

# The Commission for Relief in Belgium

71 Broadway, New York

Official Clearing-House for Belgium

LINDON W. BATES,  
*Vice-Chairman*

FORNIO  
(G...)  
Greenalboro

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## General Instructions

*FOURTH EDITION*

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See Index on Following Page

Effective January 1st, 1915

Revised to May 1st, 1915

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# The Commission for Relief in Belgium

## EXECUTIVE OFFICES

71 Broadway, New York

Tel. Rector 8125

This Commission concerns the government of seven countries. It was created to carry out an agreement entered into between the various belligerent forces, providing for the import of foodstuffs to the civil population in Belgium. It conducts its affairs under numerous diplomatic, naval and military conventions.

This Commission is entirely neutral. Its working members are drawn from the business communities in the United States, England and Belgium. It has offices in London, New York, Rotterdam and Brussels.

The Commission works in co-operation with the Comite National de Secours et d'Alimentation, whose headquarters are in Brussels, with branches throughout Belgium. These branches usually embrace the local officials. The Comite in Brussels, in co-operation with American officers of this Commission, attend to the entire distribution of food to the people.

The functions of the Commission are as follows:

1. To secure foodstuffs from any quarter. Supplies are being procured by:

- (a). Various independent organizations and committees in all parts of the world;
- (b). Committees appointed by this Commission;
- (c). Direct contribution from firms and individuals;
- (d). Purchases by this Commission.

2. To provide transportation from any centre in the world into Belgium. The Commission has ships en route to and from the United States, India, Canada, etc. The shipping is managed entirely free of charge by Messrs. Birt, Potter & Hughes, Ltd., and Messrs. Trinder, Anderson & Co., of London, and Messrs. Norton, Lilly & Co., of New York.

3. The Commission undertakes the guardianship of the foodstuffs from molestation throughout the belligerent area. The supplies are issued from the principal and branch stations of the Commission in Belgium into the hands of the "Comite National de Secours et d'Alimentation" for detailed distribution.

It will be understood that the task of provisioning over seven million people for a period of many months, requiring the despatch of a shipload of food every other day, constitutes the largest commissary undertaking that the world has ever seen and demands the closest co-operation. It concerns a country where war is in progress, and most stringent conditions are imposed by the various governments.

This booklet outlines the primary basis for nation-wide co-operation in this great work. A close adhesion to its instructions is indispensable to the effective assembling and handling of shipments.

The Commission desires non-perishable foodstuffs. From the States not as yet officially organized and represented by a recognized committee, it desires contributions of either foodstuffs or money by check or postoffice order. It applies 100% of such donations to the purchases of food, preferably in the States where donated, if obtainable at advantageous cost.

LINDON W. BATES,  
Vice-Chairman.

# The Commission for Relief in Belgium

## COMPRISING

AMERICAN COMMISSION FOR RELIEF IN BELGIUM.  
SPANISH COMMISSION FOR RELIEF IN BELGIUM.  
ITALIAN COMMISSION FOR RELIEF IN BELGIUM.  
COMITE NATIONAL DE SECOURS ET D'ALIMENTATION.

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HIS EXCELLENCY BRAND WHITLOCK, *The American Minister in Brussels.*  
HIS EXCELLENCY HENRY VAN DYKE, *The American Minister in The Hague.*  
HIS EXCELLENCY WALTER HINES PAGE, *The American Ambassador in London.*  
HIS EXCELLENCY JAMES GERARD, *The American Ambassador in Berlin.*  
HIS EXCELLENCY LE MARQUIS DE VILLALOBAR, *The Spanish Minister in Brussels.*  
HIS EXCELLENCY WILLIAM G. SHARP, *The American Ambassador in Paris.*

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A. N. CONNETT.  
HUGH S. GIBSON.  
JARVIS E. BELL.

#### ROTTERDAM—

MARSHALL LANGHORNE.

### *American Executive Committee.*

#### NEW YORK—

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ROBERT D. McCARTER.  
HERBERT R. ELDRIDGE.  
WILLIAM EDWIN HALL.

#### ROME—

GELASIO CAETANI.

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THEODORE B. WILCOX, PORTLAND, ORE.  
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### *\*American or Spanish Consul.*

### *Bankers.*

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55 WALL STREET, NEW YORK  
GUARANTY TRUST COMPANY.  
140 BROADWAY, NEW YORK

### *Assistant Treasurer.*

EDWARD J. WILLIAMS  
71 BROADWAY, NEW YORK

### *Counsel.*

WILLIAM EDWIN HALL.  
27 WILLIAM STREET, NEW YORK.

### *Auditors and Accountants.*

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NEW YORK AND LONDON.

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### *Organization and Publicity Dept's.*

G. W. GIDDINGS,

### *Traffic Department.*

H. C. DAVIS,

71 BROADWAY, NEW YORK.

### *Steamship Agents.*

NORTON, LILLY & CO.  
PRODUCE EXCHANGE, NEW YORK.

