

# Wholesaler & Producer / Sponsor Sampling Request Guide

*REVISED May 2014*



Department of Liquor Licenses and Control



The Arizona Liquor industry and the Department of Liquor worked together to make sampling event application and scheduling simpler. Now you can manage sampling events from the convenience of your computer.

### **LOG IN**

1. Go to the DLLC Website - <http://AzLiquor.gov/Sampling/index.cfm>
2. Enter your authorization code (a 5 digit number given to you by DLLC).
3. Login

## **Sampling Event**

### **Wholesalers Login to:**

- Request a Sampling Event
- View your scheduled Sampling Events
- Cancel a scheduled Event

Authorization Code

Login

### **SAMPLING EVENT REQUEST**

Each wholesaler/producer has a unique home page. You will see your business name and two options:

- 1) Begin a new request
- 2) View events requested under your current authorization code

## **Welcome AMERICAN BEVERAGE CORPORATION**

### **Sampling Management Home**

<b>Sampling Event Request</b>	<b>View My Events</b>
<p>4 Easy Steps!</p> <ol style="list-style-type: none"><li>1. Select Location</li><li>2. Verify Location &amp; Availability</li><li>3. Provide Event Information</li><li>4. Approval Process</li></ol> <p>Begin</p>	<p>My Event Requests</p>

Select 'Begin' to start the application process.

### Step 1: SELECT LOCATION

1. Enter a license number and a requested date.

\*The date must be at least 10 days from the date you submit your request.

#### Step 1: Select Location for Sampling

Type in the License number of the licensed location at which you want to host the event. The following page will advise you if this location has available time slots.

License Number  e.g. 09070000

Date Requested:   REQUIRED - MM/DD/YYYY

2. Select 'Find License Info'.

### Step 2: VERIFY LOCATION & AVAILABILITY

1. Confirm that the license number, location name and address match the location you are looking for.
2. If the date you have requested is listed as "unavailable", a red box appears stating that the date is already reserved. You will need to request a new one by returning to the previous window using the back arrow in the upper left-hand corner of your screen.
3. If your location has already been approved to host a sampling event, it will state "approved" in the green field. If it is "disapproved" the field will be red. If the location approval is "pending" it will be in a yellow box.

#### Step 2: Review location and availability

Location:	10103373 TARGET #700 10555 N ORACLE RD TUCSON, AZ 85737
Dates <b>not available</b> :	All dates are open
Date you requested:	<b>05/30/14</b>

This location **is approved** to host a Sampling Event.

### Step 3: EVENT DETAILS

1. This page collects details required to complete your application.  
**IMPORTANT NOTE:** Compliance of Arizona Liquor Law is required for this event. Should violations be found, the licensed sponsor may be cited administratively and the staff conducting the sampling may be charged criminally. Before checking the “Certify” box, be familiar with the laws you are certifying compliance with.  
The certify box must be checked for the application to be approved.

#### Step 3: Event Details

Use this form to submit an automated Sampling Event request.

Licensed Location **10103373**  
TARGET #700  
10555 N ORACLE RD  
TUCSON, AZ 85737

Event Date 05/30/14

Event Start Time   HH:MM - example: 16:30 - 3 hours maximum

Will required barriers be in place?:

Person making request:

Contact Person's Email:

Contact Person's Phone:

Event Approved?: Yes

Certify  I certify that this event meets all the requirements of A.R.S. 4-243 and the above information is correct and true.

Comments

2. Comments may include information such as which marketing company is being contracted for an event.
3. Submit Sampling Event Application.

#### **Step 4: APPROVAL PROCESS**

Once your application is submitted and approved, two emails will be sent:

- One to the Sponsor which contains the link to the Sampling Certificate
- The other to the Event Requestor with instructions to contact the Sponsor for the Certificate.

Dear Sam:

Keep this email for your records.

The Notice of Sampling Certificate has been sent to the Sponsor of the event. Please contact the designated sponsor for your copy of the certificate.

Sponsor Info:	01073030 AMERICAN BEVERAGE CORPORATION
Event Contact:	This Event Requested by: Sam <a href="mailto:samantha.dawkins@azliquor.gov">samantha.dawkins@azliquor.gov</a> 602-542-9067
Location Requested:	10103373 TARGET #700 10555 N ORACLE RD TUCSON, AZ 85737
Date:	05/30/2014
Time:	04:30 PM
Requirements:	Barrier in place? Y
Certified?	Y
Comments from Sponsor:	

**APPENDIX 1**

Military Conversion Table

Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0000	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

## FAQ

### 1. Who may sponsor an event?

Who May Be a Licensed Sponsor of a Sampling Event?	
License Series	License Type
01	In-state producer
02	Out-of-state producer
2L	Limited out-of-state winery
2M	Out-of-state microbrewery
2W	Out-of-state winery
03	Microbrewery
04	Wholesaler
13	Domestic Farm Winery

4-243 (B) (3) (b)

### 2. How far in advance can I book an event?

364 days in advance.

### 3. How many sampling events can I have per year?

Each approved location is permitted 12 sampling events per location, per wholesaler. Each wholesaler may hold 12 events at an approved location each calendar year. 4-243 (B) (3) (d)

### 4. Can I cancel my event?

If your event will take place in 10 or more days, you can cancel the event. If the event is scheduled in less than 10 days, it cannot be cancelled and will count as one of 12 allowable sampling days per year at the location.

### 5. Why can't I schedule or cancel less than 10 days before an event?

4-243 (B) (3) (b) It is unlawful.

### 6. How does the Dept of Liquor track the number of sampling events at each location?

The 12 allowable events per approved location are tracked by calendar year. Each Jan 1 the calendar resets. If events have been scheduled for the new calendar year, they will not be deleted.