

September 24, 2019

Dear Exhibitor:

**Re: Gourmet Food and Wine Expo November 21-24, 2019**

LCBO

2460 Stanfield Rd Mississauga, ON

L4Y 1S2

[www.lcbo.com](http://www.lcbo.com/)  [www.vintages.com](http://www.vintages.com/)

Welcome to this year's Gourmet Food and Wine Expo. Last year's show was a lot of fun and this year's promises to be even more exciting.

We are pleased to arrange delivery of the stock for your booth to the show lock- up. We are accepting requests for LCBO Portfolio and VINTAGES Portfolio. Private stock products must be coordinated through Specialty Services and you must make your own arrangements for delivery. **Remember that all products must have Lab clearance, be priced and have an assigned LCBO number.**

On the attached form please identify the stock requirements for your booth. **Please email your completed order form to Kelly Maxwell at** **kelly.maxwell@lcbo.com** **by October 15th, 2019.** You will be contacted before the show with a total cost.

Payment in full is required before the stock is shipped to the show.

 All email communications must have the subject line:

 **Gourmet Food and Wine 2019**

Orders submitted past the October 15th deadline will be filled if time permits with no guarantee.

We will accept returns of **full cases only** in their original case at the end of the Expo. Returns will only be accepted with the completed Returns Form from the 6 pm close of show until 8 pm.

For return to stocks accepted, a handling charge of $5.00 per case will be charged. This will be deducted from the refund cheque forwarded to you from our Accounting department or directly to your credit card refund.

If you have any questions, please contact Kelly Maxwell at 416-949-3535

NB:

\* Ontario Wineries - If you are bringing stock for your own booth, purchased from your retail store, ensure that all invoices are marked with the show SOP #.

