



Confirmation & Invoicing requirements

In order to make the invoicing process go fast and easy, these are the rules:

For Kickstarter seminar/tasting:

- address your invoice for €1,000 to California Wine Institute, International Department, 915 L St #1190, Sacramento, CA 95814, USA
- mention “California Kickstarter support” + Name and date of the event
- state IBAN and BIC
- email invoice to tdacosta@wineinstitute.org within 3 weeks after the event took place

Invoice MUST be accompanied by following proof of performance:

- copy of invitation/announcement stating the wineries and showing the California Wines logo
- copy guest list (don't need full details, just name and company).
- a few pictures of event showing # of guests and wine line-up (clearly showing more than one winery was presented.)
- Short note on the results of the event as well as a copy of social media posts (tagging @californiawineseuropa) would be appreciated.

For Bursary supported trip to California:

- address your invoice for €1,500 to California Wine Institute, International Department, 915 L St #1190, Sacramento, CA 95814, USA
- mention “California Bursary support” + dates of travel
- state IBAN and BIC
- email invoice to tdacosta@wineinstitute.org within 3 weeks after the trip took place

Invoice MUST be accompanied by following proof of performance:

- itinerary including wineries visited and contacts made.
- List at least two new wineries (not in your portfolio visited)
- Images from each winery visit
- Small summary/evaluation of the trip including expected results
- If content is shared on social media, kindly tag @californiawineseuropa

If any of the proof as mentioned above is missing, we may not be able to pay your invoice. While this is not meant as legal advice in any way; as the service you will provide is being provided to and paid for by an entity in the United States there should be no need to charge VAT on your invoice.