



DISTRIBUTOR LICENSEE BRIEFING

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 in order to 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. 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 - RCW 66.28.090 and WAC 314-11-090.
- LABEL REQUIREMENT - **Beer** WAC 314-20-020; **Wine** WAC 314-24-040 (Label notification is needed for foreign beer and wine.) 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 available and sold to all retailers at same price.
- TAX REPORTING/BONDS - **Beer/Wine** - RCW 66.24-230; WAC 314-19-005, 010, 015, and 020; WAC 314-20-160. Phone Number (360) 664-1721); FAX (360) 586-2086; EMAIL beerwinetaxes@liq.wa.gov; Monthly reports required by the 20th of the following month.
- SAMPLING REGULATIONS - RCW 66.28.040, WAC 314-19-010, WAC 314-64-080, WAC 314-64-090. Procedures to furnish samples 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 importer, wholesaler or agent thereof shall furnish beer or wine free to any person except as authorized by law.
- 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.
- RETURN/DESTRUCTION OF PRODUCT: No beer/wine may be returned by a retail licensee to a distributor. WAC 314-19-015, Exceptions – **Beer**: - WAC 314-20-070; **Wine**: WAC 314-24-210.
- CHANGES REQUIRING BOARD APPROVAL: Alterations and 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 sampling.
- 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

Print licensee/applicant name

Dated: _____