

# ROBOT TRANSPORTATION



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## 6 ROBOT TRANSPORTATION

### 6.1 OVERVIEW

This section provides information regarding crate specs, shipping, the FedEx® Freight shipping donation, and the drayage companies. Please make sure those persons responsible for building and shipping your team's robot crate understand and follow the guidelines for the processes.

*Read the section below that describes the specific, federally regulated battery packaging method.*

*Also, read about the new regulations for wood packaging coming into the U.S.*

### 6.2 BATTERY PACKAGING

Federal regulations require teams to follow the instructions below. If you do not adhere to them, your crate may not make it to the event(s).

Each time you ship your robot:

1. You must ship the 12VDC batteries inside their original box or carton packaging
2. You must use the Styrofoam covering with protective caps covering the battery terminals.
3. Secure the boxed batteries inside the "inner battery box" section of the robot crate in an upright position. The photograph below is a sample of an inner battery box built to comply with regulations.



5. **ABSOLUTELY NO** batteries are to remain mounted (connected or disconnected) on the robot!
6. The crate **MUST** be marked "**NONSPILLABLE BATTERY**" in 1" or larger letters on all four sides. The inner battery box **MUST** be marked "**NONSPILLABLE BATTERY**" in 1" or larger letters on 2 sides of the battery box.

### 6.3 CRATE INFORMATION

Build your crate so it is sturdy and falls within height specifications and weight specifications when packed for shipment. The Drayage Company determines if a crate meets the size and weight criteria and passes the information to *FIRST*.

*If a crate exceeds specifications, FIRST will not guarantee its security or delivery to the site. The Drayage Company will round up to the next hundredweight if a crate exceeds 400 pounds and will charge accordingly. For specific information, refer to the website for EVENTS <http://www.usfirst.org/robotics/2006/rgevents.htm> and choose your event, then “Site Info.”*

### **6.3.1 NEW: 2006 Building Restrictions/Laws Regarding Wood Materials**

New Federal Rules apply to the crating and pallets you will use to ship robots across U.S. Borders to FRC events. Please read the sections below.

#### **6.3.1.1 Crate/Robot wood packaging laws/restrictions:**

The following regulation applies to any team planning to ship its robot into the U.S. from another country. ***Teams that do not comply risk having their robots detained at the U.S. border by U.S. Customs.***

The U.S. Dept. of Agriculture has adopted new international guidelines to decrease the potential for the introduction of certain plant pests that may accompany wood materials arriving from other countries. These guidelines call for wood packing materials used in the construction of crates and pallets to be either heat treated or fumigated with methyl bromide in accordance with applicable rules. ***These wood materials must be marked with an approved international mark certifying that treatment.*** The final rule became effective in September 2005, and affects all persons using wood packaging material in connection with importing goods into the United States.

#### **6.3.1.2 Exemptions**

The following exemptions apply to the above wood packing material rules:

- Pieces of wood less than 6 mm/0.24 inches in any dimension
- Loose wood packing material such as shavings, excelsior, etc.
- Wood packing material originating in Canada and made in Canada (an importer’s statement may be required to document the origin of the wood packing material)
- Processed wood packing materials that have received more than primary processing, e.g., plywood, corrugated board, fiberboard, veneer, whiskey and wine barrels, strand board, etc.

#### **6.3.1.3 Rules Information**

*FIRST* recommends that all international teams, or U.S. teams shipping out of the U.S. and then back into the Country do the following:

- Use only plywood or other exempted wood materials when construct their shipping crates
- If using **raw** wood materials such as 2”x4”s, 1x boards, etc., obtain the materials from a lumber dealer who sells compliant wood products
- Be sure the wood is marked with the approved international mark
- **Make sure you use properly treated and labeled wood for the 4” X 4”s under your crate to facilitate forklift use.**
- If you must use a pallet to ship your crate, make sure the pallet is either non-wood or a compliant wood pallet. Compliant pallets are available from commercial pallet distributors.
- Canadian teams should obtain an appropriate importer’s statement as indicated.
- Contact your local FedEx office for additional information and assistance. You can also find information at: <http://fedex.com/us/promo/woodpackaging.html>

### 6.3.2 Crate Specifications

When you build your crate, remember to consider the weight of your materials. For instance, if 3/8" or 1/2" plywood is sturdy enough, why use the much heavier 3/4" product? Build it with more than one shipment and/or season in mind.

