

**Odyssey of the Mind (OM™)
2023 Coaches' Packet
Michigan State University**



Shipping props



Packaging

- Props must be packed in cartons or crates
- **NEW DIMENSION REQUIREMENTS:** Shipments must measure no more than 48” long, 30” wide, and 60” high
 - 122 cm long x 81 cm wide x 152 cm high
- Palletized shipments must be constructed to allow for forklift use
- Follow proper labeling instructions
- Do not put the props for more than one problem in the same carton/crate



Labeling of each carton/crate

- Each prop package must be individually and clearly marked and labeled using the provided [official OM 2023 shipping label](#), whether shipped by you or a third party
- Legibly complete the [official label](#) and securely adhere to the exterior of each package
 - Can be typed or legibly handwritten
- When shipping multiple cartons, clearly denote series
 - For example: Carton 1 of 4, Carton 2 of 4, etc.



TIP: Proofread your shipping labels before printing and adhering to the packages

Special shipments

Full Truckload

- Load by problem
- Carrier must provide a manifest of shipments to MSU Logistics upon arrival

International

- Shipper must provide own broker for customs clearance
- MSU Logistics, OM, and Michigan State University are not the importer of record and are not responsible for customs, clearance, brokerage, taxes, duties, or any other fees

Prepay and send

- All shipments must be prepaid
 - MSU Logistics will not accept shipments arriving freight collect, COD, or requiring payment of fees
 - MSU Logistics, OM, and Michigan State University are not the importer of record and are not responsible for customs, clearance, brokerage, taxes, duties, or any other fees
- MSU will receive prop packages between May 1, 2023, and May 17, 2023
 - Receiving hours are Monday - Friday, 7:30 a.m. - 11:45 a.m. and 12:30 p.m. - 3:30 p.m.
 - No appointment is required for carrier delivery
- Be sure you have the tracking number(s) for each package shipped



TIP: Keep your tracking numbers for all prop shipments in one file for easier searching later

Tracking and receiving



Where to track your package(s)

- Check your carrier's website to see if your shipment has been delivered to Michigan State University
- Upon delivery to MSU Logistics, your prop will be held for final delivery to the assigned prop assembly location
 - Do not take props to residence halls. MSU will not transport props from residence halls to prop storage sites
- Once your package(s) have arrived at MSU, use [MSU Logistics' U-Track tool](#) to see if your shipment has been delivered to the prop location



TIP: Shipment tracking information will be available at the information booth during registration at MSU's International Center, May 23-25

Using MSU Logistics' U-Track tool

- Use [MSU Logistics' U-Track tool](#) to determine the location of your props
- Enter the tracking number in the **Carrier's Tracking Number** field
- Click **U-Track It!**
 - A **received** status indicates the shipment has been received at MSU Logistics and is being held for delivery to the prop location site
 - A **delivered** status means your props have been delivered to your prop assembly location

Prop storage and assembly

- Props will be delivered to the designated storage area near the competition site between the dates of May 18-23
- For props that travel with you, participants must load and unload their own props at the assigned prop storage location
- Do not take props to your residence hall as MSU will not transport them to the prop storage location



TIP: Don't forget tools to open and reassemble your prop packages! MSU is unable to supply tools

Returns



Returning props

- Teams wishing to ship materials home are responsible for packaging them in the same way as they were shipped to MSU:
 - Properly repackage props for shipment in cartons or crates
 - Palletized shipments should be constructed to allow for forklift use
 - Shipments must measure no more than 48” long, 30” wide, and 60” high (122 cm long x 81 cm wide x 152 cm high)
 - Affix a prepaid return shipping label to the shipment
 - Attach a completed bill of lading (BOL) for freight returns
- Leave props to be returned in the prop storage location

Additional labeling and packaging instructions are available online:

- [UPS](#)
- [FedEx](#)
- [Freight shipments](#)

Carrier pickup

- Do not request a carrier pickup at the prop storage location
 - MSU Logistics will retrieve packages to be returned from the prop storage location
- Freight returns must have pickups scheduled with the carrier after June 1, 2023
 - Shipping hours are Monday - Friday, 7:30 a.m. - 11:45 a.m. and 12:30 p.m. - 3:30 p.m.

Pickup Location

Michigan State University
166 Service Road
East Lansing, MI 48824
(517) 884-6203