



**WSWA Access LIVE**  
**Gaylord Palms Resort, Orlando, Florida April 2 - April 5, 2023**

## **CHECKLIST FOR SUPPLIERS**

### **NOT REPRESENTED BY SOUTHERN GLAZER'S**

#### **SUPPLIER REQUIREMENTS:**

- Supplier will be responsible for all import and U.S. customs clearance, and all applicable fees for U.S. customs importing.
- Product must be sent to Southern Glazer's Wine and Spirits (SGWS) for delivery to the show.
- Supplier is responsible for all unused product at the close of the show. SGWS 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. Gaylord Palms Resort is a very large complex and mislabeled product will not be the responsibility of WSWA, SGWS or the Resort.
- Paperwork, payment and product must arrive at Southern Glazer's by March 17, 2023 in order to guarantee delivery. A late fee of \$50 will apply to any deliveries between March 7 - 17.

#### **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 below.
- Supplier tax information sheet for all products - Form is found below
- All product must be labeled as "Samples - Not for Resale"

#### **BILLING INFORMATION:**

- The calculated Florida state tax on goods
- \$35.00 per case handling and delivery fee (up to March 6)
  - \$50.00 per case (any product arriving between March 7-17). Product cannot be received after March 17.
- Payment to Southern Glazer's must be made prior to the receipt of product
- Payment must be made via electronic-transfer ONLY

**SOUTHERN GLAZERS WINE AND SPIRITS OF FLORIDA  
WIRE & ACH INSTRUCTIONS**

**BANK NAME: BANK OF AMERICA N.A.  
BANK OF AMERICA, TEXAS  
1401 ELM STREET  
DALLAS, TEXAS 75202  
ABA: 026009593 FOR WIRES  
ABA: 111000012 FOR ACH  
ACCOUNT #: 3750184846  
ACCOUNT NAME: SOUTHERN GLAZER'S WINE AND SPIRITS  
OF FLORIDA**

**SHIPPING INFORMATION:**

- All products must be received by SGWS by March 17, 2023. Product not received by March 17th 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 [HERE](#).
- 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:
  - Jeremy Guethle  
Inventory Control  
4440 Old Tampa Hwy  
Lakeland, FL 33811  
(863) 413-8269  
[jguethle@SGWS.com](mailto:jguethle@SGWS.com)
- Direct questions to:
  - Jeremy Guethle  
[jguethle@SGWS.com](mailto:jguethle@SGWS.com)  
Phone: (863) 413-8269

Failure to comply with above requirements could result in product not shipping to the 2023 WSWA Wine & Spirits Show. Refunds of fees will NOT be issued

**DEADLINE FOR RECEIPT OF PAPERWORK, PAYMENT AND PRODUCT: Friday, MARCH 17, 2023**

Southern Glazer's Contact Information:

Jeremy Guethle  
Inventory Control  
4440 Old Tampa Hwy  
Lakeland, FL 33811

Office: (863) 413-8269  
Email: [jguethle@SGWS.com](mailto:jguethle@SGWS.com)



# AGREEMENT FOR IMPORTATION OF LIQUOR INTO THE STATE OF FLORIDA AND LIMITATION OF LIABILITY

Southern Glazer's Wine and Spirits, LLC (SGWS) agrees to import into the State of Florida 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 AND SPIRITS, LLC

\_\_\_\_\_  
BY

\_\_\_\_\_  
BY

\_\_\_\_\_  
ITS

\_\_\_\_\_  
ITS



## WSWA'S ACCESS LIVE SGWS Supplier Information and Declaration of Contents Form

### **CALCULATION OF CHARGES:**

1. Click here to download the "[SGWS - 2023 Orlando WSWA Supplier Information and Declaration of Contents Form](#)" (excel form).
2. Complete this form and email to SGWS attn: Jeremy Guethle at [jguethle@SGWS.com](mailto:jguethle@SGWS.com)
3. All cases must be labeled with the WSWA Destination Labels available online at [accesslive.wswa.org/exhibitor-resources](http://accesslive.wswa.org/exhibitor-resources).
4. Submit payment to SGWS by March 6. Late handling fee of \$50 per case will apply from March 7-17.

