

Prop/Storage Facilities

Hours

Prop storage locations will be open to team use beginning Tuesday, May 23rd at 12:00PM. Prop storage locations will be open Wednesday-Friday, May 24-26, from 7:00AM – 10:00PM, and Saturday, May 28 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

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!

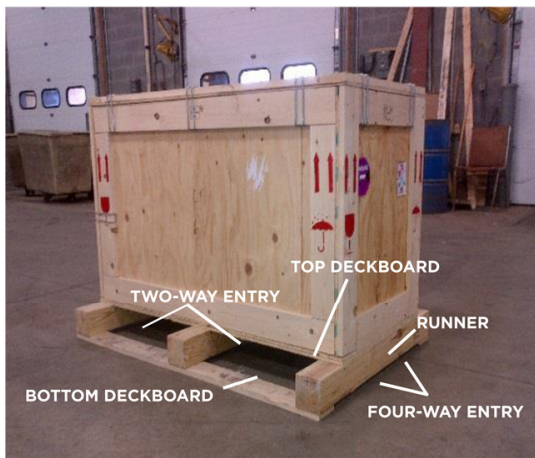
SHIPPING YOUR PROPS ODYSSEY OF THE MIND WORLD FINALS 2017

You are encouraged to ship early to have props arrive by Thursday, May 18.

PREPARING TO SHIP YOUR PROPS:

Pack props in cartons. All cartons must fit through a standard doorway and measure no more than 6' long, 30" wide and 70" tall. Large cartons 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.

CORRECTLY CRATED SHIPMENT



INCORRECTLY CRATED SHIPMENT



GOOD CRATING

- OFFERS DURABILITY AND MAXIMUM PROTECTION
- MUST BE EASY TO MOVE WITH A FORKLIFT OR PALLET JACK
- PREFERABLY USES A 4-WAY PALLET AS BASE
- USES SCREWS TO SECURE CRATE—NOT NAILS

-
- **Fill out the enclosed shipping label completely and attach the label securely to EACH carton**
 - EACH carton shipped must be clearly marked and labeled with the official shipping label provided in this packet whether they are shipped by you or a third party.
 - When shipping multiple cartons, mark each piece (Box 1 of 4 and Box 2 of 4 etc...)
 - Cartons 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 THE SAME CARTON/CRATE.
 - Props will be accepted beginning May 1, 2017

Bring tools to open and reassemble your props. Michigan State University is unable to supply tools.

SHIPPING YOUR PROPS:

ALL shipments must be prepaid. Logistics will not accept any shipments arriving freight collect or COD. Be sure to obtain a tracking number from your carrier for each carton/crate shipped.

Do not take props to Residence Halls as MSU will not transport props from Residence Halls to prop storage sites.

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 prepaid. 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:

Check your carrier's website to see if your shipment has been delivered to Michigan State University.

You can also check MSU Logistics' website to see if your shipment has been delivered to the prop location site by using U-Track. <http://usd.msu.edu/logistics/u-track/index.html>. To track your shipment, enter the carrier tracking number in the "Carrier's Tracking Number" field and click "U-Track It!" If your shipment is in "sort" status, it has been received and is being held for delivery to the prop location site. "Odyssey Delivered" status means it has been delivered to your 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 19 - May 23.

WHILE YOU ARE HERE:

Logistics will be available at an information booth during registration at Michigan State University, May 23rd 1:00pm – 3:00 pm, and May 24th from 9:00 am – 3:00 pm.

PROP RETURN SHIPMENTS:

All teams are responsible to pre-arrange for PREPAID or C.O.D. shipment of any materials requiring return. All returns must be properly packaged and have a prepaid label attached to each carton. A completed Bill of Lading (BOL) must be attached to the carton/crate for all freight returns. 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
Open M-F 7:30 am – 5:00 pm (batteries, fans, tools, Spartan gear, etc.)

ODYSSEY OF THE MIND WORLD FINALS 2017

SHIP TO:

Michigan State University - OotM
166 Service Road
East Lansing, MI 48824

CARTON _____ OF _____

Phone: (517) 884-6082

Membership Name (School): _____

Membership Number: _____

Address: _____

City _____ State _____

Coach Name: _____

Phone Number: _____ Email _____



| | |
|---|--|
| PROBLEM 1 : Catch Us If You Can | |
| PROBLEM 2 : Odd-a-Bot | |
| PROBLEM 3 : Classics...It's Time Omer! | |
| PROBLEM 4 : Ready, Set, Balsa, Build! | |
| PROBLEM 5 : To Be Continued: A Superhero Cliffhanger | |



| | |
|--------------------|--|
| DIVISON I | |
| DIVISON II | |
| DIVISON III | |
| DIVISON 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 1-18, 2017

CONTAINERS MUST BE NO LARGER THAN: 6' long x 30" wide x 70" tall