

ROBOT TRANSPORTATION

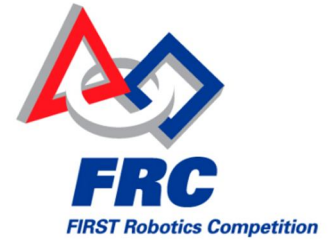


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5 ROBOT TRANSPORTATION

5.1 OVERVIEW

Following the guidelines will ensure that your robot arrives where it needs to be on time so that your team can focus on the important thing – participating in the event!

5.2 ROBOT SHIP DAY

All teams must cease work on their robot on or before ROBOT SHIP DAY. Any team that fails to comply may jeopardize their participation in the rest of the FRC season. See Section 5.4.1 for complete instructions on your ROBOT SHIP DAY options.

ROBOT SHIP DAY is Tuesday, February 22, 2011

5.3 SHIPPING AND DRAYAGE DEFINITIONS

- BILL OF LADING** White FedEx Freight shipping document printed in purple and red. Provided by *FIRST* at Kickoff and used to ship the team's robot. US teams receive one (1) bill of lading for each leg of the robot's journey that is covered under the 2011 FedEx donation.
- Consignee** Term on a FedEx Bill of Lading that refers to the recipient of the crate. The Consignee is the "Ship To" address for your crate. When shipping your robot to a drayage warehouse, your Consignee would be the drayage company and the address of the warehouse.
- Drayage** *FIRST* contracts with a drayage company for each Traditional (non-Bag and Tag) event. They receive and store your robot until it is needed, transport it to and from the event venue and ensure that your robot ships off to its next destination.
- FedEx** Shipping company that has generously donated to help FRC teams ship their robots to and from Traditional Regional Events.
- Payment Authorization Form** A form required by SES in order to handle your crate through the drayage system. Teams must provide credit card information on this form to cover any freight overages. This form must be completed regardless of which shipping method you will use.
- PRO NUMBER** A number used to track the movement of a shipment through the FedEx Freight system. Each Bill of Lading will have a Pro Number and barcode in the upper left-hand corner. Keep your PRO NUMBER handy to track your shipment.
- Shepard Exposition Services (SES)** The drayage company contracted to receive, store, and ship your robots for Traditional Regional Events.

Shipper Term on a FedEx Bill of Lading that refers to who is shipping the crate. Please fill in the school/company name and address, as well as the contact name and phone number for the person shipping the crate.

Shipping In this case, the term "shipping" refers to the transportation of your robot in its crate:

- 1) To the Drayage warehouse
- 2) From the Drayage warehouse to the next event's Drayage warehouse
- 3) Home after your last event

TRACKING NUMBER A number used to track the movement of a shipment through the FedEx Express system. Each US Airbill or International Air Waybill will have a Tracking Number pre-printed on the form. Only a limited number of teams will receive a US Airbill or International Air Waybill.

Traditional Regional Event A competition event where teams must ship their robots to and from the event. Due to safety concerns and agreements with our venues, teams are not allowed to carry their robots in or out of these events unless they receive special permission. See Section 5.5 for further details on shipping.

Bag and Tag Event A competition event where teams must carry their robots to and from the event. No shipping options will be available on-site. Teams attending these events must Bag and Tag their robots. See Section 5.6 for further details on Bag and Tag.

BAG Plastic BAGS large enough to contain your robot. Provided by *FIRST* to isolate your robot under the Bag and Tag system.

TAG Zip tie TAGS with individual serial numbers used to seal BAGS for teams attending Bag and Tag events.

5.4 ALL TEAMS MUST

5.4.1 Verify ROBOT SHIP DAY compliance

Every team must provide proof that they ceased working on their robot on or before ROBOT SHIP DAY. Please follow the instructions below for your chosen transportation method. These are the only options available to comply with ROBOT SHIP DAY. Instructions on how to use each transportation option can be found in Sections 5.5 and 5.6.

1. If You Ship Your Robot Using Any Allowable Shipping Method

For details on your Robot Ship Day shipping options, see Section 5.5.2.

- a. Obtain a receipt or copy of the shipping document from the shipper and ensure it clearly shows the date and time the crate left your team's hands;
- b. Make a copy for tracking purposes and retain it for your records. You may be asked to produce a copy of this receipt;
- c. The Main or Alternate Contact for your team must enter your pro number or tracking number in the special shipping section in TIMS by **Tuesday, March 1**.

