



**WSWA 77th Annual Convention & Exposition
Caesars Palace, Las Vegas April 20-23, 2020**

CHECKLIST FOR SUPPLIERS NOT REPRESENTED BY SOUTHERN GLAZER'S

SUPPLIER REQUIREMENTS:

- Supplier will be responsible for all import and customs clearance costs.
 - Product must be sent to Southern Glazer's of Nevada (SGWS) for delivery to the show.
 - Supplier is responsible for all un-used product at the close of the show. Southern Glazer's will not be responsible for picking-up, handling, shipping or returning unused product.
 - Only consumable product will be handled by SGWS warehouse. Non-consumable items such as POS material must be shipped directly to the show in accordance with the information detailed in the WSWA Exhibitor Service Manual.
 - All product shipped to SGWS warehouse must include a complete itemized list to include name of Supplier, contact information, complete product description, case pack, quantity, size and alcohol content.
 - SGWS can only deliver product to the venue dock and cannot be held responsible for delivery to your exhibitor locations. You must have each box labeled with an official WSWA destination label. These are available on the WSWA website and in the Exhibitor Service Manual. PLEASE MAKE CERTAIN YOU HAVE AFFIXED THE LABEL THAT MATCHES THE ULTIMATE DESTINATION OF YOUR PRODUCT. Caesars Palace is a very large complex and mislabeled product will not be the responsibility of WSWA, SGWS or the Hotel.
- Paperwork, payment and product must be at Southern Glazer's by Monday, March 30, 2020.**

MANDATORY PAPERWORK SUBMITTED TO SOUTHERN GLAZER'S PRIOR TO RECEIPT OF PRODUCT:

- Executed letter of indemnity must be provided - "Limitation of Liability" Form is found in the [Exhibitor Service Manual](#)
- Supplier information sheet for all products - Form is found in the [Exhibitor Service Manual](#)
- All product must be labeled as Samples - Not for Resale

BILLING INFORMATION:

- \$25.00 per case handling and delivery fee + the calculated state tax on goods.
- Payment to Southern Glazer's must be made prior to the receipt of product.
- Payment must be made via wire-transfer ONLY.

SOUTHERN GLAZER'S WINE & SPIRITS OF NEVADA
WIRE & ACH INSTRUCTIONS

BANK NAME: BANK OF AMERICA N.A.
1401 ELM STREET
DALLAS, TEXAS 75202

Swift Code: Intl Wires -BOFAUS3N

ABA: DOMESTIC Wires - 026009593

ABA: DOMESTIC ACH - 111000012

ACCOUNT #: 3751505767

ACCOUNT NAME: SOUTHERN GLAZER'S WINE & SPIRITS OF NEVADA

SHIPPING INFORMATION:

All products must be received by SGWS by Monday, March 30th, 2020. Product not received by March 30th is not guaranteed to arrive at the show and no refunds will be given to the supplier.

- COD or damaged goods will NOT be accepted.
- No more than two cases of each type of product can be shipped to SGWS warehouse.
- Product must be labeled as per guidelines set forth by WSWA. Labels and information can be found at www.wswaconvention.org under the Exhibitor Tab.
- Only full cases will be accepted and all products must be palletized and shrink-wrapped.
- A complete Alcohol Beverage List must be submitted to WSWA. This form can be found at [here](#).
- Ship product to:
Gary Owens
Productivity Manager
8400 South Jones Blvd
Las Vegas, NV 89139
(702) 492-7553
gowens@sgws.com
- Direct questions to:
Gary Owens
gowens@sgws.com
Phone: (702) 492-7553

**Failure to comply with above requirements could result in product not shipping to the
2020 WSWA Convention & Exposition. Refunds of fees will NOT be issued.**

DEADLINE FOR RECEIPT OF PAPERWORK, PAYMENT AND PRODUCT: MONDAY, March 30

Southern Glazer's Contact Information:
Ipo Episom
Director of Compliance & Logistics
8400 South Jones Blvd
Las Vegas, NV 89139

Office: 702-253-3243
Email: NevadaWSWA@sgws.com

Natalie Dirasian
Logistics Manager
8400 South Jones Blvd
Las Vegas, NV 79139
Office : 702-253-3205
Email: NevadaWSWA@sgws.com



AGREEMENT FOR IMPORTATION OF LIQUOR INTO THE STATE OF NEVADA AND LIMITATION OF LIABILITY

Southern Glazer's Wine & Spirits of Nevada (SGWS) agrees to import into the State of Nevada the following wine or liquor and to deliver the same to the designated destination:

DESCRIPTION OF WINE OR LIQUOR:

QUANTITY:

DECLARED VALUE:

DESTINATION:

TIME FOR DELIVERY:

Shipper is responsible for the payment of any applicable federal, state or local taxes, fees or assessments on the described wine or liquor. Shipper shall cooperate with SGWS to assure that all federal, state and local laws and regulations are complied with, all necessary government forms are filed, and all applicable government taxes, fees or assessments are paid.

