

# FINE WINE & GOOD SPIRITS

PA WINE & SPIRITS STORES

## *Tasting Submittal Requirements*

All in-store consumer tastings must be submitted using the Tasting Schedule Form template. The template is available at Industry Partners/Supplier Information on our website. Tastings not in this format will not be accepted. Please remember to complete forms with all proper information need.

- **All tastings must be submitted sixty (60) days prior to the date of the first tasting to [RA-LBTastingCalendar@pa.gov](mailto:RA-LBTastingCalendar@pa.gov) to ensure availability of stock in all warehouses.**
- **Include your vendor number on the form.**
- **Forms should only be submitted for one month at a time.**
- **Dates on the form must be in order from the 1<sup>st</sup> to the 31<sup>st</sup>.**
- **Vendors are responsible for checking the Tasting Calendar for availability of locations, dates and times to avoid conflicts.**

All tastings submitted must be reviewed by the vendor and checked against the online tasting calendar for availability of locations, dates and times. The Category Manager will give final approval for all tastings. An e-mail will be sent to you stating final approval. An Indemnity Form will be required for each submitted store. It will be your responsibility to contact each store one-week prior to ensure proper inventory level of product.