



KANSAS DEPARTMENT OF REVENUE
ALCOHOLIC BEVERAGE CONTROL DIVISION
915 SW HARRISON
TOPEKA, KANSAS 66625-3512

KANSAS FARM WINERY
INSTRUCTIONS AND APPLICATION FOR BRAND REGISTRATION AND LABEL APPROVAL

If you have any questions or need assistance completing this application, please contact the Kansas Alcoholic Beverage Control Marketing Unit at 785-296-7015 or via E-mail at abc_marketing_unit@kdor.state.ks.us. Please send your completed application and required documents to the above address.

GENERAL INSTRUCTIONS:

This brand registration and label approval application must be filed with the Kansas Alcoholic Beverage Control and approval received.

1. This form may be reproduced as necessary.
2. This application is for all new brands, labels, label revisions, cancellation of brands and labels, and inactivation of labels; however, a separate application must be completed for each transaction type requested.
3. The application must be typed or printed. Soft copies will be accepted via e-mail at abc_marketing_unit@kdor.state.ks.us
4. Complete all information. Incomplete applications will be returned.
5. Application must be submitted with all required documentation. A checklist is provided to assist you with this process.
6. Brands are registered and labels are approved for the fiscal year, July 1 through June 30. Any new brands and/or labels are registered from the date approved through the end of the fiscal year unless cancellation or inactivation is requested. Each application for label renewal must be received by June 1st to timely processing of your renewal.
7. All forms are available on our website. Go to: <http://www.ksrevenue.org/abcfarmwine.htm>

APPLICATION PREREQUISITE:

Kansas Farm Winery:

To register your brands and receive label approval, you must possess a valid Kansas Farm Winery License.

DEFINITIONS:

Domestic Fortified Wine. Wine which contains more than 14%, but not more than 20% alcohol by volume and which is manufactured from not less than 60% of agricultural products grown in this state without rectification.

Domestic Table Wine. Wine which contains not more than 14% alcohol by volume and which is manufactured without rectification or fortification from not less than 60% of agricultural products grown in this state.

APPLICATION REQUIREMENTS:

Kansas Application for Brand Registration and Label Approval

The Kansas Application for Brand Registration and Label Approval must be completed and all documents required below must be included with your application.

1. **BATF Form (aka TTB, COLA, FLA)**
Submit a copy of the approved federal application "Application for and Certification/Exemption of Label/Bottle Approval" for **each** brand/label being submitted for approval. (TTBF5100.31) Wine products under 7% alcohol by volume are not required have a Federal Label Approval, however, they must be approved by the ABC prior to sale.
2. **Original Labels**
Attach one (1) complete set of original labels for **each size** of **each label** for which approval is desired. If the TTBF5100.31 is printed in color and legible, you are not required to send original labels. Do **not** send original containers.
- 2a. **Additional Label Requirements** K.S.A. 41-308a(c)
The label of domestic wine and domestic fortified wine manufactured by the licensee shall indicate that a majority of the products utilized in the manufacture of the wine at such winery were grown in Kansas.
3. **Franchise Agreement (ABC-1013)**
Farm Wineries have the option to self-distribute their product. If you are a Farm Winery that self-distributes, you will not have a franchise agreement to submit. If you use a Wine Distributor, submit a copy of the signed Franchise Agreement between the Farm Winery and the Kansas Wine Distributor. Brands and labels must be listed on the Franchise Agreement and the territory must be explicit.



4. **Territorial Map (ABC-1005)**
Farm Wineries have the option to self-distribute their product. If you are a Farm Winery who self-distributes, you will not have Kansas map to submit. Please indicate on the Kansas map the territory the franchise agreement with your Distributor covers. The completed map must be returned with the application. If the franchise agreement is for the entire state of Kansas and is stated on the franchise agreement, a map is **not** required.
5. **Fees**
There is no fee required to register your brand and obtain label approval.

APPLICATION INSTRUCTIONS:

Section 1 – Licensee Information

Complete all information requested.

Section 2 – Transaction Requested

- Select **one transaction** type per form.
- Check the appropriate box for the transaction you are requesting. Note: For new label approval requests for seasonal or promotional packages require the effective date the package will be available for purchase by the distributor.

Section 3 – Brand Registration and Label Approval Request

New Brand Registration and Label Approval, New Label Approval only, Label Revisions.

All information on the form is required for **each size of each label** you desire approval to sell in Kansas. Detailed explanation is provided below.

- **Distribution type**
Enter “FW” if the Farm Winery is self-distributing.
Enter “D” for distributor. This option requires a franchise agreement and state map. A Farm Winery shall not both self-distribute and use a licensed distributor within the same geographic area. K.S.A 41-410(a)
- **Brand Name**
Enter the name of the brand you wish to register.
- **Label Description**
Enter the name of the label you wish to receive approval to sell in Kansas. Example: Brand Name, Merlot 2006. **Include the vintage on products that are vintage specific.** NOTE: All label revisions must be submitted to the Alcoholic Beverage Control and approved.
- **Product Type**
Enter the corresponding numeric value for the type of product you are registering. A key has been provided to you in the lower left side of the form. Example: 1=Domestic Fortified Wine.
- **Container Information** includes the following:
 1. **PKG.** Packaging information. Enter how the product is packaged for sale. If the product is sold in a case of 12, enter 12
 2. **S.U.** Selling Units. Enter the quantity of selling units. If the product is sold to the consumer individually, enter “1”.
 3. **SIZE.** Enter the unit size and the unit of measure. Example: 750ML.
 4. **TYPE.** Enter the type of container the product is being sold in. Example: BTL, BOX, etc.

