INSTRUCTIONS FOR COMPLETING LICENSE APPLICATION PACKET SPECIAL EVENTS, FAIRS AND FESTIVALS AND 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.

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

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

Please find enclosed:
1.) Application for Special Events Fair and Festival License (ABCA – 192SF&F)
2.) Release of Information & Wavier 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)
APPLICATION FOR SPECIAL EVENTS FAIRS AND FESTIVAL LICENSE
CONSUMPTION “ON PREMISES”
CLASS A

County: _______________ Tax ID#: __________________

1.) Name of Event: _________________________________________________________________________________________

2.) Name of Applicant(s): ____________________________________________________________________________________

3.) Applicant’s Mailing Address: ______________________________________________________________________________

   (STREET/ROUTE) ____________________________

   (CITY)      (STATE)      (ZIP CODE) ___________________________

4.) Applicant’s Telephone Number: (    )________________   Fax: (    )________________   Other: (    )_________________

5.) Email Address: _________________________________________________________________________________________

6.) Description of the Location of the Event (Street, Reference Landmark, Etc.): __________________________________________

7.) Dates of Event (Month/Day/Year) Start: ________________________ End: _____________________________

   (Event cannot exceed ten (10) days)

   Operation days and times must be listed below (if all are the same as the first day write same on the following lines).

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
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8.) SUPPLY THE FOLLOWING INFORMATION ABOUT OWNER(S) AND/OR OFFICER(S) AND MANAGER(S).

   US Citizen**

   Y/N

   Title | Name | Residence Address | Social Security Number | Telephone Number | Date of Birth | % Ownership | YRS Resident of WV | Y/N

   |       |       | __________________ | ______________________ | __________________ | __________ | ________________ | _____

   |       |       | __________________ | ______________________ | __________________ | __________ | ________________ | _____

   **IF NATURALIZED US CITIZEN, MUST SUBMIT ACOPY OF NATURALIZATION DOCUMENTS.

   NON-CITIZEN MAY BE LISTED AS MANAGER, OWNER OR DIRECTOR OF CORPORATION ONLY.
9.) CRIMINAL HISTORY – THE FOLLOWING IS A RECORD OF **ALL CONVICTED ARRESTS** OF THE OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS AND/OR MANAGERS, ATTACH ADDITIONAL PAGES IF NECESSARY. **IF THERE HAVE BEEN NO ARRESTS INSERT THE WORD “NONE”**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE OF ARREST</th>
<th>CHARGE DISPOSITION OF ARREST</th>
<th>LOCATION OF COURT (COUNTY &amp; STATE)</th>
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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

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

____________________________________________
(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
WEST VIRGINIA

ALCOHOL BEVERAGE CONTROL ADMINISTRATION

RELEASE OF CONFIDENTIAL INFORMATION AND WAIVER OF CONFIDENTIALITY OF RECORDS

I or we, having made application with the West Virginia Alcohol Beverage Control Administration for issuance of a license to sell alcoholic beverages within the State of West Virginia, hereby waive the benefit of any municipal, county, state, or federal statute, rule, ordinance, regulation or other law prescribing the confidentiality of any records or documents, whether formal or informal, pending or closed, maintained by any public or private agency or organization as those records or documents pertain to residency, business location, business activities, education and/or training, employment, criminal history, civil litigation, or law enforcement investigation.

I or we, hereby authorize and request every public or private agency, organization, or person maintaining such records to furnish to the West Virginia Alcohol Beverage Control Administration, or their agents or representatives, any information contained therein and to permit them to inspect and make copies of such records and documents.

I or we, hereby authorize the West Virginia Alcohol Beverage Control Administration to disclose any information pertaining to the licensure to any municipal, county, state, federal or private agency or organization that has any interest in the licensing of said applicant.

I or we, hereby release the West Virginia Alcohol Beverage Control Administration, their agents and representatives, and any agency, organization, or person furnishing information from all liability arising out of any investigation concerning the applicant. I or we further agree that a copy of this Release and Waiver shall function as an original.

I or we, hereby acknowledge that it is understood that a background check will be completed by both the West Virginia State Police and the Federal Bureau of Investigation. It is further understood that if I or we, dispute an FBI submission under Title 28, C.F.R., 16.34, I or we have the right to challenge the completeness or accuracy of the criminal history record by contacting the Federal Bureau of Investigation directly.