#### All Crates must:

- **NEW:** Comply with the Wood Materials Regulations above if the crate ships into the U.S.
- Weigh 400 pounds or less in order to avoid drayage overage charges
- Be sturdily built to prevent damage to your equipment
- Have plywood construction to ensure stacking capability during transport
- "Sit" on 2 pieces of 4" by 4" lumber, spaced at least 28" apart so it can be moved by a forklift.
- Have a footprint no greater than 4' by 4' and be no taller than 5'10" (70") high. This maximum includes the 4" by 4" lumber mentioned above.
- Be capable of being moved by a forklift

### 6.3.3 Crate Limit

*FIRST* asks that each team ship only one crate. Each team has equal pit station space, and the Pit gets crowded when teams are loading and unloading their crates. **Teams cannot have more than two crates at any competition site.** This keeps team costs down and keeps Pit aisles, entrances, and egresses clear and safe.

If you ship an extra crate, it must also meet the above specifications. *Teams pay all shipping and drayage costs for the additional crate.*

### 6.3.4 Crate Labeling

- Go to the website, *Regional Event* <http://www.usfirst.org/robotics/2006/rgevents.htm> or to the Championship Event web area, and obtain the printable, mandatory drayage address label for your event.
- Fill in your team number on the address label; make three copies and attach one to each side of the crate. Repeat this for each event you attend. This label helps the shipper. It also helps the drayage company easily locate your crate at the warehouse and competition sites.
- Print the battery label, make copies, and tape one to each side of the crate
- Place a clear airbill sleeve on your crate and insert the shipping label.
- Bring your outbound labels to the event for crate shipment.
- Bring extra airbill sleeves in case yours get damaged during shipment

### 6.3.5 Required Crate Contents

Teams must include the robot and the two batteries. Carefully and completely follow all instructions above listed in the "Battery Packaging" section.

(Non-North American teams cannot ship batteries with their robots. They must make arrangements with *FIRST* to pick up a battery for competition at their initial event.)

*FIRST* will allow you to keep **all** of your robot controls (Operator Interface, OI power supply, joysticks, etc.) and not ship them with your robot on Tuesday, 2/21/2006. This will allow you to continue to work on your programming. If you decide not to ship controls with your robot, please remember to bring your controls to your initial competition. *FIRST* does not have replacement controls.

