

2017 GRAND TOUR

**IMPORTANT DELIVERY  
INFORMATION  
FOR  
WINERIES AND IMPORTERS**

**Please read all of the enclosed information**

Dear Grand Tour Winery Participant:

We are pleased to send you complete information regarding your participation in *Wine Spectator's* upcoming 2017 Grand Tour. On the following pages you will find:

DISTRIBUTOR I.D. AND EMERGENCY CONTACT FORM – PG. 3

WINE DELIVERY INSTRUCTIONS – PG. 4–9

WINERY CHECK-IN & BOOTH INFORMATION – PG. 10

ADDITIONAL TICKET & HOTEL RESERVATION INFORMATION – PG. 11–12

INSURANCE REQUIREMENTS – PG. 13

BOOTH NUMBER ASSIGNMENTS – PG. 14 (*Booth number assignments will be posted to this .ftp site on or before March 31<sup>st</sup>*)

If you have any questions or concerns after you read these materials, please do not hesitate to contact me by e-mail: [snolan@mshanken.com](mailto:snolan@mshanken.com) or phone: (212) 481-8610 ext. 629. We are delighted that you can join us across the country as we present your exceptional wines to our readers!

Kind regards,

A handwritten signature in black ink that reads "Susannah Nolan". The signature is written in a cursive, flowing style.

Susannah Nolan  
Event Director

**DISTRIBUTOR I.D. AND**  
**EMERGENCY CONTACT FORM**

Please use this form to provide us with a) the name(s) of the licensed distributor who will be delivering your wine for all 3 venues/states. b) Please also provide us with the emergency contact name and cell# for the one person we should contact should your wine not arrive by 4 pm the day before the event.

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**Name of Winery**

I.

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**NEVADA DISTRIBUTOR**

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Contact name	Contact phone#	Contact email
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II.

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**ILLINOIS DISTRIBUTOR**

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Contact name	Contact phone#	Contact email
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II.

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**FLORIDA DISTRIBUTOR**

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Contact name	Contact phone#	Contact email
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<b>EMERGENCY CONTACT NAME</b>	<b>CELL PHONE#</b>
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**PLEASE FAX THIS FORM TO:**  
**(212)481-1523 OR EMAIL TO: [SNOLAN@MSHANKEN.COM](mailto:SNOLAN@MSHANKEN.COM)**  
**BY MONDAY, APRIL 3, 2017**

**GRAND TOUR LAS VEGAS**  
**May 6, 2017**  
**WINE DELIVERY INSTRUCTIONS**

- **Wines for Las Vegas must be delivered to The Mirage by your licensed Nevada distributor. *All other shipments will be refused!***
- **Your shipment must come with a zero dollar invoice. If you do not have a model for what a zero invoice should include, please contact Susannah Nolan and she can email you a prototype.**
- **Please deliver your wines between 9am -3pm – Friday, May 5, 2017. Your distributor will be contacted in advance to reconfirm delivery.**
- **All wine will be accepted on the C Hall loading dock of The Mirage Event Center by Premier Expo and stored in a climate-controlled area.**
- **You will need to send 3 – 12 bottle cases or the equivalent of 36 - 750 ml. bottles of the wine that you were approved to pour for this Grand Tour**
- **To confirm receipt of your shipment, please feel free to contact Greg Snider: [greg@premierexposervices.com](mailto:greg@premierexposervices.com)  
PH: 773-610-5155.**

**AT CONCLUSION:**

- **At the end of the evening you or your distributor must remove any remaining wine that night.**
- ***There will be no provisions for shipping wines from the event. We do not have any storage facilities or shipping arrangements with The Mirage or Premier Expo at this venue.***

**SHIPPING LABEL**

**WINE SPECTATOR'S GRAND TOUR LAS VEGAS**

**Winery Name** \_\_\_\_\_

**Booth #** \_\_\_\_\_

**GRAND TOUR LAS VEGAS  
Premier Exposition Services  
C/O The Mirage Event Center  
C HALL DOCKS  
3400 Las Vegas Blvd. South  
Las Vegas, NV 89109**

\_\_\_\_\_ **# OF** \_\_\_\_\_ **CASES**

**Date of delivery: Friday, May 5, 2017 ONLY!**

**GRAND TOUR CHICAGO**  
**May 9, 2017**  
**WINE DELIVERY INSTRUCTIONS**

- **Wines for Chicago must be delivered to Navy Pier c/o Premier Exposition by your licensed Illinois distributor.**
  
- **Wines must be delivered from 9am - 3pm – Wednesday, May 8, 2017. There will be signs at Navy Pier that will direct your delivery truck to the Premier Expo receiving location. Your distributor will be contacted in advance to discuss delivery.**
  
