



# Liquor Agency Operations

## Weekly Activity Report

**Monday, July 18, 2016**

*Recent Activity & Stakeholder Communications:*

### **Liquor Supply Management for Wholesale Accounts RNC (July 18 -21)**

Thank you for your help in preparing for the Republican National Convention. Below are some key points to share with your wholesale accounts. A copy of this is to be included with every wholesale order to ensure your wholesale customers have this information. Here's the link: <http://goo.gl/aXZIjk>

Preparation is the key to managing your supply of spirituous liquor during the Republican National Convention (RNC) in Cleveland, July 18 through 21. In the event you deplete your supply of specific items that you must have before your next scheduled delivery, here are some important things to know:

- While many retail establishments were granted waivers to sell alcohol until 4 a.m., please note that Liquor Agencies must stop all sales of spirituous liquor (retail and wholesale) by 11 p.m.
- Liquor Agencies that offer delivery of spirituous liquor to wholesale accounts located within the secure zone can make those deliveries only between the hours of 3 a.m. and 11 a.m. All deliveries must be coordinated with your Liquor Agency.
- If you need additional spirituous liquor items, you must first contact your assigned Liquor Agency as soon as possible to ensure they can re-supply your out-of-stock items in a timely manner. If you are unable to reach your Agency for support during normal business hours, you can contact Gerry O'Neil, Director of Agency Operations, at 614-644-2390.
- You can purchase from your assigned Liquor Agency only.
- Check your inventories several times each day. If you run out of a particular item you need, contact your Liquor Agency immediately to ensure they can re-supply your out-of-stock items in a timely manner.
- You may need to pick up spirituous liquor orders from your assigned Liquor Agency if road closures and traffic issues exist.
- If a Liquor Agency is experiencing emergency shortages, Division of Liquor Control will utilize additional resources to retrieve product from the warehouse to re-supply the Agency's inventory.

**Please see the following link for detailed information regarding security and traffic restrictions for the RNC:**

<http://www.secretservice.gov/data/events/2016-CONV/GPA-09-16-RNC-Cleveland.pdf>

## **Rush Orders For Northeast Ohio Agencies**

Due to increased demand, priority for Rush Order deliveries this week (July 18 - 21) will be given to Agencies located within a 25-mile radius of Cleveland that are most impacted by the RNC.

It is important to remember that Rush Orders should only be used in emergency situations. Please plan ahead and properly use the requisition process to obtain needed inventory.

If you have any questions or concerns, please contact your allocations clerk or the DOLC help desk at 877-812-0013, or e-mail: [COMLiquorBaseHelpDesk@com.state.oh.us](mailto:COMLiquorBaseHelpDesk@com.state.oh.us).

## **Agency Emergency Notification Process**

In the event of an Agency emergency that occurs over the weekend, when the Division's offices are closed or outside of the Division's regular business hours of Monday- Friday 8 a.m.-5 p.m., please notify us using the following emergency contact e-mail address: [liquoremergencycontact@com.state.oh.us](mailto:liquoremergencycontact@com.state.oh.us)

In an effort to best serve you, it is vital that this e-mail address be used only for emergencies, including the following situations:

- unplanned system outages
- safety risks
- security risks
- major theft

This does not replace the help desk, but is an additional means to communicate Agency emergency issues to the Division's on-call Senior Leadership Team for a timely resolution.

***Know additional people who would like this weekly report? Send their email addresses to: [matt.mullins@com.state.oh.us](mailto:matt.mullins@com.state.oh.us)***