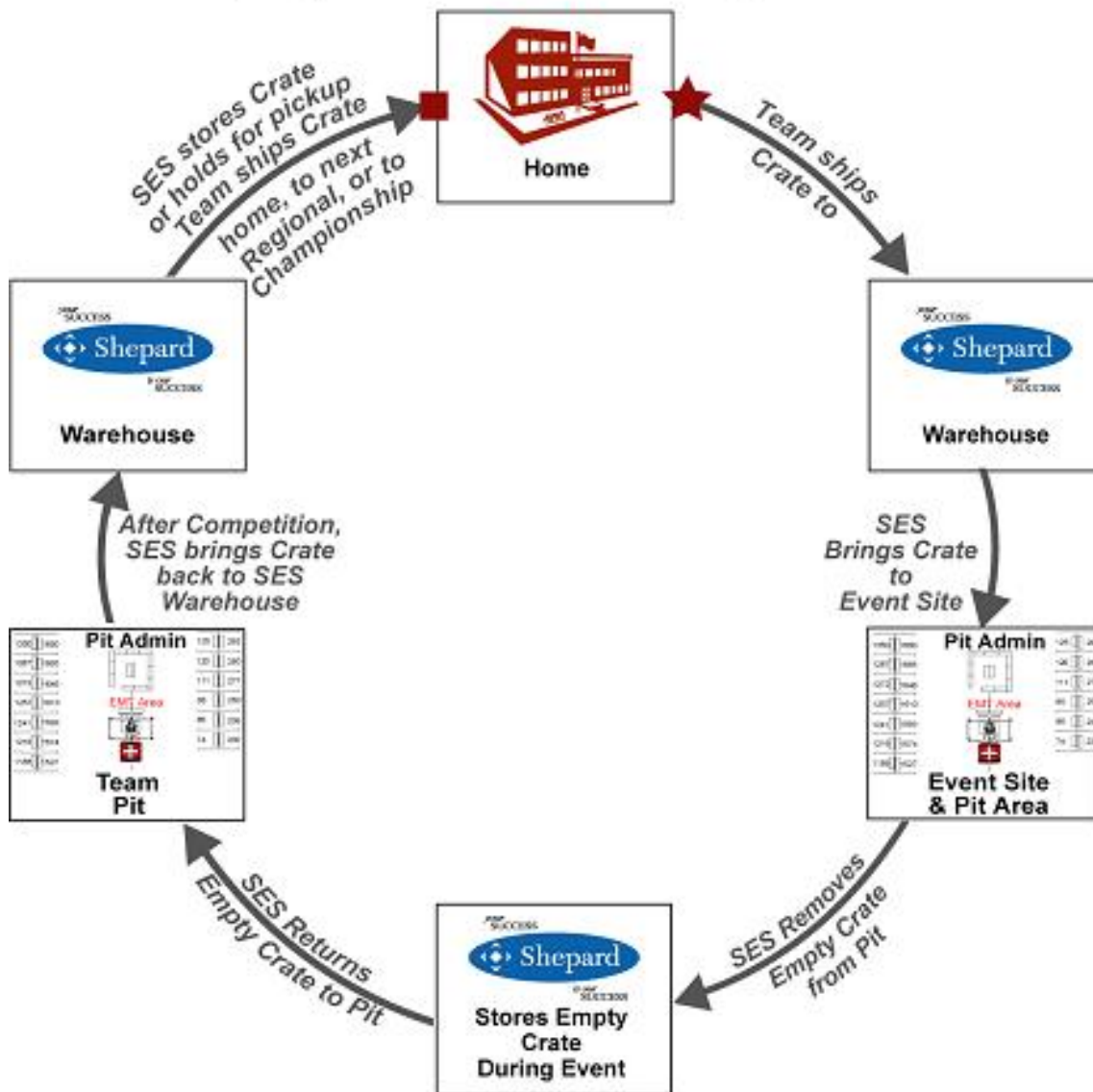
**NOTE:** Do not pack all of the team's safety glasses in your crate. You will need some when you uncrate!

### 6.3.6 Visual Depiction of Shipping and Drayage Process

Please take a look at the figure below. It provides a visual of the flow of a team's crate shipment.

# Shepard Exposition Services (SES) FIRST Drayage Contractor

## Understanding Drayage and Robot Transportation



\* Shepard Exposition is not responsible for Drayage service for Long Island Regional Diagram and service applies for all other Regionals

## 6.4 SHIPPING AND DRAYAGE DEFINITIONS

<b>Shipping</b>	<p>In this case, the term "shipping" refers to the transportation of your crate:</p> <ol style="list-style-type: none"> <li>To the Drayage (material handling) Company</li> <li>From the Drayage Warehouse to the next event's Drayage Warehouse</li> <li>Home after your last event</li> </ol>
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<b>Bill of Lading (Material Handling Form)</b>	This is a receipt your carrier issues, promising delivery of the merchandise / items listed.
<b>Ship Deadline</b>	The robot crate must leave the team's possession, by delivering or shipping to the drayage facility. This helps ensure teams have equal robot work time.
<b>At Drayage Deadline</b>	Latest date and time you can have your robot delivered to drayage warehouse. <b>Note:</b> This deadline ensures machines arrive at drayage in time for competition site delivery.
<b>Drayage Companies</b>	Temporary warehousing companies. They take in, store, deliver, and document movement of event materials. In our case, the Drayage Company receives and documents team crate weight and arrival time, then stores them until delivery to the event site Pit Stations on Wednesday before the event.

## 6.5 INTERNATIONAL SHIPMENTS AND CUSTOMS

- Teams shipping to the Canadian Regional and international teams shipping into the U.S. and back should research Customs requirements well in advance.
- *FIRST* strongly recommends using a Customs Broker so your team knows exactly what paperwork it needs to import and export your crate.
- Comply with the 2006 Building Restrictions/Laws Regarding Wood Materials listed above.

## 6.6 SHIPPING YOUR ROBOT

Event sites do not accept or store team robots, crates, or toolboxes. So all teams must ship to a drayage warehouse facility, which stores the robots and then transports them to the event site and back to the warehouse.

