

International Exhibitors Without Representation in the U.S.

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** Use Southern Glazer's Wine and Spirits as your wholesaler and customs broker to manage the paperwork and receipt of your alcohol samples for Access LIVE.
- 3** Work with a customs broker to clear product for you and coordinate delivery to the selected wholesaler. We recommend using the Southern Glazer's Customs Broker, but it is not required to use them if you have another you prefer.
- 4** Prepare your shipment in crush resistant packaging. WSWA, wholesalers, customs brokers, and/or Freeman are not responsible for breakage.
- 5** Affix the appropriate destination labels to the SIDE of each case before shipping. Destination labels can be found in the Freeman Exhibitor Services Kit or on the Exhibitor Resources webpage.
- 6** Complete all necessary forms by the published deadline, including a Certificate of Label Approval (COLA) waiver request and Certificate of Compliance (COC) for 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.
- 7** Pay all taxes and fees to the customs broker, Southern Glazer's and to Freeman who will receive the delivery at the hotel from the wholesaler once it clears customs.
- 8** 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)
- ▶ COLA Waiver
- ▶ 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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It is critically important to label all products accurately to ensure correct delivery.

