**Sample Shipping Instructions for the AVPA-Paris Contests**

After product registration for evaluation, it is your responsibility to have the samples delivered to the Agency for the Valorization of Agricultural Products. The Agency for the Valorization of Agricultural Products will not assess the shipping process and cannot be held responsible for the sample shipment.

**Deadlines**

Please respect the deadlines mentioned on our website page “Registrations,” and take into consideration time for shipment and custom clearance.

*Every year, we unfortunately cannot evaluate some products due to late arrival of samples.*

**Quantity of samples to send**

Please send the quantity of samples indicated on the **registration forms**.

**Packaging**

Please provide a strong packaging to avoid the breakage of fragile products.

**Incoterms: DDP (Delivered Duty Paid)**

Delivery costs, taxes, import and custom duties for shipment are at your expense. Should any of those costs be invoiced to the Agency for the Valorization of Agricultural Products, we will re-invoice you for this cost and you will have to repay us to be able to participate to our contests.

**Delivery Address**

AVPA – Agence pour la Valorisation des Produits Agricoles

Espace ALTURA

46 rue Saint-Antoine

75004 Paris

France

**Proforma**

To the parcel, please join a proforma invoice IN ENGLISH with the mentions below:

Addressed to the Agency for the Valorization of Agricultural Products (above address)

Description: Provide a description of each product

Price: No commercial value

Total price: 1 EUR (do not put a higher amount as this would result in additional taxes)

Additional information: Food samples for analysis, to be completely destroyer after analysis, no commercial value, DDP

**IMPORTANT for shipment from non-EU countries**

The invoice must have a 1 EUR value for products with a reference to “samples without commercial value.”

**On the parcel:**

Please indicate the following IN ENGLISH:

Samples for analysis. To be completely destroyed after analysis

“DDP” (delivered duty paid)\*

“Urgent deliver” / “Keep fresh” / “Keep frozen” if relevant for fresh and frozen products.

*Download pro-forma invoice template*