



EQUIPMENT TRANSPORTATION FORM

Please add your team name to this document's filename.

DO NOT USE THIS FORM OR THE ADDRESS BELOW FOR SHIPPING FUNGI.

Fungi should only be shipped to the address listed in your Task Problem Statement:

1025 Stewart St., Las Cruces, NM 88003.

Use this form only for shipping equipment that can be left unopened for a few days at the contest venue.

Ship packages to:

New Mexico Farm & Ranch Heritage Museum

Attn: WERC Environmental Design Contest

4100 Dripping Springs Rd

Las Cruces, NM 88011

Email this form no later than **March 24, 2025** to: miligh@nmsu.edu and werc@nmsu.edu

Team Number:		Task #
School Name		
Advisor Name		
Email		
Phone number		
Sender Info: Name		
Email		
Phone		

Package Detail	Weight	Width	Height	Length
Description of what the package contains. <i>List any hazardous, perishable, fragile or sensitive items. Attach SDS for hazardous materials and ensure package is in accordance with carrier regulations.</i>				
How will equipment and/or materials be shipped? (i.e. carrier name)?				
Anticipated shipping date:	Anticipated arrival date:			

**Disclaimer: WERC team and NMSU are not responsible for packages that arrive damaged.
Sender is responsible to follow package carrier regulations regarding hazardous materials.**

Helpful Packing and Shipping Links:

Packing Tips:

Staples.com

<https://www.staples.com/sbd/cre/tech-services/explore-tips-and-advice/tech-articles/easy-tips-to-make-sure-your-package-arrives-safely.html>

UPS.com

[Preparing Your Package: UPS - United States](#)

Fedex.com

[How to avoid common packing mistakes | Shipping Channel Singapore \(fedex.com\)](#)

Fineartshippers.com

[How to Ship Glass Safely: A Short Guide from Fine Art Shippers](#)

Hazardous Materials

UPS

<https://www.ups.com/us/en/help-center/packaging-and-supplies/special-care-shipments/hazardous-materials.page>

FEDEX

<http://www.fedex.com/us/service-guide/ship-dg-hazmat/hazardous-materials/index.html>

DHL

http://www.dhl-usa.com/en/express/shipping/shipping_advice/dangerous_goods.html

USPS

<https://www.usps.com/ship/shipping-restrictions.htm>

Notes:

1. If you plan to ship mercury containing equipment, radioactive equipment or sources, biohazardous materials or select agents, contact Juanita Miller (miljgh@nmsu.edu) for special instructions.