If you ship two crates, both crates must adhere to specifications and deadlines. Teams are responsible for paying for ALL shipping charges at the time of shipment.

**Teams have two shipping carrier options from event to event:**

1. Refer to the FedEx® section below for specific information about free, donated shipping to ONE Regional and the Championship.
2. If you do not ship with FedEx, you must ship with the drayage carrier, Yellow Freight. Refer to the “Yellow Freight System & Discount” section below for specifics.

### 6.6.1 Shipping to Your Initial Event

- Locate drayage information for your event(s) on the usfirst.org website, *Event* section and choose your event.
- Print, read, and save all sections relating to your events, especially the drayage sections.
- Make shipping arrangements well before the ship deadline. You may choose any carrier or drive your crate to the drayage warehouse for you initial event only. *Read the stipulations below regarding the delivery vehicle.*
- Obtain the best shipping rate from Yellow Freight to the drayage warehouse for your first event, if you are not using the complimentary FedEx® ship. **Note:** You will need the total weight and dimensions of your crate and its contents for an accurate estimate.
- **NEW:** Tell your chosen-shipping carrier if your crate pickup area does not have a loading dock so it can send a truck with a lift gate.
- Obtain a Bill of Lading from your carrier.

### **6.6.1.1 Crate Shipment Deadline and Requirement**

ALL team crates must leave the team's hands or be delivered to the team's initial event's drayage warehouse by midnight local time February 21, 2006. This date applies whether you ship your crate(s) or drive it to the drayage facility. Teams are responsible to work within the business hours of the shipper or drayage facility.

- a. If you ship your robot, obtain written proof from your shipper that shows the date that the shipper took possession of your crate. Read below for rules about the "Mandatory Shipment Verification Process."
- b. If you drive your robot to the Drayage Facility, ask for written proof that shows the date you delivered your crate(s). Read below for rules about the "Mandatory Shipment Verification Process."

### **6.6.1.2 Delivery Stipulations for Drayage Site and Delivery Vehicle**

If your team decides to deliver its crate(s) to its initial event's drayage warehouse, the vehicle must be tall enough for a commercial loading dock. Drayage personnel will not unload personal vehicles.

**YOUR DELIVERY TRUCK MUST HAVE A FORTY-EIGHT INCH (48) BED HEIGHT.**

**You will be turned away at the warehouse if the vehicle requirement is not met!**

**NO EXCEPTIONS!**

### **6.6.2 Mandatory Robot Shipment Verification Process**

*FIRST* requires every team to document the shipment of its crate(s), initial event only. All crates must ship from event to event thereafter. *Teams will disqualify themselves* from competition for failure to observe and verify adherence to the rules and deadlines. *Please follow the instructions below for your chosen method.*

#### **6.6.2.1 If You Use the FedEx PassKey System**

1. The PassKey System will provide *FIRST* with tracking numbers and crate pickup dates.
2. Save a copy of the airbill for tracking purposes and your records.

#### **6.6.2.2 If You Use an Alternate Shipper**

- a. Ensure that your receipt clearly shows the date and time the crate(s) left your team's hands.
- b. Write your team number on the bill of lading/receipt.
- c. Make a copy and retain for your records.
- d. **International teams** will receive an e-mail instruction on how to get the shipping verification to *FIRST*.
- e. **U.S. teams:** Send it to *FIRST* right away, to arrive within 4 days. Address the envelope as below, using all capital letters.

#### **6.6.2.3 If You Drive Your Robot to the Drayage Facility**

Refer above to the "Drayage Site Delivery Vehicle Stipulation" section. *Your vehicle must have a 48" bed height, no exceptions.*

1. Have the drayage warehouse personnel put the time and date of drop off on an official receipt.
2. Write your team number on the receipt.
3. Make a copy and retain for your records.
4. Send it to *FIRST* so it arrives in 4 days. Address the envelope as below, using all capital letters.

#### **6.6.2.4 Verification Mailing Address**

**YOUR TEAM #, YOUR INITIAL EVENT'S NAME**

**TEAM SUPPORT**

**FIRST ROBOTICS**

**200 BEDFORD STREET**

**MANCHESTER, NH 03101**



### 6.6.3 Robots Must Ship from Event to Event

Teams cannot take their robots home between events. Robots must ship from event to event, either:

- a. Through Shepard Exposition Service (SES) and its designated carrier, Yellow Freight.

