



WSWA Access LIVE 2025
Gaylord Rockies - Denver, Colorado
February 3, 2025 - February 6, 2025

CHECKLIST FOR SUPPLIERS

NOT REPRESENTED BY SOUTHERN GLAZER'S

SUPPLIER REQUIREMENTS:

- Supplier will be responsible for all import and customs clearance costs.
- Product must be sent to Southern Glazer's of Colorado (SGWS of CO) for delivery to the show.
- Only consumable products will be handled by SGWS of CO 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 of CO 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 of CO may 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. Labels 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. The Gaylord Rockies is a large complex, mislabeled products will not be the responsibility of WSWA, SGWS of CO or the Hotel.
- Required paperwork, payment and product **must be received** at SGWS of CO no later than **Monday, January 6, 2025**. A late fee may apply to any deliveries after January 6th.

MANDATORY PAPERWORK SUBMITTED TO SOUTHERN GLAZER'S of CO (Prior to receipt of product):

- Executed letter of indemnity must be provided – "Limitation of Liability" Form is found in the [Exhibitor Service Manual](#)
- Supplier information sheet for all products – Form is found in the [Exhibitor Service Manual](#)
- All products must be labeled as: Samples – Not for Resale

BILLING INFORMATION:

- \$35.00 per case handling and delivery fee, plus the calculated state tax (if applicable, Imported Federal Excise tax and U.S. Customs Clearance fees) on goods
- \$40.00 per Supplier - State Alcohol Compliance Fee
- Payment to Southern Glazer's of CO must be made prior to the receipt of product
- Payment must be made via **ACH or Wire-Transfer** ONLY

SOUTHERN GLAZER'S WINE AND SPIRITS OF COLORADO, LLC
WIRE & ACH INSTRUCTIONS

BANK NAME: Bank of America N.A.

Swift Code: Intl Wires - BOFAUS3N

ABA: DOMESTIC Wires - 026009593

ABA: DOMESTIC ACH – 111000012

ACCOUNT #: 4451661793

ACCOUNT NAME: SOUTHERN GLAZER'S WINE AND SPIRITS OF COLORADO, LLC

SHIPPING INFORMATION:

All products must be received by SGWS of CO by Monday, January 6, 2025.

Products not received by January 6 is not guaranteed to arrive at the show and no refunds will given to the Supplier.

- COD or damaged goods will NOT be accepted.
- No more than two cases (2) of each type of product can be shipped to SGWS of CO warehouse.
- Products must be labeled as per guidelines set forth by WSWA. Labels and information can be found at www.wswaconvention.org under the Exhibitor Tab.
- 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 [here](#).

▪ Ship products to:

Southern Glazer's Wine and Spirits of Colorado, LLC
ATTN: Sherise Velasquez-Chew
Trade Development & Special Events Manager
22800 East 19th Avenue
Aurora, CO 80019

▪ Direct shipping questions to:

Sherise Velasquez-Chew
Email: schew@sgws.com
(303) 312-8260

- **Failure to comply with above requirements could result in product not shipping to the WSWA Access LIVE 2025.**
- **Refunds of fees will NOT be issued.**

➤ **DEADLINE FOR RECEIPT OF PAPERWORK, PAYMENT and PRODUCT: MONDAY, JANUARY 6, 2025**

Southern Glazer's of CO Contact Information:

Kim Jimenez
Director of Internal Operations and Compliance
22800 East 19th Avenue
Aurora, CO 80019
Office: (303) 312-8237
Email: kimberley.jimenez@sgws.com

Ann Lawler
General Accounting Manager
22800 East 19th Avenue
Aurora, CO 80019
Office: (303) 312-8356
Email: alawler@sgws.com



AGREEMENT FOR IMPORTATION OF LIQUOR INTO THE STATE OF COLORADO AND LIMITATION OF LIABILITY

Southern Glazer's Wine and Spirits of Colorado, LLC (SGWS of CO) agrees to import into the State of Colorado 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 of CO 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 of CO 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 of CO, and in a timely manner. SGWS of CO 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 of CO 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 of CO SHALL BE LIMITED to the greater of: (1) reimbursement of fees paid to SGWS of CO 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 of CO except those that are specifically allowed herein.

DATE:

SHIPPER

SOUTHERN GLAZER'S WINE AND SPIRITS OF COLORADO, 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 "" (excel form).
2. Complete this form and email to SGWS Attn: Kim Jimenez kimberley.jimenez@sgws.com
3. All cases must be labeled with the WSWA Destination Labels available online at accesslive.wswa.org/exhibitor-resources.
4. Submit payment to SGWS by January 6, 2025. Late handling fee may apply after January 7th.

PAYMENT MUST BE MADE PAYABLE TO SGWS BY ACH, WIRE or CERTIFIED FUNDS IN U.S. DOLLARS PRIOR TO THE RECEIPT OF THE PRODUCT.

SHIP TO:

SOUTHERN GLAZER'S WINE AND SPIRITS OF COLORADO
228 East 19th Ave
Aurora, CO 80019
Attn: Sherise Velaquez-Chew



Southern Glazer's Wine and Spirits of Colorado (SGWS CO) 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). 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: Sarah Scipione

sscipione@tacustoms.com & sgwsimports@tacustoms.com

4902 North America Drive

Buffalo, NY 14224

Phone: (716) 462-6022



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**