**PAYMENT MUST BE MADE PAYABLE TO SGWS BY CHECK, OR CERTIFIED CHECK IN U.S. DOLLARS PRIOR TO THE RECEIPT OF THE PRODUCT.**

### **SHIP AND REMIT TO:**

SOUTHERN GLAZER'S WINE AND SPIRITS OF FLORIDA  
4440 Old Tampa Hwy  
Lakeland, FL 33811  
Attn: Jeremy Guethle  
[jguethle@SGWS.com](mailto:jguethle@SGWS.com)



### SOUTHERN GLAZER’S WINE AND SPIRITS, LLC

Foreign Vendor TTB COLA Waiver Information for WSWA Access LIVE 2023 Samples

**Please complete and email form to: [colas@sgws.com](mailto:colas@sgws.com)**

Foreign Vendor Name:	
City and Country of Origin:	
Contact Name:	
Contact Email and Phone Number:	

#### Required Information for Sample COLA WAIVERS to be processed

*(Please submit a PDF copy of all Labels with this form)*

Quantity to be shipped  
[Bottles or Cases]

Brand Name of Product

ABV %  
[or Proof]

Color (if wine)  
[Blush, Red, White]

Bottle Size

<u>Quantity to be shipped</u> [Bottles or Cases]	<u>Brand Name of Product</u>	<u>ABV %</u> [or Proof]	<u>Color (if wine)</u> [Blush, Red, White]	<u>Bottle Size</u>

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## Southern Glazer's Wine and Spirits (SGWS) 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 SGWS Legal Department, Dallas, Texas. This information can be provided on the Proforma Invoice/Document that will be used in shipment or simply a list from the foreign vendor. Each bottle(s) must have a sticker placed on them for each of the following statements, prior to shipping, stating: **"Sample Only- Not for Sale"**, if Wine, **"Contains Sulfites"**, and the U.S. health warning statement of: **GOVERNMENT WARNING: (1) ACCORDING TO THE SURGEON GENERAL, WOMEN SHOULD NOT DRINK ALCOHOLIC BEVERAGES DURING PREGNANCY BECAUSE OF THE RISK OF BIRTH DEFECTS. (2) CONSUMPTION OF ALCOHOLIC BEVERAGES IMPAIRS YOUR ABILITY TO DRIVE A CAR OR OPERATE MACHINERY, AND MAY CAUSE HEALTH PROBLEMS.** Printed copies of the labels, if available, should also be sent to avoid any delays in TTB processing.
2. Request for the TTB COLA Waiver is submitted to TTB by the SGWS Legal Department ([colas@sgws.com](mailto:colas@sgws.com)). Normal approval time varies between 7 to 20 days dependent on TTB work volumes.
3. Upon receipt of TTB COLA Waiver approval, notification will be sent to the SGWS requesting party, the foreign vendor, U.S. Customs Broker contacts and/or the SGWS Logistic Personnel managing import shipments. Copies of the actual approved TTB COLA Waiver will only be sent to the internal or external Customs Broker that is managing U.S. customs clearance of the shipment.
4. The samples must not be shipped until you receive notification of approved TTB COLA Waiver has been received.
5. Upon notification of receipt of approved TTB COLA Waiver, the foreign entity should process shipping documents that include the SGWS location as the Consignee on the Carrier Bill of Lading and/or Airway Bill and add our U.S. Customs Broker as the "Notify Party".

**a. U.S. Customs Broker Contact Information:**

**Attn: Maria D. Gomez**

**([magomez@sgws.com](mailto:magomez@sgws.com)) & ([floridacustoms@sgws.com](mailto:floridacustoms@sgws.com))**

**2400 SW 145<sup>th</sup> Avenue, Suite 200**

**Miramar, Florida 33027-4228**

**Phone: (305) 627-1618**



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

6. As soon as the product is shipped the vendor/foreign entity must email (or express mail) copies of the Airway Bill or Bill of Lading, the Proforma Invoice document with product value, and any other shipping documents required by the country of origin, to our U.S. Customs Broker at the contact email(s) above.
  
7. To **avoid** air carriers such as FedEx, DHL or UPS from attempting to clear shipments, all Vendors / Suppliers should clearly mark all shipping documents, I.e. Commercial/Proforma Invoice, Airway Bill, Bill of Lading, Arrival Notice, etc. with the following statement or comment 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 \*\***

- **UPS will charge a Broker Turnover Fee to allow SGWS U.S. Customs Brokers to process supplier/vendor shipments**
  
- **SGWS will not be responsible for payment of any Broker Turnover fees for U.S. Customs Clearance for alcoholic beverages**
  
- **Supplier/Vendor will be required to pay all fees associated with Broker Turnover for U.S. Customs Clearance**