## STATE COMMITTEE EXECUTIVES

- Alabama—  
Arizona—  
Arkansas—J. S. Pollack, Little Rock.  
California—W. H. Crocker; W. N. Moore, President, Chamber of Commerce, San Francisco.  
Colorado—  
Connecticut—Hon. Simeon E. Baldwin, New Haven; Anson T. McCook, 50 State Street, Hartford.  
Delaware—David T. Marvel, Dupont Building, Wilmington.  
District of Columbia—Capt. E. J. Dorn, U.S.N., 401 Real Estate & Trust Building, Washington.  
Florida—  
Georgia—Georgia Committee of The Commission for Relief in Belgium, 513 Opera House Building, Atlanta.  
Idaho—Stanley Easton, Kellogg.  
Illinois—Arthur T. Aldis, Monadnock Block, Chicago; William J. Chalmers, Edison Building, Chicago; Everett L. Millard, 69 Washington St., Chicago; J. J. O'Connor, Sec'y, 112 West Adams St., Chicago.  
Indiana—  
Iowa—D. S. Chamberlain, 624 Fleming Building, Des Moines.  
Kansas—C. M. Harger, Abilene; Chas. Dillon, Sec'y, Central Bank Building, Topeka.  
Kentucky—  
Louisiana—Gen. Arsene Perrilliat, 422 Hibernia Building, New Orleans.  
Maine—C. S. Hichborn, First National Bank Building, Augusta.  
Maryland—J. G. Whiteley, Maryland Trust Building, Baltimore; Miss Mary B. Shearer, 905 North Charles St., Baltimore.  
Massachusetts—Charles S. Rackemann, 75 Ames Building, Boston; Redington Fiske, 426 Boylston St., Boston.  
Michigan—Gov. Woodbridge N. Ferris, Lansing; Chas. B. Warren, Detroit; W. E. Burton, Sec'y, 533 Dime Bank Building, Detroit.  
Minnesota—E. P. Wells, 432 Security Bank Building, Minneapolis.  
Mississippi—Dr. G. A. McIlhenny, Forest; T. B. Lampton, Jackson; E. L. Bailey, Jackson.  
Missouri—  
Montana—Dr. L. M. Rheem, Helena.  
Nebraska—J. E. Miller, State House, Lincoln.  
Nevada—  
New Hampshire—Gen. Frank S. Streeter; Rev. John Knox Tibbits, Concord.  
New Jersey—Dr. John Grier Hibben, Princeton; George Megrew, 738 Broad St., Newark.  
New Mexico—  
New York—The Commission for Relief in Belgium, 71 Broadway, New York City.  
North Carolina—Dr. S. Westray Battle, Asheville.  
North Dakota—Gov. L. B. Hanna, Bismarck.  
Ohio—Edward Drummond Libbey, Nicholas Building, Toledo; O. K. Shimansky, Board of Commerce Building, Columbus.  
Oklahoma—Gov. R. L. Williams, Oklahoma City; G. G. Sohlberg, Acme Milling Co., Oklahoma City.  
Oregon—Samuel Hill; Theodore B. Wilcox, Portland.  
Pennsylvania—Albert Cross, 1524 Chestnut St., Philadelphia.  
Rhode Island—  
South Carolina—Bruce Walker Ravenel, 1218 Washington St., Columbia.  
South Dakota—Hon. Frank M. Byrne, Pierre.  
Tennessee—  
Texas—  
Utah—  
Vermont—Dr. George W. Bliss; Mrs. Joseph Auld, 424 South Union Street, Burlington.  
Virginia—Col. H. M. Boykin, Richmond.  
Washington—Hon. Thomas Burke, President, Chamber of Commerce, Seattle.  
West Virginia—  
Wisconsin—E. P. Arpin, Grand Rapids; A. D. Campbell, Milwaukee.  
Wyoming—  
Hawaii—W. R. Castle, Honolulu.

# Purchasing Department

The Commission for Relief in Belgium desires to advise donors that it has a PURCHASING DEPARTMENT, the duties of which are a thorough study of the markets of the entire country, the procuring of bids from producers, manufacturers, wholesale, etc., and the purchasing of food supplies in quantities where they can be bought most advantageously, freight charges and other conditions being considered.

This Department is in charge of Edward G. Broenniman, Vice-President of the New York Produce Exchange. The services of this Department are offered any one who may desire them. Its experts will purchase foods in the lowest markets, attend to all transportation matters, and thus relieve the donors of all the details involved as to selection, purchasing and shipment. All funds are accounted for, and the State, locality, organization or individual is properly credited with the donation. The foodstuffs purchased are transported to Belgium without cost or deduction for services, transportation, or distribution.

A considerable saving is frequently effected by utilizing the services of this Department. By combining its buying for many organizations or individuals, it increases the quantity bought, thus enabling it to obtain the lowest production or wholesale price, securable only by large scale buying. This buying in large quantities, together with the thorough knowledge by its experts of market conditions, usually enable it to secure prices considerably lower than those procurable by independent buyers.

Our State Executives work in close accord with our Purchasing Department in getting prices and data in their various states, and it is the policy of this Commission, wherever practicable, to make expenditures of cash contributions in the states where they originate. Address such communications—The Commission for Relief in Belgium, Purchasing Department, 71 Broadway, New York City, New York.

## The Commission for Relief in Belgium

EXECUTIVE OFFICES

71 Broadway, New York

## What Foods to Buy for Belgium

*To Executive and Purchasing Agents of State Committees, Branches of  
The Commission for Relief in Belgium*

ACCEPT AS A GIFT ANY wholesome and non-perishable food offered, but BUY, and so far as possible influence others to buy, only the following foods, which are arranged in order of desirability for use in Belgium:

### Foods Containing Maximum Amount of Calories and Proteids at Least Cost

Wheat, Wheat Flour, Whole Wheat Flour, Corn (less than 17 per cent. moisture), Corn Flour, Cornmeal, Rye, Barley, Buckwheat and their flours; Dried Pea Beans, Dried Peas, Rolled or Cut Oats, Brown Rice.

## **Foods Containing Maximum Amount of Fats at Least Cost**

### **Pork Fat Backs, Bacon and Oleomargarine**

**LET THE COMMISSION BUY, OR DIRECT THE BUYING** of Condensed or Evaporated Milk and other Milk Products. The Commission buys large amounts from time to time and is in position to claim the drawback from the U. S. Treasury given in respect to the sugar employed in manufacture when the Condensed Milk is exported.