2. If You Drive Your Robot to the Drayage Facility

- a. Ask the drayage warehouse personnel to put the time and date of delivery on an official receipt;
- b. Write your team number clearly on the receipt;
- c. Make a copy and retain for your records;
- d. Address the envelope as shown below, using all capital letters; and
- e. Send the receipt to *FIRST* so it arrives by **Tuesday, March 1**.

Verification Mailing Address – Use capitals please:

[YOUR TEAM #]
TEAM SUPPORT / OPERATIONS
FIRST ROBOTICS COMPETITION
200 BEDFORD STREET
MANCHESTER, NH 03101

3. If Your First Event is a Bag and Tag Event

- a. Bag and seal your robot on or before ROBOT SHIP DAY as described in Section 5.6.
- b. Fill in the Robot Lock-Up Form, clearly noting all required information.

5.5 TRADITIONAL REGIONAL EVENTS

A “Traditional Regional Event” is a competition event where teams must ship their robots to and from the event. Due to safety concerns and agreements with our event venues, teams are not allowed to carry their robots in or out of these events unless they receive special permission. Please see Appendix I for a complete list of Traditional Regional Events.

5.5.1 All teams attending a Traditional Regional Event **MUST**

- **Keep your filled crate weight below 400 pounds.** Teams are expected to ship their robot in their crate – not every tool they own. Any teams exceeding 400 pounds will be charged overage fees accordingly. See the “How to Ship Your Robot” document on the Competition Manual web page for further details: www.usfirst.org/frc/competitionmanual.
- **Print the shipping labels for each event you will attend.** These documents contain the address for the drayage warehouse where you will ship your robot for each event. They can be found here: www.usfirst.org/frc/robotshipping.
- **Ship to the designated drayage warehouse facility for your event. Event sites do not accept or store team robots, crates or toolboxes.** Your robot may be lost, delayed or damaged if you do not ship to the designated drayage warehouse.
- **Ship through the drayage system (managed by SES) using either FedEx or Shepard Exposition Services (SES) as the shipper.** No other shippers or shipping

arrangements are permitted. The only exception to this rule is for the first shipment of the season on Robot Ship Day (see Section 5.5.2).

- **Complete a “Payment Authorization Form” to cover drayage costs prior to your team’s initial event.** Go to www.shepardes.com/first to complete an online payment authorization or print a faxable form. If your team does not complete the form prior to attending an event, you will be required to provide a valid credit card on the spot to cover any shipping or weight overage charges.
- **Construct a crate that meets at least the minimum guidelines set forth in the “Shipping Crate Construction” document:** www.usfirst.org/frc/competitionmanual.
- **Bring shipping documents to the event.** There will be no replacement FedEx shipping documents or Shipping and Drayage Documents available at events. Bring these with you to the event so you will be prepared to ship your robot at the end of the event.

5.5.2 Teams attending a Traditional Regional Event MAY

- **Use the FedEx donation to ship your robot.** FedEx has generously donated shipping services to help teams who must ship their robots. Teams who qualify to use these shipments will receive shipping paperwork with their Kit of Parts at Kickoff. You must follow the instructions contained in the “How to Ship Your Robot” document or your use of the FedEx donation may be revoked: www.usfirst.org/frc/competitionmanual.
- **Ship a Tool Crate.** Some teams choose to ship a second crate containing tools to the event(s). Shipping a second crate is allowed, but only if the crate meets the following conditions:
 1. The second crate may NOT be shipped using the FedEx donation. Abuse of the FedEx donation may result in a loss of this option for all teams in the future.
 2. The team is financially responsible for all shipping and drayage costs for their second crate. The team must call SES prior to ROBOT SHIP DAY to arrange shipment of the second crate and payment of the drayage charges.
 3. Paint or stencil “TOOL CRATE – Pc 2 of 2” in letters at least 6 inches tall on each face of the crate. Failure to properly label which crate contains tools may delay arrival of your robot at the event.
- **Select an alternate transportation method for the first shipment of the season on Robot Ship Day.** Only for the shipment on Robot Ship Day, teams may choose one of the options below. See Section 5.5.1 above for details on what to request when you hand over your robot.
 1. Ship your robot using the FedEx donation (See “How to Ship Your Robot” for further details: www.usfirst.org/frc/competitionmanual);
 2. Ship your robot either through Shepard Exposition Services (SES) or using an alternate shipper of your choice; or

