## **LCBO**

Monday June 15, 2015

To: All Trade Associations

Re: Extended Hours for Product Submissions July 6 to August 14, 2015

In the weeks surrounding the PanAm/Parapan Am Games, LCBO and Vintages are taking steps to minimize the challenges the trade might face in delivering samples to our offices at 43 Freeland St.

The 3rd floor reception desk will be extending its hours on Wednesdays and will accept product submissions from 7am-7pm. Those dates are:

Wednesday, July 8 Wednesday, July 15 Wednesday, July 22 Wednesday, July 29 Wednesday, August 5 Wednesday, August 12

In addition, LCBO and Vintages will be accepting samples up to two weeks in advance of the deadline during this six-week period.

Please be reminded that all visitors to 43 Freeland must first sign in at the Security Desk on the ground floor.

We hope these scheduling adjustments will assist you in meeting submission deadlines. Please direct questions or feedback to merchandising.support@lcbo.com.

Thank you,

Manager, Inventory Business Development

Ken Lewkoski Shari Mogk-Edwards

Jim Sheridan

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Cc: