These guidelines help make it easier for people in your building to choose healthier beverages from the vending machine.

**Make water plentiful and easiest to find.**

1. Stock water in at least two slots or buttons per vending machine.
   - If tap water is available near the vending machine, you may substitute flavored and unflavored seltzer water for regular bottled water.
   - Provide water with 0 calories and no added color, flavor or sweetener.

2. Stock water and seltzer at eye level, where they are likeliest to sell. Place high-calorie beverages farthest from eye level.

**Stock low-calorie beverages in the remaining slots.**

3. Stock the rest of the vending machine with low-calorie beverages.
   - Low-calorie beverages contain 25 calories or less per 8 ounces.

**Limit high-calorie beverages, if you stock them.**

4. If you want to include high-calorie beverages, do not exceed two slots or buttons per vending machine.
   - High-calorie beverages contain more than 25 calories per 8 ounces.

5. If you stock high-calorie beverages, only sell them in a 16-ounce or (even better) smaller container.

**Make the healthy choice the easy choice.**

6. Advertise only healthier beverages (water and low-calorie beverages) on the vending machine. Post health-related educational materials on or near it.

**Take extra steps if you serve children and youth (up to age 18).**

7. If you serve children aged 12 and under, always stock beverages containing 10 calories or less per 8 ounces.

8. If you serve children aged 12 and under, do not stock beverages containing caffeine.

9. For all children and youth, do not stock beverages that contain artificial sweeteners, other non-nutritive sweeteners (e.g., stevia, erythritol), artificial flavors or artificial colors.

**DID YOU KNOW?**

- Advertising plays a key role in decision making. Help your members make healthy choices by promoting healthier beverages.

- A 20-ounce bottle of soda can contain 16 packets of sugar. Choose seltzer or plain water instead.