3. Hand-deliver your robot to the drayage facility for your first event. To use this option, you must:
 - a. Arrive during the normal business hours of the facility on Robot Ship Day: 8:00AM – 4:00PM local time.
 - b. Arrive in a truck with a 48” bed height (dock level) or you will be turned away at the warehouse. Safety and liability rules require a 48” bed height so that your robot can be unloaded by a forklift onto the dock.
 - c. Treat the dock workers with gracious professionalism.
- **Request an exception from the rule that teams must ship home.** Teams may have a reason that they need their robot home earlier than allowed by shipping it.
 1. Requests will be considered only for the team’s last event of the season or for a Traditional Regional Event prior to a Bag and Tag Event.
 2. Teams requesting an exception must contact Team Support via frcteams@usfirst.org.
 3. *Complete the exception application process by February 25, 2011* to allow for processing. Make the request clear and provide the:
 - Subject line: "Robot Removal, [Name of Event] - Team [your team #]";
 - A detailed explanation of your reason for requesting an exception; and
 - The event where you wish to take your robot home.

Upon reception of this information, *FIRST* will, in good faith, consider your request. Be advised that each venue, its rules, and safety situations are unique. Some events are not laid out for safe robot removal and you will be refused for that reason. The Director of FRC will review each case and will provide a written response. This decision will be final.

Exception Stipulations

1. The drayage company will not help or provide equipment for the removal and teams will not be permitted to use the loading dock.
2. You may have to wait to load out at an earlier or later time than may be convenient.
3. You will also be responsible for dismantling and removing your robot crate. Do not expect to receive assistance in those processes.
4. A \$150 clean-up fee will be assessed for any crates left behind.

5.6 BAG AND TAG REGIONAL AND DISTRICT EVENTS

A “Bag and Tag Regional Event” is a competition event where teams must carry their robots to and from the event. Teams attending these events must BAG and TAG their robots. Teams are not allowed to ship their robots in or out of these events unless they receive special permission. Please see Appendix II for a complete list of Bag and Tag Regional Events.

5.6.1 All teams attending a Bag and Tag Event MUST

- **Read the “Attending a Bag and Tag Event” document** for further details on how to transport your robot to and from Bag and Tag Regional Events: www.usfirst.org/frc/competitionmanual.
- **Make arrangements to carry your robot to and from the event.** Shipping and drayage will not be available for Bag and Tag Events unless special arrangements are made with FRC (see Section 5.6.2). Do not ship your robot to the event.
- **Follow proper bagging procedure:**
 1. Set the BAG on the floor, leaving room for the robot in the center.
 2. Place the robot in the center of the BAG and pull the bag up around the robot. Be careful not to catch the bag on any corners or sharp edges.
 3. Tightly seal the BAG with your next numbered TAG.
 4. Complete the *Robot Lock-Up Form* as described below.
- **Complete the *Robot Lock-Up Form***

The *Robot Lock-up Form* is available on the Competition Manual page of the *FIRST* website at www.usfirst.org/frc/robotshipping. Make sure that you complete every item on the line. **Incomplete forms will be rejected by inspectors at events.** The *Robot Lock-Up Form* must be filled in by an adult, 18 years or older, who is not a student on the team. By signing this form the signor attests to the fact that he/she is 18 years old or older, is not a student member of the team, and that all rules a regulations regarding access periods and lock or unlock are being followed.

5.6.2 Teams attending a Bag and Tag Event MAY

- **Make use of the Robot Access Period if applicable.** Teams attending Michigan District Events will not have as much time to work on their robots at events as teams attending 3-day events. Because of this difference, these teams are granted an additional limited ‘Robot Access Period’ to unbag their robot between ROBOT SHIP DAY and their 2-day events. See the “Attending a Bag and Tag Event” document for further details: www.usfirst.org/frc/competitionmanual.
- **Request permission to ship to a Bag and Tag Event.** If your team’s home location is a great distance from the Bag and Tag Event you will attend, or you have other very significant challenges that prevent you from transporting your robot to the event, you may request permission to ship to the event. FRC will try to arrange limited drayage at Bag and Tag Events where there are teams who must ship in order to attend.

