**Procedure for Sending CINDI-2 Instrumentation to KNMI or Cabauw:**

1. **Determine the exact date of instrument arrival:**
   1. If arrival is scheduled **before** 1 Sep 2016 then please use the KNMI Address.

KNMI - Royal Netherlands Meteorological Institute

Attn: Arnoud Apituley / CINDI-2

Utrechtseweg 297

3731 GA De Bilt

The Netherlands

+31 30 2206418

Email: [arnoud.apituley@knmi.nl](mailto:arnoud.apituley@knmi.nl)

* 1. If arrival is scheduled **on or after** 1 Sep 2016 then please use the Cabauw Address.

KNMI - Cabauw Meetmast

Attn: Marcel Brinkenberg / CINDI-2

Zijdeweg 1

3411 MH Lopik

The Netherlands

+31 6 46246895

Email: [marcel.brinkenberg@knmi.nl](mailto:marcel.brinkenberg@knmi.nl)

1. **Send Tracking/Delivery Information:** Once you have scheduled delivery please be sure to inform us of the expected time of delivery including any tracking numbers so that we can ensure there is someone available to receive your shipment. (Email tracking, delivery information to Arnoud or Marcel depending on the location with [cindi-2@knmi.nl](mailto:cindi-2@knmi.nl) in the ‘cc).
2. Please ensure you have taken care of all customs/duty issues prior to delivery. This can be arranged with your shipping provider (FedEx, DHL, etc). Please elect to use the customs clearance services offered by your shipping provider, making sure to state that your shipment is a **temporary import**, that it is being used for non-commercial purposes, and that it contains no harmful or toxic substances. It is useful to provide general documentation (in the form of a letter) that you are participating in the CINDI-2 Campaign in cooperation with KNMI and that you appreciate the timely and careful passage of your instrumentation through customs.
3. If you have any other specific questions please email us: [cindi-2@knmi.nl](mailto:cindi-2@knmi.nl)