



PROPS/BACK DROPS

If you are using a prop or backdrop that needs to be delivered to the Sports Complex loading dock, the entrance at the loading dock is **12 feet wide x 9 feet high** and leads into a long hallway with the same dimensions. If you have **ANY PROPS** for your performance(s), you will need to read and fill out the below information to be permitted to deliver the props to the Sports Complex. For those with their own trucks, you will not be permitted to park your truck at the loading dock all day. The loading dock is for drop off and pick up only!

Due to the large number of props being used this year, your Prop Crew will be permitted entrance to the Milk House on **Thursday, March 3, 2011 between 5:00pm – 7:00pm** and **Friday, March 4, 2011 between 5:00pm – 7:00pm**. Please deliver your props as early as possible during prop delivery times in order to properly and orderly unload and do what needs to be done without disrupting any competition and/or getting the appropriate space you need for your props. **PROPS CANNOT BE ASSEMBLED DURING COMPETITION HOURS. NO MATTER HOW BIG OR SMALL.**

It is strictly enforced that only your necessary **ADULT** prop crew will be allowed to unload and load props from the loading dock and backstage areas. Performers and children will not be allowed in these areas. Teams will not have access to the performance floor during prop delivery time. All deliveries must be pre-arranged for security clearance.

If you need transportation to the Milk House with your props, please let us know and arrangements will be made for you. If you are bringing props with you by hand, the props must exit the building and be loaded onto your truck/bus immediately following your performance.

All props brought the day of competition must be removed from the building no later than the last team performance on your scheduled prop category day. This rule is strictly enforced.

If you are shipping to *ESPN Wide World of Sports®* Complex, storage space is very limited. **Props may not arrive prior to Thursday, March 3, 2011 and must leave no later than noon on Monday, March 7, 2011.** No items will be accepted prior to March 3, 2011. Outgoing shipments must be arranged appropriately by the group, and arrive with all shipping documents and account numbers (unless it is prepaid) or it will be discarded. **The “Contest of Champions” and the Walt Disney World® Resort will not make any arrangements to have your materials delivered or shipped out and are not responsible for any lost, damaged, or stolen props.**

Shipping Address:

Attn: Guest Services
Contest of Champions Event, 3/04-3/06, 2011
ESPN Wide World of Sports®™ Complex, “Milk House”
700 South Victory Way
Kissimmee, Florida 34747

Please DO NOT ship any items to the Contest of Champions office or your hotel!!

PLEASE NOTE: Due to increased stringent control by the *Walt Disney World®* Resort’s building safety personnel the following rules are being enforced: All props must be light weight and moveable; if prop is flat, must be held in place by a person to secure; No collapsible or mechanical props; any prop more than 3 steps must have a handrail; any step units must have a (maximum) rise of 7 inches and a (minimum) 11 inch run; props must be non-flammable; platforms over 36 inches must have guard rails and NO electrical equipment or motorized vehicles. Props which have not been pre-approved will not be allowed into the “Milk House” building!

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Remember, all props and backdrops and scenery must be padded. Violation of Prop Rules & Regulations will result in a 10 Point Penalty as stated in your 2011 Contest of Champions information. Anything that comes in contact with the floor must be taped and/or padded. ***Any team that damages the performance floor will be billed for repairs directly by The Walt Disney World® Resort.***

If you have any questions regarding any of this prop information or if there are any conflicts with the prop delivery times, please contact your Contest of Champions Sales Representative in the office in advance to discuss your situation.



PROP & BACK DROP INFORMATION FORM

If your team is using *any* prop(s) and/or back-drop(s) for competition, in the space below please give a brief description of these items and/or email/mail pictures of your props. Please indicate at the bottom how you are planning to get them into the Sports Complex. This information is necessary for security clearance and/or proper scheduling of your arrival. Any revised prop information will be included in your final contest information booklet.

It is the Coach/Director's responsibility to inspect all props and back-drops for floor protection prior to your performance. Anything that touches the floor must be padded.

GROUP NAME: _____

DESCRIPTION OF PROP(S)/BACK-DROP(S):
(Please indicate which category you will using these items)

We will be shipping the above items to arrive no earlier than March 3, 2011 to the Milk House and will require storage. Include Date and Estimated Time of Pkg. Arrival and Departure Time & Method:

We are delivering the above items during the SCHEDULED PROP DELIVERY TIMES with our own transportation and ADULT prop crew. Date and Estimated Time of Arrival:

We are bringing the above items with us and props & crew will require motorcoach transportation be provided from Celebrity Hall. Date and Time needed and which date (March 3rd or 4th):

We will bring and depart with our props in-hand and do not require the loading dock, other transportation or storage at the Milk House:

Other: _____

THIS FORM MUST BE RECEIVED IN OUR OFFICE BY FEBRUARY 4, 2011