers Gate staff
Medical Management Plan	St Johns	Ambulance Victoria	St Johns	First aiders Dancewise
Traffic Management Plan	Harmonic Solutions	Mitchell Shire Council	Site Manager Operations Manager	Traffic controllers Gate staff Parking & Camping Coordinator
Cleaning & Waste Management Plan	Harmonic Solutions	Mitchell Shire Council	Site Manager Operations Manager	Waste / cleaning contractors Stallholder coordinator Clean-up crew
Sound Management Plan	Harmonic Solutions	Mitchell Shire Council	Event Organiser	Sound Engineer

4 Organisation and Resources

4.1 Organisational Structure

The internal organisational structure established for cleaning and waste management at Earthcore is shown below.



4.2 Roles and Responsibilities

Specific roles and responsibilities in relation to cleaning and waste are outlined in Table 3 below.

Table 3: Cleaning and Waste Roles and Responsibilities

Role	Responsibility
Principal Organiser	<ul style="list-style-type: none"> Oversee incorporation of waste requirement into Patron and Stallholder Terms and Conditions
Operations Manager	<ul style="list-style-type: none"> Oversee waste performance including performance of the cleaning teams during the event, removal of waste, and site clean-up process. Ensure all employees and contractors are aware of and are capable of performing their responsibilities and duties. Oversee the collection and transfer of Salvageable goods by Cleaning and Waste teams, including installation of appropriate signage and communication of details regarding salvageable goods to patrons prior to the event.
Site Manager	<ul style="list-style-type: none"> Provide sufficient bin numbers based on patron numbers (including ability to bring in additional bins if required), and ensure bins are placed in visible and accessible locations. Ensure sufficient signage is provided to direct patrons to waste disposal areas/bin stations and outline what waste streams may be disposed of in each bin. Facilitate removal of waste to an appropriate landfill/transfer station following the event
Stallholder Coordinator	<ul style="list-style-type: none"> Communicate all waste requirements to vendors prior to the event and work with vendors to ensure requirements are met during the event.
Cleaning Teams	<ul style="list-style-type: none"> Collect and transfer salvageable goods to salvageable goods collection area. Monitor waste stations, ensure patrons are using correct bins, and provide advice or direction top patrons
Venue owner	<ul style="list-style-type: none"> Identify and work with local volunteer groups involved in event waste initiatives or activities
All event crew	<ul style="list-style-type: none"> Assist to educate patrons, vendors and contractors to place waste in the correct bins.

5 Education and Awareness

5.1 Event Communications

Education is the first and most vital approach to ensuring waste is managed appropriately. Prior to the event, the organisers will undertake the following communications:

- Communicate any banned waste streams, and acceptable materials which may be brought onto the site to all patrons, vendors and contractors.
- Reinforce the "Leave No Trace" policy to patrons, staff and contractors.
- Encourage patrons to respect the environment and the landowner's property, by maintaining good housekeeping standards within their respective parking and camping areas and across the event area in general, including the need to dispose of waste items within the correct bin type.
- Communications should target litter and management of small waste streams, with a complete ban on the use of soda bulbs.

5.2 Signage

- Waste requirements including, no glass, no litter, and no soda bulbs will be reinforced with on-site signage, and waste disposal locations identified with improved signage within the event area.

5.3 Training & Awareness

- Prior to the event, all event crew and contractors will be briefed regarding key tasks and safety & emergency management aspects relating to their particular role and key duties.
- The Stallholder Coordinator is to communicate all waste requirements to vendors prior and patrons to the event and work with vendors to ensure requirements are met

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6 Anticipated Waste Streams

Waste will be managed in accordance with the waste hierarchy, which stipulates the following order from most to least preferable: avoid, reduce, reuse, recycle, recover (i.e. salvage), treatment (i.e. compost) and dispose.

Table 4 shows likely waste streams associated with aspects of the event, and the preferred waste management method.

Table 4: Anticipated waste streams and disposal methods

Event aspect	Anticipated waste streams	Preferred disposal method						
		Avoid	Reduce	Reuse	Recycle	Recover	Compost	Dispose
Ticketing & Marketing	Tickets (non-waxed paper)							
	Event flyers (recycled paper)							
	Clean paper							
	Waxed paper / stickers / glue							
Temporary structures	Cardboard							
	Wood							
	Steel							
	Electrical wire, nails, tape							
Décor, packaging, & signage	Clean Paper							
	Cardboard (folded)							
	Comingled Paper / Tape / Glue							
	Pre-printed tickets (waxed paper)							
	Plastic gliders							
	Shrink wrap / bubble wrap							
	Polystyrene							
	Paper							
	Textile bags							
	Tissue							
Food & beverages catering	Cellophane							
	Food waste							
	Biodegradable food service ware							
	Wooden cutlery							
	Reusable pint cups							
	Aluminium cans							
	Glass bottles							
Patrons	Plastic bottles							
	Litter							
	Confiscated alcohol							
	Cigarette butts							
	Candy bar wrappers							
	Contaminated paper / cardboard							
	Soda bulbs							
	Camping infrastructure							
	Broken Glass							
	Unmarked plastic							

7 Management of Waste Streams

Table 5 outlines waste streams recognised by the event, and the associated management approach.

