

Prop/Storage Facilities

Hours

Prop storage locations will be open to team use beginning Tuesday, May 19 at 12:00PM. Prop storage locations will be open Wednesday-Friday, May 20-22, from 7:00AM – 10:00PM, and Saturday, May 23 from 7:00AM – 30 minutes after the last competition.

Any supplies or props without return shipping labels, left in prop storage rooms after that time, will be forfeit to Michigan State University and will be salvaged as appropriate. Access to prop storage facilities beyond 30 minutes past the last competition time on Saturday is prohibited.

Clean Up

Recycling: Michigan State University is green beyond our school colors! Please help MSU by participating in the Be Spartan Green recycling program. Recycling containers can be found in all campus buildings. Special recycling bins are available outside of every prop storage location for teams to recycle, as appropriate. Please participate and encourage your teams to recycle!

Safety: Trash and Recycling containers located outside of buildings for prop disposal are regularly serviced by heavy equipment. For safety purposes, it is very important that no team members climb into or on trash and recycling containers. *Teams may face disqualification if team members are in or on these containers.*

Cleanliness: Please have team members place all unwanted props inside trash and recycling containers during breakdown. Small pieces left on the ground often blow around and litter campus.

PROP SHIPPING ODYSSEY OF THE MIND WORLD FINALS 2015

PROP SHIPPING RECOMMENDATIONS/REMINDERS:

ALL props should arrive no later than Wednesday, May 13, 2015

It is highly recommended that you obtain a package identification number (tracking number) from your carrier **for each carton/crate shipped**. University Services Logistics (Logistics) recommends using Con-way Freight for all palletized shipments. Please contact Susan Fennell 517-884-6202 for questions about shipping via Con-way Freight.

*Don't forget tools to open and reassemble your props. Michigan State University is unable to supply tools.

PROP CRATE SIZE REQUIREMENT:

All crates must fit through an opening not larger than 32" wide X 72" tall, and 7 ½' long. Crates must be constructed to allow for forklift use. Any oversized crate received will be held at central receiving and the team will be responsible for delivery to the competition site.

PREPARING TO SHIP YOUR PROPS:

- *Please use the shipping label, in fillable pdf format, available on the Odyssey of the Mind website.*
- EACH carton/crate shipped must be clearly marked and labeled with the official shipping label provided in this packet whether they are shipped by you or by somebody else.
- If shipping multiple cartons/crates, mark each (Box 1 of 4 and Box 2 of 4 etc...)
- Cartons/crates require membership name and number, address, mobile phone, e-mail, 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 a carton/crate.

SHIPPING YOUR PROPS:

ALL shipments must be prepaid. Logistics will not accept any shipments arriving freight collect or COD.

FULL TRUCKLOAD PROP SHIPPING:

Full truckload shipments should be loaded by Problem. Please have the carrier provide a manifest to Logistics upon arrival.

INTERNATIONAL PROP SHIPPING:

All shipments must be pre-paid. Logistics, OoTM and Michigan State University are NOT the importer of record. Logistics, OoTM and Michigan State University are not responsible for customs, clearance, brokerage, taxes, duties or any other fees. The shipper must provide their own broker for customs clearance. Logistics will not accept any shipments arriving freight collect, COD or requiring payment of fees.

SHIPMENT TRACKING:

Beginning May 4, 2015, you can check Logistics' website to see if your shipment has been received. <http://usd.msu.edu/common/tracking.html> To track your shipment, enter the carrier tracking number in the "U-Track It!" field and submit. "Trap" status means it has been received at Logistics. "Delivered" status means it has been delivered to the prop location site.

Props will be grouped according to problem category and delivered to a storage area near the competition site between the dates of May 11th - May 18th. Logistics' website will display "delivered" after it has been delivered to the prop location site.

WHILE YOU ARE HERE:

Logistics will be available at an information booth during registration at Michigan State University, May 19th from 12:30 pm – 4:30 pm, and May 20th from 9:00 am – 4:30 pm.

PROP RETURN SHIPMENTS:

All teams are responsible to pre-arrange for PREPAID or C.O.D. shipments of any materials requiring return. All returns must be properly packaged and have a prepaid label attached to each item being shipped. Contact Logistics at 517-884-6082 or 517-884-6203 for questions regarding prepaid return items. *** Props requiring pick up should be left in the prop storage rooms** for Logistics to pick up and stage for carrier pick up. Do not request a carrier pick up at the prop storage location.

WHERE TO GO FOR SUPPLIES: University Stores, 166 Service Rd. 517-884-6214
M-F 7:30 a.m. – 5:00 p.m. (Batteries, fans, hammers, Spartan gear, etc.)

Please use the shipping label, in fillable pdf format, available on the Odyssey of the Mind website.

**SHIPPING LABEL
ODYSSEY OF THE MIND
WORLD FINALS 2015**

Membership Name (School):

Membership Number:

Address:

Coach:

Cell Phone Number:

Email Address:

Problem: (Check One)

- Problem 1: Runaway 'Train'
- Problem 2: Experiencing Technical Difficulties
- Problem 3: Pandora's Box
- Problem 4: Lose Your Marbles
- Problem 5: Silent Movie

Division: (Check One)

- I
- II
- III
- IV

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

SHIPMENTS WILL ONLY BE ACCEPTED MAY 1st-13th, 2015

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 items being shipped.****

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

Please use the shipping label, in fillable pdf format, available on the Odyssey of the Mind website.

Ship to:

**Michigan State University
University Logistics
166 Service Road
East Lansing, MI 48824**