I or we acknowledge that by affixing a signature(s) below gives this document full force, and upon this date all aforementioned information may be received and shared as prescribed.

Must be completed by all owners, officers, members and managers.

<table>
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<tr>
<th>Printed Name</th>
<th>Written Signature</th>
<th>Title</th>
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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).
<table>
<thead>
<tr>
<th>Room, Outside Structure or area (Width, Length) (Example: 24’ X 36”)</th>
<th>Located on What Floor</th>
<th>Seating Capacity</th>
<th>Location (Serving, Kitchen, Storage, Etc…)</th>
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I or we hereby certify that the floor plan above and/or attached is the only area where alcoholic beverages will be sold, dispensed, consumed, and/or stored. And, I or we further understand that any violation of this provision will mean immediate revocation or suspension of my license.

Signature: ____________________  Title: ____________________  Date: __________

Signature: ____________________  Title: ____________________  Date: __________

Signature: ____________________  Title: ____________________  Date: __________

Signature: ____________________  Title: ____________________  Date: __________

Signature: ____________________  Title: ____________________  Date: __________
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: May 22, 2019

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
(with mailing address)

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@carenbauers.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
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Contact Email</th>
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<tbody>
<tr>
<td>Mercer Wholesale</td>
<td>PO Box 1237, Bluefield, WV 24701</td>
<td>(304)327-7265</td>
<td><a href="mailto:mercerco@citlink.net">mercerco@citlink.net</a></td>
</tr>
<tr>
<td>Mona Supply</td>
<td>P.O. Box 70, Dellslow, WV 26531</td>
<td>(304)296-5611</td>
<td><a href="mailto:loleksa@monabeer.com">loleksa@monabeer.com</a> <a href="mailto:coleksa@monabeer.com">coleksa@monabeer.com</a></td>
</tr>
<tr>
<td>Mountain Eagle</td>
<td>559 Industrial Park Road, Beaver, WV 25813</td>
<td>(304)253-8886</td>
<td><a href="mailto:mtnagle@suddenlinkmail.com">mtnagle@suddenlinkmail.com</a></td>
</tr>
<tr>
<td>Mountain State Beverage (three locations)</td>
<td>300 Greenbrier Road, Summersville, WV 26651</td>
<td>(681)355-0120</td>
<td><a href="mailto:wnmutter@wvmsb.net">wnmutter@wvmsb.net</a></td>
</tr>
<tr>
<td>North Central (three locations)</td>
<td>PO Box 2328, Clarksburg, WV 26301</td>
<td>(304)842-6231</td>
<td><a href="mailto:kathy@winedist.com">kathy@winedist.com</a></td>
</tr>
<tr>
<td>Northern Eagle</td>
<td>HC 64, Box 132, Romney, WV 26757</td>
<td>(304)822-5139</td>
<td><a href="mailto:scottparkes@mountain.net">scottparkes@mountain.net</a></td>
</tr>
<tr>
<td>Preston Silver Eagle</td>
<td>PO Box 545, Kingwood, WV 26357</td>
<td>(304)329-1355</td>
<td><a href="mailto:Bethpeddicord1@gmail.com">Bethpeddicord1@gmail.com</a></td>
</tr>
<tr>
<td>Ralph’s Beer</td>
<td>Box 1047, Morgantown, WV 26505</td>
<td>(304)296-4871</td>
<td><a href="mailto:ironmtony@gmail.com">ironmtony@gmail.com</a></td>
</tr>
<tr>
<td>Reid’s Distributor</td>
<td>1952 Kelly Island Road, Martinsburg, WV 25401</td>
<td>(304)263-5715</td>
<td><a href="mailto:Preid02@comcast.net">Preid02@comcast.net</a> <a href="mailto:Trent@reidsdistributor.com">Trent@reidsdistributor.com</a></td>
</tr>
<tr>
<td>Ridgeley Distributors</td>
<td>Rt. 2, Box 529-A, Ridgeley, WV 26753</td>
<td>(304)726-8444</td>
<td><a href="mailto:ridgeleydist@atlanticbnn.net">ridgeleydist@atlanticbnn.net</a></td>
</tr>
<tr>
<td>Spriggs Distributing – Central Division (two locations)</td>
<td>One Childress Place, South Charleston, WV 25309</td>
<td>(304)744-4242</td>
<td><a href="mailto:casey.hill@spriggsdist.com">casey.hill@spriggsdist.com</a> <a href="mailto:nick.williams@spriggsdist.com">nick.williams@spriggsdist.com</a></td>
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<tr>
<td>Spriggs Distributing – West Division</td>
<td>140 3rd Ave., West Huntington, WV 25701</td>
<td>(304)522-7371</td>
<td><a href="mailto:casey.hill@spriggsdist.com">casey.hill@spriggsdist.com</a> <a href="mailto:nick.williams@spriggsdist.com">nick.williams@spriggsdist.com</a></td>
</tr>
<tr>
<td>Standard Distributing</td>
<td>905 7th Ave., Charleston, WV 25302</td>
<td>(304)342-5200</td>
<td><a href="mailto:wendellbrown@standardexterminating.net">wendellbrown@standardexterminating.net</a></td>
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State Distributing  
PO Box 350  
Clarksburg, WV 26301  
(304)624-5231  
statedist@clarks.twcbc.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
WEST VIRGINIA RESIDENT BREWERS
(with mailing address)
*WV Resident Brewers can distribute their products in territory not franchised to a WV Beer Distributor.