Table 5: Waste streams and management requirements

Requirements	Responsibilities
General Waste, Co-mingled recyclables, Recyclable Plastic and Aluminium	
<ul style="list-style-type: none">• An appropriate number of 240L “Three bin” stations are to be established throughout the event area, allowing for general waste, recyclables (e.g. plastic and aluminium cans), co-mingled recyclables, and compostable items (e.g. food waste, compostable service ware).• Each bin type must have an associated colour coding system and clear labelling and signage to communicate requirements to patrons.	Operations Manager
<ul style="list-style-type: none">• All bin stations will be monitored and emptied on an as required basis, with full bags collected from bin stations taken to the master waste station.• Following the event, waste will be sorted at the master waste station to maximise recycling and recovery rates prior to disposal.	Cleaning teams
Glass	
<ul style="list-style-type: none">• Stallholder and Patron Terms and Conditions to expressly prohibit vendors and patrons bringing glass onto the site.	Principal organiser
<ul style="list-style-type: none">• Security to confiscate any glass found during the event and dispose of in the appropriate bin	Security
<ul style="list-style-type: none">• Cleaning teams to remove any glass waste during the sorting/segregation of waste and dispose of in the appropriate bin.	Cleaning teams
Salvageable items	
<ul style="list-style-type: none">• Dedicated salvageable goods area to be established for patrons to dispose of/collect items (e.g. tents, pegs, gazebos and poles, couches, chairs etc.).• Any salvageable goods left over at the end of the clean-up period are to be donated to local charities, or if these cannot be identified, disposed of as general waste.	Operations Manager
Medical waste	
<ul style="list-style-type: none">• Sharps disposal facilities to be provided in a small number of labelled toilet facilities and within the emergency medical compound.• All medical waste will be disposed of to an appropriate landfill in accordance with applicable regulations.	Operations Manager
Liquid Waste	
<ul style="list-style-type: none">• Liquid waste from food vendors (i.e. cooking oil) are required to be collected, contained and removed from the site by each vendor.	Vendors
Small Waste Items	
<ul style="list-style-type: none">• A limited amount of cigarette-butt personal containers will be made available for smokers via the site information office.• Incentives will be offered to patrons to encourage collection of small waste streams, in exchange for food or beverages. For 2015 this will include a repeat of the trial program whereby patrons may exchange a cup of cigarette butts collected on site for a drink at the bar (refer flyer in Attachment B).• There will be a ban on the use of soda bulbs, with an associated communications campaign via the Earthcore website	Operations Manager Principal Organiser

7.1 Recycling

Recycling strategies will be developed by event management with input from cleaning and waste contractors prior to the event in order to maximise recycling percentages. This will include:

- Aims of the proposed recycling strategy including measurable and auditable goals;
- Who is responsible for particular tasks to achieve set outcomes;
- Education, including minimisation of packaging for vendors, signage, general awareness
- Strategies to minimise costs to recycle;
- Education into the recycling strategy and procedures for all persons attending in any capacity.
- Sufficient number of bins and frequency of emptying to ensure bins don't overflow.
- Ensuring appropriate number of bins are provided and placed in appropriate locations.

7.2 Waste Management and Cleaning Infrastructure

The following infrastructure and consumables will be procured prior to the event, using locally sourced materials, products and equipment where possible in accordance with event policies.

Equipment

- An appropriate number of toilet and shower facilities to cater for patrons, artists, event crew, and vendors
- 240L mobile garbage bins (up to 100 for use across the event area)
- 23 cubic metre bins
- Mobile refuse skips
- 2 x Quad bikes and trailers for use around site
- Signage

Consumables

- Cleaning Chemicals
- Staff PPE
- Labels and bin tops
- Bin liners
- Litter grabbers
- Safety equipment
- Materials

7.3 Waste Compounds

Waste compounds established to manage waste generated at the event are described as follows:

Master Waste Compound (MWC)

A Master Waste Management Compound will be established in a central location with good access to all areas of the site, and will be utilised for all main waste management operations, including waste management equipment & vehicle storage. The MWC will be fenced off from public access and suitably lit during night time to enable continued access and use throughout the event by event cleaning and waste teams. Access for cleaning and waste contractors will be maintained from 25th November to 6th December inclusive.

Salvaged Goods Compound

Adjoining and as part of the MWC will be a dedicated area for segregation of salvageable items left behind by patrons and / or vendors following the event. Immediately following the event, the SC will be made accessible to the public for salvage prior to leaving the site. Any items remaining once all patrons have left, will be donated to local charities if in reasonable condition, or disposed of to the local transfer station if broken / unusable.

Bulk Waste Bins

- 4.5m bins - None required
- 15m bins - None required
- 23 cubic bins Two each (General Waste and Co-mingled recycling) in each compound
- Other sizes To be determined by site management.

General Waste Bins

A minimum of fifty (50) additional single General Waste (red) bins will be sited around the site in suitable locations determined by site management.

