



To preserve the free enterprise system, to preserve and expand the potential of all business and professional enterprises, and to promote the civic cultural and social well being of the City of Tustin and surrounding community.

Come celebrate with us! We warmly invite you to join us for the 5th Annual Totally Tustin Food & Wine Festival, the most exciting culinary event in the City of Tustin. The 4th Annual Totally Tustin Food & Wine Festival will take place on Sunday October 27, 2017 in the iconic Tustin Hangar. The Tustin Chamber of Commerce in conjunction with the City of Tustin is producing this event. **Proceeds from the festival will be used to create a virtual Tustin Visitor's Bureau. This project will help grow tourism in Tustin and central Orange County, providing helpful content and information to showcase all that the area has to offer.**

Our goal is to have 60 restaurants and caterers to be showcased at the event. This will be an opportunity to showcase one or more of your culinary creations to an estimated 2500 guests. If you are willing to participate, we would ask you prepare at minimum 1500 bite sized servings of your menu item for guests to sample.

Each year this event has grown in both attendance and restaurant participation, with almost all restaurants continuing to participate once they have experienced it. We strive to make this event successful for all parties involved. Restaurants get the opportunity to sample your best and entice customers to come to your restaurant and the City of Tustin wins by creating an exhibit that will showcase Tustin as a destination.

As a participating restaurant, you will be listed in the invitation and guests will be looking for what you will be offering. You will receive admission and seating for 4 to the VIP hour 1 hour before the festival begins. You are encouraged to bring your business cards, menus or other marketing material telling of all the other choices one might find if they come to your establishment.

Prior to the start of the event we will be hosting a decoration contest for the most festively decorated restaurant table. This will add visual interest to your table and draw folks to you. You will receive one six-foot table with linens for display and a second six-foot table for staging and preparation.

We hope you will join us in creating a destination exhibition for the City of Tustin and be willing to be one of the select restaurants to participate in this event. To ensure full recognition of your involvement, please return your confirmation form no later than **September 13, 2019** (Given our mailing schedule, restaurant participation received after that date will receive all other applicable recognition but cannot be recognized in the invitation package).

If you have any questions and or would like to RSVP, please contact Lindburgh McPherson lmcperson@wilcoxmanor.com (626) 422-5820 Thank you in advance for your participation.

Best regards,

Lindburgh McPherson
Event Chair
5th Annual Totally Tustin Food and Wine Festival

5th Annual Tustin Food & Wine Festival

Sunday, October 27, 2019 5 p.m. to 9 p.m.

IMPORTANT – PLEASE READ & COMPLETE

Restaurant Participation Terms

The City of Tustin and The Tustin Chamber of Commerce are most appreciative of restaurant participation in the **Tustin Food & Wine Festival (formerly Totally Tustin)**.

We have outlined below certain terms we request our participating restaurants to follow. Please read these carefully before you commit to participating in this year's Festival. You will also receive a Craven Form, please fill it out and turn it in. If you have any questions, please do not hesitate to give us a call at (626) 422-5820

1. Equipment

- a. What we provide:
 - . (1) A six-foot serving table (front) and a six-foot prep table (back), both draped with black, white or beige linen.
 - . (2) Cocktail napkins, disposable utensils, small plates or bowls.
 - . (3) Ice.
- b. We encourage restaurants to use their own equipment (e.g. chafing dishes, transport boxes).

2. Station Decorations

- a. Most restaurants like to decorate their stations. Prizes will be awarded to outstanding and creative station decorations.

b. When designing and planning your station decorations, please keep in mind:

- . (1) The serving and prep tables will be draped with black, white or beige colored cloths.
- . (2) Because there will be overhead lighting, please limit the height of your decorations to 8 feet overall, or 4 feet above table height.

3. **Event Staffing**

- a. ***You are allowed two staff members to staff the event.***
If you have special circumstances and need additional staff, please contact Lindburgh McPherson at the phone number listed below.
- b. Staff members should remain at their serving location during the event.
- c. ***Because of alcohol service, no one under 21 will be admitted into the event.***

4. **Arrival and Set-Up – 1:00 to 4:30 p.m.**

- a. Restaurant representatives and staff may deliver supplies, food and décor between **1:00 p.m. and 4:00 p.m.**
- b. Deliveries: supplies may be dropped-off in front of the Tustin Blimp Hangar #2 located at 2525, E Warner Ave., Tustin, CA on Sunday only
- c. ***Station set-up must be complete by 4:45 p.m.*** when décor judging of the stations begins.
- d. After supplies have been unloaded, please **move your vehicles to designated parking area** in the surrounding area.
- e. No vehicles will be allowed to unload in front of the

Hangar after 4:00 p.m.

- 5. Guest Arrival & Food Service – begins at 5:00 p.m.**
 - a. Please prepare samples for 2500 guests.
 - b. The event closes at 9:00 p.m. As a courtesy to our guests, we ask that you and your staff remain at your stations until at least 8:30 p.m., even if your supply has been completely consumed.

Restaurant Participation Confirmation

READ, FILL OUT COMPLETELY, SIGN AND FAX or EMAIL to LMcPherson@WilcoxManor.com and peter@cfatustin.com.

I have read and understand the terms on these pages.

Name of Restaurant:

Name of Contact:

Signature: _____ Date: _____

Need Electricity? Yes___ No___

Mailing Address:

Phone: _____ Email: _____

On-Site Manager for Event and Cell Number (10/27/19):

Planned time of arrival:

Food and/or Drink Being Served and Paper Products Requested:

If you have any questions, please do not hesitate to contact us.

Lindburgh McPherson lmcpherson@wilcoxmanor.com

(626) 422-5820