



SHIPPING INSTRUCTIONS
Wine Paris + Prowein 2027

PLEASE SHARE WITH YOUR LOGISTICS STAFF PREPARING SHIPMENT

These are instructions for the consolidated wine sample shipment for both events. There will be **ONLY ONE** sample shipment for all events.

- Don't send too much wine! You will have limited storage in your booth. Each 5m2 booth will come with locked storage under the bench for three 12-bottle cases plus a lockable fridge. There is no other storage in the new California ranch.
- Please ship in standard cases of 6 or 12, avoid using large Styrofoam shippers to save space in the container. Pack any POS inside cartons.
- **Before October 24**, enter all your information in Bottlebooks, download your completed Excel Pack List and send a copy to Tania Da Costa at tdacosta@wineinstitute.org DO NOT change the pre-filled customs value of \$3 per bottle for all wines.
- **Before November 2**, we will confirm if your Pack List is correct and send you the warehouse address for deliveries.
- Download the Shipping Label, mark the right event and list which wines are in which boxes. Attach 2 copies to each box, one on each side.
Boxes without shipping labels will be refused.
- No need to prepare an invoice or VI-1 form.
- **Between November 9-13**, deliver your samples to the warehouse.
- Deliver your wines with shipping labels attached and a copy of Pack List attached to one of the boxes. # of bottles and # of boxes delivered MUST match 100% what is stated on Pack List and Shipping labels. If there are discrepancies, your shipment will be refused.
- Deliver all your wines in one shipment. Wineries that have second deliveries to the warehouse will be charged a \$100 fee.

For questions, please contact Marco Tiggelman at mtiggelman@wineinstitute.org

LATE COURIER SHIPMENTS

If you miss the deadline of the consolidated shipment, you can Fedex or DHL (preferred over UPS) your wines, **at your own cost**, to:

Magazijn Hendrickx c/o Wine Logistics International

Contact: Marianne Huybrechts

Fabriekstraat 17 – Hal K

2260 Westerlo - Heultje

Belgium

marianne@wine-logistics.com

T : 0032-3-540-00-57

You MUST

1. ship the total # of cases as 1 single shipment (meaning only 1 Airwaybill #)
2. issue only 1 invoice for the whole shipment to give to the courier
3. instruct the courier to deliver the wines to WLI “with T1 custom form”
4. If you ship each case as a separate shipment, with a separate T1 form, we will charge you \$150 handling and clearance fee PER BOX!
5. e-mail copy of the Pack List and the AWB tracking # to marianne@wine-logistics.com
6. attach the relevant case label to boxes

DEADLINES

- Courier shipments must be received **by Monday, January 24, 2027**.

CONTACTS

Make sure you notify Marianne Huybrechts before shipping to make delivery arrangements:

marianne@wine-logistics.com