

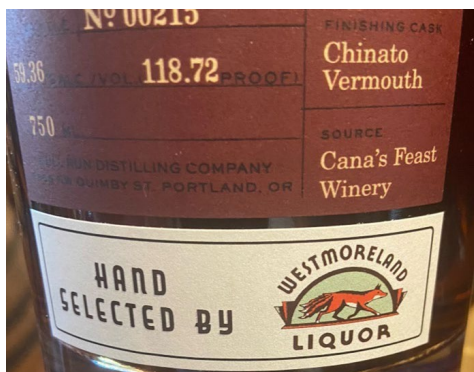


OLCC Barrel Order Procedure

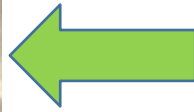
The procedure for all barrel orders will be as follows:

- ❖ The product must be a “Regular” or “Limited” listing item.
- ❖ The product case sales must be at least 25 cases per rolling 12 months.
- ❖ Store requesting the barrel must complete the “Barrel Order Request” form (Exhibit 11) and email completed form to the purchasing division at OLCC.BarrelOrder@olcc.oregon.gov.
- ❖ Barrel order forms must be typed, include the correct item code and contact information for the Supplier/Broker. **** Handwritten forms or photos of the form will be rejected.****
- ❖ Suppliers’ must receive an approval from the OLCC purchasing division prior to shipping of the barrel. **Barrels delivered without prior approval from the OLCC purchasing division will be returned at supplier’s expense.**
- ❖ **Private labels are not allowed.** However, bottles may be specialized by the addition of customized add-ons. Examples of add-ons include bottle-neckers and stickers that promote a specific licensee or liquor store.
 - Customized add-ons for liquor stores may be applied prior to shipping the barrel to the OLCC.
 - Customized add-ons for licensees must be applied after the customer has purchased the product and it has been removed from the liquor store.
Customized add-on labels for specific licensees cannot be shipped through the OLCC warehouse. Any product received with customized licensee add-on labels will be refused or returned at supplier’s expense.

**Examples of permitted add-ons:*

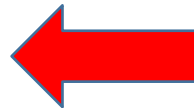
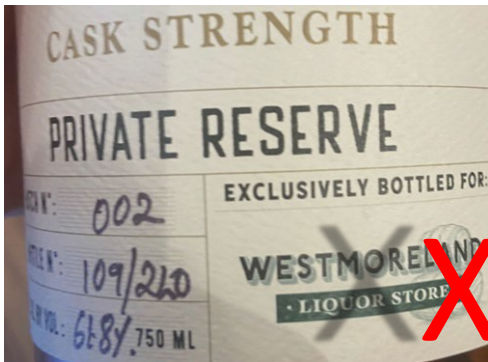


In this example the *Selected By* label is separate from the original bottle label and is added on as a sticker.



This example shows an allowable neck hanger.

Example of add-on that is not permitted:



The example shows the store information was printed directly on the label. This is considered a change of label and is not allowed.

- ❖ All approved barrels shipped to OLCC warehouse must be packaged together on a single pallet with a packing list and be clearly labeled. The Barrel Order form must be placed on top of the pallet or there must be a label at least 72" font size placed on top of the pallet with the store number and location. This is to avoid barrel orders shipped to OLCC without the barrels being processed as regular goods.