



Dear Friend:

The Legal Aid Society of Orange County (LASOC) invites you to participate in the **6th Annual Great Wine Festival on Saturday, May 21, 2016**. This annual event will be held at the Orange County Great Park in Irvine, California, within the historic Hangar 244. **VIP Advance Admission will take place from 1:00 p.m. to 2:00 p.m., followed by General Admission from 2:00 p.m. to 5:00 p.m.** The Great Wine Festival will benefit LASOC, a 501(c)(3) non-profit organization which provides free and low-cost legal services to individuals of Southern California who might otherwise be denied access to justice. This event is an opportunity to market your service/s or product/s to 1,000+ consumers with mid- to upper level incomes:

Marketing & Advertising Opportunities:

- Promotion in pre-event marketing collateral, press releases, website, social media, and promos
- Advertising in event program book
- Recognition at the event
- On-site signage and table space
- Tax Deductible donation to LASOC, Tax ID#: 95-1994337

Who will be there:

- Food, wine, spirits, and beer aficionados
- Dignitaries, elected officials, and their representatives
- Business and community leaders in Orange County and surrounding cities
- Professionals & the legal community in Orange County, California
- Major law firms, medium-sized firms, solo practitioners, and staff
- Various media & lifestyle bloggers
- Household income – avg. \$150,000+
- Age – 25 yr.+

If you would like to attend this event, please complete the enclosed beverage exhibitor registration form and email or fax it to us no later than April 22, 2016. This will allow us to include all relevant information in the printed program. **A nominal registration fee of \$250.00 or a contribution of an item to our organization silent auction with a value no less than \$250.00 will be due at registration.**

Please contact me if you have any questions or need further information. For more information about this annual event or to complete the online registration please visit our website at: GREATWINEFESTIVAL.com.

Regards,

Iris Ma
Director of Fund Development
Legal Aid Society of Orange County

Ph: 714-571-5220 | www.legal-aid.com
Fax: 714-571-5270 | events@legal-aid.com



6th Annual Great Wine Festival

Fact Sheet



We invite you and your company to be part of the growing success of the Great Wine Festival, a signature annual event in Orange County.

When:

- Event Date: Saturday, May 21, 2016
- VIP Advance Admission: 1:00 p.m. – 2:00 p.m. | General Admission: 2:00 p.m. – 5:00 p.m.
- Potential Marketing Opportunities: From beginning date of agreement to Event Date

Where:

- The Orange County Great Park, Hangar 244, Irvine, California

What:

- Wine tasting from notable vineyards in California and beyond
- Culinary sampling from Orange County's finest restaurants
- Music and Entertainment

Who:

- Food, wine, spirits, and beer aficionados
- Dignitaries, elected officials, and their representatives
- Business and community leaders in Orange County and surrounding cities
- Professionals & the legal community in Orange County, California
- Major law firms, medium-sized firms, solo practitioners, and staff
- Various media & lifestyle bloggers
- Household income – avg. \$150,000+
- Age – 25 yr.+

Why/What's in it for you:

- Support access to justice and the provision of free legal services to the community
- Opportunity to market your service/s or product/s to an audience with mid- to upper level incomes
- Promotion in pre-event marketing collateral, press releases, website, and promos
- Advertising in event program book
- Recognition at the event
- On-site signage and table space
- Tax Deductible donation to LASOC, Tax ID#: 95-1994337

How/Ideas for promotion:

- Product Samplings
- Database development (sign-ups for e-mails)
- Promotions and coupons for future use
- Incentives

6th Annual Great Wine Festival

Beverage Exhibitor Application Check-List



Deadlines:

Please return this completed form by email to events@legal-aid.com or by fax to 714-571-5270, attention Iris Ma by **April 22, 2016**.

To have your company logo included on our website and event banner, please send a high resolution company logo to events@legal-aid.com by **May 4, 2016**.