**DO NOT BUY** canned vegetables, fruits, soups or any canned goods or potatoes. These canned goods contain 52 per cent. to 90 per cent. of water. Potatoes similarly contain 78 per cent. water and are difficult to transport. It is obviously uneconomic for us to buy and pay overseas freight upon water.

Our advice against purchasing canned goods and prepared foods with donated funds is given because the amount of these classes of food which can be purchased for a given amount of money has not the same nutritive value to sustain life as if invested in the list recommended. Another point of consideration is that the space taken up in cargo room is more than the space required for the primary foodstuffs. The scarcity of steamers and the high price for charters makes space important.

**DO NOT BUY** any meat products **save** those listed, which are included to give fat element necessary for a balanced diet. Calories and protein purchased as meat cost two to eight times as much as the same quantity of nutriment bought as grain.

**DO NOT BUY FISH.** One thousand calories purchased in the form of "Salt Cod" at 7c. a pound cost **ten times** as much as the same one thousand calories purchased in the form of "Brown Rice" at 3½c. a pound.

**BUY WHEAT AND CORN IN BULK IN CARLOAD LOTS,** but accept donations of small lots in sacks. Make purchases in the largest quantities possible of one sort of food so as to get bottom prices.

Telegraph collect to Purchasing Department, The Commission for Relief in Belgium, 71 Broadway, New York City, N. Y., about the desirability of purchasing if in doubt as to any special food not listed here. The Commission has on its staff some of the ablest food experts in the country, who will give advice as to how to make the donated dollars go furthest and not be economically wasted.

LINDON W. BATES,  
Vice-Chairman.

# Parcel Post

December 1st, 1914.

Washington, D. C.

Postmaster: You are directed to post this placard in the lobby of your postoffice.

A. S. BURLESON,  
Postmaster-General.

The Commission for Relief in Belgium, headquarters 71 Broadway, New York, has undertaken to transport free of charge, from all points in the United States, donations of food and other suitable supplies destined for the relief of the suffering non-combatants in Belgium. Since the Parcel Post regulations prevent the sending of parcels collect, this free offer of transportation must take the form of a return to the senders of the money spent in prepaying the postage. If you desire to aid the millions of men, women and children now in desperate straits, enclose your donation in a strong package or box, and attach securely, addressed to our nearest inland forwarding agent (see list on page 16), a tag made out as follows:

(Front)	○	<b>A B C</b>	<b>PLACE STAMPS HERE</b>
		<b>The Commission for Relief in Belgium</b>	
		<b>Care of</b> .....	<b>Forwarding Agent.</b>
		<b>City</b> .....	
		<b>State</b> .....	
(Back)	○	<b>(From)</b>	
		<b>Name of Donor</b> .....	
		<b>Address</b> .....	
		<b>City</b> .....	<b>State</b> .....
		<b>Contents</b> .....	
		<b>Weight</b> .....	<b>Value \$</b> .....

These tags can be obtained by applying to any forwarding agent, State Committee executive or at the office of the Commission for Relief in Belgium, 71 Broadway, New York.

If you wish to take advantage of our offer to return your postage, add on shipping tag in the upper right-hand corner, on the address side of the tag, the letter "R," viz., **A B C** R. If the letter "R" does not appear we will not return postage paid by you, but will apply same in buying more foodstuffs. Refund will not be made if stamps are placed on package—THEY MUST BE



ON THE TAG. Under no circumstances put marks or messages other than those above given in or on any package.

Because of the disproportionate expense it involves, the Commission cannot undertake to return postage on parcels weighing less than twenty (20) pounds.

The Commission for Relief in Belgium,  
71 Broadway, New York City.

## Express Parcels

Through the courtesy of the various express companies, The Commission for Relief in Belgium, 71 Broadway, New York, has arranged that any contributions may be sent to Belgium without cost to the donor. If you desire to aid the millions of non-combatants—men, women and children—suffering and starving, simply deposit your donation in packages, extra strongly packed in any express company's office, with a tag attached, made up as follows and addressed to our nearest forwarding agents. (See list on page 16.)

(Front)	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <span style="border: 1px solid black; padding: 2px;">ABC</span> <span><b>Charges Collect 2/3 rate</b></span> </div> <p style="text-align: center;"><b>The Commission for Relief in Belgium</b></p> <p>Care of .....</p> <p style="text-align: right;">Forwarding Agent.</p> <p style="text-align: right;">.....St.</p> <p>City ..... State.....</p> </div>
(Back)	<div style="border: 1px solid black; padding: 5px;"> <p>(From)</p> <p>Name of Donor.....</p> <p>Address .....</p> <p>City ..... State.....</p> <p>Contents .....</p> <p>Weight .....lbs. Value \$.....</p> </div>

Put no other marks or messages in or on the packages. In order that we may acknowledge and follow up shipment, send on same day to The Commission for Relief in Belgium, 71 Broadway, New York City, a post card

giving date of shipment, office where deposited, express company, contents, approximate value, and your name and address. Whenever possible, an additional copy of express receipts or bills of lading should be secured from the carriers at the time shipments are made, one of which should be mailed to this office to facilitate the tracing of shipments and insuring their prompt delivery at point of destination.

LINDON W. BATES.  
Vice-Chairman.

TO THE AGENT:

Packages described above will be accepted by you and billed collect at two-thirds of the regular charge to the forwarding agent at the point nearest to your office, where the shipments are to be assembled for forwarding by freight.

Northern Express Co.,  
Great Northern Express Co.,  
Southern Express Co.,

Wells-Fargo Express Co.,  
American Express Co.,  
Adams Express Co.

