



LICENSEE: _____ LICENSE # _____

TRADENAME: _____ CLASS: _____

- LICENSE DOES NOT GRANT VESTED RIGHT - WAC 314-12-010
- LIQUOR TYPES AUTHORIZED BY LICENSE - WAC 314-11-065
- ILLEGAL TRANSFER/USE OF LICENSE - RCW 66.24.010, RCW 66.24.025, WAC 314-12-070
- AGENT'S LICENSES - RCW 66.24.310, WAC 314-44-005 and 015. Required for all employees who canvass for, solicit, receive, or take orders for the purchase or sale of liquor, or to contact any licensee of the Board to perform goodwill activities. Phone number (360) 664-1600 (press option 1).
- CONFLICT OF INTEREST - No manufacturer, importer or wholesaler may have a direct financial interest in any retail licensed business. Exception: RCW 66.28.010; separate entity.
- PROHIBITED PRACTICES - RCW 66.28.010; WAC 314-12-140. No manufacturer, importer or wholesaler may advance money or money's worth to any retail licensee. Exceptions: RCW 66.28.310; Branded promotional items of nominal value.
- JOINT ADVERTISING - RCW 66.28.010, WAC 314-52-080 & 090, WAC 314-52-113. No retail licensee shall appear in, or as a part of, or supplementary to, any advertising by a manufacturer, importer or distributor. An exception is Internet advertising: Breweries and certificate of approval web sites can link to retailer's web sites; retailer's web sites can also link to those of breweries and certificate of approval. Advertising questions (360) 664-1625.
- DISPLAY OF MASTER LICENSE WITH LIQUOR ENDORSEMENTS - RCW 66.24.010, WAC 314-11-060(3)
- LICENSED BUSINESS OPEN TO INSPECTION AT ALL TIMES - RCW 66.28.090, WAC 314-11-090.
- DOMESTIC BREWERY MAY APPLY FOR ADDITIONAL RETAIL LIQUOR LICENSES FOR A TOTAL OF TWO ON/OFF SITE - RCW 66.28.010, RCW 66.24.240
- KEG REGISTRATION - RCW 66.28.210 and 220, WAC 314-02-115 and 120. Keg registration stickers are required for direct sales to public.
- LABEL REQUIREMENT - WAC 314-20-020 (changes). A copy of the Federal Certificate of Label approval from the TTB shall be submitted to LCB if the product has not previously been certified for sale in the State of Washington or if there is a change in a previously approved label. Phone number (360) 664-1600 (press option 1).
- PRICE LISTING/UNIFORM PRICING - RCW 66.28.180, WAC 314-20-100. Must maintain all current and prior price lists at your liquor licensed location. Prices must be sold to all wholesalers at same price. Prices must be sold to all retailers at same price.
- TAX REPORTING/BONDS - RCW 66.24.290. Phone number: (360) 664-1721; Fax: (360) 586-2086; Email: beerw inetaxes@liq.w a.gov. Monthly reports required by the 20th of the following month. Reports must be filed every month, including months with no activity or payment due.
- SAMPLING/TASTING REGULATIONS - RCW 66.28.040, WAC 314-19-010, WAC 314-64-080, WAC 314-64-090. Free tasting on brewery site for product of the brewery's own production. Procedures to furnish samples (72 oz of each type) to negotiate a sale, quantities limited, accounting requirements. **No sales or samples to minors or to an apparently intoxicated person.**
- GIVING AWAY LIQUOR PROHIBITED - RCW 66.28.010 and 040. No manufacturer, importer, wholesaler or agent thereof shall furnish beer or free to any person except as authorized by law. A brewery may donate tax paid product to a 501(C)(3) or a 501(C)(6) non-profit organization. A distributor may not donate product.
- RECORD KEEPING/INSPECTIONS - RCW 66.08.130, RCW 66.08.140, WAC 314-20-050, WAC 314-24-150, WAC 314-36-040. Licensees shall keep records available for inspection at the licensed business for three years. Beer, wine and/or spirits accounts shall be separate from other accounts or items offered for sale by the licensee.
- RETURN/DESTRUCTION OF PRODUCT - No beer may be returned by a retail licensee to a beer distributor (including a brewery acting as a distributor). Exceptions: WAC 314-20-070.
- CHANGES REQUIRING BOARD APPROVAL - Alterations, added activities, and outdoor service areas. Changes in ownership, location, and business name. RCW 66.28.080; WAC 314-02-125, 130, WAC 314-07-080, 085 and 090. WAC 314-12-070. Phone number (360) 664-1600 (press option 1).
- FAS/FAE SIGNS REQUIRED - WAC 314-11-060(2). FAS signs are required if conducting tasting or retail sales.
- CASH SALES - RCW 66.28.010, WAC 314-13-015, WAC 314-12-145, WAC 314-20-090
- NON-SUFFICIENT FUNDS PAYMENT - WAC 314-13-020 NSF payment is an extension of credit.

I have received information on the above subjects and I am aware of the basic liquor laws covering the operation of my business. I understand I am responsible to operate my business in compliance with liquor laws and regulations.

Licensee signature

Officer providing briefing:

Print Officer's name

Dated:

Print licensee/applicant name

LIQ 01/07/09 EWR
