

WORLD MUSIC CHARTS EUROPE

A project of the World Music Workshop of the European Broadcasting Union (EBU),
Supported and run by Gift Music GmbH

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Johannes Theurer
Secretary of the WMCE panel

to
record labels and distributors,
recording artists
and any other CD promoters

Berlin, January 2017

Ref.: offer to mail CDs with the WMCE mailing, saving money & effort.

Dear all,

For only 50,00 € postage contribution Gift Music GmbH can offer a service which will ensure that your CD/s will reach all world music radio broadcasters in the World Music Charts Europe jury (46 in 24 European countries).

And it is very convenient for you. It goes like this:

1. *Send an information* with your billing address via e-mail to service@wmce.eu to inform us that you intend to include a CD in the upcoming monthly WMCE mailing.
2. *Prepare the CDs*: digi packs are okay but jewel cases destroy our envelopes (to avoid jewel cases, you may put the CDs and booklets in envelopes or plastic sleeves instead). If you want, you may also send info sheets; send the needed amount of copies (best in English, two pages max.).
3. *Send a parcel* with 46 CDs and 46 info sheet copies to
Johannes Theurer
RBB
Masurenallee 8-14
D – 14057 Berlin
Germany

Remark for those who send from outside the EU: mind customs regulations; attach a pro forma invoice with amount 0,00 € on the outside of the parcel for inspection; Mailing value not above 21,00 €. If any barcode is printed on the booklet, make it unusable; highly recommended: mark CDs as **promo copies not for sale** better send two boxes instead of one; write: "Informationsträger zur unentgeltlichen Weitergabe (Art. 104 ZBefrVO)" (means: information material to be distributed and not to be sold) on the box.

4. *You will get an invoice PDF* after the CDs arrived in Berlin. Transfer the amount of 50,00 € per release (a contribution towards postage expenses) to the account of Gift Music GmbH. It may be cheaper to use Paypal instead (please add 2,50€ for Paypal admin expenses). Double-CDs or CDs with very very heavy booklets may be charged 75,-€ or 100,-€.

5. Your CDs will be mailed with the next WMCE panel mailing, usually near the last week of each month (for example on February 23, March 22, April 22 ...). Your CD will be in the same envelope as the internal monthly updated charts information that is mailed to all jury-panel members only. Usually 4 to 20 CD/s are sent in this envelope each month.

Thank you for using the WMCE mailing service!
Best regards
Johannes Theurer