**OR**

- b. Through the FedEx complimentary shipping. *Bring the airbill with you on Saturday.*

Remember to print/ bring shipping address labels to each event in which you compete.

Crates will return to the drayage facility and ship from its warehouse on Monday.

### 6.6.4 Back-to-Back Events

Contact the Drayage Company(s) well before both competitions to see if it can/will extend the crate arrival deadline for your team. You *must* use the Shepard Exposition Services' designated shipper. You cannot use FedEx in this case, because FedEx does not pick up at events on Saturdays and your robot will not make the competition on time. You must make all arrangements early to have your robot ship and arrive on time.

### 6.6.5 Delivery Deadlines

Each event has an "at drayage" deadline. Refer above to "Definitions." Make sure your shipper is aware of the deadline so you will meet it. Find the crate arrival deadline for each event by referring to the website *Events* section.

## 6.7 FEDEX<sup>®</sup> FREIGHT SYSTEM (DONATED SHIPPING)

FedEx has again graciously agreed to partner with *FIRST* and donate some robot crate shipping, via the FedEx Freight System. Remember, this is a generous donation. Be grateful.

**NEW:** The teams in the U.S. contiguous states will use the on-line FedEx PassKey System to generate airbills.

### 6.7.1 The Benefit/Donation

Please familiarize yourself with the benefit options below. You cannot substitute. Use the airbills for the following *only*:

1. FedEx Freight System will ship **ONE** crate to:

- a. **ONE** Regional of your team's choice
- b. The Championship

2. FedEx will also ship **ONE** crate back home:

- a. After your final Regional if you are not competing in the Championship

**OR**

- b. After the Championship if you compete in that event. If you need your robot soon after the Championship, you may want to use the Shepard Exposition Services (SES) shipper. *Because of the crate volume of these donated shipments, it could take a month or so until you receive your crate.*

#### 6.7.1.1 **NEW: PassKey Process - Teams in the 48 Contiguous U.S. States**

As a part of the Kit of Parts, teams will receive instructions for printing on-line airbills. You will find the directions in a large FedEx envelope. on two (2) airbills from FedEx Freight Systems. *FIRST* will mail them to the shipping contact in February.

If you are registered for the Championship, your airbill will be in the registration envelope at the event.

#### 6.7.1.2 **Process - Teams in HI, AK, PR**

*FIRST* will send a FedEx envelope with two (2) pre-printed airbills to your team's Shipping Contact. This will most likely be in early February.

If you are registered for the Championship, your airbill will be in the registration envelope at the event

#### 6.7.1.3 **Process – International Teams Competing in the U.S.**

*FIRST* will send a FedEx envelope with two (2) pre-printed airbills to your team's Shipping Contact. This will most likely be in early February. Make sure you have all Customs papers in order for the shipment to and from the U.S.

If you are registered for the Championship, your airbill will be in the registration envelope at the event.

## 6.7.2 Weigh the Donation Value

Which event will give your team the most value for this donation?

- **Back-to-Back Events:** FedEx does not pick up on Saturday, so you cannot use the donation for back-to-back events. There is not enough time to make it from one event to the next Drayage warehouse.
- **Initial Event is Close to Home:** If you have the proper vehicle/bed height, is it wise to drive your crate to the local event and save the donation for a more costly shipment?
- Complimentary shipments *do not* get high priority, so make sure there is enough time for this method of shipping, *especially after the Championship.*

## 6.7.3 FedEx Important Notes

*FIRST* cannot and will not replace lost airbills.

- **You cannot use airbills with hand-written account numbers for these donated shipments.**
- You cannot use FedEx when shipping to back-to-back events.
- FedEx will pay for one Regional ship only. You cannot substitute a second Regional shipment for the Championship shipping benefit or for the ship home.
- **Call for pickup.** If your robot ships back to drayage for FedEx shipment, remember that you must call FedEx for pickup. This does not happen automatically.

*Refer below for International shipments and shipments from Hawaii, Alaska, Puerto Rico.*

## 6.7.4 FedEx Weight Limit

Crates *cannot* exceed 600 pounds.