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## Specific Rules to Safeguard Supplies for Belgium

### The Commission for Relief in Belgium

EXECUTIVE DEPARTMENT  
71 Broadway, New York, N. Y.

London, March 2—Walter Hines Page, the American Ambassador, to-day addressed the following letter to Herbert C. Hoover, Chairman of the Commission for Relief in Belgium, explaining the diplomatic conditions under which the Commission must work:

"In view of the present maritime conditions in waters about the British Islands it seems desirable that you should inform all correspondents of the Commission for the Relief of Belgium, and all persons and Committees who are kindly contributing to that relief, of the following regulations which are made necessary by these maritime conditions and by the diplomatic arrangements under which the Commission must do its work.

The regulations are:

**First**—All foodstuffs must be the absolute property of the Commission for Relief in Belgium — that is, either donated to the Commission or purchased by it from donated funds.

**Second**—That foodstuffs must become the property of the Commission at the port of departure on the high seas. In no other way can the safety of delivery in Belgium be secured.

**Third**—Foodstuffs must be transported in ships under the control of the Commission, because these are the only ships whose safety the belligerent Governments guarantee.

**Fourth**—The distribution in Belgium must be carried out absolutely under the control of the Commission, because supplies cannot reach the people through any other channel and because the governmental guarantees hold only with reference to food that belongs to the Commission.

I am sure that all well-wishers of the Belgian people will be only too happy to comply with these requirements, as no foodstuffs can be transmitted otherwise and the efficient organization of the Commission and the esteem in which it is held by all the Governments concerned, are in themselves sufficient warrant for universal compliance with these regulations."

Please note per paragraph 4 that distribution in Belgium is now entirely carried on by this Commission, the Comité National being advisory.

Since December, the general tightening of the European situation has increased the direct responsibility of this Commission, and it is necessary to adhere absolutely to Ambassador Page's instructions in dealing with all committees and donors.

THE FOREGOING RULES WERE LATER SUPPLEMENTED BY THE FOLLOWING INSTRUCTIONS:

"THIS COMMISSION WILL PAY AND ARRANGE FOR INLAND TRANSPORTATION IN THE UNITED STATES, ONLY ON FOODSTUFFS PRESENTED TO IT AT POINT OF SHIPMENT."

Active shipments will therefore be treated accordingly as specifically provided for elsewhere in this circular under instructions for "ACCEPTANCE AND ROUTING OF DONATIONS AND PAYMENT OF INLAND COASTWISE FREIGHT."

HERBERT C. HOOVER,  
Chairman,  
London.

LINDON W. BATES,  
Vice-Chairman.

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## **Acceptance and Routing of Donations and Payment of Inland and Coastwise Freight**

