

PROP SHIPPING ODYSSEY OF THE MIND WORLD FINALS 2010

PROP SHIPPING RECOMMENDATIONS/REMINDERS:

It is highly recommended that you obtain a package identification number (tracking number) from your carrier **for each carton shipped**. University Stores recommends using Con-way Freight for all palletized shipments.

*Don't forget your tools to open your prop crates and to reassemble your props.

PROP CARTON SIZE LIMIT:

All **cartons** must fit through a standard doorway of 32" wide X 72" tall, and must be less than 8' long. Any oversized cartons received will be held at central receiving and the team will be responsible for delivery to the competition site.

PREPARING TO SHIP YOUR PROPS:

- EACH carton shipped must be clearly marked and labeled with the official shipping label regardless of who ships them.
- Each carton shipped requires a copy of the official label inserted into a pouch that is adhered to the outside of the carton.
- If shipping multiple cartons, mark each carton (Box 1 of 4, Box 2 of 4 etc...)
- Cartons require membership name and number, address, daytime phone, problem name and division, and must be shipped to the address provided on the shipping label.
- DO NOT put props for more than one problem in one carton.

SHIPPING YOUR PROPS:

ALL shipments must be prepaid. University stores will not accept any shipments that arrive collect on delivery.

SHIPMENT VERIFICATION:

After May 3, 2010, you can check the University Stores website to see if your shipment has been received. When you arrive you will find your containers at the designated prop storage area for your problem and division. The University Stores website will display "Prop Delivered" after the completed delivery. www.universitystore.msu.edu

WHILE YOU ARE HERE:

University Logistics will be available at an information booth during registration at MSU, May 25 from 9am-4pm, and May26 from 9am-4pm. If your containers are not in the prop storage area and you cannot locate them, go to University Logistics for assistance.

PROP RETURN SHIPMENTS:

All teams are responsible to pre-arrange for PREPAID or C.O.D. shipments of any materials requiring return. MSU is not responsible for gathering props nor shipping them after the event. Contact University Stores at 517-355-1700 to arrange for pickup of prepaid return items.

WHERE TO GO FOR SUPPLIES:

University Stores, 133 Service Rd. 517-355-1700

**SHIPPING LABEL
ODYSSEY OF THE MIND
2010 WORLD FINALS**

Membership Name (School):

Problem: (Check One)

Membership Number:

- Problem 1: Nature Trail'R
- Problem 2: Return to the Gift of Flight
- Problem 3: Discovered Treasures
- Problem 4: Column Structure
- Problem 5: Food Court

Address:

Coach:

Division: (Check One)

- I
- II
- III
- IV

Phone Number:

Email Address:

Remember: Include only items for one problem and division in each package.

SHIPMENTS WILL ONLY BE ACCEPTED MAY 3 - 21, 2010

**THE CONTAINER MUST BE ABLE TO FIT THROUGH A STANDARD DOORWAY,
32" X 72"**

*****All packages require this label.**

Please duplicate label, attach, and insert to **all cartons being shipped.**

Failure to do so may result in delay of your props.

Ship to:

**Michigan State University
University Stores
101 R.D. Angell Bldg.
East Lansing, MI 48824**