

June 2, 2017

Re: In-store Trade Tasting Program

Rosemary Canavan

In-store Trade Tasting Program Administrator, Vice President's Office

rosemary.canavan@lcbo.com (416) 864-6758 tel (416) 864-2540 fax

43 Freeland St.
Toronto, ON, M5E 1A4



To All Trade Partners.

We are thrilled to announce that additional enhancments have been made to our Instore Trade Tasting Program.

As of June 1st, Agents will have the ability to cancel scheduled tastings in their own applications up to three weeks before the period begins. This update will be much more efficient for everyone who uses the In-store Trade Tasting Program. That's right – no more emails or cancellation notes are necessary. A true time saver!

Effective as of tastings for Period 5 (Sunday, July 16), tastings can only be cancelled through this new function. We will no longer process cancellation requests via the notes tab or email. Please cancel your own tastings.

Please see the attached three pages below for instructions on how to proceed with cancelling your scheduled tastings.

We will continue to work on enhancments throughout the year, and you will be informed as additional changes take place. Should you have any questions about the program, please email Rosemary Canavan, In-store Trade Tasting Program Administrator, at rosemary.canavan@lcbo.com.

Sincerely,

Rosemary Canavan

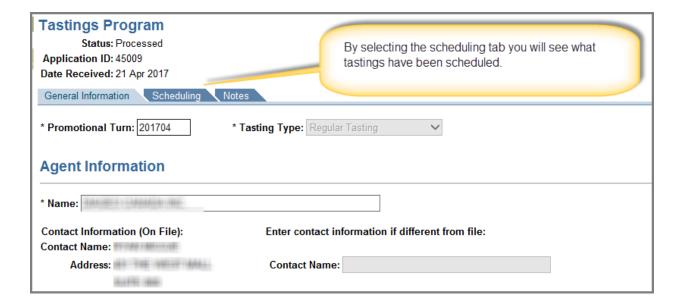
In-store Trade Tasting Program Administrator



In-Store Tasting Program Enhancements

Agents can now see a new tab called Scheduling. By selecting this tab you can view the tastings that have been scheduled including the store, date, and T# assigned.

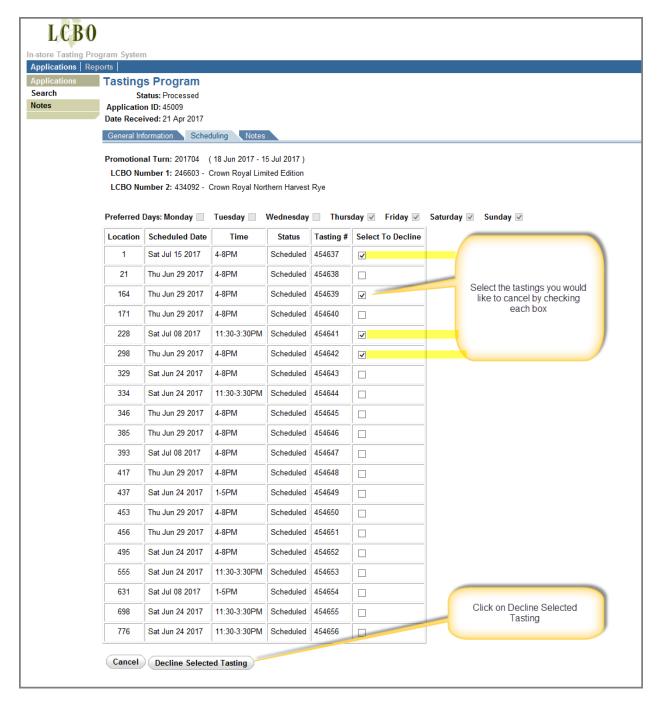
Note: These applications are in Period 4, well in advance of the final deadline for changes to be made.



See screenshot below of the scheduling tab page.

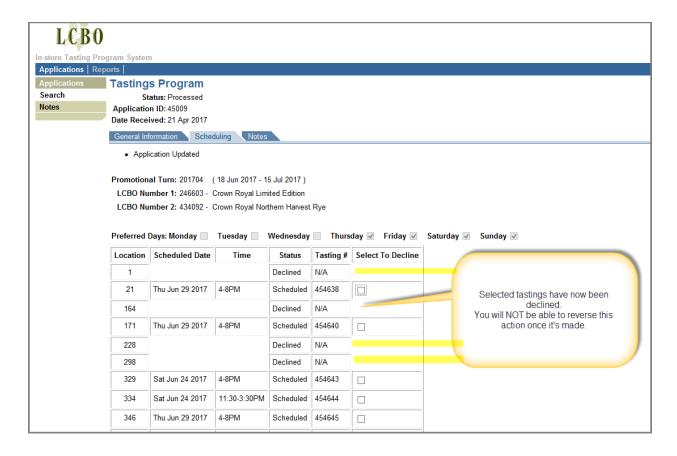
Simply select the tastings you would like cancelled and then click on the **Decline Selected Tasting** button. The tasting boxes selected with a check mark, will be declined.

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This action can not be reversed once it's made. Contact the In-store Tasting Administrator to attempt the re-schedule if declined in error.

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Prior images are in Period 4. See below for a Period 2 application that you attempt to change after the deadline. You will get a warning message that this action can not be made.

