



**Kiwanis**  
THOUSAND OAKS

**CONEJO**  
*Uncorked*



**VENDOR PACKET**  
**2023**



## We want **YOU** as a **CONEJO UNCORKED VENDOR FOR 2023!**

**EVENT DATE:** Thursday, October 5, 2023

**EVENT TIME:** 5:30 PM TO 8:30 PM (last call 8:00 PM)

**VENDOR ACCESS for SET-UP:** We have reserved The Gardens at Los Robles Greens **beginning at 2:00 PM** on Thursday, October 5, 2023. Our Kiwanis members will be happy to help you unload, set up and assist you. Your location will be ready for you to set-up when you arrive. Please note that the last call is at 8:00 PM. We encourage all vendors to arrive no later than **3:30 PM** so that you have ample time for setup and preparation.

### WHAT YOU PROVIDE

- Enough wine, beer, beverage, or small bites for approximately 500 attendees
- Special decorations for your tables/space
- Your company marketing materials to promote your business to the attendees
- A banner or other signage to attach to the front on your booth/table.
- You are welcome to provide a wine related silent auction item for the event to promote your business. We request that silent auction items are ready and given to the event coordinator by 9/28/23 so that we can make appropriate marketing materials.
- Your company branded pop-up or canopy tent (10' x 10') if you have one
- Serving plates, utensils, napkins, etc. for your own station

*If you want to promote your business and you are unable to staff a booth, please consider providing food/beer/wine and promotional materials. We can arrange to have volunteers hand out samples and flyers at the event for you.*

### WHAT KIWANIS/CONEJO UNCORKED WILL PROVIDE

- Two large 8' tables (one for serving/ one for set-up) with one tablecloth
- Bags of ice– please let us know how much you will need
- Advertising/promotion for the event via social media, the event website, eblasts, signage and flyers, mailings and ticket sales
- All cleaning supplies, garbage bags, etc.
- Electrical cord extensions/electricity. Please let us know if you will need 110V power to your area and how many connections you will need.
- One souvenir wine glass per attendee for serving



**Kiwanis**  
THOUSAND OAKS



### VENDOR INFORMATION

**Vendor application deadline: September 1, 2023 – NO COST FOR BOOTH SPACE**

Vendor Category: Winery      Brewery      Spirits      Music      Restaurant      Other

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Website: \_\_\_\_\_

Facebook URL: \_\_\_\_\_ Instagram \_\_\_\_\_

**\*\*Company Logo:** Please email your company logo to Paul Campbell at paulc@campbellgrouphomes.com  
(Must be JPG, PNG or GIF, Max size: 15MB)

Amount of Ice Needed: (ice will be in 20lb bags) How many bags will you need? \_\_\_\_\_

Electricity Needed: Yes      No      Do you have your own pop-up or canopy tent? Yes      No  
*(Company branded is preferred)*

Questions or Comments to our committee?

---

---

**EMPLOYEE NAMES** If you will need our volunteers to serve your product check here:

(Each will be given a wrist band at check in. Must be 21 to serve)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Kiwanis Club of Thousand Oaks Charitable Foundation**  
PO Box 1791, Thousand Oaks, CA 91358 - [www.conejouncorked.com](http://www.conejouncorked.com)



**Kiwanis**  
THOUSAND OAKS



**WINERY, BREWERY, AND RESTAURANT WAIVER**

1. Please do not empty any ice or melted ice water on the ground or grass -please dump in sinks.
2. Each guest will have a "tasting wristband" (instead of tasting tickets). Please do not serve anyone who does not have on a **wristband for tasting**. Restaurant staff will receive special colored wristbands.
3. Do not serve anyone who you feel is intoxicated and should not be served further.
4. If you need anything, please notify our vendor liaison and we will assist you.
5. Please arrive by 3:30 PM to set-up and please plan on staying until the end of the event.
6. Please help us make sure the area is clean when we leave. Be sure to put all trash in bins.
7. All vendors provide their own servers for their station.
8. There may not be enough electricity to run food warmers.
9. Thank you again for helping us help our local charities and also for helping make it a great event for Kiwanis Club of Thousand Oaks!

According to directions received from the Alcohol Beverage Control District (ABC), restaurants are permitted (required) to purchase their own distilled spirits from a Wholesale outlet. Vendors may not sell alcohol or handle money at this event.

Kiwanis Club of Thousand Oaks Charitable Foundation has obtained group liability insurance to cover The Gardens at Los Robles Greens for this event.

Kiwanis Club of Thousand Oaks Charitable Foundation has obtained an ABC Daily License as required by The Garden at Los Robles Greens and ABC. This Daily General license (includes wine, beer, and distilled spirits) authorizes the temporary serving of alcoholic beverages for consumption on the premises designated in the license.

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. I understand that I may not sell or take orders for any food or beverage product at this event for which I receive compensation.

I Agree            Company \_\_\_\_\_

Printed Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**EVENT CONTACT INFORMATION**

All alcohol providers must sign up **on or before 9/1/23** for ABC permit application. Limited to 10 wineries, 2 breweries, 10 food.

**Please return the completed and signed vendor packet and your company logo ASAP to Paul Campbell at paulc@campbellgrouphomes.com**

**For questions, please call Paul Campbell at (805) 405-9016**

**Kiwanis Club of Thousand Oaks Charitable Foundation**  
PO Box 1791, Thousand Oaks, CA 91358 www.conejouncorked.com



**Kiwanis**  
THOUSAND OAKS

ATTACHMENT 1

**DECLARATION**  
OF FOR-PROFIT ENTITY

This Declaration is to affirm that \_\_\_\_\_  
*(Name of for-profit entity)*

is requesting an exemption from permit requirements for food facilities under the provisions of Section 113789(c)(4) of the California Retail Food Code, which allows the above named for-profit entity to give or sell food and/or beverages at an event that occurs not more than three days in a 90-day period for the benefit of the nonprofit association listed below.

\_\_\_\_\_ Conejo Uncorked  
*(Name of Event)*

\_\_\_\_\_ 299 S. Moorpark Road  
*(Address or Location)*

\_\_\_\_\_ Thousand Oaks, 91361  
*(City, Zip code)*

Date(s) of Event \_\_\_\_\_ October 5, 2023

For the benefit of \_\_\_\_\_ Kiwanis of Thousand Oaks Charitable Foundation  
*(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. I understand that I may not sell or take orders for any food or beverage product at this event for which I receive compensation.

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

On \_\_\_\_\_, \_\_\_\_\_ At \_\_\_\_\_