



**STATE OF WEST VIRGINIA
DEPARTMENT OF REVENUE
ALCOHOL BEVERAGE CONTROL ADMINISTRATION
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302**

INSTRUCTIONS FOR COMPLETING LICENSE APPLICATION PACKET SPECIAL EVENTS, FAIRS AND FESTIVALS, PRIVATE FAIR AND FESTIVAL AND MULTI-VENDOR PRIVATE FAIR AND FESTIVAL

PLEASE READ ALL THE INSTRUCTIONS CAREFULLY. ALL QUESTIONS ARE TO BE ANSWERED IN FULL. APPLICANT'S ACCURACY AND THOROUGHNESS IN COMPLETING THE APPLICATION FORM WILL ASSIST THIS OFFICE IN PROCESSING THE APPLICATION AND PREVENT UNNECESSARY DELAYS.

PLEASE VISIT THE WVABCA WEBSITE WWW.ABCA.WV.GOV FOR MORE DETAILED INSTRUCTIONS REGARDING "SERVICES" AND NEW LICENSE TYPES IN HB 2025.

APPLICATIONS MUST BE SUBMITTED 15 DAYS PRIOR TO THE DATE OF THE EVENT

APPLICANTS MUST TYPE OR PRINT, IN INK, ALL ANSWERS ON FORMS

Please find enclosed:

- 1.) Application for Special Events Fair and Festival License (ABCA – 192S1,2,&3)
- 2.) Release of Information & Waiver of Confidentiality of Records (ABCA-Lic. RIWCR.2)
- 3.) Floor Plan (ABCA-Lic.FP3)

INSTRUCTIONS

All questions and/or descriptions must be answered. The application must be signed and notarized. If any questions/description cannot be completed in the available space on the application, please submit additional pages as needed. Each additional page submitted must include entity name, DBA name, and indicate which question applicant is answering.

Applications must be made at least 15 days prior to the event. Failure to adhere to submission requirements may result in application not being processed.

Applications must be completed correctly and all necessary paperwork included when mailed to the ABCA. Failure to do so will result in the application being delayed and/or returned to the applicant for the necessary corrections.

Applicant must indicate whether: (1) Beer; (2) Wine; (3) Beer and Wine; or (4) Beer, Wine and Liquor will be sold at the event. (See box at the top right on the first page of the application form – ABCA-192F&F)

Applicant is required to notify, in writing, all distributors and resident brewers (acting in a limited distributor capacity) in the area where the fair, festival, or special event will occur providing them the opportunity to participate. A list of all licensed distributors and Resident Brewers is provided with the application packet.

Wine must be purchased from a WV licensed wine distributor, WV licensed farm winery or WV licensed multi-capacity winery.

Liquor must be purchased from a WV licensed liquor store located in the market zone where the "Special Event" is being held or in a contiguous market zone.

No alcohol may be donated or auctioned at any special event, fair and festival or private fair and festival.

The event holder must use bona fide employees or volunteers to sell, furnish, tender or serve alcohol.

Licensed Distributors, Brewers, Resident Brewers, Wine Distributors, Wine Suppliers, Brokers and Reps may attend and discuss their respective products at the event but shall not sell, furnish, tender or serve any alcohol or otherwise be involved with the event.

LICENSE FEES – License fees must be paid by Certified Check, Cashier's Check, or Money Order. Personal Checks, business checks, or cash will not be accepted. Make checks payable to the West Virginia ABCA.

LIVE SCAN FINGERPRINTING – All applicant must complete a Live Scan Fingerprint in order to obtain a valid license. IdentiGO by Morpho Trust will provide fingerprinting services for all WVABCA license applicants. Contact IdentiGO at 855-766-7746 or online at L1enrollment.com for information on fingerprinting, locations, scheduling appointments, and fee requirements.

Please contact the WVABCA Licensing Department at 304-356-5500 to obtain the proper service code for the Live Scan Fingerprinting process.

Fingerprint result reports MUST be sent to WVABCA directly from Morpho Trust(L-1).

NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.

HEALTH PERMIT – Applicants must provide a copy of a valid Health Permit issued in applicant's name. (If Association, Limited Liability Company, or Corporation, the Health Permit must be issued in the business entity name and list the DBA name.)

LOCATION- The applicant must provide a map/drawing/floor plan of the area in which alcoholic beverages are to be served and consumed at the fair or festival.

