



## Shipping Your Props

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### PREPARING TO SHIP YOUR PROPS

Pack props in cases, crates or cartons. All cartons that are shipped must fit through a standard doorway of 32” wide x 72” tall and must be less than 8’ long. Fill out the enclosed shipping label completely and attach the label securely to EACH case or carton. Copy the shipping label as necessary. **DO NOT PUT PROPS MADE FOR MORE THAN ONE PROBLEM IN THE SAME CASE OR CARTON.** If you are shipping more than one piece, mark each piece “Box 1 of 2, Box 2 of 2” and so on, clearly labeled with the enclosed shipping label affixed. Complete all information on the label. All materials shipped must be clearly marked with the team’s membership name and number, address, daytime phone number, problem name, division and shipped to the address provided on the shipping label. Props will be accepted beginning May 1, 2018. Ship early to have packages arrive by May 18th.

### ONCE YOUR PROPS ARE SHIPPED—BEFORE YOU ARRIVE

After May 2, you can check ISU’s Central Receiving Web Site to see if your shipment has been received. The Web site address is <http://isu.sclintra.com/OTM>. When props arrive, cartons will be grouped according to problem and delivered to a storage area near the competition site. Any oversize carton (larger than 32” wide x 72” tall x 8’ long) received will be kept at the central receiving location and teams will be responsible for moving it to the competition site. **DON’T FORGET YOUR TOOLS TO OPEN YOUR PROP CRATES AND TO REASSEMBLE YOUR PROPS!**

### WHILE YOU ARE HERE

Prop Information will be available during registration at Stephens Auditorium. On Thursday and Friday, a prop information table will be at the Memorial Union. Should your shipment not be in the designated storage area, inquire at either of these sites, or call 515-290-7189.

### UNLOADING AT COMPETITION SITES

For props that travel with you, participants must load and unload their own props. Special needs? Please call 515.290.7189 for assistance.

### PROP RETURN SHIPMENTS

You will need to pre-arrange for PREPAID or C.O.D. shipment of any materials that you want shipped back to you. Return shipping labels must be picked up in advance at the Prop Information desk. All returns must be processed through the Prop Information desk. All return goods must have a return label attached. ISU will not be responsible for returns left without proper paperwork. For questions, contact Jared Hohanshelt at 515.290.7189.

A colored return label to apply to the carton (s) must be obtained from the Prop Information booth at Stephens Auditorium/Memorial Union to identify cartons to be picked up for return shipment. Teams who wish to ship materials home must arrange for prepaid or COD shipment with the truck firm of their choice. Your truck firm will pick up at:

Iowa State University  
Central Receiving Facility  
925 Airport Road  
Ames, IA 50010

Iowa State University and Odyssey of the Mind will not be responsible for overages or shortages of payment and/or damage to return shipments.



**The DEADLINE for material to be picked up for return to Central Stores is NOON, SATURDAY, MAY 26, 2018.**

# ODYSSEY OF THE MIND WORLD FINALS 2018

SHIP TO:

**Iowa State University**  
**925 Airport Road**  
**Ames, Iowa 50010**



CARTON \_\_\_\_\_ OF \_\_\_\_\_

Attention: Todd Wilson

Phone: (515) 294-1804

Membership Name (School): \_\_\_\_\_

Membership Number: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_

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

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



<b>PROBLEM 1 : Triathlon Travels</b>	
<b>PROBLEM 2 : Emoji, Speak for Yourself</b>	
<b>PROBLEM 3 : Classics... Mockumentary! Seriously?</b>	
<b>PROBLEM 4 : Animal House</b>	
<b>PROBLEM 5 : A Stellar Hangout</b>	



<b>DIVISION I</b>	
<b>DIVISION II</b>	
<b>DIVISION III</b>	
<b>DIVISION IV</b>	

**\*\*\*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, 2018