

FIRST® Senior Mentor/ FRC /Mentor Training Call

Call Topic: Robot Transportation Checklist

Hosted by: *FIRST*® Senior Mentor Mike Henry, San Antonio, Texas

Experts: Frank Merrick, Deputy Director, FRC, and Erin Robie, Operations Coordinator, *FIRST*®

When: Thursday, February 10th, 2011 at 7PM Eastern time

How: Call Toll-free: 1-866-951-1151

- Conference Room: 7052714
- Use *2 to mute and/or un-mute your line

All calls are recorded and posted to our website within
1-2 days after the call

Introduction

The goal of this call will be to go over the parts of the Robot Shipping process that cause the most confusion for teams, not to present everything you could ever want to know about the process. We will leave plenty of time for questions at the end in case we miss something you wanted to clarify.

Getting Ready

1. **Download and read Section 5 of the 2011 FRC Competition Manual.** This section contains rules for transporting your robot to your event(s) as well as helpful tips and contacts. It is extremely important to read and understand this section to ensure that you are in compliance with the rules and that your robot will arrive on time.
2. Download the “Shipping and Drayage” instructions for your Regional event(s) from the *FIRST* web site at:
<http://www.usfirst.org/community/frc/regionalevents.aspx?id=430>.
(Currently NOT available) This document will contain information specific to shipping to your event.
3. If desired, find examples of how to fill out your shipping paperwork on the Robot Shipping web page at:
<http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=3570>.

Quick Note on the FedEx Donation

FedEx has been a very generous sponsor of the *FIRST* Robotics Competition. We value their continued participation and look forward to working with them this season.

Overview for those new to FRC

- Robot Ship Day
- Drayage
- FedEx Donation
- Bag and Tag

Do's and Don'ts

- DON'T ship to the venues!
- DO get crate labels from the "Shipping and Drayage" documents
- DON'T lose your bills of lading/air waybills – neither FedEx nor FIRST will replace lost or misused shipping paperwork.
- DO contact FIRST if FedEx does not come to pick up your robot by February 22nd (delayed for any reason). Teams will not be penalized if the delay is out of the team's control. However, teams that do not follow the shipping rules will not receive exceptions.

Planning

- Crate weight limit – keep it under 400 pounds
- Crate specifications
 - Shipping Battery requirements
- International
- Crate Labeling
- Bring your shipping paperwork and/or Bag and Tag supplies to your events!

Shipping Your Robot

For your initial event only, you may choose any carrier to ship your crate to the drayage warehouse OR you may drive your crate to the drayage warehouse. (For subsequent events, use only the Shepard Exposition Services carrier OR if you have not yet used it, the FedEx donation.)

- A. Using an alternate carrier (shipping to first event only)? Refer to Section 5.2.1
 - First event only – we encourage you to consider delivering your robot to the drayage warehouse
- B. Shipping via Shepard Exposition Services?
www.shepardes.com/first
- C. Shipping via the FedEx Donation? Complete info found in Section 5 of the Competition Manual. Examples of how to fill out your shipping paperwork can be found at <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=3570>.
- D. Attending a Bag and Tag event first? Refer to Section 5.8

Deadlines

- If using FedEx to ship to your first event, call to schedule your shipment by February 16, 2010
- Robots must leave the teams' hands no later than Tuesday, February 22, 2011 – either by shipping or using the Bag and Tag method (depending on your first event)
- Robots must arrive at the drayage location for each event by Monday before the event

Additional Considerations

- Verifying shipment date/time – Section 5.5.3
- Back to Back Regionals – Section 5.5.5
- Robot Shipping Exceptions – Section 5.5.9
- Qualify for the Championship – Section 5.9

Questions?

If you have any questions regarding robot shipping please call FRC Team Support at 1-800-871-8326 x 0 or email us at frcteams@usfirst.org