



Revised Oct-16

WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

LICENSED INDUSTRY REPRESENTATIVES (BROKERS)

All licensed industry representatives must complete an industry representative application and pay an annual fee as explained in the application documents.

Required information for industry representatives:

- Must be a domicile resident of the State of Wyoming (proof required)
- Must be at least 18 years of age

Requirements from a vendor to appoint an industry representative:

- Rep appointment letter (see attached example)

Reps may:

- Market/promote products for vendors
- Retailer sampling
- Consumer sampling
- Facilitating donations
- Work with their vendors in the Wyoming market

Reps may not:

- Place orders with vendors
- Change orders that have been placed by the Wyoming Liquor Division to the vendor
- Change orders that have been submitted to WLD by a Wyoming retailer
- Submit pricing info on behalf of the vendor
- Receive product shipped into the state by a vendor

Appointment letters only need to include the A rep information.

EXAMPLE BROKER APPOINTMENT LETTER - WY

ABC VINEYARDS & DISTILLERY

111 GENERIC LANE · ANYTOWN, USA · 00000-0000

Current date

Ms. Angela Lebeda
Purchasing Manager
Wyoming Liquor Commission
6601 Campstool Rd
Cheyenne, WY 82002-0500

Dear Ms. Lebeda,

Effective March 27, 2012, ABC Vineyards & Distillery appoints **John Doe** of John Doe Wine and Spirits as the (salaried / commissioned) representative for ABC Vineyards & Distillery brands in Wyoming.

Should you should have any questions, please contact me (***) ***-****

Sincerely,

Jane Doe
Director of Sales
ABC Vineyards & Distillery
PH: 555-555-5556
FAX: 777-777-7777