

Las Vegas Global Spirits Awards

International Entrants Without a US importer: Submit Your Samples in Four (4) Steps

Park Street Imports is NOT a customs broker, Park Street is a US approved alcohol importer who will provide entrants with the documentation required by the US to import samples. Park Street will work with DHL, Fed Ex, or a third party customs broker to get product cleared and delivered to the competition on time.

How to Submit Your Samples in Four (4) Steps

*Do not ship samples before completing all 3 steps or your product may be rejected by US Customs

STEP 1 – Complete Forms

- A. Fill out the Park Street Sample Request Form [here](#).
- B. Fill out the red items on the Approved Commercial Invoice attached and return to competitions@parkstreet.com in excel format (PO Box address will not be accepted). For regulatory reasons, you **MUST** use **OUR** commercial invoice template when shipping your products to the competition.

STEP 2 – Collect Required Import Documentation

- A. Wait **10 business days** for Park Street to send you the three (3) approved shipping documents:
 1. Approved TTB COLA waiver
 2. Approved Commercial Invoice
 3. Prior Notice

STEP 3 - Prepare Shipment

- A. Arrange shipping with the local FedEx office
 1. Advise FedEx that Park Street is the importer of record and consignee of the shipment. Failure to do so will prevent Park Street from clearing the shipment at arrival.
 2. Issue a prior notice or request its issuance from FedEx in advance. Park Street does not issue prior notices.

STEP 4 – Prepare Bottles & Package for Shipment

- A. Please ship **THREE (3) 750 mL bottles per entry**
- B. Each bottle must have a sample label affixed
 - a. Please see document “Sample Labels” attached

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- i. Please note that if your sample(s) contains sulfite, you must also have a label which says, "Contains Sulfite."
- C. Please select the option to **bill duties and taxes to the shipper** on the airway bill.
- D. For shipments of more than one box, indicate that the box is "Box 1 of 4," "Box 2 of 4," etc. Also indicate on the outside each box: "SAMPLE MATERIALS. NOT FOR RESALE. GLASS ENCLOSED."
 - a. Not indicating "Box 1 of 4", "Box 2 of 4", etc. may result in higher import fees!
- E. Make sure you provide your shipping carrier (Ex: FedEx) a copy of the following documents, or your shipment WILL BE DELAYED.
 - a. Completed Entry Form(s)
 - b. Approved TTB COLA waiver
 - c. Approved Commercial Invoice
 - d. Prior Notice
- F. Email competitions@parkstreet.com with the following:
 - a. Scanned copy of Airway Bill
 - b. Carrier Name
 - c. Tracking #
 - d. Ship Date
 - e. Box Quantity

IMPORTANT: Your tracking # will allow us prevent delays with customs clearance and ensure delivery.

Below is more information on each of the 3 documents. You **MUST** provide your shipping company these three documents when shipping your samples.

1. **TTB COLA Waiver:** The Certificate of Label Approval (COLA) waiver is a document required whenever importing an alcoholic beverage that does not have an approved US label. Park Street needs to submit a request to the US government agency that handles this waiver (TTB) and they take 7 business days to process/approve the waiver.
2. **Commercial Invoice:** Park Street will send you a template of the commercial invoice in the initial email, **YOU MUST USE OUR TEMPLATE (PLEASE DO NOT USE YOUR OWN TEMPLATE).**
3. **FDA Prior Notice Letter:** Park Street will provide you with this letter asking the shipping company to create the FDA Prior Notice and Web Entry (documents necessary to clear shipments).