



Suite Participation Checklist

2023 Access LIVE | Gaylord Palms | Orlando, FL | April 2-5, 2023

STEP 1:

Select Your Suite. Complete Suite Registration.

- Review Suite Floorplan(s) for pricing and current availability:
<https://exh.bravuratechnologies.com/exhportal-wswa/welcome>
- Complete all attendee registrations and housing requests.
- Payment for registration fees may be made by credit card, check or wire transfer.

NOTE: You must receive confirmation of your suite *BEFORE* registering your suite personnel online. Make sure to use the 'REGISTER MY PEOPLE HERE' link in your email confirmation, so the correct fees apply to your account.

STEP 2:

Increase Your Presence

- Purchase a TASTE table.
- Review Sponsorship Opportunities
- Enter the Wine & Spirits Tasting Competitions

NOTE: You can select each of the above opportunities online under the "Add On Product" section.

- Hire and register brand ambassadors.
The registration fee is waived for brand ambassadors hired through The Zest Lab. Contact Nicole Tetreault at nicole@thezestlab.com.



STEP 3:

Review Alcohol Shipping and Handling Guidelines, Arrange for the Shipment of Alcohol and POS Materials

- Review the WSWA Alcohol Product Shipping and Handling Guidelines.
- Select a licensed Florida Wholesaler to clear and manage receipt of your alcohol. If your alcohol is already registered with a licensed Florida wholesaler, you must use that wholesaler. International exhibitors, please be certain to review the guidelines for alcohol and POS coming into the U.S.
- If sending your alcohol to a licensed Florida wholesaler, be certain to use crush resistant packaging and affix the appropriate destination label to the SIDE of your case(s) prior to shipping.
- If your alcohol is already in your Florida wholesalers warehouse, complete an Alcohol Product FL Wholesaler Inventory Request Form and send to the wholesaler.
- Be certain to carefully follow instructions for labeling of your cases and adhere to all deadlines.
- All display and non-alcohol items should be sent to **SHEPARD** for delivery to Access LIVE. Please refer to the Non-Alcohol Shipping Guidelines for detailed instructions. **DO NOT SHIP OR DELIVER ALCOHOL TO THE GAYLORD PALMS RESORT.**
- Complete the Alcohol Beverage Product List Form and return to WSWA no later than March 6, 2023.

STEP 4:

Finalize Payment, Register Participants, Confirm Company Description, Sign and Return Terms & Agreement

- Finalize all payments to WSWA by credit card, check or wire transfer.
- Suites must be paid in full within 2 weeks of receiving space confirmation or booth space may be released for re-sale.
- Enter or confirm your company profile using the unique log-in information provided in your exhibit booth confirmation. Once logged in, you may review, add or update your company and product profile. The deadline to complete your company and product profile is Friday, March 31, 2023.

NOTE: ACCURACY IS IMPORTANT as the information you provide will be used to create your on-line profile, booth signage, and digital listing.