Abolitionist Ale Works (Front Porch Brewing)
103 E. 2nd Ave.
Ranson, WV 25438
(304)283-3972
Vance.josh@gmail.com

Bad Shepherd Brewing Company
162 Summer Street
Charleston, WV 25301
(304)342-2739
blacksheepwv@gmail.com

Banning’s
620 Water Street
Summersville, WV 26651
(304)619-6972
georgekallai@hotmail.com

Bavarian Brothers Brewing
164 Shepherd Grade Road
Shepherdstown, WV 25433
(304)876-2557
info@bbbrewingwv.com

Beaver Creek Brewing (Stumptown Ales)
P.O. Box 773, Davis, WV 26260
(304)259-5266
JONBROBESON@AOL.COM

Berkeley Springs Brewing
PO Box 1008, Berkeley Springs, WV 25411
(304)258-3369
bsbrewingcompany@gmail.com

Big Timber Brewing
P.O. Box 2547
Elkins, WV 26241
(304)614-6288
matt@bigtimberbrewing.com

Brew Keepers
17 Forest Rd.
Wheeling, WV 26003
(724)809-8968
brewkeepers@gmail.com

Brewstel Brew Shop
120 Davis Ave.
Elkins, WV 26241
(304)997-4769
brewstelbrewshop@gmail.com

Bridge Brew Works
335 Nick Rahall Greenway
Fayetteville, WV 25840
(304)574-1998
bridgebrewworks@hotmail.com

Chestnut Brew Works
3186 Halleck Rd.
Morgantown, WV 26508
(304)212-5079
bill@chestnutbrewworks.com

Dobra Zupas
600 South Oakwood Ave.
Beckley, WV 25801
(304)253-9872
rmzupanick@gmail.com

Freefolk Brewery
PO Box 188
Fayetteville, WV 25840
(304)900-5238
freefolkbrew@gmail.com

Greenbrier Valley Brewing
862 Industrial Park Road - Suite A,
Maxwelton, WV 24957
(304)520-4669
sam@gvbc.beer
High Ground Brewing  
102 Rail Road St.  
Terra Alta, WV 26767  
(304)-435-9909  
highgroundbrewing@gmail.com

Morgantown Brewing  
1291 University Avenue  
Morgantown, WV 26505  
(304)292-6959  
info@morgantownbrewing.com  
chris@pubstomperbrew.com

Mountain State Brewing  
PO Box 391  
Thomas, WV 26292  
(304)463-4500  
mtn.state.brewing@gmail.com

North End Brewing  
3500 Emerson Avenue  
Parkersburg, WV 26101  
(304)428-5854  
info@netbrewery.com

Old Spruce Brewing  
85 Rescue Road  
Snowshoe, WV 26209  
(304)572-0391  
oldsprucetavern@gmail.com

Parkersburg Brewing Company  
707 Market Street  
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