



## WIRTZ BEVERAGE NEVADA

### Special Event Product Handling Agreement and Checklist\* Nightclub & Bar Convention and Trade Show (NCBS) on March 12<sup>th</sup> – 14<sup>th</sup>, 2012 At the Las Vegas Convention Center in Las Vegas Nevada

#### **Wirtz Beverage Nevada must receive all paperwork, payment and NCBS product by March 2nd, 2012**

Wirtz Beverage Nevada (WBN) can only deliver consumable product to the venue dock and cannot be held responsible for delivery to exhibitor locations. Suppliers must make arrangements with the show services for any refrigerated storage requirements, for delivery to the exhibitor booth locations and for all POS and/or display materials shipments.

#### **Wirtz Beverage Nevada contact information:**

Gaye Coté

1849 W. Cheyenne Avenue - North Las Vegas, NV 89032

Office (702) 669.3911 Cell (702) 491-6624 Fax (702) 699-8871 Email: [gaye.cote@wirtzbev.com](mailto:gaye.cote@wirtzbev.com)

#### **Supplier requirements:**

- Supplier will be responsible for all import and customs clearance
- Product must be received by WBN by March 2<sup>nd</sup> to guarantee delivery to the show
- Supplier is responsible for all un-used product at the close of the show.
- WBN will not be responsible for picking-up, handling, shipping or returning unused product.

#### **Mandatory paperwork supplier must submit to WBN prior to shipping product to Nevada:**

- General Release of Liability – **attached**
- Supplier tax information sheet listing all products being shipped to WBN for NCBS – **attached**
- LT08-Liquor Wholesaler Designation and Acceptance Form – **attached**
- Copy of your current LT01-NV Certificate of Compliance or a copy of the **attached** application plus a copy of your \$50 check made payable to the State of Nevada. Supplier is responsible to mail the original LT01 and \$50 check directly to the State of NV prior to shipping product to the State of Nevada.

#### **Billing information:**

- Supplier will be invoiced for handling and delivery per the below scale, in addition to all state taxes. Credit card authorization or bank wire transfer to WBN must be made prior to WBN receiving products. An invoice and credit card authorization form will be emailed to you once all paperwork has been received.
  - ◆ 1 to 10 cases \$25 **per case** plus state taxes
  - ◆ 11 to 30 cases is a flat fee of \$500 plus state taxes
  - ◆ 31 plus cases is a flat fee of \$1000 plus state taxes

#### **Shipping information:**

- All products must be received by WBN one (1) calendar week prior to the show. Delivery by WBN to the NCBS can NOT be guaranteed on ANY product received after March 2<sup>nd</sup>, 2012. No refunds will be given to the supplier.
- COD or damaged goods will NOT be accepted.
- No more than “two” cases of each type of product and only full cases marked as “samples – not for resale” will be accepted by the WBN warehouse. Product must be palletized and shrink-wrapped when possible.
- **All cases must be tagged “by location” with the appropriate NCBS label in exhibitor packet. If UPS or FedEx does not allow pre-labeling, supplier must include completed labels under separate cover with shipment.**
- Ship product to: Wirtz Beverage Nevada  
attn: Chris Lawrence  
1849 W. Cheyenne Ave.  
N. Las Vegas, NV 89032

#### **Documents to receive from Wirtz Beverage Nevada prior to shipment:**

- Invoice - for taxes and shipping and handling charges.
- Credit card authorization form for invoice payment.
- Signed LT08 – after payment has been received

#### **Documents to receive from Nevada Department of Taxation prior to the show:**

- Certificate of Compliance or LT01

**\*Failure to comply with above requirements could result in shipment being returned to sender and not forwarded to the NCBS. No refunds will be issued for handling or delivery fees.**