

Northwest Food and Wine Festival
November 14th, 2009
Memorial Coliseum, Rose Quarter

Oregon Wineries Only.

If you are planning on selling onsite by the bottle you must submit a Special Event Winery permit with Local government approval (Portland Police Dept) prior to submitting the SEW to the OLCC.

E2C, Corporation has agreed to gather all SEW's and deliver to the Portland Police Dept for approval and then forward them to the OLCC for further approval.

Therefore, please fill out the enclosed SEW, we have already filled out the address and event information. As a participant in the NFWF Festival, you must also sign onto the "Plan to Manage the Special Event" already approved by the OLCC. We have attached the plan, read and sign last page.

Fax the SEW along with the last page of the plan to 360-693-1133x E2C, Corp 2316 NE Minnehaha, Vancouver WA 98665 with the following. Mail a check for 45.00 or fax the credit card authorization for 45.00. This will cover the 10.00 check to the OLCC and 35.00 check to City of Portland.

E2C, Corp will write one check to both the OLCC and the City of Portland to cover the involved wineries.

Please forward the requested materials to be received no later than Oct. 23rd, 2009. We will have the approved SEW on hand at the festival at the show office in the event it is requested.

Thank You, Chris Cannard
E2C, Corp.
2316 NE Minnehaha
Vancouver, WA 98665
360-693-6023 or 800-422-0251 #3002
360-693-1133 Fax
chris@northwestfoodandwinefestival.com
www.northwestfoodandwinefestival.com



OREGON LIQUOR CONTROL COMMISSION

SPECIAL EVENT WINERY (SEW) OR GROWER APPLICATION (SEG)

Allows the sale of wine or cider for drinking on the special event premises or in sealed containers for off the premises.

- SEE INSTRUCTIONS ON BACK OF FORM
OLCC may refuse to process your application if received less than 10 days before your event
Make payment by check or money order, payable to OLCC
LICENSE DAYS: In #7(a) below, you can apply for a maximum of 5 license days per application form
Please print or type

THIS APPLICATION IS FOR: [] SPECIAL EVENT WINERY (\$10/day) [] SPECIAL EVENT GROWER (\$10/day)

1. Annual Licensee: _____ Contact Phone(s): _____

2. Mailing Address: _____ E-mail: _____

3. City: _____ State: _____ Zip Code: _____ Fax: _____

4. Name of on-site manager(s): _____

5. Manager's Service Permit # or Server Education Date: _____

6. EVENT ADDRESS: _____ City/County: _____

7a. Date(s) of event: November 14th, 2009 7b. Start/End hours of alcohol service: 4:00pm-9:00pm

8a. Type of event: Wine Festival 8b. Type of entertainment: small group acoustic performances

9a. Type of food served: Chicken, beef, pork, cheese, various samples from restaurants and food distributors. 9b. Start/End hours of food service: 4:00pm-9:00pm

10a. Expected attendance per day: 2,000 10b. Will minors attend? No

11. Control plan for managing minor patrons and adult alcohol consumption: See "Plan for Managing Special Event" previously approved by the OLCC submitted by E2C, Corporation for the NW Food and Wine Festival, and adopted by signature by above entity.

12. Boundaries of special event licensed area: Memorial Coliseum, Exhibit Hall and Meeting Rooms.

13. If this event is open to the public and expected attendance is 301 or more individuals per day, I certify that I have obtained at least \$300,000 of liquor liability insurance coverage for this event as required by ORS 471.168. Insurance company: _____ Policy # _____ Expiration Date: _____

ANNUAL LICENSEE SIGNATURE: _____ Date: _____

14. You must take this application to the local city or county government for a recommendation before submitting it to the OLCC. Make additional check payable to "City of Portland" for Local approval fee. \$35.00

- [] Grant [] Acknowledge [] Deny (attach letter indicating grounds for denial)

Event location is: [x] Within [] Outside City Limits Agency: Portland Metropolitan Police Department

Agency Signature: _____ Date: _____

15. This authority is valid only when signed by an OLCC representative.

Fee paid \$: _____ Date: _____ Receipt #: _____

Restrictions: _____

LICENSE IS: [] DENIED [] APPROVED by: _____ Date: _____

SEW/SEG INSTRUCTIONS

You can help us to promptly process your application. Have you filled out your application completely and accurately and included any necessary attachments?

Please submit your application to the OLCC in plenty of time prior to your special event. Even routine applications may require at least ten business days to process. You will limit our ability to approve your application if you submit it only a few days before your special event.