SPONSORSHIP – The fair or festival must be sponsored or endorsed by the governing body of either the municipality or of the county wherein the fair or festival is to be conducted. The applicant must provide a letter from the governing body stating the dates and times of the event has been approved to be held.

LICENSEE- A licensee is authorized to utilize bona fide employees or volunteers to sell, furnish, tender, or serve the nonintoxicating beer, nonintoxicating craft beer, wine or liquor. Persons that do not fall under one of the said categories may not be involved in selling, furnishing, tendering, or serving.

INSTRUCTIONS FOR SIGNING:

- a.) If an individual, by the owner.
- b.) If a partnership, by each member of the partnership (Copy of Partnership Agreement to be submitted to WVABCA).
- c.) If an association, by each member of the governing board.
- d.) If a corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed).
- e.) If a limited liability company, by all members.
- f.) Manager(s) must sign.

ALL AREAS WHERE ALCOHOLIC BEVERAGES WILL BE SOLD AND CONSUMED MUST BE LICENSED.

MAIL COMPLETED APPLICATION, FEES, AND REQUIRED ACCOMPANYING FORMS TO:

West Virginia Alcohol Beverage Control Administration
ATTN: Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE PLEASE CALL THE ADMINISTRATION AT

1-800-642-8208 OR (304) 356-5500 AND ASK FOR THE LICENSING DIVISION.

CHECKLIST OF FORMS/PAPERS TO RETURN TO THE WVABCA, LICENSING DIVISION:

- Application Form
- Waiver
- License Fee(s)
- Copy of Valid Health Permit
- Map/Drawing/Floor Plan of the Area to be Licensed
- Municipality or County Letter of Sponsorship or Endorsement
- Live Scan Fingerprinting
- Naturalization Papers (if applicable)

8.) SUPPLY THE FOLLOWING INFORMATION ABOUT OWNER(S) AND/OR OFFICER(S) AND MANAGER(S).
 (MULTI-VENDOR PRIVATE FAIR AND FESTIVAL VENDORS MUST JOINTLY APPLY AND MUST HAVE AT
 LEAST TWO SEPARATE AND UNRELATED VENDORS APPLYING.)

US Citizen**
 Y/N

Title: _____ Entity: _____ DBA: _____

_____	_____	_____	_____
Name	Residence Address		% Ownership
____/____/____	____-____-____	(____) _____	_____
Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV

Title: _____ Entity: _____ DBA: _____

Y/N

_____	_____	_____	_____
Name	Residence Address		% Ownership
____/____/____	____-____-____	(____) _____	_____
Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV

Title: _____ Entity: _____ DBA: _____

Y/N

_____	_____	_____	_____
Name	Residence Address		% Ownership
____/____/____	____-____-____	(____) _____	_____
Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV

Title: _____ Entity: _____ DBA: _____

Y/N

_____	_____	_____	_____
Name	Residence Address		% Ownership
____/____/____	____-____-____	(____) _____	_____
Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV

Title: _____ Entity: _____ DBA: _____

Y/N

_____	_____	_____	_____
Name	Residence Address		% Ownership
____/____/____	____-____-____	(____) _____	_____
Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV

(PLEASE USE ADDITIONAL PAGE IF NEEDED)

****IF NATURALIZED US CITIZEN, MUST SUBMIT A COPY OF NATURALIZATION DOCUMENTS. NON-CITIZEN MAY BE LISTED AS MANAGER, OWNER OR DIRECTOR OF CORPORATION ONLY.**

*****MULTI-VENDOR PRIVATE FAIR AND FESTIVAL APPLICANTS MUST PROVIDE AN EXECUTED AGREEMENT BETWEEN THE VENDORS AND/OR FOOD CATERER(S) STATING THAT EACH VENDOR IS JOINTLY AND SEVERALLY LIABLE FOR ANY IMPROPER ACTS OR CONDUCT COMMITTED DURING THE PRIVATE MULTI-VENDOR FAIR OR FESTIVAL EVENT.**

HAVE YOU PROVIDED THE EXECUTED AGREEMENT? YES NO

9.) PLEASE LIST ALL VENDORS, AND IF ALREADY WVABCA LICENSED, PROVIDE LICENSE NUMBERS. USE ADDITIONAL PAP IF NECESSARY.