The Commission for Relief in Belgium

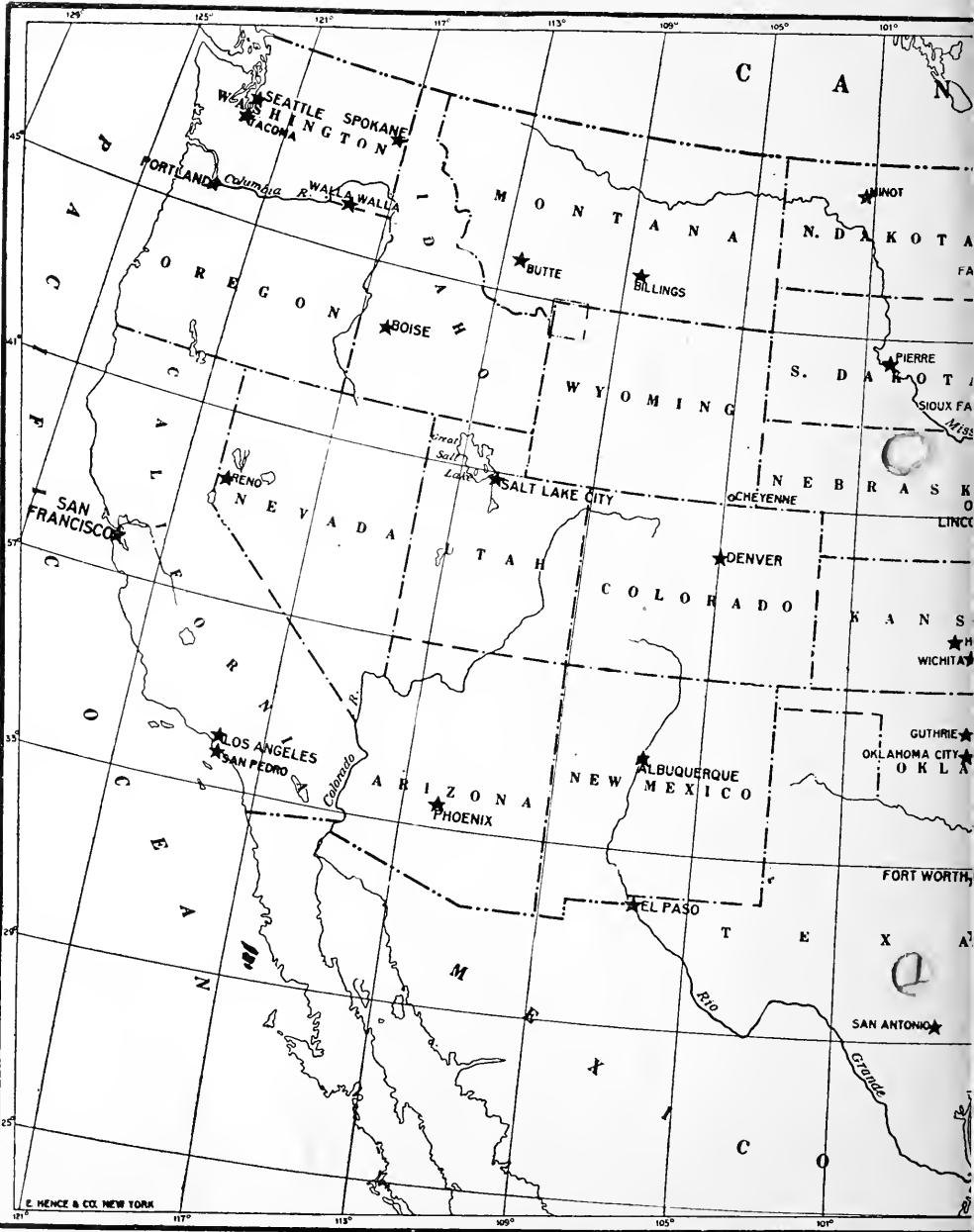
EXECUTIVE DEPARTMENT

71 Broadway, New York

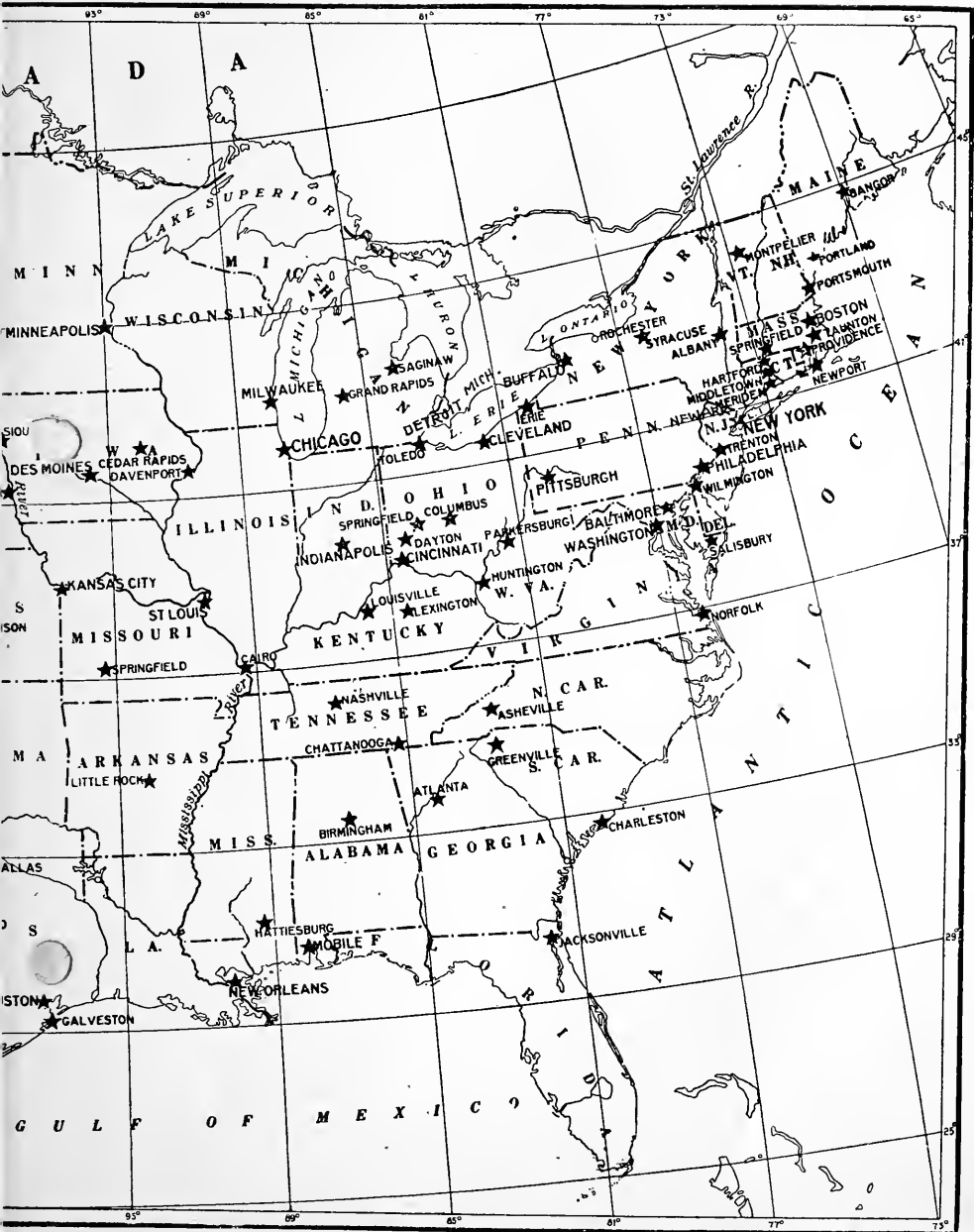
The Commission has perfected arrangements for one hundred inland assembling depots as indicated on map (see page 12), thus giving facilities in each State for bringing together packages by parcel post, express and small (less than carload) lots, and their consolidation and re-shipment in carload lots to the most desirable seaport to connect with chartered vessels.

Its one hundred State assembling depots, its sixteen terminal seaboard facilities, its free transport over land and sea; its free insurance, its free service in every proper and necessary way are accorded primarily to each State Branch of the Commission or to each State Committee, which the Commission has founded or recognized; also to every institution, organization, or individual that has something helpful to give in food or money, and who co-operates directly with it. It is therefore best that each State Committee and all interested in the work of feeding Belgium utilize the facilities freely given by the Commission.

C M  
Showing Location of State Assembling Dep



P  
of The Commission for Relief in Belgium



Donations from these inland assembling depots will be dispatched to the required seaboard port as directed by the Executive Office, 71 Broadway, New York.

