

Policy and Procedure

Virginia Winery Distribution Company

Number:
Adopted: 3/11/2025
Revised:
Effective:

Subject: Releasing a Winery from Distribution Rights

Approval: _____
Chair: Stan Joynes

Stan Joynes, Chair

I. **PURPOSE**

The Virginia Winery Distribution Company (VWDC) is committed to maintaining fair and transparent practices in releasing wineries from all or part of their current distribution rights agreements. This policy ensures that the process is conducted in accordance with the Virginia Wine Franchise Act and VWDC's internal guidelines.

This policy outlines the procedures and requirements for releasing a winery from its distribution rights agreement with VWDC.

II. **SCOPE**

This policy applies to all wineries currently under distribution agreements with VWDC, covering both complete and partial releases of distribution rights.

III. **PROCEDURES**

A. Notification – The winery must submit a written request to VWDC for the release from VWDC's distribution territory, either in whole or in part. The request should include the winery's name, contact information, and the reason for the request. Requests should be submitted at least thirty (30) days prior to the desired release date to allow sufficient time for review and processing.

B. Review:

- i. **Complete Territory Release:** VWDC will review the request and check to ensure there are no outstanding (pending, accepted, or finalized) orders for the winery. If any such order exists, VWDC will notify the winery and specify the actions required to resolve the order(s). All orders must either be canceled or marked as delivered before the release can proceed.
- ii. **Partial Territory Release:** VWDC will review the request and check to ensure there are no outstanding (pending, accepted, or finalized) orders within the specified territory/territories. If any such order exists, VWDC will notify the winery specifying the actions required to resolve the order(s). All orders within the requested release territory/territories must either be canceled or marked as delivered before the release can proceed.
- iii. **Timeline:** VWDC will complete its review within five (5) business days of receiving the winery's request.

- C. Notification to Virginia ABC** – VWDC will notify the Virginia Alcoholic Beverage Control Authority (Virginia ABC) of the release of distribution rights for the specified territory/territories. This notification will be sent within five (5) business days of completing the review and will include all necessary documentation required by Virginia ABC.
- D. Finalization** – Once the review is complete and Virginia ABC has been notified, VWDC will provide a written confirmation to the winery. VWDC will deactivate the winery's account but will grant view-only access for thirty (30) days from the release date. During this time, the winery may generate and download reports as needed.

Version History		
Version	Date	Change Summary
1	3/11/2025	Policy adopted