VENDOR NAME WVABCA LICENSE NUMBER, IF ANY

10.) CRIMINAL HISTORY – THE FOLLOWING IS A RECORD OF **ALL CONVICTED ARRESTS** OF THE OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS AND/OR MANAGERS, ATTACH ADITIONAL PAGES IF NECESSARY. **IF THERE HAVE BEEN NO ARRESTS INSERT THE WORD “NONE”.**

NAME DATE OF ARREST CHARGE DISPOSTITION OF ARREST LOCATION OF COURT (COUNTY & STATE)

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of West Virginia §§ Chapter 11, Article 16 et seq., and Chapter 60, Articles 1 through 8 et seq., and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Alcohol Beverage Control Administration. I or we certify under penalty of law and disqualification of licensure that all statements are true and complete. I or we release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information.

The undersigned hereby verify that we are all officers and all member of the board of directors on the application and that the statements and answers made in the foregoing application are true and the said writing is the act and deed of said Corporation, Limited Liability Company, Association, Individual, Partnership, Limited Partnership. **PRESIDENT, INDIVIDUAL OR CONTROLLING MEMBER(S) SIGNATURES MUST BE NOTARIZED! MUST MATCH OFFICERS LISTED WITH THE SECRETARY OF STATE. MANAGERS MUST ALSO SIGN.**

PRINT CLEARLY/ WRITTEN SIGNATURES REQUIRED

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

State of West Virginia, _____ County, To-Wit:

_____, being first duty sworn
according to law, deposes and says that he/she is _____ of the

President, Individual or Controlling Member(s)

_____, authorized by law to do business in the State of West Virginia, and that the

Business Entity

statements and answers made in the foregoing application are true and acknowledged the said writing to be the act and deed of said
corporation

(Applicant Signature)

STATE OF WEST VIRGINIA,

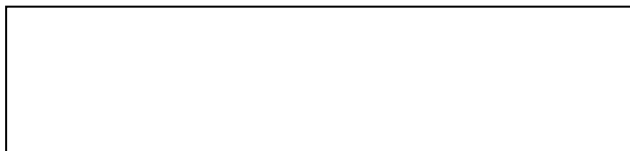
COUNTY OF _____, to wit:

Sworn to before me and subscribed in my presence this _____ day of _____,

NOTARY PUBLIC

My Commission Expires: _____

SEAL OF NOTARY



Applicant/ Entity Name: _____

Doing business As (DBA)Name: _____

West Virginia Alcohol Beverage Control Administration

Floor Plan

License period: _____ - _____

Applicant Entity Name: _____

Doing Business As (DBA) Name: _____

County: _____

Floor plan **must** include **all areas** under the control of the applicant (indicate on floor plan all areas where alcohol will be sold, served, furnished, tendered or consumed). Identify all areas where age verification will occur,

Submit (1) copy to ABCA.

Must Give Dimensions.

Keep (1) copy at licensed premises.



If there are attached drawings please check: _____ (additional drawing must be signed).



STATE OF WEST VIRGINIA
DEPARTMENT OF REVENUE
ALCOHOL BEVERAGE CONTROL ADMINISTRATION

900 Pennsylvania Ave., 4th Floor
Charleston, West Virginia 25302

FREDRIC L. WOOTON
COMMISSIONER

DAVE HARDY
CABINET SECRETARY

MEMORANDUM

TO: Special Events, Fairs and Festivals and Private Fairs and Festivals Class "S"
Licensees

FROM: West Virginia Alcohol Beverage Control Administration

RE: **Notification to Distributors and Resident Brewers who can act as their own
Distributor with regards to a Special Event (Class S License)**

DATE: April 30, 2021

Enclosed is the West Virginia Alcohol Beverage Control Administration's Special Event License Application. With the application we have provided a list of West Virginia Licensed Beer Distributors and Resident Brewers.

It is required that Special Event License holders notify ALL local area beer distributors and resident brewers in order to provide them with the opportunity to participate in the Special Event.

Beer Distributors and Resident Brewers may not be involved in sales, furnishing, tendering or serving at the special event. Participation in the event may not be contingent upon sponsorship.

For additional assistance and questions, please contact the WVABCA Licensing Department at 304.356.5500.