Required Items Checklist:

- Beverage Exhibitor Participation Form
- Payment Method/Donation
- Section 1
- Section 2
- Optional: Section 3
- Attachment I: Declaration of For-Profit Entity
- High resolution company logo

Contact Information:

Iris Ma
Director of Fund Development
Legal Aid Society of Orange County

events@legal-aid.com
Ph: 714.571.5220
Fax: 714.571.5270

Beverage Exhibitor Participation Form



The Great Wine Festival would like to invite you to participate in our wine, beer and spirits tasting charitable event. **Please return this completed form by email to events@legal-aid.com or by fax to 714-571-5270, attention Iris Ma.**

Beverage Vendor Information

Vendor Name	
Contact Name	
Address	
City, State, and Zip	
Phone Number	
Fax Number	
Email Address	

- Please complete the Payment Method page. **Choose payment Option 1 or Option 2.**
- To participate in the main tasting area, complete **section 1** and **section 2** of this form.
- Please complete **section 1a** if you are a winery.
- Please complete **section 1b** if you are a brewer.
- Please complete **section 1c** if you are a spirits vendor.
- To donate an item for the raffle, complete **section 3** of this form.

Payment Method (1 of 2)



A nominal registration fee of \$250.00 or a contribution of an item to our organization with a value no less than \$250.00 will be due at registration. LASOC reserves the right to use donated items for a live auction or a raffle at any of their fundraising events throughout the year.

Please choose Option 1 OR Option 2

Option 1

Please choose **one method of payment** below for the \$250 nominal registration fee.

Enclosed is a check for \$250 made payable to Legal Aid Society of Orange County (LASOC), non-profit Tax ID#: 95-1994337, and mail to

Attn: Iris Ma
Legal Aid Society of Orange County
2101 N. Tustin Avenue
Santa Ana, CA 92705

- Please charge \$250 to my:
- Visa
 - American Express
 - Mastercard
 - Discover

Card Number	
Expiration Date	
CVV:	
Name on Card (Print)	
Signature	

Payment Method (2 of 2)

Option 2: Pledge & Auction Form

LASOC reserves the right to use donated items for a live auction or a raffle at any of their fundraising events throughout the year.

Donor Information

Vendor Name	
Contact Name	
Address	
City, State, and Zip	
Phone Number	
Fax Number	
Email Address	

Description of Donation

Please describe gift or services donated. Include any limitation on the gift or service, expiration date and instructions on how to redeem. This information will accompany the donation on a bid sheet both at the live event and in the online auction.

Acknowledgement Information

Please enter the name of the company and/or person(s) that you would like to be acknowledged for the donation. This name (or names) will be acknowledged on a bid sheet both at the live event and in the online auction:

Name(s)	
----------------	--

By completing the fields below, you agree to participate on May 21, 2016 by donating a silent auction gift or service. If you are unable to participate, you will notify us at events@legal-aid.com or 714-571-5220 as soon as possible.

Fair Market Value of Donation: \$ _____
 LASOC Non-Profit Tax ID#: 95-1994337

Please check one* of the following:

- Item to be shipped (**Product must arrive no later than May 12, 2016**)
- Item to be dropped off (normal business hours are M-F, 9a-5p)

*Mailing address: Attn: Iris Ma, Legal Aid Society of Orange County, 2101 N. Tustin Avenue, Santa Ana, CA 92705.

Section 1



Yes, we will participate in the Great Wine Festival on May 21, 2016.

By completing the fields below, you agree to participate on May 21, 2016. **Booth take down shall take place no earlier than 5p.** If you are unable to participate, you will notify Iris Ma as soon as possible at events@legal-aid.com or 714-571-5220.

Vendor Name	
Contact Name	
Signature	
Date	
Do you have any special requests?	
How many pounds of ice do you need?	
Will you need any help pouring?	

- Provide a high resolution logo to events@legal-aid.com **due by May 4, 2016.**
- Proceed to **section 1a** if you are a winery, **1b** if you are a brewery and **1c** if you are a spirits vendor.

Section 1a | Wine

We suggest **ten bottles per varietal** in order to participate. Tastings should be provided to guests in one ounce pours. We expect 750-1,000 attendees. Ice, crackers, table signs with logo and wines being poured, and a glass for tastings will be provided.

Wines we plan to pour in the tasting area:

Vintage	Varietal	Appellation

Section 1b | Beer



We suggest $\frac{1}{2}$ **bbk keg per type** (or the equivalent in bottles) in order to participate. Tastings should be provided to guests in one ounce pours. We expect 750-1,000 attendees. Ice, crackers, table signs with logo and beer being poured, and a glass for tastings will be provided.

Beer we plan to pour in the tasting area:

Brewer	Name	Style

Section 1c | Spirits

Tastings should be provided to guests in tasting-sized pours. We expect 750-1,000 attendees. Please use your judgment as to the quantity of spirits necessary to be provided. Ice, crackers, table signs with logo and spirits being poured, and a glass for tastings will be provided.

