



Thank you for your interest in vineyard vines®!

We make it our goal to respond to each and every request. Because we receive such a large number of donation requests, your patience is greatly appreciated.

Please follow the donation guidelines below:

1. Once you have completed our donation form, you will need to submit your donation request on your company/organization letterhead. Requests without a completed donation form will not be considered.

*If company/organizational letterhead is not available, please provide a flyer or promotion document for the event.

2. To allow time for shipping and processing, completed donation requests must be received two months prior to the event.

3. Email, fax or mail your donation requests to:

Email: donations@vineyardvines.com

Fax: 203-252-2834

Mail: vineyard vines

attn: Donations

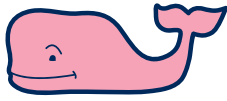
181 Harbor Drive

Stamford, CT 06902

4. After the event you will need to send a 501 (c) (3) tax receipt in letter form acknowledging our donation.

A few things to keep in mind:

- All requests must be for vineyard vines product, not monetary donations.
- Product donated by vineyard vines may not be sold for profit and must be used by the recipient organization to fulfill its charitable mission.
- Applications must support a 501 (c) (3) charity, educational institution, a non-profit organization or charitable cause.
- Use of the vineyard vines name, logo, and trademarks that implies the support or sponsorship of an event must be approved by vineyard vines. Please note this includes all advertising.



vineyard vines®

Donation Request Form

please complete each section of this form

Organization Information

Organization: _____

Organization Type: _____

Address: _____

Telephone: _____ Fax: _____

Event Information

Name: _____

Date(s): _____ Location: _____

Description: _____

Item(s) to be used for: [] Door Prize [] Live Auction [] Silent Auction [] Raffle [] Other: _____

Contact Information

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Signature: _____

Shipping Information

Address (no PO Boxes please): _____

Contact Name: _____

OFFICE USE ONLY	
Donation: _____	
Submitted By: _____	Date: _____
_____	_____