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## Prop/Storage Facilities

### Hours

Prop storage locations will be open to team use beginning Tuesday, May 21st at 10:00am until 11:00pm. Prop storage locations will be open Wednesday-Thursday, May 22-23, from 7:00am – 11:00pm, Friday, May 24<sup>th</sup> from 6:00am – 11:00pm and Saturday, May 28 from 6:00am – 30 minutes after the last competition.

**Any supplies or props without return shipping labels, left in prop storage rooms after that time, will be forfeited 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.**

**A licensed driver must remain with the vehicle when loading and unloading props.**

### 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!



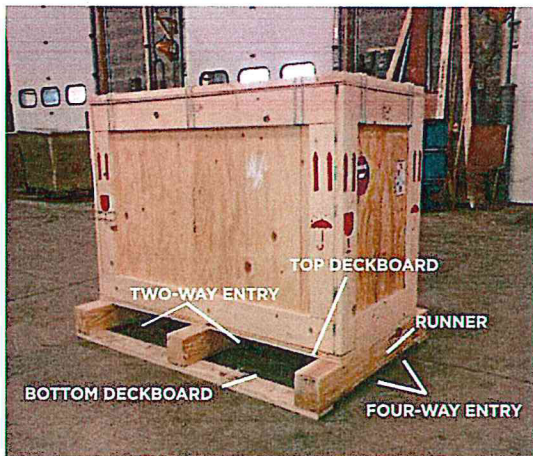
## SHIPPING YOUR PROPS ODYSSEY OF THE MIND WORLD FINALS 2019

You are encouraged to ship early to have props arrive by Wednesday May 15, 2019.

### PREPARING TO SHIP YOUR PROPS:

Pack props in cartons. **All cartons must measure no more than 48" long, 48" wide and 75" tall** (122cm x 122 cm X 165 cm). Larger 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 (type or print legibly) 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, 2019

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



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### **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 shall be loaded by Problem. Please have the carrier provide a manifest to MSU 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. Upon delivery to MSU, your prop will be held for delivery to the prop location site between the dates of May 20 – 22.

You may check MSU Logistics' website to see if your shipment has 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 "trap" status, it has been received and is being held for delivery to the prop location site, and will be delivered soon. "Odyssey Delivered" status means your props have been delivered to your prop location site.

Props will be grouped according to problem division and delivered to the designated storage area near the competition site between the dates of May 20 - 22.

### **WHILE YOU ARE HERE:**

Logistics will provide instruction on shipment tracking at the MSU information booth during registration at Michigan State University's International Center May 21 – 25.

### **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 return shipping label attached to each carton. A completed Bill of Lading (BOL) must be attached to the carton/crate for all freight returns. Props requiring return should be left in the prop storage rooms to allow 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.)