



WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

APPLIES TO ALL LICENSED INDUSTRY REPRESENTATIVES

Revised: 11/2009

NEW PRODUCT LISTING FOR PRODUCTS THAT "JUST CAN'T WAIT"

POLICY: The Liquor Division is pleased to offer industry representatives a mechanism to use in submitting new products for listing without having to wait until the next regularly scheduled presentation time. This is a quicker way for new or fast breaking products to be available to Wyoming consumers in between the May and November regular listings.

PROCEDURE:

1. Industry representatives may request a interim listing for new items that are unique, make up a new product category, are newly formulated or are fast breaking only when the request is supported by completed forms.
2. The required forms include a Wyoming Licensee Interest Form, a New Listing Request Profile and a Quotation and Specification Form. All three (3) forms are required for each product requesting interim listing consideration.
3. Completed forms are to be submitted to the Liquor Division Purchasing Manager.
4. An interim listing meeting will be held with the listing committee to discuss the products submitted.
5. The industry representative will be notified within five (5) working days after the interim listing committee meeting whether or not the product will be listed.
6. Any product rejected may be presented at the next regular presentation meeting.
7. Once a product is accepted for listing, it is the industry representative's responsibility to notify the retailers of when product is available, the control state code number and the case cost.
8. If Depletion Allowances are offered, products will be listed on the next available sale sheets, based on shipping date and required notice of allowance.
9. Products will be in the next published Wholesale Price List book.