Satellite Waste Stations (SWS)

A minimum of twelve (12) 'Satellite Waste Stations' (SWS) will be provided, enabling waste to be deposited by patrons and / or food vendors and event crew, for ongoing collection and transfer to the MWC by site cleaning teams. Each SWS will consist of a three bin system (240L bins), for general waste, recyclables, and co-mingled recyclables. The bin numbers proposed represent double the amount of satellite waste stations provided for during the 2013 event, based on the increased anticipated attendance (5,000 patrons).

- Three SWSs along the perimeter of the main camping area;
- One SWS on the perimeter of the walk-on camping area;
- One SWS behind the markets area for use by vendors and event staff;
- One SWS in front of the markets area along the main internal road, for use by patrons;
- One SWS near the entrance of the fenced bar area;
- One SWS within sight of the main stage dance floor area;
- One SWS within sight of the hydra stage dance floor area;
- One SWS within sight of the chillout stage dance floor area;
- One SWS in close proximity to the main amenities area; and
- One SWS in the for walk-on camping parking area (located near the event entrance/exit).

8 Sanitary Facilities

8.1 Toilet and Shower Facilities

An appropriate mix of toilet facilities will be provided with toilet numbers exceeding minimum industry standards. Table 6 shows a minimum of 75 toilets (male and female) are required for an event of 5,000 patrons, however the organisers will supply the amount required for an event of 6,000 patrons (90 toilets, comprising 30 male and 60 female toilets) assuming ticket sales reach 5,000. In addition, a minimum of 1 disabled access toilet facilities will be provided, exceeding the industry standard of 1 disabled access toilet per 100 toilet facilities.

To improve amenity for patrons 16 shower facilities will be included for the 2015 event. Sanitary facilities for 2015 have not yet been sourced however an indicative specification for facilities is shown below.

Table 6: Minimum number of sanitary facilities (based on industry guidelines)

Sanitary facilities	BCA Vic 102.4 requirements	Attendance			
		3000	4000	5000	6000
Male	1 WC per 200 persons	15	20	25	30
Female	1 WC per 100 persons	30	40	50	60
Disabled	1 unisex disabled WC per 100 persons	0	0	0	0
Wash hand basins	1 wash basin per 150 persons	20	27	33	40
Drinking fountains	1 per 150 persons	20	27	33	40



Specifications 15 Pans and Urinal

Dimensions	4.4 x 15 metres including stairs (excluding prime mover)
Usage	Can be used as all Male or all Female (has lockable dividing door)
Water Supply	3/4" tap supply or onboard storage tank (2500 Litre capacity)
Features	7.2 metre urinal, 5 hand basins, soap dispensers, mirrors, lights, exhaust fans, external lights on stairs
Sewer Connection	Can be sewer connected. Connection point is at rear (3" flexible hoses). Onboard waste storage capacity is 7000 Litres
Power Supply	240 volt
Power Requirements	Lights & Exhaust Fans - 10 Amps



9 Cleaning Services

9.1 Cleaning Provider Scope of Services

Cleaning services will be provided by locally sourced contractors under the supervision of the site operations manager.

Services to be provided will include:

- Pre-event cleaning of the event area site during site establishment and vendor setup
- Continuous cleaning for the duration of the event to ensure good housekeeping standards are maintained to the extent possible
- Cleaning of 'back of house' areas including compounds, stages and artist camping areas
- Post Event cleaning of the entire event area in line with the 'Leave No Trace' event policy.
- Ongoing cleaning and consumables replenishment of all toilet blocks.

9.2 Pre-During and Post Event Cleaning Operations

Pre, during and post event cleaning and litter patrols will be undertaken to ensure the event site remains as litter free as possible during the event and completely free of litter and waste following the post event clean-up, a maximum of 7 days following the event.

Pre, during and Post Event staff will be split into designated and distributed into pre-determined areas. Post event, a thorough and detailed clean of the entire event site will be undertaken, utilising a post event cleaning crew deployed immediately following the conclusion of the event on 1st December.

The post event cleaning crew will be staffed by a mix of event crew and volunteers under the supervision of the Site Manager to ensure areas are cleaned quickly without morale dwindling. It is envisaged the post event cleaning crew would consist of a minimum of 20 people that would be deployed on mass to one zone at a time based on a priority order cleaning process post event.

Appendix A –Sustainability Policy



Appendix B – Signage for Cigarette Butt initiative

The signage features a green background with a dense pattern of cigarette butts. The main text is in large, bold, yellow and white letters. Below the main text is a horizontal white line. The text below the line is in yellow. At the bottom is the Earthcore logo, which consists of a circular emblem and the text 'earthcore' in a stylized font, with 'ancient future past' in a smaller font below it.

**grab your
mates butts
for free
drinks**

**The concept is simple; reuse your beer cup
from the bar to collect cigarette butts, fill up
the cup, give it to the bar and they will reward
you with one free drink !**

**This leaving the venue clean for all
earthcorians to enjoy...**

 **earthcore**
ancient future past