



# Props

## Preparing to Ship Your Props

- Pack props in cases or cartons. Cartons must fit through a standard doorway approximately 32 inches wide by 72 inches high. Oversize cartons will be kept at the Physical Distribution Center and will be the responsibility of the team to dismantle the carton there and/or move it to the competition site. The distribution center has restricted hours and it is recommended that you **do not** send oversize cartons to avoid delay in retrieving and inspecting your props.
- Each carton shipped must be clearly marked with the shipping label provided. (Make additional copies as needed.)
- DO NOT put props for more than one Problem in a carton. If you choose to ship more than one team's props in a carton, it will be your responsibility to move any props from the distribution center. Remember, the center has restricted hours for access to your props.
- **We will receive shipments starting May 5; all shipments must be received by May 23.**
- Roadway does not make, and the University does not accept, weekend deliveries. Please plan accordingly.

## Shipping Your Props Through Roadway (recommended)

- The University of Maryland has made arrangements for ground shipment of props with Roadway Express, Inc. **Mention contract number 81200 for special discounted pricing.**
- Enclosed is a prepared bill of lading and exhibit labels for your use.
- If you have any questions about their service please call Roadway's Exhibition Transportation Services at 1.800.531.EXPO.
- Contact the Roadway terminal closest to your home to make arrangements. You may call 1.800.ROADWAY (1.800.762.3929) or check their website [www.roadway.com](http://www.roadway.com) (under Customer Service) to determine your closest Roadway terminal.

## Shipping Through Another Carrier

- If you choose to ship through other means, be sure you follow the shipping instructions listed above.
- Make sure that ALL shipments are prepaid. The University will not accept any shipment that arrives collect on delivery.

## Tracking Your Package

- If you ship via Roadway Express, you can use Roadway's tracking system to locate your shipment. Call 1.800.ROADWAY (1.800.762.3929) to use the Roadway Voice Response or track online at [www.roadway.com](http://www.roadway.com). You will need to know your tracking number.
- Most other carriers have tracking means. Know your carrier name and tracking number!

## Upon Arriving at the University

- Cartons correctly sized and marked will be delivered directly to a storage room at the competition site and available for inspection after 2:00pm on Friday, May 30.
- Shipping and receiving information will be available when you arrive at registration. Coaches may inquire there for information concerning your props.

## Return Shipments

- Our props crew will transport packed cartons back to central receiving from the competition site.
- Return shipments can be arranged through Roadway. You may return shipments on a collect basis with payment made to Roadway at the time of delivery. A Roadway representative will be available on site during the World Finals to make these return shipping arrangements.
- Shipments arranged through other carriers must be picked up at central distribution on or after Wednesday, June 4. The University cannot take responsibility for storage for pick ups. Please tell your carrier to pick up props at Central Receiving, Building 383, Paint Branch Parkway, College Park, MD.

# ODYSSEY OF THE MIND 2008 WORLD FINALS

Contract # 81200

Membership Name:

(School) \_\_\_\_\_

Membership #: \_\_\_\_\_

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

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

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

E-Mail: \_\_\_\_\_

SHIP TO: Odyssey of the Mind  
c/o University of Maryland  
Physical Distribution Center  
Central Receiving, Building 383  
Paint Branch Parkway  
College Park, MD 20742

UM Contact: Doug Waterman, 301.405.5852

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

**PACKAGE \_\_\_\_\_ of \_\_\_\_\_**

Problem (check one)

Division (check one)

**DO NOT SHIP PROPS FOR MULTIPLE PROBLEMS/DIVISIONS IN ONE CONTAINER!**

- ☐ Odyssey Road Rally
- ☐ DinoStories
- ☐ The Wonderful Muses
- ☐ Tee Structure
- ☐ The Eccentrics!

- ☐ I
- ☐ II
- ☐ III
- ☐ IV

**SHIPMENTS WILL BE ACCEPTED MAY 5 – MAY 26.**

**THIS CONTAINER MUST BE ABLE TO FIT THROUGH A STANDARD DOORWAY,  
32" x 72"**