- **You will need to send 3 – 12 bottle cases or the equivalent of 36 - 750 ml. bottles of the wine that you were approved to pour for this Grand Tour**
  
- ***Premier Expo* has asked specifically that you make sure that you complete the shipping label on pg 5 using your **BOOTH#**, **WINERY NAME only** (not parent company), and that each box is numbered as specified (i.e 1 of 2, 2 of 2....etc.)**
  
- **To confirm receipt of your shipment, please feel free to contact Greg Snider: [greg@premierexposervices.com](mailto:greg@premierexposervices.com) PH: 773-610-5155.**

**AT CONCLUSION:**

- **At the end of the tasting you or your distributor must remove any remaining wine that night.**
  
- ***There will be no provisions for shipping wines from the event. We do not have any storage facilities or shipping arrangements with Navy Pier or Premier Exposition Service at this venue.***

**SHIPPING LABEL**

**WINE SPECTATOR'S GRAND TOUR CHICAGO**

**Winery Name** \_\_\_\_\_

**Booth #** \_\_\_\_\_

**GRAND TOUR CHICAGO  
c/o Premier Exposition  
600 East Grand Avenue  
Chicago, IL 60611**

\_\_\_\_\_ **# OF** \_\_\_\_\_ **CASES**

**Date of delivery: Monday, May 8, 2017 ONLY!**

**GRAND TOUR MIAMI**  
**May 12, 2017**  
**WINE DELIVERY INSTRUCTIONS**

- **Wines for Miami must be delivered to The Fontainebleau by your licensed Florida distributor. *All other shipments will be refused!***
  
- **Please deliver your wines between 9am-3pm – Thursday, May 11, 2017. Your distributor will be contacted in advance to reconfirm delivery.**
  
- **All wine will be accepted on the North Loading Dock (located in the alley between Fontainebleau Hotel and Eden Roc Hotel) by Premier Expo and stored in a climate-controlled area.**
  
- **You will need to send 3 – 12 bottle cases or the equivalent of 36 - 750 ml. bottles of the wine that you were approved to pour for this Grand Tour**
  
- **To confirm receipt of your shipment, please feel free to contact Greg Snider: [greg@premierexposervices.com](mailto:greg@premierexposervices.com)  
PH: 773-610-5155.**

**AT CONCLUSION:**

- **At the end of the evening you or your distributor must remove any remaining wine that night.**
  
- ***There will be no provisions for shipping wines from the event. We do not have any storage facilities or shipping arrangements with The Fontainebleau or Premier Exposition Services at this venue.***



**SHIPPING LABEL**

**WINE SPECTATOR'S GRAND TOUR MIAMI**

**Winery Name** \_\_\_\_\_

**Booth #** \_\_\_\_\_

**GRAND TOUR MIAMI  
Premier Exposition Services  
C/O Fontainebleau Hotel  
North Loading Dock  
(Alley between Fontainebleau and Eden Roc Hotels)  
4441 Collins Avenue  
Miami Beach, FL 33140**

\_\_\_\_\_ **# OF** \_\_\_\_\_ **CASES**

**Date of delivery: Thursday, May 11, 2017**

## **BOOTH INFORMATION**

### **\* WINERY CHECK-IN AND POURERS' BADGES**

The two (2) pourers' **badges** for each Grand Tour can be picked up at 5:00pm. the day of each tasting. There will be a special Winery Check-In desk at each venue near the tasting room(s). A different badge will be issued for each city. *Please note that you must be 21 years of age to both attend and/or pour at this event.*

### **\* Pourers' badges are not sent prior to the event.**

These badges will have the winery name and booth number *only* on them. It will not be necessary for this event to know who will use the badges in advance. However, if you are sending **more than two** representatives, please make sure that tickets have been purchased for them. Additional tickets for the Grand Tour may be purchased online via e-tix:

<http://grandtour.winespectator.com/>

The early bird price is \$225. NOTE: *Purchase any additional e-tickets now! After April 15th, ticket price will increase to \$295.* If anyone in your support staff does not have a badge and needs to get into the ballroom in advance of the 7:00 pm start time, this can be arranged by bringing their e-ticket (with a business card) to the badge pick up desk where they will be given a special entrance pass.

Doors will open for the pourers at 5:00 PM., and the tasting will run from 7:00 to 10:00 PM.

### **• BOOTH ACCESSORIES**

We will provide one draped table, winery sign, tasting book, back drapery, 2 chairs, ice, chilling tub (if necessary), water pitcher, corkscrew, and dump bucket.