To request permission to ship to a Bag and Tag Event:

1. Submit your request by December 15, 2010.
2. Email FRC teams with a subject line of “Team #[your team number], Request to ship to Bag and Tag Event [Regional Event name].”
3. Include the following information in your request:
 - Where your team is located
 - How far you must travel to attend the event

- Any significant challenges you are facing to transport your robot
 - A contact name and mailing address where you can receive a FedEx envelope if approved.
4. FRC will consider your request and respond in writing with further instructions. If approved, we will send your team the necessary shipping documents and an address to ship your robot to.

5.7 CHAMPIONSHIP – KNOW YOUR OPTIONS

Teams must ship their robots to and from the FRC Championship. All shipping rules stated previously in this chapter apply to shipments to Championship.

5.7.1 What Happens if You Qualify at a Bag and Tag Event?

- Teams that qualify for the Championship at a Bag and Tag event must follow all procedures in the “Attending a Bag and Tag Event” document: www.usfirst.org/frc/competitionmanual. Bag your robot as described and ship it to the drayage location for the Championship.
- Teams qualifying at a Bag and Tag event will receive one (1) FedEx Freight BILL OF LADING at the event **IF** they have not already received the maximum number allowed. Teams may receive up to two (2) shipments prior to the Championship under the FedEx donation. Teams that have already received two (2) shipments will NOT receive any additional BILLS OF LADING.
- The team’s Shipping Contact should present himself/herself to the Event Manager at the Bag and Tag Event to receive any applicable shipping documents.

5.7.2 Traditional Regional Event - If You Know You Will Attend Championship

Already know you will be able to attend the Championship? Simply ship your robot the way you would to any other event.

- If you have a FedEx shipment left, fill out the FedEx BILL OF LADING and the SES BILL OF LADING with the Championship drayage address.
- If you do not have any FedEx shipments left, fill out a SES BILL OF LADING to indicate that you will be shipping through SES and provide the shipping desk with your payment information.

5.7.3 Traditional Regional Event - Not Sure Whether You Can Attend Championship?

If you are not sure your team will be able to attend the Championship, SES will attempt to hold your robot until the Tuesday following your event. **SES cannot guarantee that they will be able to hold your crate at the warehouse after the event.** They will do their best to ensure that your robot does not ship out before Tuesday, but please call SES as early as possible with your decision.

Please follow these guidelines to request a shipping hold on your robot:

1. Talk to a representative at the shipping desk at your event. Explain your intention to place a temporary hold on your robot while you determine if you can attend the Championship.
2. Fill out your paperwork with the address of the drayage location for the Championship. Make sure that you write “Hold until Tuesday” in the special instructions box on the SES BILL OF LADING. Also fill out your FedEx BILL OF LADING if you have one left. Turn in all paperwork to the shipping desk.
3. Label your crate. Use an 8 ½” x 11” sheet of paper to create a sign for your crate that says:

**TEAM WILL CALL
HOLD UNTIL TUESDAY**

4. Follow up with SES by Tuesday. Call SES at (704) 394-9140 to let them know whether you will attend the Championship or not.
5. If you will not attend the Championship, provide SES with your complete shipping address so that they can update your BILL OF LADING to ship to your team’s location.
6. Track your shipment online to ensure it arrives in time.

5.7.4 After Championship

All teams attending the Championship will receive one (1) shipment home for their robot under the FedEx donation. The BILL OF LADING for this shipment will be distributed at the Championship in the team’s registration packet.

5.8 IMPORTANT SHIPPING CONTACTS

5.8.1 FIRST is Your First Contact

If you have any questions about robot shipping rules or processes, **CALL FIRST!** Rules in this chapter are written and administered by *FIRST*, not Shepard Exposition Services or FedEx. *FIRST* is not responsible for information given by representatives of outside vendors.

Additional instructions:	www.usfirst.org/frc/competitionmanual
Download shipping labels and Robot Lock-Up Form:	www.usfirst.org/frc/robotshipping
Phone:	(800) 871-8326 - 8:30 AM to 5:00 PM EST
E-mail:	frcteams@usfirst.org Subject line: <i>FIRST</i> Team [your #] Shipping Question

Fax:	(603) 666-3907
Address:	Team Support/Operations 200 Bedford Street Manchester, NH 03101

5.8.2 Shepard Exposition Services (SES)

Call SES if you have questions about how drayage works, if you need to schedule a shipment outside the FedEx donation, or if you have SES billing questions.