SGWS shall take commercially reasonable measures to deliver the described wine or liquor to the destination in the same condition in which the goods were received by SGWS, and in a timely manner. SGWS GIVES NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE DESCRIPTION, CONDITION, QUALITY, AUTHENTICITY, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR OTHER MATTER REGARDING THE GOODS TO BE DELIVERED. SGWS SHALL NOT BE LIABLE FOR: (1) any failures, neglects, or defaults of others in the distribution stream; (2) any Acts of God or acts of government or regulatory authorities that prevent, hinder or delay delivery; or (3) any consequential, or punitive or exemplary damages.

THE LIABILITY OF SGWS SHALL BE LIMITED to the greater of: (1) reimbursement of fees paid to SGWS for delivery of the described wine or liquor, or (2) the declared value of the described wine or liquor.

For good and valuable consideration, Shipper waives any and all claims, claims for relief, rights, demands and causes of action and remedies against SGWS except those that are specifically allowed herein.

DATE:

SHIPPER

SOUTHERN GLAZER'S WINE & SPIRITS OF NEVADA

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Southern Glazer's Wine and Spirits
Instructions for sending Foreign Samples with no U.S. TTB Certificate of Label Approval

Summary: Imported alcohol samples must clear U.S. Customs in the same manner as all foreign alcohol shipments. If the samples have no TTB COLA on record they must have a TTB approved **COLA Waiver** in order to clear U.S. Customs.

The following steps should be taken for samples in this category:

1. A detailed list indicating exact quantity, bottle size, product label name and class/category and country of origin should be submitted to the SGWS Legal Department, Dallas office. This information can be provided on the Proforma Invoice/Document that will be used in shipment or simply a list from the foreign vendor. The bottles must have a sticker placed on them prior to shipment stating "Samples Only- Not for Sale". Printed PDF copies of the labels should also be sent to avoid any delays in TTB processing.
2. Request for the COLA Waiver is submitted to TTB by the SGWS Legal Department (colas@sgws.com and hnicholson@sgws.com and wendy.pousard@sgws.com). Normal approval time varies between 7 to 20 days dependent on TTB work volumes.
3. The shipment of samples must **not** be shipped until the TTB document is received.
4. When approval is received, notification will be sent to the foreign vendor (if their email address is provided), U.S. Customs Broker contacts and/or SGWS Logistic personnel managing import shipments. Copies of the TTB COLA Waiver will be sent to the external or internal customs broker that is managing the shipment.
5. Upon notification of receipt of the Waiver, the foreign entity should process shipping documents that include the SGWS location as the consignee on the Carrier Bill of Lading or Air Bill and **add our U.S. Customs Broker as the "Notify Party"**.
 - a. **U.S. Customs Broker contact:**

Attn: Sarah Scipione
sscipione@tacustoms.com
Trans American Customshouse Brokers
4902 North American Drive
Buffalo, NY 14224
716-462-6022 Phone
?? Fax

6. As soon as the product is shipped the vendor/foreign entity must email or express mail copies of the Air Bill or Bill of Lading, the Proforma document with product value and any other required shipping documents that are required by the country of origin, to our broker at the contact emails above.

Southern Glazer's Wine and Spirits
Instructions for sending Foreign Samples with no U.S. TTB Certificate of Label Approval

7. To avoid air carriers such as FedEx, DHL or UPS from attempting to clear the shipment all Suppliers MUST clearly mark all shipments with the following statement or comment on the shipping document to ensure proper processing.

- a. **Comment/statement:**

Designated - U.S. Customs Broker (notify party) will process all documents and forms for clearance with U.S. Customs and Border Protection Agency

PLEASE DO NOT SHIP via UPS AS THEY CHARGE A FEE TO ALLOW OUR US CUSTOMS BROKER TO PROCESS THE ENTRY DOCUMENTS WITH OUR TTB IMPORTER PERMIT.



**NEVADA DEPARTMENT OF TAXATION
1550 COLLEGE PARKWAY STE. 115
CARSON CITY NV 89706
(775) 684-2125 or (775) 684-2126**

APPLICATION FOR CERTIFICATE OF COMPLIANCE

SUBMIT \$50.00 FEE IN US FUNDS FOR CURRENT FISCAL YEAR JULY 1 TO JUNE 30

A COPY OF FEDERAL BASIC PERMIT OR BREWERS NOTICE MUST BE SUBMITTED WITH THIS APPLICATION

1	Name of Company:	Phone No:
2	DBA, if any:	Fax No:
3	Address from where the Liquor Ships:	Zip Code:
4	Business Address:	Zip Code:
5	Mailing Address:	Zip Code:
6	Email Address:	7 FEIN No:

The above named hereby applies to the Department of Taxation for a Certificate of Compliance, pursuant to Nevada Revised Statutes, Chapter 369.430.

