



GUIDE FOR PARTICIPATING PRODUCERS

Sample shipping guide

Identification, packaging and delivery

SHIPPING INSTRUCTIONS

From registration to the judging table

With your registration confirmed, the next step is to ensure that every sample reaches the judging table in the same condition in which it left your facility.

This guide sets out the identification, packaging and delivery criteria that apply to all categories. Following them allows the panel to evaluate each product using the technical sheets designed for its category, free from variables unrelated to its quality.

THE PROCESS

Four steps to a correct shipment

01	Sample identification	PAGE 03
	Official label, registration code and number of units as set out in the Official Rules	
02	Packaging	PAGE 04
	Individual protection for each container and a box prepared for transit	
03	Shipping and delivery	PAGE 05
	Reception center, deadlines, transport and documentation	
04	Receipt confirmation	PAGE 06
	Verification, identification and custody of the samples until judging	

BEFORE YOU START

Keep the Official Rules of the current edition at hand. They specify the number of units per entry, the delivery deadline and the authorized reception centers, information that this guide complements but does not replace.

01

STEP ONE

Sample identification

Every unit must be traceable to its entry without any margin for error. Correct identification is the foundation of a reliable evaluation.

A Official label

Print the official label received in your confirmation email and attach one to each bottle or can. We recommend laminated adhesive paper, resistant to moisture and condensation, and avoiding rubber bands, which tend to come loose during transport.

B Code and details

Check that the code on each label matches your entry and that the printed information corresponds to the product and to the category in which it was entered.

C Number of units

Send the number of units per entry set out in the Official Rules, all of the same product and each bearing its official label.



ONE PER UNIT

ALL UNITS

Same product, same official label

All units in an entry must be identical to one another



IMPORTANT

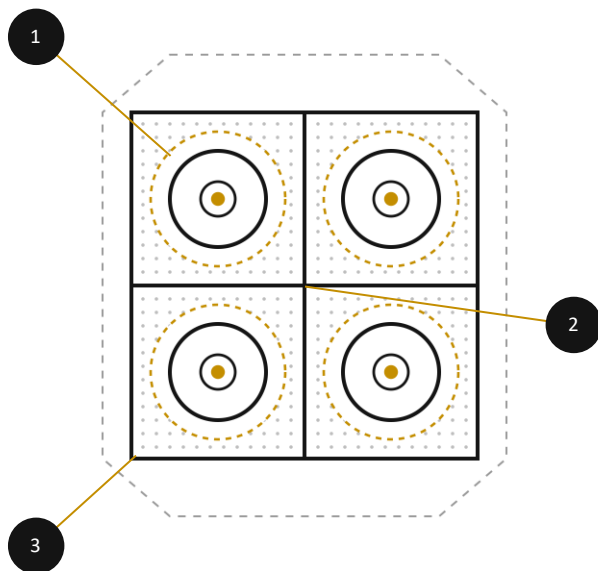
Entries with missing units, with quantities other than those set out in the Official Rules or without the corresponding official label cannot be accepted.

02

STEP TWO

Packaging

Well-executed packaging is the best guarantee that your product will be evaluated exactly as you conceived it



Top view of a box with its units

- 1 **Individual protection**
Wrap each bottle or can separately in bubble wrap
- 2 **Separation between containers**
Divide the units with cardboard, foam or other cushioning material to prevent direct contact
- 3 **Filling empty spaces**
Fill any gaps in the box to prevent internal movement during transit
- 4 **Box and sealing**
Use a sturdy cardboard box suited to its contents and seal all seams with strong tape
- 5 **External identification**
Mark the box with the producer's name and the registration codes it contains

NOTICE

Shipping responsibility

Copa Internacional de Fermentados provides guidance and facilitates the logistics process, but does not take part in transport or assume any responsibility for it. Preparation, packaging, dispatch, transport costs, customs procedures and any incident during transit, such as breakage, loss, delays or holds, are the sole responsibility of the producer.

The organization assumes custody of the samples only once their receipt has been confirmed. Packaging materials will not be returned.

03

STEP THREE

Shipping and delivery

Delivery coordinated in advance ensures that your samples arrive on time and in good condition



RECEPTION CENTER

Check the Official Rules for the reception centers authorized for the current edition and coordinate delivery with their contact before shipping.

DEADLINES

Ship well ahead of the delivery deadline, allowing for transit and customs clearance times from your country.

TRANSPORT

Choose a service with a tracking number and avoid exposing the shipment to extreme temperatures.

DOCUMENTATION

For international shipments, check with your carrier the requirements and documents for importing beverages into the destination country.

EACH EDITION'S NETWORK

Complementary centers and ambassadors

In each edition, the Copa may open complementary reception centers and appoint ambassadors in different countries, bringing the competition closer to more producers and making participation easier. Up-to-date information is published on the official channels.

THE ROLE OF AMBASSADORS

Ambassadors are collaborators who act as a point of contact for producers in their country. Their support is voluntary and is not part of the competition's logistics operation.

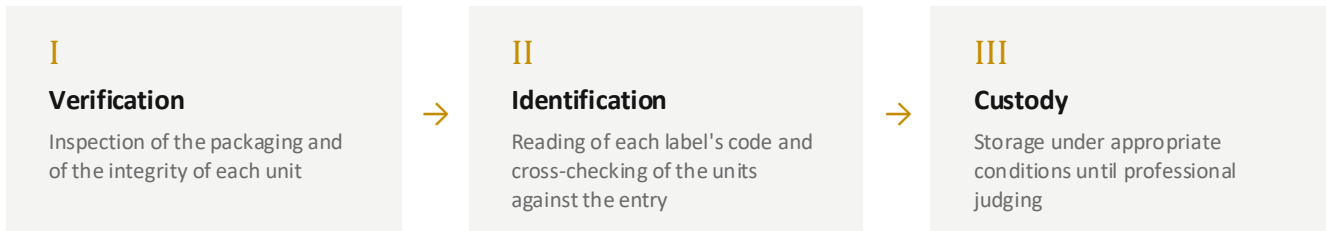
Each producer must contact them directly to coordinate their shipment. All costs associated with transporting and shipping the samples are the sole responsibility of the producer.

04

STEP FOUR

Receipt confirmation

On arrival at an official center, each shipment goes through a three-stage check. The receipt confirmation certifies that delivery was completed correctly and marks the moment the samples pass into the organization's custody.



FINAL REVIEW

Pre-shipment checklist

- | | |
|---|---|
| ☐ Product entered in the correct category | ☐ Number of samples as per the Official Rules |
| ☐ Entry fees paid | ☐ Packaging prepared as per the Shipping Guide |
| ☐ Registration code verified | ☐ Reception center or address confirmed |
| ☐ Official label attached to each sample | ☐ Delivery deadline verified |
| ☐ Information on each label checked | ☐ Required documentation reviewed |
| ☐ Shipment coordinated with the reception center or ambassador, where applicable | |

BEFORE DISPATCH

Ready for judging

A final review before dispatch can prevent a logistics error from affecting your product's participation



CONTACT

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INSTAGRAM

CopaInternacionaldefermentados

OFFICIAL RULES

Available on the Copa's official channels