Website:	www.shepardes.com/first
Phone:	(704) 394-9140 – 8:00 AM to 5:00 PM EST Western teams may call after hours until 10:00 PM EST at (704) 201-2058
E-mail:	pmullis@shepardes.com Subject line: <i>FIRST</i> Team [your #] for [event name]
Fax:	(704) 398-0914
Address:	Paula Mullis – <i>FIRST</i> Robotics Shepard Exposition Services 5401-M Hovis Road Charlotte, NC 28208

5.8.3 FedEx

Call FedEx to schedule your pickup and with any FedEx tracking questions. Have your BILL OF LADING and PRO NUMBER available when you call.

Website:	www.fedex.com/us
Phone - FedEx Freight:	1-866-393-4585
Phone - FedEx Express:	1-800-GO-FedEx (1-800-463-3339)

5.9 APPENDIX I – TRADITIONAL REGIONAL EVENTS AND THE CHAMPIONSHIP

State/ Country	Event Name	Event Venue	Location	Date(s)
CA, USA	San Diego Regional	San Diego Sports Arena	San Diego	10-Mar - 12-Mar-2011
CA, USA	Los Angeles Regional	Long Beach Arena	Long Beach	24-Mar - 26-Mar-2011
FL, USA	Florida Regional	University of Central Florida Arena	Orlando	10-Mar - 12-Mar-2011
GA, USA	Peachtree Regional	Gwinnett Center	Duluth	17-Mar - 19-Mar-2011
HI, USA	Hawaii Regional	Stan Sheriff Center	Honolulu	24-Mar - 26-Mar-2011
IL, USA	Midwest Regional	UIC Pavilion	Chicago	24-Mar - 26-Mar-2011
IN, USA	Boilermaker Regional	Purdue Armory	West Lafayette	17-Mar - 19-Mar-2011
IS, Israel	Israel Regional	Nokia Arena	Tel Aviv	13-Mar - 15-Mar-2011
LA, USA	Bayou Regional	Alario Center	Westwego	17-Mar - 19-Mar-2011
MA, USA	WPI Regional	WPI	Worcester	10-Mar - 12-Mar-2011
MA, USA	Boston Regional	Agannis Arena	Boston	07-Apr - 09-Apr-2011
MD, USA	Chesapeake Regional	Baltimore Convention Center	Baltimore	17-Mar - 19-Mar-2011
MN, USA	Lake Superior Regional	DECC	Duluth	10-Mar - 12-Mar-2011
MO, USA	St. Louis Regional	Chaifetz Arena	St. Louis	17-Mar - 19-Mar-2011
NC, USA	North Carolina Regional	Dorton Arena	Raleigh	07-Apr - 09-Apr-2011
NV, USA	Las Vegas Regional	Thomas & Mack Arena, UNLV	Las Vegas	31-Mar - 02-Apr-2011
OH, USA	Buckeye Regional	Wolstein Center	Cleveland	07-Apr - 09-Apr-2011
PA, USA	Philadelphia Regional	Liacouras Center	Philadelphia	07-Apr - 09-Apr-2011
SC, USA	Palmetto Regional	North Charleston Coliseum	North Charleston	24-Mar - 26-Mar-2011
TN, USA	Smoky Mountain Regional	Knoxville CC/Coliseum	Knoxville	31-Mar - 02-Apr-2011
TX, USA	Lone Star Regional	George R. Brown Convention Center	Houston	17-Mar - 19-Mar-2011
TX, USA	Dallas Regional sponsored by JCPenney	Dallas Convention Center	Dallas	07-Apr - 09-Apr-2011
UT, USA	Utah Regional	Huntsman Center	Salt Lake City	07-Apr - 09-Apr-2011
WI, USA	Wisconsin Regional	US Cellular Arena	Milwaukee	10-Mar - 12-Mar-2011
MO, USA	FIRST Championship	Edward Jones Dome	St. Louis	27-Apr - 30-Apr-2011