Cancellation of Kansas Registered Brand(s) AND All Labels

To cancel registration of brands **AND** all labels in Kansas complete the following:

- Select the transaction type “Cancel Brand and all Labels.”
- Enter the name of the brands you wish to cancel. It is not necessary to enter any label information.
- Return to the ABC Marketing Unit.
- Date cancelled will reflect the date the processed by the Alcoholic Beverage Control unless a specific date is indicated.

Inactivate Kansas Registered Labels Only

To inactivate specific labels in Kansas complete the following:

- Select the transaction type “Inactivate Labels”.
- Complete Section 3, entering the label(s) you wish to inactivate.
- Return to the ABC Marketing Unit.
- Date cancelled will reflect the date the processed by the Alcoholic Beverage Control unless a specific date is indicated.



**KANSAS FARM WINERY
APPLICATION FOR BRAND REGISTRATION AND LABEL APPROVAL CHECKLIST:**

Select the appropriate transaction below and use the checklist to ensure all application requirements are met.

TRANSACTION	APPLICATION REQUIREMENTS
<p>Application for New Brand Registration and Label Approval</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Kansas Farm Winery Application for Brand Registration and Label Approval. (ABC-1010) <input type="checkbox"/> Attach one complete set of labels for each size of each label approval requested if available. <input type="checkbox"/> Attach a copy of the Federal Label Approval (TTBF5100.31). <input type="checkbox"/> Attach the Franchise Agreement. If you are a farm winery who self-distributes, you will not have a franchise agreement to submit. <input type="checkbox"/> Attach the completed Kansas Map (ABC-1005) indicating franchise agreement territory if required. If you are a farm winery who self-distributes, you will not have Kansas Map to submit. <input type="checkbox"/> Submit to the Kansas Alcoholic Beverage Control Marketing Unit.
<p>New Label Approval</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Kansas Farm Winery Application for Brand Registration and Label Approval. (ABC-1010) <input type="checkbox"/> Attach one complete set of labels for each size of each label approval requested if available. <input type="checkbox"/> Attach a copy of the Federal Label Approval (TTBF5100.31). <input type="checkbox"/> Attach the completed Kansas Map (ABC-1005) indicating franchise agreement territory if required. If you are a farm winery who self-distributes, you will not have Kansas Map to submit. <input type="checkbox"/> Submit to the Kansas Alcoholic Beverage Control Marketing Unit.
<p>Label Revision</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Kansas Farm Winery Application for Brand Registration and Label Approval. (ABC-1010) <input type="checkbox"/> Attach one complete set of labels for each size of each label approval requested if available. <input type="checkbox"/> Submit to the Kansas Alcoholic Beverage Control Marketing Unit.
<p>Inactivate Labels</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Kansas Farm Winery Application for Brand Registration and Label Approval. (ABC-1010) <input type="checkbox"/> Submit to the Kansas Alcoholic Beverage Control Marketing Unit.
<p>Cancel Brand AND All Labels</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Kansas Farm Winery Application for Brand Registration and Label Approval. (ABC-1010) <input type="checkbox"/> Submit to the Kansas Alcoholic Beverage Control Marketing Unit.



**KANSAS FARM WINERY
APPLICATION FOR BRAND REGISTRATION AND LABEL APPROVAL**

**Kansas Alcoholic Beverage Control
Marketing Unit
915 SW Harrison Street, Room 214
Topeka, KS 66625-3512
Telephone 785-296-7015 FAX 785-296-7185**

SECTION 1 – LICENSEE INFORMATION		
Farm Winery DBA Name		License No.
Business Mailing Address		
City	State	Zip Code
Contact Person		Title of Contact Person
Telephone Number	FAX Number	E-Mail Address

SECTION 2 – TRANSACTION REQUESTED*	
<input type="checkbox"/> New Brand Registration and New Label Approval <input type="checkbox"/> New Label Approval Request <input type="checkbox"/> Seasonal or Promotional Package Approval Request Effective From : _____ Effective To: _____ <input type="checkbox"/> Label Revision Request <input type="checkbox"/> Inactivate Label(s) <input type="checkbox"/> Cancel Brand and all Labels <input type="checkbox"/> Other _____	TOTAL LABEL APPROVALS REQUESTED _____
* SUBMIT ONLY ONE TRANSACTION TYPE PER FORM	

FOR DEPARTMENT USE ONLY	
Number of Labels Approved:	
Number of Labels Denied:	Reason:
Signed:	Date:

