



## **PROPS/SHIPPING**

### **SHIPMENT TRACKING:**

Check your carrier's website to see if your shipment has been delivered to Iowa State University Central Receiving. You may check the Iowa State University tracking website to see the status of where your prop is located at ISU: <http://isu.sclintra.com/OTM>

### **PROP INFORMATION BOOTH:**

Scheman: 1<sup>st</sup> Floor

Tuesday: 2:00 p.m. – 5:00 p.m.

Wednesday: 10:00 a.m. – 4:00 p.m.

Memorial Union

Thursday: 8:00 a.m. – 4:00 p.m.

Friday: 8:00 a.m. – 4:00 p.m.

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

Should your shipment not be in the designated storage area, please visit the ISU prop tracking website <http://isu.sclintra.com/OTM> or call (515) 230-1308

### **SUPPLIES LOCATIONS:**

- University Bookstore, Iowa State Memorial Union, (515) 294-5684
- CVS Pharmacy, 2420 Lincoln Way, (515) 292-2990
- Hobby Lobby, 620 Lincoln Way, (515) 232-3500
- Lowe's Home Center, 120 Airport Road, (515) 233-0404
- Target, 320 South Duff Avenue, (515) 663-9500
- Wal-Mart, 3015 Grand Avenue, (515) 233-1345 or 534 South Duff Avenue, (515) 956-3536
- Sam's Club, 305 Airport Road, (515) 233-9750
- Union Copy Center, Room 0344 Memorial Union, (515) 294-0008



### **PROP RETURN SHIPMENTS:**

Teams who wish to ship materials home must register such request with the ISU Prop Information booth for proper guidance. 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 AND an orange ISU "RETURN" label attached to each carton. A completed Bill of Lading (BOL) must be attached to the carton/crate(s) for all freight returns.

Props requiring return should be left in the prop storage rooms to allow for ISU Central Receiving to pick up and stage for carrier pick up at Central Receiving. Do not request a carrier pick up at the prop storage location. Schedule return shipments with your carrier after June 1. Carrier pick up location:

Iowa State University Central Receiving Facility 2105 East Lincoln Way Ames, IA 50010

Shipping hours: 8:00 a.m. - 3:00 p.m. CST, M-F, full loading dock access

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

**Deadline to have return shipments registered with Prop Info Booth and properly packaged/labeled is NOON, Saturday, May 28, 2022**