



January 10, 2017

To: All Trade Councils

Re: Details for 2017 VINTAGES Holiday Gift Submissions

Vintages is now accepting product applications for the 2017 Holiday Gifting Program. The Product Call ID's in NISS are: Vintages European Wines 2017 Holiday Gifts Call ID 2287, Vintages New World Wines and Spirits 2017 Holiday Gifts Call ID 2288 and Vintages Ontario Wines 2016 Holiday Gift Call ID 2289.

DEADLINES:

1. Pre-Submission: January 20th, 2017
2. Call Back: February 3rd, 2017
3. Samples: February 24th, 2017

There are separate pre-submission and sample deadlines for this Vintages program. On January 20th, agents are required to submit complete paperwork to the Vintages Reception Desk including a clear, high resolution photograph of the Holiday Gift product they are submitting. No samples are required on this date.

PRODUCT SPECIFICATIONS:

Along with some proven favourites from 2016, Vintages will be purchasing 10-15 new items:

- New, unique and elegantly packaged products from popular holiday categories like Cognac, Port, Liqueurs, Spirits and Specialty offerings with mass appeal (e.g. grappa)
- Multiple-bottle gift sets of popular Vintages brands from programs like Essentials or Collaborative
- Champagnes and sparkling wines
- Large formats of customer favourites
- Multiple- or single-bottle Ice wine gifts (when submitting gift packs containing more than one bottle, MAKE SURE TO USE THE **MULTI PACK TAB** IN NISS AND INCLUDE DETAILS FOR EACH ITEM).
- Gifts with value-added items and unique packaging

The packaging cost should not exceed 40% of the total supplier quote.

Kathy Cannon
Director, Vintages, LCBO

Kathy.cannon@lcbo.com
416-365-5907 tel
416-365-5911 fax

43 Freeland St.
Toronto, ON, M5E 1L7

lcbo.com / Vintages.com



ENVIRONMENTAL CONSIDERATIONS:

It is the stated goal of the LCBO to reduce the amount of packaging material in the products we sell. The LCBO encourages appropriate environmental protection practices be supported by suppliers.

The LCBO encourages suppliers to consider the following:

- Taking an active role in implementing environmentally sound business practices and providing products that lessen the burden on the environment in their production, use and final disposition.
- Making products or offering services that are reusable, improve energy efficiency, reduce hazardous by-products, use recycled materials, or offer some other environmental advantage.

Product submissions that use less material and achieve other environmental objectives will be given strong consideration as part of the selection process. We also encourage the use of recycling symbols and messages on packaging where appropriate.

SUBMISSION COMPONENTS:

Please note that all of the following paperwork must be printed off and delivered by **January 20th, 2017**. In lieu of a physical sample, you are only required to provide a photograph of the Holiday Gift at the pre-submission stage. Should the product be successful, you will be notified by NISS and then required to provide one sample of the submission by **February 24th, 2017** for further consideration.

Each 2017 Holiday Gift Submission **must** include:

- Clear, high resolution image(s) of the product by **January 20th, 2017** printed off and included in the pre-submission paperwork.
- A signed hard copy of the online application through the LCBO's New Item Submission System (NISS).
- A product selling description no longer than 25 words. Please ensure this selling description is accurate and detailed, as it may be used in customer communications.
- An estimated **retail price** in Canadian dollars.
- **All gift items are subject to the case carton max weight restriction of 18.9kg.**
- **No mismatched container sizes.**
- Confirmation of availability. If the gift item is available in limited quantities, **this must be disclosed on the application in the "limited quantity" field.** If no limit is specified, we will expect that all orders will be honoured. If no limit is specified on the application and a limit is then later applied, the order will be cancelled and/or an administration fee of \$1,000.00 will be charged.

The above **MUST** be submitted with **each** NEW and REPEATED submission.



PRICING REQUIREMENTS:

- An FOB or Excellars quote on supplier letterhead, with liquid and packaging components broken down (in the same currency), in the following format:

	Quoted Currency	Quote Per Case
a) Beverage alcohol product (indicate regular LCBO # if applicable)	_____	\$ _____
b) Non-alcohol accessories (e.g. glasses, playing cards, corkscrews, etc.) PLUS packaging	_____	\$ _____
Total Quote	_____	\$ _____

- Packaging components exceeding 40% of the final quote will not be considered.
- The supplier must provide written confirmation that the final negotiated retail price will be adhered to, and that any adjustments to achieve this retail will be agreed to.
- If the beverage alcohol product in a gift pack is currently sold at VINTAGES, the quote for the alcohol component in the gift pack must match that of the regular list item. Any change in quote to a regular listed product also requires a change in quote for Christmas gift products. It is the supplier's responsibility to ensure price changes are submitted for all applicable products.
- Exchange rates used to calculate the retail price of the gift packs are from LCBO fiscal period 11, 2017. Exchange rates cannot be adjusted for fluctuations in currency.
- The supplier freight rate will be applied in the mark-up of the gift pack, if the beverage alcohol product is a VINTAGES Essentials item.
- If the product is a new purchase item, a standard freight rate will be applied.
- Payment will be made on December 31, 2017.



Please note that all gift items purchased are subject to a **3% marketing/merchandising administrative fee**. The percentage is based on the case cost multiplied by the number of cases received. The fee includes the production of any in-store communication materials used to highlight the gifts.

Your contacts for the 2017 VINTAGES Holiday Gifting Program are:

- **Ann Patel**, Product Manager, New World Vintages (Chile, Argentina, South Africa, sake and specialty spirits), ann.patel@lcbo.com or 416-864-6649.
- **Vincent Filhol**, Product Advisor, VINTAGES, vincent.filhol@lcbo.com or 416-864-6890.

We look forward to working with you to provide our customers with a dynamic and exciting 2017 Holiday Gift portfolio.

Thank you,

A handwritten signature in blue ink that reads 'Kathy Cannon'.

Kathy Cannon
Director, Vintages

cc: Nancy Cardinal
Shari Mogk-Edwards
Category and Product Managers