

Domestic Exhibitors Without 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 alcohol beverage is produced or warehoused in the United States, but not distributed in Nevada you may choose to work with either of the two WSWA Nevada wholesalers listed 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** Contact the selected wholesaler to let them know you are using them for the WSWA Access LIVE event.
- 3** Complete all necessary forms by the deadline
- 4** Pay all taxes and fees to the selected wholesaler and Certificate of Compliance (COC) to the state of Nevada.
Please note: There is a \$50 fee that must be paid by check to the State of Nevada along with the Certificate of Compliance application. IF you do not have a US Checking account, please email Molly Fontaine, WSWA Director of Sales and Business Development at molly.fontaine@wswa.org.
- 5** Prepare your shipment using crush resistant packaging. WSWA, wholesalers and Freeman are not responsible for breakage.
- 6** Affix the appropriate destination labels on the SIDE of each case before shipping.
- 7** Destination labels can be found in the Freeman Exhibitor Services Kit or on our **Exhibitor Resources webpage**.
- 8** Ship your products to the intended wholesaler. The wholesaler will arrange delivery to the venue and to Freeman.
- 9** 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

1849 W. Cheyenne Avenue
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
8400 South Jones Blvd.
Las Vegas, NBV 89139
(702) 253-3243
nevadawswa@sgws.com



It is critically important to label all products accurately to ensure correct delivery.