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# VINEXPO AMERICA /DRINKS AMERICA

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**MARCH 9-10 2022**

## **SHIPPING INSTRUCTIONS**

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We are pleased to announce that W&S Logistics –Balguerie Group is appointed as the official logistics partner of Vinexpo America 2022 and will be happy to help you to ship your goods to the show. We offer you various logistics services, from pick up at your premises up to the delivery to your stand

Please note that the delivery from the loading bay to stand is no more included in your stand package. The delivery will be done by W&S Logistics and included in the estimates for exhibitors.

Our team will be present at the show to assist the exhibitors  
Please read our shipping instructions attentively. The respect of the below instructions guarantees the smooth delivery of your samples on time for the show.

## **CONTENT AND ATTACHMENTS**

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## LIST OF ATTACHMENTS

(Please hold “CTRL” and click on the line to download the attachment, if the link is not working, please contact us)

[ATTACHMENT N°1 - QUOTATION REQUEST](#)

[ATTACHEMENT N° 2 – PACKING-LIST FOR WINES AND SPIRITS](#)

[ATTACHEMENT N° 3 – PACKING LIST FOR PROMOTIONAL MATERIAL](#)

[ATTACHMENT N° 4 – BOTTLE LABEL](#)

[ATTACHEMENTS N° 5 – CARTON LABEL](#)

[ATTACHMENT N° 6 – HOW TO CHECK YOUR FDA NUMBER](#)

[ATTACHMENT N° 7 – PACKING LIST FOR WINE & MATERIAL FOR DIRECT DELIVERIES TO NY](#)

[WAREHOUSE](#)

[ATTACHMENT N° 8 – CARTON LABEL FOR DIRECT DELIVERIES TO NY WAREHOUSE](#)

[ATTACHMENT 9-QUOTATION REQUEST -DIRECT DELIVERIES TO NY WAREHOUSE](#)

[ATTACHMENT N° 10 – ORIGIN AND AGE CERTIFICATE REQUIREMENTS](#)

## **1. DEADLINES AND CONTACT DETAILS**

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### **DEADLINES FOR SHIPMENTS AND DOCUMENTS**

Receiving the invoices / packing-lists by email: **JANUARY 31**

Receiving the goods in our warehouse in Bruges, France: **FEBRUARY 10**

Olga LANCEMOT – [olancemot@wslogistics.fr](mailto:olancemot@wslogistics.fr)  
Eugenia BEZZUBETS – [ebezzubets@wslogistics.fr](mailto:ebezzubets@wslogistics.fr)

[If you are shipping from a country outside the European Union – please contact W&S Logistics for further instructions](#)

## 2. FDA REGULATIONS AND DOCUMENTATION

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### A. FDA NUMBER

Every producer shipping wines and spirits to the USA must have a valid FDA number. Once created, the FDA number must be renewed every two years and every even-numbered year. Your FDA must be valid during Vinexpo Show

Please send us the FDA validity certificate – example in the [ATTACHMENT 6](#)  
You will find detailed guidelines how to check your FDA number in the [ATTACHMENT 6](#)

If you do not have a valid FDA number, we can create it. Please indicate that you need the FDA number creation in your quotation request - [ATTACHMENT 1](#). The additional fee for this service will be indicated in our quotation.

### B. INVOICE PACKING LISTS

Please fill out our invoice-packing lists and send them to W&S Logistics **two days before** the delivery to the depot.

It is mandatory to use our templates – [ATTACHEMENT 2](#) - for wines and spirits, [ATTACHEMENT 3](#) - for promotional material and complete all the fields.

- Wines and spirits must be packed and labelled separately from promotional material

The products mentioned in the packing list must match with the products packed in your cartons. (Quantities, vintages, alcoholic degree, brand name, volume, promotional material description)

### C. ORIGIN & AGE CERTIFICATE

The import of certain products to the USA require an origin or age certificate (spirits, champagnes, certain wines). You will find the list of countries and products in the [ATTACHMENT 10](#)  
If your product is a part of the list, please establish and send us the origin/age certificate for your samples. Please contact W&S Logistics to precise the consignee.

#### **D. EMCS DOCUMENT (E-AD document)**

All samples from the **European Union** must circulate under EMCS document. Please contact W&S Logistics for instructions.

#### **E. EORI NUMBER**

All wineries from the EU must have an EORI number (to export their products). If you do not have one, please contact W&S Logistics

### **3. PACKAGING AND LABELLING**

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#### **A. CARTONS LABELLING AND PACKAGING**

Please pack in separate cartons:

- Wines
- Spirits
- Promotional material

Please print and stick to every carton our label: [ATTACHEMENT 5](#)

**Do not use any wooden packaging to ship your samples: pack them in cardboard cartons.**

You can nevertheless deliver cartons to your depot on wooden pallets.

#### **B. BOTTLES LABELLING**

Please stick the government warning to each bottle – Print [ATTACHMENT 4](#). This label is **mandatory** to import your products in the USA. **If the label is absent, our teams can stick it to your bottles at your request. Additional fees for this service will occur.**

Please also keep your original labels on the bottles.