Spirits we plan to pour in the tasting area:

Name	Spirits Category	Other Pertinent Information

Section 2



Please check **one** of the following three options:

I am shipping my product to:

Attn: Iris Ma
Legal Aid Society of Orange County
2101 North Tustin Avenue
Santa Ana, CA 92705

Product must arrive no later than May 12, 2016.

I will drop off my product to:

Attn: Iris Ma
Legal Aid Society of Orange County
2101 North Tustin Avenue
Santa Ana, CA 92705

Product must be dropped off no later than May 12, 2016. Normal business hours are M-F, 9a-5p.

I will bring my product will me to the event on May 21, 2016.

Section 3 (Optional)

Sorry, we are unable to participate but would like to make a tax deductible donation of products to the silent auction. Ship to:

Attn: Iris Ma
Legal Aid Society of Orange County
2101 North Tustin Avenue
Santa Ana, CA 92705

Item(s) to Donate	Value (\$)

Food Permit



Please complete and return the following form by email to events@legal-aid.com or by fax to 714-571-5270, attention Iris Ma. This form is required by the City of Irvine and permits us to host the 2016 Great Wine Festival.

ATTACHMENT IV

COUNTY OF ORANGE
HEALTH CARE AGENCY
ENVIRONMENTAL HEALTH

RECOMMENDED FOOD HANDLING GUIDELINES

I. FOOD HANDLERS

- A. Wear clean clothing.
- B. Wash hands before handling food and at frequent intervals.
- C. Wear hat, cap, or some type of hair covering.
- D. Do not smoke in food booths.
- E. If you are ill or have sores on your hands, you should not handle foods.

II. REFRIGERATION-COLD FOODS

- A. Refrigeration; dry ice; or ice may be used.
- B. Meats, hamburger patties, sauces, cream pastries, wieners, sausages, milk and other readily perishable foods require refrigeration to 45 degrees Fahrenheit or below to prevent the growth of pathogenic bacteria or the production of toxins. ----- VERY IMPORTANT!
- C. Foods should not be kept out at room temperature in your stands if they require refrigeration.
- D. Thaw all frozen foods by placing them in a refrigerator, or by use of ice or dry ice. You may need 24 to 30 hours to thaw food in this manner.

III. HOT FOODS

- A. Keep foods being served hot at 135 degrees Fahrenheit or above to prevent the growth of pathogenic bacteria or the production of toxins.
- B. Foods kept in warmers or similar devices should be heated quickly.
- C. All hot foods left over from the previous day should not be reused.

IV. FOOD PROTECTION

- A. All open food should be protected from contamination by the public and the food booth workers.
- B. Keep foods covered as much as possible to protect all open foods from flies, dust, insects, and the public. Screening of booths is recommended.
- C. All food, food containers, and utensils should be kept a minimum of six (6) inches above the floor.
- D. Handle foods as little as possible. Use utensils (i.e., tongs, scoops, etc.).

V. UTENSILS

- A. Use only clean utensils.
- B. Use only single-use, throw-away spoons, forks, plates, cups, etc.
- C. Do not use galvanized or enamelware storage containers for acidic foods or juices.
- D. A food thermometer is required in each food booth.

VI. INSECTICIDES: Do not store any poisonous substances such as insecticides near foods.

VII. CONDIMENTS: Individual packages, squeeze, pour or pump-type containers should be used.

Should you desire further information, please contact this office at (714) 433-6000.

ATTACHMENT I

**DECLARATION
OF FOR-PROFIT ENTITY**

This declaration is to affirm that _____
(Name of for-profit entity)

is requesting exemption from State Law requirements for Temporary Food Facilities under provisions of Section 113789(c) (4) of the California Retail Food Code, and will be giving or selling food at:

The Great Wine Festival
(Name of Community Event)

The Orange County Great Park, Hangar 244
(Address or Location)

Irvine, 92618
(City, Zip)

Date(s) of Event May 21, 2016

For the benefit of Legal Aid Society of Orange County
(Name of Sponsoring Nonprofit Association)

I certify that the above is true and correct to the best of my knowledge and belief. I further certify under penalty of perjury that the above named for-profit entity **will receive no monetary benefit**, other than that resulting from recognition for participating in the event.

Name _____ Phone (____) _____
(Print)

Email _____

Address _____

City _____ Zip _____

Signature _____ Title _____

Date _____