The commission has steamers leaving from sixteen different United States ports, also from Halifax and Montreal, Canada. In order to promote the harmonious working of the system it has now established, and to advantageously route freight to seaboard in connection with its ships at various ports where cargo is required, the Commission will furnish free inland transportation in the United States on donations of non-perishable foodstuffs, but only when presented to it at the original point of shipment under the following procedure:

**First**—When given to the custody of its recognized branch or State Committee (at its official depot) who will arrange with the Commission for transportation.

**Second**—When delivered or sent to one of the many assembling depots (mentioned on Pages 16 to 19 inclusive of this pamphlet) from which points arrangements for transportation will be made with the Commission.

**Third**—When consigned and shipped direct to and in the name of the Commission for Relief in Belgium from original point of origin after arrangement with the Commission for proper routing and instructions as to the port required.

LINDON W. BATES,  
Vice-Chairman.

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## **Instructions for State Assembling Depots**

### **Inland Concentrating Points. Assembling Depots.**

In every State one or more concentrating depots, in charge of an efficient forwarding agent, have been established by the Commission. At such depots express, parcel post and small freight shipments donated locally will be made into carload lots for shipment to the seaboard terminal. The list of these concentrating points and forwarding agents is shown on page 18.

### **Authorized Forwarding Agents. Storage.**

1. Forwarding agents at concentrating depots will store shipments coming in, advising The Commission for Relief in Belgium, 71 Broadway, New York City, by telegraph collect, also his State committee executive, when each carload is nearly made up, so that it may be immediately dealt with.

### **Routing to Seaboard.**

2. The State Committee Executive will advise routing of such car lots, but only after consulting with the Commission for Relief in Belgium, 71 Broadway, New York City, in order to obtain route, cheapest rate and desired port.

### **Freight and Express Charges.**

3. Forwarding agents on receipt of goods will O. K. the freight or express charges, returning the bill to the carrier, who will collect payment in New York on presentation of the bill with the O. K. of the shipping agent.

Reports to New York.

4. Forwarding agents will send to The Commission for Relief in Belgium, 71 Broadway, New York City, a weekly report on "Package Receipt Form" as follows:

Consignor	Address	Contents	Weight	Collect Charges
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Storage Charges.

5. Forwarding agents, where their services are not donated, will send a bill for their services when each carload goes forward.

Classification.

6. Forwarding agents, if the bulk of shipments warrants, will so segregate the different classes of goods that the lowest freight classification is secured.

Release of Liability.

7. Forwarding agents are authorized in cases where carrier donates free transportation to sign release to railroad of carrier's liability.

Return of Stamps.

8. Donors sending their contributions by parcel post must, under the postal regulations, prepay the charges. The Commission will, however, return the sums spent for stamps where the donors use a tag made out in the prescribed way on page 8.

Parcel Post Tags.

Forwarding agents where parcel post packages are received will detach the tag with stamps on it and send it to The Commission for Relief in Belgium, 71 Broadway, New York, with the "Package Receipt" report on which receipt is scheduled. When stamps are pasted upon the covering of parcel post packages do not send us stamps for refund. Send only detached tags made up as on page 8 marked with the letter R.

# State Assembling Depots

## FORWARDING AGENTS

Authorized to receive parcel post, express and small freight shipments to be made into carload lots for shipment to seaboard:

Alabama—Magnolia Compress & Warehouse Co.....	Mobile
Warrant Warehouse Co.....	Birmingham
Arizona—Pioneer Transfer Co.....	Phoenix
Arkansas—Terminal Warehouse Co.....	Little Rock
California—Shattuck & Nimmo Warehouse Co.....	Los Angeles
Haslett Warehouse Co.....	San Francisco
Colorado—Benedict Warehouse & Transfer Co.....	Denver
Connecticut—H. T. Smith Express Co.....	Meriden
A. Brazos & Sons, Inc. ....	Middletown
Bill Bros. Co. ....	Hartford
Delaware—Chas. Warner Co.....	Wilmington
District of Columbia—Littlefield, Alvord & Co.....	Washington
Florida—Wiesefeld Warehouse Co.....	Jacksonville
Georgia—Belgium Relief Committee, Warehouse, 14 Houston St.....	Atlanta
Idaho—Peasley Transfer & Storage Co.....	Boise
Illinois—Sibley Warehouse & Storage Co.....	Chicago
Glynn's Fireproof Storage.....	Cairo
Indiana—Tripp Warehouse Co.....	Indianapolis
Iowa—Merchants Transfer & Storage Co.....	Des Moines
Ewert & Richter Express & Storage Co.....	Davenport
Morningside Dray & Auto Co.....	Sioux City
Calders Van & Storage Co.....	Cedar Rapids
Kansas—City Transfer & Storage Co.....	Hutchinson
Bryan Transfer & Storage Co.....	Wichita



**Kentucky**—Kelly Storage & Distributing Co.....Lexington  
 Crutcher Bros. Co., 124 East Main Street.....Louisville

**Louisiana**—Arsene Perrilliat, Press Street Landing.....New Orleans

**Maine**—Henry McLaughlin & Co.....Bangor

**Maryland**—Terminal Shipping Company, 505-507 Keyser Building....Baltimore  
 B. R. F. Election House, Division Street.....Salisbury

**Massachusetts**—New England Belgian Relief Fund, 426 Boylston St....Boston  
 Taunton Teaming Co.....Taunton  
 Bay State Storage & Warehouse Co.....Springfield

**Michigan**—Central Warehouse Co.....Saginaw  
 Grand Rapids Association of Commerce.....Grand Rapids  
 Michigan Warehouse Co.....Detroit

