



## Shipping your Robot to the 2016 *FIRST* Championship

**Teams are required to ship their robots to and from the Championship event**

Congratulations on qualifying for the 2016 FRC Championship! To ensure that your robot gets to Championship on time, you will need to complete the following steps. If you have any questions, contact [frclogistics@firstinspires.org](mailto:frclogistics@firstinspires.org) as soon as possible.

### **Step 1: Look Over Electronic Shipping Documents:**

- Look over the electronic shipping document included in this email.
- If there is any incorrect information, please email [frclogistics@firstinspires.org](mailto:frclogistics@firstinspires.org)
- Sign and date the bottom of the shipping document

### **Step 2: Robot Crate:**

- See “Shipping Crate Construction” document located here: <http://www.firstinspires.org/resource-library/frc/robot-transportation> for directions on how to build a Robot Crate.
- If your Robot Crate exceeds 400 lbs. or you send a Tool Crate, your team is responsible for the additional charges.
  - o You must notify Shepard Exposition Services if either of these cases apply to your team. Please contact Kayla Lindsey via phone 832-799-5700 or email [klindsey@shepards.com](mailto:klindsey@shepards.com).
    - Always include your team number and that your team is attending Championship in all communications.
  - o Shepard will determine overage charges using the certified weight ticket from the carrier. If there is no ticket, Shepard will weigh the crate at the drayage facility. A reweigh fee will apply.
  - o If your robot is over 400 lbs. there will be a sticker on your crate, telling you to visit the Shepard Exposition Services service desk.
    - If a team wants to dispute the weight of its crate at Championship, a scale will be on site for reweigh. **Teams must request reweighing BEFORE opening the crate.** Once the crate is opened, the team relinquishes any appeal rights.
    - Any robot crate heavier than 400 pounds will be charged as follows:
      - \$82 USD per 100lbs or portion thereof over;

- For example, a crate weighing 545 pounds would be rounded up to 600 pounds and would be charged an additional \$164.  $600\text{lbs} - 400\text{lbs} = 200\text{lbs} = 2\text{cwt} \times \$82 = \$164$ .
        - **NOTE:** A team's scales may vary from the drayage service provider's scales. It's in a team's best interest to stay well under break points in the drayage charges.
      - Any tool crate (second crate) will be charged \$82 USD for every 1-100 pounds of the entire weight of the crate. For example: a tool crate weighing 340 pounds would be rounded up to 400 and charged \$328 USD. **NOTE:** Teams are responsible for shipping charges on tool crates as well.
      - **Damage:** The drayage service providers will not be responsible for damage to uncrated materials, improperly packed materials, or any concealed damages, loss, or theft of materials after crates have been picked up for loading out of the competition site.
- All teams must fill out the "Payment Authorization" form found in this packet. Only teams with overage charges or Tool Crates will be charged.
  - Scan and email the document to Kayla Lindsey with Shepard Exposition Services at [klindsey@shepardes.com](mailto:klindsey@shepardes.com) OR fax the document to 832-799-0517
  - If your team must pay for additional charges with a school check, you must contact Shepard Exposition Services **BEFORE** the Championship to make payment arrangements.
  - Credit Cards for overage charges or Tool Crates will be charged at Championship, once the events start.

### Step 3: Shipping TO Championship

- **You MUST ship your robot to Championship**
- All Robot and Tool Crates **MUST** arrive at the drayage warehouse by the Friday before Championship, April 22, 2016
- **Call FedEx one week before your ship date, or as soon you have completed payment for Championship, to schedule a pickup appointment.**
  - **FedEx will only pick up during their business hours.** Do not plan to schedule an appointment after normal business hours unless your team would like to pay extra charges.
  - **FedEx trucks require a loading dock!** If your school or business does not have a loading dock, you must request a lift gate when you schedule your shipment or FedEx will be unable to pick up your robot.
- **Track your shipment online.** Keep one copy of your shipping paperwork so that you have the pro number or tracking number for your shipment. You can track its progress online on FedEx's website: <http://www.fedex.com/us>.

## Step 4: Batteries

- If you ship batteries in your crate, you will need to make 6 copies of the “non-spillable battery inside” sheet found in this packet.
- Attach one to each of the 4 sides of the crate and use the other 2 to mark the 2 sides of the mandatory battery box you build inside your crate.

**PLEASE NOTE:** teams outside the U.S. and Canada are not permitted to ship their batteries. There will be spare batteries available for those teams at the spare parts table at Championship.

## Step 5: Shipping HOME from Championship

- **All teams attending the Championship will receive one (1) FedEx shipping document upon Check Out.**
  - In addition to the Shepard Exposition Services (SES) booth at Championship, FedEx will have a special booth near SES to assist with any additional shipping concerns, if needed.
  - An SES representative will contact FedEx to arrange pickup of your robot from the drayage facility.
- Shipments home from the Championship may take up to 6 to 8 weeks to return to your team’s home location. Please plan accordingly.
  - **To manually transport your robot home** from Championship, you **MUST** request permission by contacting [frcteams@firstinspires.org](mailto:frcteams@firstinspires.org).
  - **ALL TEAMS must visit the checkout desk, even if transporting their robot home.**
  - Teams granted permission to remove their robots from Championship are responsible for removing the robot and equipment they have brought, as well as the crate the robot was shipped in.
    - Teams will be charged \$150 cleanup fee if your crate is left behind.



**Circle one:**    Robot Crate        Tool Crate

**CONSIGNEE Shipping Address:**

**UPSF – Shepard Exposition Services  
8500 N Hall Street  
Saint Louis, MO 63147  
Phone: 314-388-7200**

***FIRST* Championship**

**Team #:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_



Circle one:    Robot Crate            Tool Crate

**CONSIGNEE Shipping Address:**

**UPSF – Shepard Exposition Services  
8500 N Hall Street  
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Phone: 314-388-7200**

***FIRST* Championship**

Team #: \_\_\_\_\_

School Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## 2016 *FIRST* Robotics Competition

Kayla Lindsay  
Shepard Exposition Services

Team# \_\_\_\_\_

10001 Fannin Street  
Houston, Texas 77045  
Phone: 832-799-5700  
Cell: 832-752-1524  
Fax: 832-799-0517  
E-Mail: [klingsey@shepardes.com](mailto:klingsey@shepardes.com)

Regional Attending (1) \_\_\_\_\_

Regional Attending (2) \_\_\_\_\_

Regional Attending (3) \_\_\_\_\_

Regional Attending (4) \_\_\_\_\_

### Payment Authorization

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Charges for Overweight Crate or Shipping, provided by Shepard Exposition Services or Shepard Logistics, for every Regional attended to include the Championship, will be applied to this credit card. If paying by check, payment must be received before the close of each Regional and Championship or charges will be applied to the credit card below.

### CREDIT CARD TYPE

\_\_\_ AMERICAN EXPRESS    \_\_\_ MASTERCARD    \_\_\_ VISA

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name on Card (please print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We require your Payment Authorization form to be fully completed and on file by every team before we are able to receive your Freight.

# **NON-SPILLABLE BATTERY INSIDE**

## **(Not Restricted)**

MK Powered, Small Sealed Line Batteries: [www.info@mkbattery.com](http://www.info@mkbattery.com) The batteries are non-spillable, electric storage, conform to and meet the requirements of the International civil Aviation Organization, (ICAO) Technical Instructions for the safe Transport of Dangerous goods by Air, Special Provision A67 and Packing Instruction 806.