5.10 APPENDIX II – BAG AND TAG REGIONAL AND DISTRICT EVENTS

State/ Country	Event Name	Event Venue	Location	Date(s)
AZ USA	Arizona Regional	Arizona Veteran's Coliseum	Chandler	17-Mar - 19-Mar-2011
CA USA	Sacramento Regional	UC Davis ARC Pavilion	Davis	17-Mar - 19-Mar-2011
CA USA	Silicon Valley Regional	San Jose State University	San Jose	31-Mar - 02-Apr-2011
CO USA	Colorado Regional	Daniel L. Ritchie Center	Denver	07-Apr - 09-Apr-2011
CT USA	Connecticut Regional sponsored by Northeast Utilities	Connecticut Convention Center	Hartford	31-Mar - 02-Apr-2011
DC USA	Washington DC Regional	Walter E. Washington Conv. Ctr.	Washington	24-Mar - 26-Mar-2011
MI USA	Michigan State Championship	Eastern Michigan University	Ypsilanti	07-Apr - 09-Apr-2011
MI USA	Kettering University FIRST Robotics District Competition	Kettering University	Flint	04-Mar - 05-Mar-2011
MI USA	Traverse City FIRST Robotics District Competition	Traverse City Central High School	Traverse City	04-Mar - 05-Mar-2011
MI USA	West Michigan FIRST Robotics District Competition	Grand Valley State University	Allendale	18-Mar - 19-Mar-2011
MI USA	Detroit FIRST Robotics District Competition	Wayne State University	Detroit	18-Mar - 19-Mar-2011
MI USA	Ann Arbor FIRST Robotics District Competition	Skyline High School	Ann Arbor	25-Mar - 26-Mar-2011
MI USA	Niles FIRST Robotics District Competition	Niles High School	Niles	25-Mar - 26-Mar-2011
MI USA	Livonia FIRST Robotics District Competition	Churchill High School	Livonia	01-Apr - 02-Apr-2011
MI USA	Troy FIRST Robotics District Competition	Troy Athens High School	Troy	01-Apr - 02-Apr-2011
MN USA	Minnesota 10000 Lakes Regional	Williams Arena/The Sports Pavilion Univ of MN	Minneapolis	31-Mar - 02-Apr-2011

MN USA	Minnesota North Star Regional	Univ. of MN - Mariucci Arena	Minneapolis	31-Mar - 02-Apr-2011
MO USA	Greater Kansas City Regional	Hale Arena	Kansas City	10-Mar - 12-Mar-2011
NH USA	Granite State Regional sponsored by BAE Systems	Verizon Wireless Arena	Manchester	03-Mar - 05-Mar-2011
NJ USA	New Jersey Regional	Sun National Bank Center	Trenton	03-Mar - 05-Mar-2011
NY USA	Finger Lakes Regional	Gordon Field House	Rochester	03-Mar - 05-Mar-2011
NY USA	New York City Regional	Javits Convention Center	New York	11-Mar - 13-Mar-2011
NY USA	SBPLI Long Island Regional	Hofstra University	Hempstead	24-Mar - 26-Mar-2011
OK USA	Oklahoma Regional	Cox Arena	Oklahoma City	17-Mar - 19-Mar-2011
ON Canada	Waterloo Regional	University of Waterloo	Waterloo	24-Mar - 26-Mar-2011
ON Canada	Greater Toronto West Regional	Hershey Centre	Mississauga	31-Mar - 02-Apr-2011
ON Canada	Greater Toronto East Regional	Hershey Centre	Mississauga	31-Mar - 02-Apr-2011
OR USA	Oregon Regional sponsored by Autodesk	Portland Memorial Coliseum	Portland	24-Mar - 26-Mar-2011
PA USA	Pittsburgh Regional	PITT Petersen Event Center	Pittsburgh	10-Mar - 12-Mar-2011
TX USA	Alamo Regional	San Antonio Convention Center	San Antonio	03-Mar - 05-Mar-2011
VA USA	Virginia Regional	VCU Siegel Center - Richmond	Richmond	07-Apr - 09-Apr-2011
WA USA	Seattle Olympic Regional	Qwest Field	Seattle	17-Mar - 19-Mar-2011
WA USA	Seattle Cascade Regional	Qwest Field	Seattle	17-Mar - 19-Mar-2011