**Minnesota**—Boyd Transfer & Storage Co.....Minneapolis

**Mississippi**—Hattiesburg Furniture Co.....Hattiesburg

**Missouri**—Goddard Grocery Co., 413 South 7th St.....St. Louis  
 Springfield Warehouse & Transfer Co.....Springfield  
 Adams Transfer & Storage Co.....Kansas City

**Montana**—Jones Transfer Co.....Butte  
 Foster-Baker Transfer & Storage Co.....Billings

**Nebraska**—Omaha Van & Storage Co., 806 S. 16th St.....Omaha  
 Carter Transfer & Storage Co.....Lincoln

**Nevada**—Nevada Transfer Co.....Reno

**New Hampshire**—Wood Bros.....Portsmouth

**New Jersey**—Walter H. Rickey, 23 W. State St.....Trenton  
 The Model Storage Warehouse, 54-56 Belleville Ave. ....Newark

**New Mexico**—Springer Transfer Co.....Albuquerque

**New York**—The Commission for Relief in Belgium, Bush. Term. S. B'kyn, N. Y.  
 Security Storage & Warehouse Co.....Albany  
 Buffalo Storage & Carting Co.....Buffalo  
 Flagg Storage Warehouse Co.....Syracuse

North Carolina—Asheville Transfer & Storage Co.....	Asheville
North Dakota—Union Transfer Co.....	Fargo
J. B. Reed Storage & Transfer Co.....	Minot
Ohio—Buckeye Transfer & Storage Co.....	Columbus
B. & O. S. W. Warehouse Co.....	Cincinnati
General Cartage & Storage Co.....	Cleveland
Toledo Warehouse Co., 1309 Lagrange St.....	Toledo
Union Storage Co.....	Dayton
Springfield Transfer & Storage Co.....	Springfield
Oklahoma—O. K. Transfer & Storage Co.....	Oklahoma City
Guthrie Transfer Co.....	Guthrie
Oregon—Theodore B. Wilcox, Municipal Dock.....	Portland
Pennsylvania—Union Storage Co.....	Pittsburgh
Albert Cross, Ex-Secy. B. R. F., Pier 16.....	Philadelphia
Erie Storage & Carting Co.....	Erie
Rhode Island—Merchants Cold Storage & Warehouse Co.....	Providence
Andrews Express & Storage Warehouse.....	Newport
South Carolina—The Carolina Co.....	Charleston
Manufacturers Warehouse Co.....	Greenville
South Dakota—Blue Line Transfer Co.....	Pierre
Sioux Falls Warehouse Co.....	Sioux Falls
Tennessee—Nashville Warehouse & Elevator Co.....	Nashville
Chattanooga Warehouse & Cold Storage Co.....	Chattanooga
Texas—Texas Warehouse Co., Inc.....	Houston
Scobey Fireproof Storage Co.....	San Antonio
Robert Frazier .....	Waco
Fort Worth Warehouse & Transfer Co.....	Fort Worth
Western Transfer & Storage Co.....	El Paso
Dallas Transfer Co.....	Dallas
Utah—Redman Fireproof Storage Co.....	Salt Lake City
Vermont—C. H. Jillson.....	Montpelier
Virginia—Jones & Co.....	Norfolk

Washington—Carter Transfer Co.....Ellensburg  
Spokane Transfer & Storage Co.....Spokane  
Eyres Storage & Distributing Co.....Seattle  
G. F. Trowbridge.....Walla Walla

West Virginia—Citizens Transfer & Storage Co.....Parkersburg

Wisconsin—A. D. Campbell—All Railroad Freight Depots.....Milwaukee

Wyoming—Nearest Depot in adjoining States.

The Commission acknowledges the courtesy of the American Chain of Warehouses.

## CANADA

### Montreal

### Halifax

At present the kind donors of goods should consign all carloads, or important consignments of less than carload lots to Mr. A. S. Barnstead, Secretary, Belgian Relief Fund, Halifax, Nova Scotia, sending, however, the bills of lading in duplicate to Mr. H. Prud'homme, Honorary Treasurer, the Relief Work for the Victims of the War in Belgium, 59 St. Peter Street, Room 70, Montreal, P. Q. Small shipments should be consigned direct to Mr. Prud'homme, 59 St. Peter Street, Room 70, Montreal, charges to collect, and a bill of lading should be mailed to him.

# Instructions for Shipping to Ports

## Marking.

1. Mark every box, bale, bbl., sack or car-tag A B C. Do not permit any other marks or messages whatever in or on packages, and especially permit nothing mentioning any official of any belligerent country, including Belgian officials. The most innocent communication or mark may be suspected of being a military code message and prevent the distribution of our entire consignment.

## Notification.

2. Notify The Commission for Relief in Belgium, 71 Broadway, New York, by telegraph collect, when carload lots are ready to go forward, so that we can advise routing.

## Shipping Papers.

3. In shipping freight to seaboard, consign all goods to The Commission for Relief in Belgium, to nearest terminals named in list below. Original bill of lading and shipping papers should be sent to the agent at the port to which goods are consigned. Send two memorandum copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway.

## SPECIAL INSTRUCTIONS FOR TERMINAL PORTS

### Consignment of Goods.

When we wire you to ship to—

**Montreal, Canada:** Consign goods to The Commission for Relief in Belgium, "FOR EXPORT," sending papers to Port Agent, New Zealand Shipping Co., Ltd., 214 Board of Trade Building, Montreal, Canada. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York City.

**Boston, Mass.:** Consign goods to The Commission for Relief in Belgium, "FOR EXPORT," sending papers to Port Agents, A. C. Lombard & Son, 110 State Street, Boston, Mass. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York City.