**In case of the absence of the government warning, the US customs can seize your samples and fine your company**

### **4. PROMOTIONAL MATERIAL**

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The drayage of promotional goods from the loading bay of Javits exhibition center to your stand is subject to additional fees invoiced by Freeman Company –the official subcontractor of the exhibition center.

These fees will be indicated in our quotation

We recommend you **not to send** the below items in your Vinexpo shipments, the import procedure is subjected to stricter rules and will require additional documentation, fees and clearance delay.

- ✓ Sunglasses
- ✓ Pens, pencils
- ✓ Any clothing ( ex: aprons, T-shirt, towels)
- ✓ Any products that are used for food or drinks consumption ( ex: mugs, glasses )

If you still want to include these objects in your shipment, please contact W&S Logistics in advance.

## 5. OUR RATES, DUTIES & TAXES

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Please complete the quotation request and send to W&S Logistics - [ATTACHMENT 1](#)

Our rates will cover various services: from pick up at your wine estate up to your stand including all customs clearance formalities and storage.

Even if the samples are only meant for tasting during the show, duties and taxes will occur. Your promotional material (dry goods) will also be subject to duties and taxes payment. The duties and taxes amount will depend on beverage type, volume, degree, etc...

If you provide us with all the necessary information, we will send you an estimate in our quotation.

## 6. DIRECT DELIVERIES TO THE ADVANCED WAREHOUSE IN NY

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**ALL SHIPMENTS MUST BE SENT TO THE ADVANCED WAREHOUSE. DO NOT SHIP DIRECTLY TO THE JAVITS CENTER.**

We have the warehouse permit/license for receiving and storage of samples in our advanced warehouse in Paterson, NJ 07514. We will send you all the necessary information (order number, delivery address and contact, warehouse permit) upon reception of your packing list and invoice payment.

All products must be delivered to our NY advanced warehouse by the below deadlines for consolidation and to ensure efficient delivery to your stand

**The delivery window: February 14<sup>TH</sup> - March 2<sup>ND</sup>**

Deliveries outside these dates will be subject to additional fees. Early and late **arrival** surcharge of 50% will be applied on our rates

### **LABELLING**

Please print and stick to every carton our label [ATTACHMENT 8](#)

Please choose and check the right box on the label.

<input type="checkbox"/>	WINE	<input type="checkbox"/>	MATERIAL	<input type="checkbox"/>	SPIRITS
ORDER NUMBER		<input type="text"/>			

**Please note that if the carton label is illegible or missing, an extra 100 % per carton fee will apply**

Take into consideration the fact that W&S Logistics will issue an invoice according to the quantities you are sending. This invoice **must be paid before delivery** to the advanced warehouse. Fill in the packing list [ATTACHMENT 7](#) and email to Eugenia BEZZUBETS, W&S Logistics at [ebezzubets@wslogistics.fr](mailto:ebezzubets@wslogistics.fr) as soon as possible, at latest on **February 11<sup>th</sup>**, then we will issue the invoice and give you green light to deliver once we receive proof of its payment. At this point, you will also receive an **order number, which** you must indicate on the carton label.

**No shipment will be accepted without your packing list received in advance!**

To know our rates for direct deliveries to our New York warehouse, please fill in and send us the quotation request - ATTACHMENT 9-

## 7. DELAY AND NON –PERFORMANCE

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Neither party shall be held liable for any damages sustained from delay or non-performance due to events beyond its reasonable control, including without limitation, strikes or other labor, disputes, weather, earthquakes, fires, floods, war, riots, civil disorder, failure of power or utilities and government acts.

If any occurrence over which neither party has reasonable control arises and if it prevents, postpones, interrupts or requires cancellation of the show, the exhibitor shall reimburse W&S Logistics – Balguerie Group for its direct expenses in pursuing or providing services until the date of its occurrence.

**IMPORTANT >>** In the event that the organizer cancels or postpones the show or the exhibitor cancels his participation, W&S Logistics- Balguerie has the rights to invoice 100% of all the logistics fees agreed in the quotation and other logistics fees related to the above cancellation (move out, destruction, duties and taxes etc)

## 8. PAYMENT & CONDITIONS

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**All our invoices are to be paid upon reception and before delivery to your booth.** All the charges are to be set prior to the opening of the exhibition.

All business is conducted under the standard conditions in force and in accordance with the usual and general terms for our forwarding activities (for FRANCE, we refer to the French Federation of Freight Forwarders /TLF). Copy of conditions available upon request.

Should any dispute occur, only the Commercial Court in Bordeaux (France) will be considered competent.

## 9. INSURANCE

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Our company and its partners provide a mandatory ad valorem insurance, which covers all transportation and handling risks including sea / air transportation and delivery to the loading bay, if performed. Our insurance will not cover consequential damages due to the non-delivery (example: plane tickets, hotel fees)

## 10. CONTACT INFORMATION

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### W&S LOGISTICS – BALGUERIE GROUP

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