8	Application is being submitted for: <input type="checkbox"/> New Business <input type="checkbox"/> Change in Name or Location <input type="checkbox"/> Additional Location
9	Applicant will be selling to: <input type="checkbox"/> Nevada wholesalers <input type="checkbox"/> Directly to Nevada consumers
10	Business Entity Type: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other:
11	List Owners, Officers, Members or Partners. Attach additional sheets if needed: _____ _____

12	Business is Operating as a: <input type="checkbox"/> Importer <input type="checkbox"/> Brewer <input type="checkbox"/> Distiller <input type="checkbox"/> Manufacturer <input type="checkbox"/> Producer <input type="checkbox"/> Vintner <input type="checkbox"/> Bottler of Liquor <input type="checkbox"/> Rectifier <input type="checkbox"/> Or the designated agent of one of these (copy of designation attached)
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13	<u>APPLICANT REQUIREMENTS IF GRANTED A CERTIFICATE OF COMPLIANCE:</u> (1) Must faithfully comply with all laws of the State of Nevada pertaining to the sale and shipping of liquors into Nevada and to comply with all rules and regulations of the Department of Taxation; (2) submit a completed LT 08 for each designated Importer/Wholesaler; (3) submit to the Department a LTD 04, on or before the 10th of each month, if shipping directly to Nevada licensed Importer/Wholesaler (4) submit to the Department a LIQ- STC tax return, on or before the 20 th of the month, only after shipping directly to a Nevada consumer.
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The Department may contact you regarding possible additional licensing requirements.

14	APPLICANT'S AFFIRMATION: I declare under penalty of perjury that the information provided is true, correct and complete to the best of my knowledge and belief and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing. In addition, I have read NRS 369 and understand that I am expected to comply with Nevada liquor laws and all federal laws. Noncompliance will result in revocation of my Nevada certificate of compliance liquor license.
	Signature of Responsible Party: Name: Title:
	15 Date:

16	Authorized Agent (Compliance Company) – Attach Power of Attorney with application to be authorized.
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For Department Use Only: Application Approved: Yes No

Date: _____ Initial: _____ PM Date: _____ Amt: _____ Ck No: _____

CERTIFICATE OF COMPLIANCE APPLICATION INSTRUCTIONS

Supplier/Certificate of Compliance Holder – (NRS 369.430) The first person having ownership of alcohol in the United States, holding a valid certificate of compliance to ship to Nevada importers, and/or directly to Nevada consumers.

Limitations on engaging in business of importing, wholesaling or retailing alcoholic beverages – (NRS 597.210) A supplier shall not engage in the business of importing, wholesaling or retailing alcoholic beverages.

- 1. Name of Company:** Enter the name as registered on the State Business License.
- 2. DBA:** Enter the name as it will be known to the public. The name you will be doing business as. A trade name listed on your TTB permit can also be used.
- 3. Address from where the Liquor Ships:** Enter liquor shipping address. If the address is different than what is listed on your Federal Basic Permit issued by the TTB (Alcohol and Tobacco Tax and Trade Bureau), please contact the Department of Taxation for an additional form that will need to be submitted.
- 4. Business Address:** Enter in the complete company address.
- 5. Mailing Address:** This address will be used by the Department to mail licenses, renewals and correspondence.
- 6. Email Address:** Enter Email (Internet) Address Information.
- 7. FEIN:** Enter the Federal Tax Identification Number for this business. For information regarding a FEIN, contact the Internal Revenue Service at 1-800-829-4933 or go to <http://IRS.gov/businesses>. If you have applied for your number and have not received it, write "PENDING". If your FEIN changes, you must complete a new Application.
- 8. Application is being submitted for:** Check if you are applying for a new business, if the licensed name or location has changed or if adding a new location. Please note: Any changes to your name or location must be reflected on your federal basic permit.
- 9. Applicant will be selling to:** Check the boxes that apply. You may check both boxes if both apply, if applicable by statute.
- 10. Business Entity Type:** Indicate entity type as filed on your State Business License.
- 11. List Owners, Officers, Members, Partners, etc.:** Include the full name and title of each owner, officers, members, partners, etc. for the business.
- 12. Business is Operating as a:** Indicate the type of business that the company will be operating as in Nevada.
- 13. Applicant Requirements:** (1) Comply with Taxation rules and regulations; (2) file a Designation and Acceptance form (LT 08) filled out by the supplier, accepted by signature of the Importer/Wholesaler, and returned to the Department's Carson City office prior to shipping to Nevada; (3) file a Report of Shipment (LTD 04) on or before the 10th of each month, only if shipping to Nevada Licensed Importers/Wholesalers; (4) file a LIQ- STC Tax Return with corresponding invoices on or before the 20th of the month, only for months that you shipped directly to Nevada consumers.
- 14. Applicant's Affirmation (required):** Legal signatures include sole proprietor- owner, corporate officer, managing member, partner or power of attorney holder (must be attached). By signing the application you are making a declaration the information provided is correct and you have read and understand NRS 369.
- 15. Date:** Date the document was signed by responsible party.
- 16. Authorized Agent:** Any authorized agent, such as a compliance company, must attach a Power of Attorney from the business to be registered in order to be authorized on the account.

Submit completed application with \$50 license fee, a copy of your federal basic permit or brewers notice and, if applicable, a power of attorney to the Carson City address.