

**JOINT ANNUAL MEETING  
ISMIRM-ESMRMB - 2007  
MAY 19 – 25, 2007  
INTERNATIONAL CONGRESS CENTRE  
BERLIN, GERMANY**

**INTRODUCTION**

We are pleased to inform you that Schenker, Inc. USA has been appointed as the official recommended freight forwarder and customs house broker for this years' ISMRM-ESMRMB 2007 event to be held in Berlin, Germany.

In cooperation with our office in Berlin, we will be able to provide airfreight and ocean freight services to and from Berlin as well as transportation services within Europe. Please contact us for a competitive proposal on our "Door to Booth" services.

The following guidelines have been prepared for all participants. Please read our guidelines carefully and should you have any questions and/or comments, please contact us at your earliest convenience.

**SCHENKER CONTACTS:**

**U.S.A.  
(over-all coordinator)**

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### **CUSTOMS CLEARANCE/HANDLING PROCEDURES:**

All international shipments, which are subject to customs clearance in Germany, will automatically be entered into the country on a temporary import entry, unless we are instructed otherwise, prior to shipment.

Exceptions are shipments containing collateral and obvious giveaways. Depending on the product, some giveaways will be subject to German taxes and duties. Schenker will outlay such cost and the amounts will be included in the invoice to the exhibitor. Taxes/Duties are billed at cost and a customs receipt will be provided with our invoice.

### **WOODEN CRATING/WOODEN PALLETS:**

The Commission of the European Community has adopted emergency measures requiring the treatment and marking of all new and used coniferous (e.g. pine, spruce, fir etc.) non-manufactured wood packing material (NMWP) originating in the USA, Canada, China or Japan. This is to prevent the introduction of the pinewood nematode into the EU. Hardwoods are exempt.

In order to meet the standards adopted by the EU, the U.S. has chosen to utilize the heat treated or kiln-dried mitigation option to eliminate the pinewood nematode. The wood must bear a mark indicating the organization that treated the NMWP and the location of that organization.

For more information please visit the following website:

<http://www.aphis.usda.gov/ppq/swp/eunmwpfaqs.html>

## **MARKINGS**

All shipping cases should be marked as follows:

ISMRRM-ESMRMB 2007  
c/o Name of Exhibiting Company  
Hall Number:\_\_\_\_\_ Booth Number:\_\_\_\_\_  
ICC Berlin  
Berlin, Germany

Case Number: 1 of \_\_ (i.e. 1 of 3, 2 of 3, 3of 3)  
Gross Weight: \_\_ kg  
Net Weight: \_\_ kg  
Dimensions: L x W x H in CM

Conversions:

1 US Pound = 0.4536 kg  
1 inch = 2.54 cm

## **INSURANCE**

We strongly recommend purchasing adequate insurance for your shipment. The coverage should include the transport from your premises to your exhibition booth in Berlin, a 30 day stay in Germany as well as the possible return transport to your country or any other destination. Schenker will be able to provide insurance coverage in your behalf. Please contact us further information.

## **TERMS AND CONDITIONS**

ALL BUSINESS UNDERTAKEN SUBJECT TO TERMS AND CONDITIONS OF SCHENKER, INC.  
TEXT AVAILABLE UPON REQUEST.