**WEST VIRGINIA NONINTOXICATING BEER
DISTRIBUTOR LIST**

The American Beer Company (*two locations*)

1665 Smoot Road
Smoot, WV 24977
(304)392-6311
jrunyon@americanbeerwv.com
dford@americanbeerwv.gov

Atomic Distributing
435 Seventh Ave.
Huntington, WV 25701
(304)523-7866
vphipps@atomicdist.com

Beverage Distributors
PO Box 866
Clarksburg, WV 26301
(304)624-4261
bevdist@beveragewv.com

Blue Ridge Beverage
PO Box 864
Morgantown, WV 26507-9864
(304)292-1130
bluerdg@comcast.net

Capitol Beverage Company (*two locations*)
60 Pilsner Place
Charleston, WV 25312
(304)720-1425
jjwaugh@capitolbev.com
awaugh@capitolbev.com

Carenbauer Distributing Company
1900 Jacob Street
Wheeling, WV 26003
(304)232-3000
carl@carenbauers.com
erin@carenbuaers.com

Elkins Distributing Company
PO Box B550
Elkins, WV 26241
(304)636-3643
crystal@elkinsdistributing.com

Galaxy Distributing (*two locations*)
3255 Route 60 East
Ona, WV 25545
(304)955-4800
info@galaxywv.com

J.C. Mensore
134 North Bridge Street,
New Martinsville, WV 26155
(304)455-1890
pls2@suddenlinkmail.com

Jefferson Distributing
PO Box 1185
Martinsburg, WV 25402
(304)263-3841
richr@jeffdist.com

Jo's Globe
1151 Greenbag Road
Morgantown, WV 26508
(304)292-3161
mike.marrara@josglobe.com

Martin Distributing
528 W. Race Street,
Martinsburg, WV 25402
(304)267-4142
cmartin@martindist.com

McCann Distributing
42nd & Jacob Street
Wheeling, WV 26003
(304)232-8870
mccanndist@yahoo.com
lbreiding@mccanndist.com

Mercer Wholesale
PO Box 1237
Bluefield, WV 24701
(304)327-7265
mercerco@citlink.net

Mona Supply
P.O. Box 70
Dellslow, WV 26531
(304)296-5611
loleksa@monabeer.com
coleksa@monabeer.com

Mountain Eagle
559 Industrial Park Road
Beaver, WV 25813
(304)253-8886
mtneagle@suddenlinkmail.com

Mountain State Beverage (*three locations*)
300 Greenbrier Road
Summersville, WV 26651
(681)355-0120
wmutter@wvmsb.net

North Central (*three locations*)
PO Box 2328
Clarksburg, WV 26301
(304)842-6231
kathy@winedist.com

Northern Eagle
HC 64, Box 132
Romney, WV 26757
(304)822-5139
scottparkes@mountain.net

Preston Silver Eagle
PO Box 545
Kingwood, WV 26357
(304)329-1355
4hunting@earthlink.net
Bp422@earthlink.net

Ralph's Beer
Box 1047
Morgantown, WV 26505
(304)296-4871
ironmtony@gmail.com

Reid's Distributor
1952 Kelly Island Road
Martinsburg, WV 25401
(304)263-5715
Preid02@comcast.net
Trent@reidsdistributor.com

Ridgeley Distributors
Rt. 2, Box 529-A
Rideley, WV 26753
(304)726-8444
ridgeleydist@atlanticbbn.net

Spriggs Distributing – Central Division
(*two locations*)
One Childress Place
South Charleston, WV 25309
(304)744-4242
casey.hill@spriggsdist.com
nick.williams@spriggsdist.com

Spriggs Distributing – West Division
140 3rd Ave., West
Huntington, WV 25701
(304)522-7371
casey.hill@spriggsdist.com
nick.williams@spriggsdist.com

Standard Distributing
905 7th Ave.
Charleston, WV 25302
(304)342-5200
wendellbrown@standardexterminating.net

State Distributing
PO Box 350
Clarksburg, WV 26301
(304)624-5231
statedist@clarks.twcbc.com

Steel City Distributors
202 Greenlawn Boulevard
Weirton, WV 26062
(304)797-1139
jay59.scd@gmail.com

Tygart Valley Distributors
895 Industrial Park Road
Elkins, WV 26241
(304)636-1330
tygartvalleydist@yahoo.com

Valley Distributing of Fairmont
PO Box 97
Fairmont, WV 26555-0097
(304)366-1880
valleydistinc@ma.rr.com

Waldorf Distributing Company
PO Box 40
Beech Bottom, WV 26030
(304)394-5670
jrosso.waldorf@frontier.com

Wine & Beverage Merchants of WV
PO Box 2188
Weirton, WV 26062
(304)723-1720
adlatousakis@wineandbeverage.com