



# ODYSSEY OF THE MIND WORLD FINALS 2007 PROP SHIPPING



## **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 USF Holland and/or FedEx Freight for all palletized shipments.

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

## **PROP CARTON SIZE REQUIREMENT:**

All cartons must fit through a standard doorway of 32" wide X 72" tall, and must be less than 8' long. Any oversized carton 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 provided whether they are shipped by you or by someone else.
- Each carton shipped requires a copy of the official label inserted into the package.
- If shipping multiple cartons, mark each carton (Box 1 of 4 and 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 4, 2007, you can check the University Stores Web site to see if your shipment has been received. [www.universitystores.msu.edu](http://www.universitystores.msu.edu)

Props will be grouped according to problem category and delivered to a storage area near the competition site between the dates of May 21<sup>st</sup> - 23<sup>rd</sup>. The University Stores Web site will display "Prop Delivered" after the completed delivery.

## **WHILE YOU ARE HERE:**

University Stores will be available at an information booth during registration at Michigan State University, May 22 from 9:00 am - 4:00 pm, and May 23 from 9:00 am - 4:00 pm.

## **PROP RETURN SHIPMENTS:**

All teams are responsible to pre-arrange for PREPAID or C.O.D. shipments of any materials requiring return. 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  
2007 World Finals



Membership Name (School):

Problem : (Check One)

Membership Number:

- Problem 1: Tag 'Em
- Problem 2: The Large and Small of It
- Problem 3: Around the World in 8 Minutes
- Problem 4: Out of the Box Balsa
- Problem 5: I'm Only Thinking of You

Address:

Coach:

Division : (Check One)

Phone Number:

- I
- II
- III
- IV

Email Address:

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

SHIPMENTS WILL ONLY BE ACCEPTED MAY 1-18, 2007

THE CONTAINER MUST BE ABLE TO FIT THROUGH A STANDARD DOOR WAY, 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.*

Ship To:

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