**New York: Carload Shipments—**Consign all carload shipments through to New York, N. Y., "LIGHTERAGE FREE, FOR EXPORT. INSPECTION PERMITTED."

**Less Carload Shipments—**Consign all less than carload shipments through to Bush Terminal, South Brooklyn, N. Y.

Send all papers to The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Philadelphia:** Consign through to The Commission for Relief in Belgium, "FOR EXPORT," City Pier 16, Philadelphia, Pa., and send all papers to Port Agents, Gailey, Davis & Co., 316 Walnut Street, Philadelphia, Pa. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Baltimore:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Terminal Shipping Co., 505-507 Keyser Bldg., Baltimore Md. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Newport News, Va.:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Barber & Co., Norfolk, Va. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Norfolk, Va.:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Barber & Co., Norfolk, Va. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Charleston:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Carolina Company, Charleston, S. C. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**New Orleans:** Consign goods through The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Norton, Lilly & Co., 711 Whitney Central Building, New Orleans, La. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Galveston:** Consign goods through The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Norton, Lilly & Co., 711 Central Whitney Building, New Orleans, La. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Portland, Maine:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, The Robert Redford Co., Ltd., Portland, Maine. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York.

**Portland, Oregon:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agent, Mr. Theodore B. Wilcox, care of Portland Flouring Mills Company, Portland, Ore. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Seattle, Wash.:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Dodwell & Co., Seattle, Wash. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**San Pedro, Cal.:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Swayne & Hoyt, San Pedro, Cal. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**San Francisco:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Swayne & Hoyt, San Francisco, Cal. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Tacoma, Wash.:** Consign goods through to The Commission for Relief in Belgium, "FOR EXPORT," sending all papers to Port Agents, Dodwell & Co., Tacoma, Wash. Send two non-negotiable copies of bill of lading to Traffic Dept., The Commission for Relief in Belgium, 71 Broadway, New York, N. Y.

**Export.**

4. All Bills of Lading must be marked "FOR EXPORT."

**Valuation.**

5. State approximate value on B/L for customs clearance. Mark the contents plainly on each tag or package.

**Packing.**

6. Extra strong cases and packing indispensable.

**Perishable Goods.**

7. If shipments of perishable goods, such as potatoes and vegetables, are tendered, please notify Commission before assembling. At the present time arrangements have not been completed for transporting this class of food. When they are, due notice will be given.

**Free Transportation.**

8. Many of the railroad companies donate free transportation. To obtain advantage of same apply to Traffic Department, 71 Broadway, New York, for routing instructions, except where official State Committees have arranged otherwise.

**Bulk Grain.**

9. Report by telegraph proposed shipments of grain in bulk to the Commission for shipping directions.

## IDEAL BOX

### BOX "A" FOR INFANTS (Green Band)

- 20 1-lb. tins sweetened condensed milk.
- 2 1-lb. tins patent barley flour.
- 2 1-lb. cotton sacks rice.
- 1 3-lb. sack rolled oats.
- 1 3-lb. sack yellow corn meal.
- 1 ½-lb. sack salt.
- 1 can opener,
- 1 box.

Net weight of food, 30½ lbs.; gross weight of box, packed, 36½ lbs.; size of box, 18 x 12 x 6½ inches.

This will support one infant for four weeks.

### BOX "C" FOR ADULTS (Red Band)

- 3 No. 3 tins beans.
- 3 No. 1 tins pink Alaska salmon.
- 1 5-lb. cotton sack rolled oats.
- 1 5-lb. cotton sack yellow corn meal.
- 1 5-lb. cotton sack yellow split peas.
- 1 2-lb. cotton sack granulated sugar.
- 1 3-lb. sack 70/80 California prunes.
- 1 7-lb. cotton sack wheat flour.
- 1 1-lb. cotton sack salt.
- 1 can opener.
- 1 box.

Net weight of food, 38½ lbs.; gross weight of box, packed, 48 lbs.; size of box, 17½ x 11 x 11 inches.

This will keep a family of four for two weeks.

### BOX "D" FOR FAMILIES (Blue Band)

- 24 lbs. Entire wheat or Graham flour (White flour may be substituted if entire wheat flour is unobtainable.)
- 10 1-lb. tins condensed milk.
- 5-lb. cotton bag dried beans or peas.
- 5-lb. cotton bag dried prunes or raisins.
- 1½ to 3 lbs. lard or lard substitute (in sealed or tightly wired tin container.)
- 1 to 3½-lb. cotton bag sugar.
- 1-lb. cotton bag salt.
- 1 can opener.

} According to avail-  
} able size of pkg.

**This box will support a family of five for two weeks at least.**

10. A circular fully descriptive of the above food boxes, with advice as to packing them and detailed directions for forwarding the boxes will be gladly sent to any one upon request to the State Committee or the Commission for Relief in Belgium, 71 Broadway, New York City.

### CLOTHING:

Shipments of clothing donated during the last few months have been so large and generous that an adequate supply for months to come has accumulated. Space in the steamers The Commission is needed for the transportation of food and accordingly The Commission appeals to all committees and individuals to focus their efforts upon supplying food, of which there is a serious shortage, for the destitute class.

THE WOMAN'S SECTION

of

THE COMMISSION FOR RELIEF IN BELGIUM

1 Madison Avenue, New York

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Mrs. August Belmont
Mrs. Edward R. Hewitt
Miss Maude Wetmore

Miss Anne Morgan, Treasurer
Miss Mary Parsons
Mrs. William K. Vanderbilt

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PRESIDENTS OF CITY ORGANIZATIONS

Mrs. James S. Cushman... Young Women's Christian Association of New York

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