



# PROPS/SHIPPING

## WHEN PREPARING TO SHIP YOUR PROPS

Pack props in cases or cartons. All cartons that are shipped must fit through a standard doorway of 32" wide x 72" tall and must be less than 8' long. Fill out the enclosed shipping label completely and attach the label securely to each case or carton. Copy the shipping label as necessary. **DO NOT PUT PROPS MADE FOR MORE THAN ONE PROBLEM IN THE SAME CASE OR CARTON.** If you are shipping more than one piece, mark each box Box 1 of 4, Box 2 of 4, etc., clearly labeled with the enclosed shipping label affixed. Be sure to complete all information on the label. All materials shipped must be clearly marked with the team's membership name and number, address, daytime phone number, problem name and division and shipped to the address provided on the shipping label. Props will be accepted beginning May 1. You are encouraged to ship early to have packages arrive by May 21.

## ONCE YOUR PROPS ARE SHIPPED—BEFORE YOU ARRIVE

After May 1, you can check ISU's Distribution Services Web Site to see if your shipment has been received. The Web site address is: <http://www.fpm.iastate.edu/odyssey2009/>.

When props arrive, cartons will be grouped according to problem and delivered to a storage area near the competition site. Any oversize carton (larger than 32" wide x 72" tall x 8' long) received will be kept at the central receiving location and teams will be responsible for moving it to the competition site. **REMEMBER! Don't forget your tools to open your prop crates and to reassemble your props!**

## WHILE YOU ARE HERE

A shipping/receiving clerk will be available at an information booth during registration at Scheman. On Thursday and Friday, a prop information table will be set up in the Memorial Union. Should your shipment not be in the designated storage area, inquire with the shipping clerk at either of these sites.

## PROP RETURN SHIPMENTS

You will need to pre-arrange for PREPAID or C.O.D. shipment of any materials that you want shipped back to you. Return shipping labels **must** be picked up in advance at the Prop Information desk. For questions, contact Norm Hill at 294-8484.

## WHERE TO GO FOR SUPPLIES

1. Campus Bookstore, 515-292-1616, 2300 Lincoln Way
2. University Bookstore, 515-294-5684, Iowa State Memorial Union
3. Hy-Vee Drugstore, 515-233-9855, 500 Main Street
4. Lowe's Home Center, 515-233-0404, 120 Airport Road
5. Target, 515-663-9500, 320 S. Duff Avenue
6. Wal-Mart Supercenter, 515-956-3536, 534 S. Duff Avenue #101
7. Sam's Club, 515-233-9750, 305 Airport Road
8. CopyWorks, 515-292-3630, 105 Welch Avenue
9. Carver Ace Hardware, 515-232-1791, 615 24th Street

For a complete list of Ames Convention and Visitors Bureau businesses, please see [www.visitames.com](http://www.visitames.com).

# ODYSSEY OF THE MIND WORLD FINALS 2009

SHIP TO:

**Iowa State University**  
**1102 Southern Hills Drive**  
**Ames, Iowa 50010**

CARTON \_\_\_\_\_ OF \_\_\_\_\_

Attention: Norm Hill  
(515) 294-8484 Norm Hill or Curtis Purdum

Membership Name (School): \_\_\_\_\_

Membership Number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Coach: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Challenge

Earth Trek  
Teach Yer Creature  
The Lost Labor of Heracles  
Shock Waves  
Superstition


Division

I  
II  
III  
IV


\*\*\*Please make duplicate copies of this label and attach to all items being shipped.\*\*\*

REMEMBER: Include only items for one problem and division in each package!  
SHIPMENTS WILL BE ACCEPTED MAY 1-21, 2009

THIS CONTAINER MUST BE ABLE TO FIT THROUGH A STANDARD DOORWAY, 32"x72"



# PROPS/SHIPPING

## PROP DELIVERY DURING COMPETITION

Prop delivery will be provided to move props from Residence Halls to the competition sites. Pickups will be made every hour on the hour, beginning on Thursday at 7:00 a.m. and ending with the 5:00 p.m. pickup. On both Friday and Saturday, the first run will be at 7:00 a.m., and the last run will be at 3:00 p.m.

Thursday	7 a.m.—5 p.m.
Friday	7 a.m.—1 p.m.
Saturday	7 a.m.—1 p.m.

Participants must load and unload their own props. Drivers will tell participants the approximate time they will arrive at the problem sites. Participants must meet the truck, unload their own props, and carry them to the appropriate storage area. If participants do not meet the driver, the prop will remain on the truck, and they will have to meet the driver the next time he returns for a drop in that location. For special needs, please call 294-8484. No riders are allowed in the rear of any delivery truck.

## INSTRUCTIONS FOR RETURN SHIPMENT OF PROPS

A colored return label to apply to the carton(s) must be obtained from the Prop Information booth at the Scheman Center/Memorial Union to identify cartons to be picked up for return shipment. Teams who wish to ship materials home must arrange for prepaid or COD shipment with the truck firm of their choice. Your truck firm will pick up at:

Central Stores  
195 General Services Building  
Iowa State University  
Ames, IA 50011

- Bill of lading must be completed, including weight of shipment
- All freight must be crated or packaged
- Must be properly addressed
- Must be shipped from Iowa State by June 5
- Carrier must be notified in advance

Iowa State University and Odyssey of the Mind will not be responsible for overages or shortages of payment and/or damage to return shipments.

**Deadline for material to be picked up for return to Central Stores is 12:00 noon, Sunday, May 31, 2009.**