



Wine Society Wine Auction

2020 Rules for Shipping Reimbursement

1. All donations must be **shipped by the International Wine Society Chapter Representative**. If your chapter does not have a designated Chapter Representative then the Chapter President may ship the donation and submit expenses on behalf of the chapter. The Wine Society will reimburse only **one person** from each chapter – either the Chapter Wine Representative or President – for shipping charges.
2. All donations and reimbursement requests must be submitted with the official **Auction Donation Form** completed for each box shipped and be at least **\$25 per bottle** and **\$500 in wholesale** value.
3. All donations must include the Auction Donation Form with the contents of each box and be shipped directly to:

**IWS Auction Donation
Attn: Raymond DeTullio
Lakewood Country Club
6430 Gaston Ave.
Dallas, TX 75214**

4. **Donations must be shipped by January 30, 2020, to be eligible for reimbursement.**

This gives your shipment time to reach the clearinghouse in Dallas. It is preferred that all donations be shipped prior to that date to give the clearinghouse additional time to receive all of the donations.
5. Donations shipped to any other location, including CMAA National Headquarters will NOT be reimbursed.
6. Overnight or expedited shipping charges will NOT be reimbursed by the Wine Society.
7. Donations will be accepted up until **Friday, February 7, 2020 10:00 a.m.** (local time). Any local donations must be dropped off by this date/time in order to be included in the lotting process. However, shipping charges will not be reimbursed for any donation shipped after **Thursday, January 30, 2020**.
8. At the time of shipping, the official **Auction Donation Form** must be completed for each box shipped to be eligible for reimbursement and Bucky calculations.
9. The Wine Society Chapter Representative (or Chapter President) must submit the **Wine Auction Reimbursement Form** to CMAA National Headquarters with a shipping receipt and tracking number no later than **Thursday, January 30, 2020**.

Reimbursements checks will be cut at the end of March 2020.



International Wine Society

2020 Auction Reimbursement

Name: _____

Club: _____

Chapter: _____

Reimbursement Check Should Be Made Out to: _____

Address of the Reimbursement Recipient: _____

Date of Shipment: _____

Amount Spent on Shipping: \$ _____

Amount Spent on Supplies: \$ _____

Total Amount to Be Reimbursed: \$ _____

Please attach your receipts.

**Donations must be shipped by Friday, January 30, 2020
to be eligible for reimbursement.**

**Requests for reimbursement must be submitted
no later than Friday, March 6, 2020.**

CMAA/The Wine Society is not responsible for any loss or damage during shipping. In an effort to ensure the safe transportation of donated wines, CMAA/The Wine Society will reimburse chapters for the purchase of professional shipping materials used to package wine donations. These include cardboard boxes and Styrofoam bottle holders. The reimbursement will not cover any other supplies utilized in the shipping process.

CMAA/The Wine Society is not responsible for the confirmation of delivery. **Please retain your tracking numbers to confirm delivery. There will be no exception to this policy.**