If you are approved for a liquor license at a location that is different from your regular license, **you are responsible** for the alcohol management and compliance with liquor laws in that area. This is true even if you are at an event hosted by another organization. If there are other special licenses approved for that area, you and the other licensees will share responsibility for compliance with liquor laws.

USE THE LIST BELOW TO HELP YOU COMPLETE THIS APPLICATION

(1) APPLICANT - The Winery or Growers Sales Privilege Licensee should be listed as the applicant.

(4) ON-SITE MANAGER - You must name a manager who will be at the special event. If the manager is the owner and the owner's individual name (not a legal entity) is listed as the licensee, the owner **must** have passed an Alcohol Server Education class within the past five years. A manager who is not the licensee **must** have either a service permit or a completed service permit application.

(7a & 7b) Are the dates and hours of alcohol service at the event clearly shown?

(8a) TYPE OF EVENT - Is the type of event listed? Be specific (eg. dinner, auction, dance, fund-raiser, an event at a park).

(8b) TYPE OF ENTERTAINMENT - Is the type of entertainment listed? Be specific (eg. dancing, live music, DJ, none).

(9a & 9b) TYPE OF FOOD / HOURS OF FOOD SERVICE - **Food service must be available during the entire time that alcohol will be served. This is a requirement of OAR 845-006-0465.** Are the type and hours of food service clearly shown? Examples of type are steak, fish, chicken, sandwiches or steamed vegetables. Generic terms such as dinner, buffet and appetizers do not qualify as defined in OAR 845-006-0465. OAR 845-006-0465 requires you or your contract food service provider to make available a minimum of two different substantial snack food or appetizer items in sufficient quantity to provide at least one serving for each person at the event during the entire time that alcohol will be served. Substantial snack food or appetizer means food such hot dogs, sausages, chicken strips, sandwiches, pizza, fruit, vegetables, and soup. Chips, crackers, nuts, and popcorn are examples of snack food that is not substantial. Cheese and crackers are substantial only if served together and served along with another food item.

(10a) EXPECTED ATTENDANCE - If the daily attendance at the event is expected to be 2,000 or more people (this is for the entire event, not just your area) you will have additional requirements (OAR 845-006-0430).

(11) CONTROL PLAN - You must submit a control plan. Does your control plan address: Not serving visibly intoxicated people? Checking ID for anyone appearing to be under age 26? Monitoring alcoholic beverages to ensure they are not being shared with minors? Wine garden (if applicable)? Include how you will monitor the confined area. How you will make sure that open containers of alcohol do not leave the licensed premises? (You may be asked to submit a written plan on a separate piece of paper.)

(12) EVENT BOUNDARIES - Are the boundaries of your event, and the area you want licensed, clearly defined? Include an 8 ½" x 11" diagram showing the event site and the licensed premises.

(13) SIGNATURE - Did you complete the liquor liability insurance information and sign the application?

(14) LOCAL GOVERNMENT REVIEW - Have you had your application signed by the local government (usually police or sheriff) office?

(15) FEE - Make payment by check or money order, payable to OLCC.

RETURN THIS FORM to the OLCC office regulating the county in which your special event will happen. **Portland (main office)** regulates Clackamas, Columbia, Hood River, Multnomah, Washington. **Warrenton** regulates Clatsop, Tillamook. **Salem** regulates Linn, Marion, Polk, Yamhill. **Eugene** regulates Benton, Douglas, Lane, Lincoln. **Medford** regulates Coos, Curry, Jackson, Josephine, Klamath, Lake. **Bend** regulates Baker, Crook, Deschutes, Gilliam, Grant, Harney, Jefferson, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler.

For addresses or questions, call 1-800-452-6522, or go to www.oregon.gov/olcc.



OREGON LIQUOR CONTROL COMMISSION
PLAN TO MANAGE SPECIAL EVENTS

(This form is an attachment to your application)

Who must complete this form? When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL), Special Event Winery (SEW), Special Event Grower (SEG), or a Temporary Use event must complete this form and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area: projecting an emphasis on alcohol consumption; projecting an emphasis on entertainment; or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

INTRODUCTORY INFORMATION

1. Applicant Name (please print): E2C, Corporation
2. Date(s) of event: November 14th, 2009
3. Event Address: Memorial Coliseum, One Center Court 4. City/County: Portland, OR
5. Estimated total attendance per day in area(s) where alcohol will be sold or consumed: 2,000
6. On-Site Contact Person(s) and Contact Phone(s): Chris Cannard, Tina Curry
360-693-2023 #3002 and #3006
7. Do you estimate that 30 percent or more of the people attending the event will be between 15 and 20 years of age? yes no
8. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? yes no
 If no, what are the estimated times that a greater number of patrons will attend? _____

9. If any of the following people will work in the licensed area, list the minimum number you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

250 Servers (greater attendance times)

250 Servers (regular attendance times)

8 Security (greater attendance times)

8 Security (regular attendance times)

4 ID Checkers (greater attendance times)

4 ID Checkers (regular attendance times)

APPLICANT'S PLAN TO MANAGE THE EVENT

If the estimated attendance per day in the area(s) where alcohol will be sold or consumed is 2,000 or more, you must meet minimum standards for certain items. These items are marked below in bold. Please read the TSL Application Guide for an explanation of the minimum standards.

For numbers 10 and 11, please see page 6 and 7 of the TSL Application Guide

10. Will minor patrons and alcohol be allowed together in the same area? yes no

If yes, describe your plan to prevent minor patrons from obtaining alcohol: _____

11. Will any portion of the licensed premises be prohibited to minor patrons? yes no

If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area :

No one under 21 allowed.

For numbers 12 - 16, please see the TSL Application Guide, pages 9 and 12

12. Will **Alcohol Monitors** work in the licensed area? yes no

13. If yes to #12, list the minimum number of **Alcohol Monitors** you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

8 Minimum number during estimated times of greater patron attendance

8 Minimum number during estimated times of regular patron attendance

14. If yes to #12, describe how **Alcohol Monitors** will be readily identifiable as such to patrons:

Jackets and Red Coats

15. Will all **Alcohol Monitors** be required to have a service permit? yes no

16. If no to #15, those **Alcohol Monitors** without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):

17. Is the applicant a nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office? yes no

17a. If yes, will the applicant use servers who don't hold a service permit? yes no

17b. If yes to 17a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons: _____

18. Will security or ID checkers be required to have a service permit? yes no
If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons: _____

19. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? yes no If yes, please describe: Wineries will serve the wine or licensed pourers from
behind the tables. Security & ID checkers will be provided by the Rose Quarter Memorial Coliseum Staff.

For 20 - 23, please see pages 10 and 11 of the the TSL Application Guide

20. List the **container sizes** for alcoholic beverages meant for consumption in the licensed area:

6oz Malt Beverages 6oz Wine 6oz Cider 4oz Distilled Spirits

21. List the **maximum amount of alcohol** in a container meant for consumption in the licensed area:

3oz Malt Beverages 1.5oz Wine 3oz Cider .5oz Distilled Spirits

22. Describe how **containers** used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages: Wines, alcohol, beer will be served directly from their containers. Water is served from large spigot coolers,

soda poured from their bottles. Coffee from carafes.

23. Will you **limit the number of containers** of alcoholic beverages meant for consumption in the licensed area each purchaser may buy at any one time? yes no

If yes, describe the limit: No purchase for consumption on-site samples only at festival.

24. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

 A level of lighting sufficient to read common newspaper print; or

 A level of lighting that will be (please describe): _____

25. Describe your plan for making sure that no open containers of alcohol leave the licensed area:

Bag check & visual inspection by security.

26. Describe your plan for dealing with issues that arise (such as a minor found with alcohol, a minor in an area prohibited to minors, a minor found with fake identification, a patron found to be visibly intoxicated; etc.): Security will find out if they have a designated driver. If not a taxi service has been arranged for

safe transportation home. ID Checked prior to entry for valid licenses.

27. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan): All bags are checked & ID coming into the festival at the door.

Exiting bags will be checked for any open containers.

As a winery applying for a Special Event Winery Permit, by printing my winery name below and signing, I agree I have read the plan for managing the event the "Northwest Food and Wine Festival" produced by E2C, Corporation and agree to adopt this plan for the purposes of my Special Event Winery Permit.

28. Applicant Name (please print): _____

29. Applicant Signature: _____ 30. Date: _____

E2C Corporation – NW Food and Wine Festival
Chris Cannard
2316 NE Minnehaha
Vancouver, WA 98665
(360) 693-6023 #3002

Credit Card Authorization Form

PLEASE PRINT OR TYPE

Complete the information requested below and return to fax # (360) 693-1133 or Email:
chris@nwwinefestival.com or leave a voicemail with the info at #3002.

COMPANY NAME: _____

PHONE () _____ FAX () _____

Please circle appropriate type: MasterCard, Visa, American Express, or Discover

Card # _____ Expiration Date _____

Visa & MasterCard Only - Security Code on back of Card (last three digits) _____

Cardholders Name _____

Billing Address for Card _____

City _____ State _____ Zip _____

Cardholders Signature _____

Amount Authorized to charge _____

FOR OFFICE USE ONLY:

Date: _____ Auth #: _____ Amount: _____