

Domestic Exhibitors With Distribution in Nevada

Deadline for receipt of alcohol in wholesaler's warehouse is January 12, 2024

(Late fees will apply for product delivery between January 13 – 19, 2024. No product will be accepted after January 19.)

If your wholesaler of record is one of the two WSWA Nevada member wholesalers, please be sure to work with the contact noted in the Important Contacts section in this document. Working with the correct contact will ensure that all procedures are followed and that your alcohol will arrive at Caesars Forum.

If your wholesaler is other than the WSWA wholesalers identified in this document, your wholesaler must contact Freeman to set-up an approved date and time to deliver your alcohol beverage product to Caesars Forum.

More information can be found in the WSWA Alcohol Beverage Product Handling Guidelines located on the **Exhibitor Resources webpage** or in the Freeman Exhibitor Services Kit.

Please follow the steps below:

- 1** Read and follow the instructions in the WSWA Alcohol Beverage Product Handling Guidelines found on the Exhibitor Resources webpage or in the Freeman Exhibitor Services Kit.
- 2** Complete all necessary forms by the deadline.
- 3** If your alcohol product exists in the wholesaler's warehouse, be certain to complete the Alcohol Product Pull Request Form. Completed forms should be sent to your wholesaler along with the detailed instructions for the labeling of your cases. WSWA Wholesalers will have copies of the destination labels. If your wholesaler is not one of the two listed on this document, be sure to send them the correct label(s).
- 4** If your product needs to be shipped to the wholesaler – please be certain to affix the appropriate destination label to the SIDE of each case before shipping. Destination labels can be found in the Freeman Exhibitor Services Kit or on our **Exhibitor Resources webpage**.
- 5** If shipping to the wholesaler, please prepare your shipment using crush resistant packaging. WSWA, wholesalers and Freeman are not responsible for breakage.
- 6** Complete the Alcohol Beverage Product List. This list will be used to inventory and sort your shipment once it arrives in Las Vegas. Send completed list to Hanna Empen, Hanna@wswa.org.

Important & Necessary Forms to Review and Complete

The following list highlights the important forms all exhibiting companies need to review and complete in order to ensure as successful of a show as possible. The forms can all be found in the Freeman Exhibitor Services Kit as well as on our [Exhibitor Resources webpage](#).

WSWA Forms

- ▶ Alcohol Beverage Product Handling Guidelines
- ▶ Alcohol Beverage Product List
- ▶ Important Contacts

Wholesaler Forms

Southern Glazer's Wine & Spirits

- ▶ General Supplier Information Form
- ▶ General Release (Letter of Idemnity)
- ▶ Taxes Spreadsheet

Breakthru Beverage of Nevada

- ▶ General Supplier Information Form
- ▶ General Release (Letter of Idemnity)
- ▶ Taxes Spreadsheet

State of Nevada

Certificate of Compliance + \$50 fee (paid by check).
This is only if your product is not already in Nevada.

Additional Forms to review

- ▶ Freeman Exhibitor Services Kit
- ▶ Decor company information, if you would like help building out your space
- ▶ Zest Labs - for staffing help
- ▶ Caesars Forum Catering Forms – for ordering glassware, ice, food, beverage, etc.
- ▶ Encore Audio Visual Form – for electricity, technology, internet, etc.

Destination Labels

Please be sure to label each case being shipped to Access LIVE with the appropriate destination label, based on where your product should go.

ALL Competition product **MUST** be shipped separately from product going to suites or booths.

- ▶ Access HQ Exhibit Hall (Booth or HQ Suite)
- ▶ Main Street Suite
- ▶ TASTE
- ▶ Wine & Spirits Tasting Competitions

Note:

More labels are available if you are participating in other events throughout the show. Please see exhibitor kit for additional labels. If you are sending product for a sponsorship, WSWA will send the appropriate label to your main contact for use.

Important Wholesaler Contacts

For more information or questions regarding product shipment, please contact:

Breakthru Beverage Group

Jessica Beesley

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North Las Vegas, NV 89032
(702) 735-9141 ext. 8175272
nvtradeshows@breakthrubev.com

Southern Glazer's Wine & Spirits

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Director of Compliance and Logistics
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It is critically important to label all products accurately to ensure correct delivery.