



June 24, 2016

Attention: All Trade Councils

**Re: 2016 Holiday Gift Shipping Timelines**

Dear Trade Partners,

As the upcoming holiday season approaches, please note that we are introducing strict policies regarding gift items that are late to ship.

Kindly be advised that any gifts that are late to ship will be cancelled from this year's program. Any potential exceptions due to extreme extenuating circumstances will be considered at the discretion of the Category and Inventory Managers and will result in administrative fees per the NTP.

If you have questions as to when your product will be ordered by the LCBO, please contact your respective Inventory Manager for dates. All information regarding quantities has been provided to you by our Category team.

It is critical to the success of the program that gifts are shipped and received on time.

We appreciate your partnership and collaboration in making this holiday season a success.

Thank you,

Stacey Roth  
Director, SPIRITS

Carolyn O'Grady-Gold  
Director, WINES

Chris Robertson  
Director, BEER & CIDER