

STANDARD PROCEDURE FOR ACQUIRING PLCB EXPOSITION PERMIT

1. Purpose

The purpose of this procedure is to establish requirements for obtaining Pennsylvania Liquor Control Board (PLCB) exposition permits for off-site wine festival participation and tasting events.

2. Scope

This procedure is applicable to all off-site wine festivals and tasting events requiring temporary PLCB authorization for alcohol sales in Pennsylvania.

3. Responsibilities

Operations Manager is responsible for permit acquisition. The responsibilities for the completion of this procedure are defined in Section 5.

4. Definitions

PLCB: Pennsylvania Liquor Control Board - regulatory authority governing alcohol sales.

Exposition Permit: Temporary permit allowing off-premise wine sales at approved events.

5. Procedure

PLCB Exposition Permit Application

 **CRITICAL:** Submit application minimum 15 business days before event (30 days recommended). Operating without valid permit constitutes violation of Pennsylvania liquor law.

Procedure / Form	Process Step / Activity	Responsible Function
PLCB Online Portal	Navigate to https://plcbplus.pa.gov/pub/Login.aspx	Operations Manager
	↓	
	Log in with credentials: Username: helinski3553@gmail.com Password: GoGreenhouse66!	Operations Manager
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	Under Manage Events , click Manage Events	Operations Manager
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	Click Enter Event Date	Operations

		Manager
	↓	
	Enter Event Description Enter the festival name and relevant event details	Operations Manager
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	Select No for "Are public streets, roads, or thoroughfares being closed for this event?"	Operations Manager
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	Select No for "Is the event being held on a premises licensed by a PLCB Licensee other than the applicant manufacturer?"	Operations Manager
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	Click Save & Close	Operations Manager
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	Click Next	Operations Manager
	↓	
	Verify " I certify that I am authorized to submit this application on behalf of the organization " is selected	Operations Manager
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	Click Pay Fees & Notify PLCB	Operations Manager
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Payment Processing	Enter payment card details and complete transaction	Operations Manager
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	Click Print Authorization to save a copy of the permit	Operations Manager
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Documentation	Upload the permit to the Permits Folder inside the Festivals folder in Google Drive	Operations Manager

6. References

Pennsylvania Liquor Control Board Online Portal: <https://plcbplus.pa.gov>

REVISION HISTORY

Date	Revision #	Description of Revisions and reason for the change	Author	ISO Process Owner (Signature and Date)	Management Representati ve (Signature and Date)
02/04/202 6	0	Initial Release	Steve Helinski		