### **• DURING THE TASTINGS**

Please do not give away any bottles of wine. No one will be allowed to remove wine from the tasting area. Anyone removing wine from the room before the end of the event will be stopped at the door in order to prevent the theft of your wine (this is for your protection). Please do not leave your booth unattended at any time during the tasting.

### **• AT CONCLUSION OF THE TASTINGS**

Please fully inform anyone who will be closing your booth at the end of the night regarding our policies on remaining wine: You must take all remaining wine with you at the end of the night. We have no further storage.

## **ADDITIONAL TICKETS**

Every pouring winery is allotted 2 admission BADGES per city. Additional tickets for the Grand Tour may be purchased online via e-tix: <http://grandtour.winespectator.com/>

The early bird price is \$225. NOTE: *Purchase any additional e-tickets now! After April 15th, ticket price will increase to \$295.* If anyone in your support staff does not have a badge and needs to get into the ballroom in advance of the 7:00 pm start time, this can be arranged by bringing their e-ticket (with a business card) to the badge pick up desk where they will be given a special entrance pass.

## **HOTEL RESERVATIONS**

### **I. Grand Tour Las Vegas:**

We have a block of rooms reserved at The Mirage in Las Vegas (first-come/first-served). Click here to make your reservation:

<https://aws.passkey.com/go/WineSpectator2017>

### **II. Grand Tour Chicago:**

While we cannot endorse and have not booked a block of rooms at any one specific hotel, there are several hotels within walking distance of the Navy Pier:

W Hotel - Lakeshore  
644 N. Lake Shore Drive  
Chicago, IL 60611  
(312) 943-9200

<http://www.wchicago-lakeshore.com/>

Sheraton Chicago Hotel & Towers  
301 E. North Water Street  
Chicago, IL 60611  
(312) 464-1000

<http://www.sheratonchicago.com>

Embassy Suites Hotel  
511 N. Columbus Drive  
Chicago, IL 60611-5591  
(312) 836-5900

[http://embassysuites1.hilton.com/en\\_US/es/hotel/CHIREES-Embassy-Suites-Chicago-Downtown-Lakefront-Illinois/index.do](http://embassysuites1.hilton.com/en_US/es/hotel/CHIREES-Embassy-Suites-Chicago-Downtown-Lakefront-Illinois/index.do)

**I. Grand Tour Miami:**

We also have a block of rooms reserved at the Fontainebleau Miami Beach for the Grand Tour Miami. Click here to make your reservation:

<https://aws.passkey.com/go/WSPE0517>

**Re: Wine Spectator 2017 Grand Tour Insurance Requirements**

Dear Winery Representative,

In order for you to pour wine at *Wine Spectator's* Grand Tour, our insurance company requires a valid Certificate of Insurance indicating proof of the following to be sent to us.

**Failure to provide this insurance will prohibit your ability to participate in this event:**

Each certificate of Insurance should show M. Shanken Communications, Inc. and *Wine Spectator* as additional named insured for the above event.

**Minimum Insurance Requirements:**

1. GENERAL LIABILITY	
Each Occurrence	\$1,000,000
Damage to Rented Premises (Ea occurrence)	\$1,000,000
Med Exp (Any one person)	\$10,000
Personal & Adv Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Op Agg	\$2,000,000
2 LIQUOR LIABILITY (if serving alcohol)	\$1,000,000
3 AUTOMOBILE LIABILITY	\$1,000,000
4 EXCESS / UMBRELLA LIABILITY	\$4,000,000
(Including Liquor Liability if serving alcohol)	
5 WORKERS COMPENSATION AND EMPLOYERS LIABILITY	
E.L. Each Accident	\$500,000
E.L. Disease – Ea Employee	\$500,000
E.L. Disease – Policy Limit	\$500,000

Please note that this required insurance coverage only needs to be valid for the 3 individual evenings of *Wine Spectator's* **Grand Tour - Las Vegas, Saturday, May 6, 2017:** The Mirage, 3400 Las Vegas Blvd. South, Las Vegas, Nevada; **Grand Tour - Chicago, Tuesday, May 9, 2017:** Navy Pier, 600 East Grand Avenue, Chicago, Illinois 60611; **Grand Tour - Miami, Friday, May 12, 2017:** The Fontainebleau, 4441 Collins Avenue, Miami Beach, Florida 33140.

This proof of insurance is required *by April 4, 2017.* fax: (212) 481-1523 or send it to:

M. Shanken Communications, Inc. – 2017 GRAND TOUR

Attn: Susannah Nolan

Wine Spectator – Worldwide Plaza

825 Eighth Avenue – 33<sup>rd</sup> Floor – NY, NY 10019

Questions, 212 481 - 8610 ext. 629.

**BOOTH NUMBER ASSIGNMENTS**

**Will be posted to this .ftp site on or about March 31, 2017**