**REMEMBER:** *FIRST* pays drayage costs for *one* crate up to 400 pounds *only*. Teams pay the drayage cost in excess of 400 pounds, rounded *up* to the next hundredweight.

## 6.7.5 Shipment Insurance

FedEx does *not* insure complimentary shipments. If you want to insure your crate and its contents, obtain insurance through a third party.

## 6.7.6 International / Unusual Shipments

Read *NEW: 2006 Building Restrictions/Laws Regarding Wood Materials* before building your crate. This deals with regulations regarding required treated wood materials. Teams in the following locations may receive e-mails as the season approaches. Remember, the “return from the Championship” airbill will be enclosed in your Championship registration envelope.

<b>Canada</b>	<p>Because FedEx Freight service is not offered within Canada, FedEx is not able to provide the donation of shipments within Canada. FedEx does donate shipments that cross the Canadian/U.S. border or those shipments within the U.S.</p> <p>Teams must use a FedEx International Airbill to ship across the Canadian/U.S. borders. <i>FIRST</i> will mail them to your Shipping Contact in a FedEx packet in February.</p> <p>Remember to fill out required Customs papers.</p> <p>If you will be shipping to the Championship, we will provide a domestic airbill.</p>
<b>Other International</b>	<p>Teams must use FedEx Freight International airbills to ship to the U.S. and from the U.S. back home. These forms will be sent in a FedEx packet to your Shipping Contact in February. If you will be shipping to the Championship, we will provide a domestic airbill.</p> <p>Fill out required Customs papers.</p>
<b>Alaska Hawaii Puerto Rico</b>	<p>FedEx Freight is not available in these areas. These shipments require 2<sup>nd</sup> Day Air. Teams will receive airbills with the "Second Day Air" box checked..</p> <p>Use the provided airbills for shipments within the continental U.S.</p>

### 6.7.7 NEW: The PassKey System

This is an on-line ship manager process that allows registered teams in the contiguous 48 U.S. states to print their own airbills for one Regional event. Teams registered for the Championship may also print an airbill for that event. Find the instructions in the FedEx envelope/packet in your Kit of Parts.

- The Shipping Contact should become familiar with the instructions and retain this packet in a safe place.
- *FIRST* will send an invitation to the Shipping Contact, via e-mail, to register for the PassKey system. The Shipping Contact will have five (5) days to register.
- Once the registration is complete, he/she will be able to enter the system, choose the event, fill in a limited amount of information and print out an airbill.
- She/he should register within 3 days of requested pickup date.

The airbill for the return from the Championship will be in the team's Championship registration

### 6.7.8 NEW: What to Do

#### AirBills:

- Print out or fill out your airbill and place it in a plastic sleeve and attach it on your crate. Make sure you follow all crate labeling instructions. Refer above to "Crate Labeling" section.
- Keep a copy of the airbill for tracking purposes, and put it in a safe place.
- *There will be NO airbill replacements.* Airbills with a handwritten account number will not be accepted for these free shipments.

**Arrange Pickup:** Call 24-48 hours in advance to schedule by calling

United States	Canada
Call FedEx Freight Services <b>800-332-0807</b>	Use the Canadian Call Center: <b>866 744 7493</b>
International teams, go to <a href="http://fedex.com">fedex.com</a> , choose your country, and locate the appropriate phone number.	

- You will need the account number from the airbill.
- Ask for Freight Services. Emphasize that it is a heavy weight shipment and provide the type of shipment for the area you will be shipping to/from. See table below.
- 

Area	Shipment Type
Contiguous 48 states	F3
Alaska	F2
Hawaii	F2
Puerto Rico	F2
International	International Priority Freight

- If your pick-up/return site does not have a loading dock, be sure to tell the representative that you need a truck with a lift gate. (This may apply to your initial shipment from your home base)
- Provide your crate's dimensions and total weight.
- Allow 3-5 days for shipment movements.

## 6.8 YELLOW FREIGHT SYSTEM & DISCOUNT

If you do not ship with FedEx, you *must* ship from event to event with the Shepard Exposition Services Carrier, Yellow Freight.

- **Quote:** To obtain a freight quote for shipping crates to a drayage site, please contact Yellow Transportation at (800) 610-6500.
- **Yes Discount:**
  1. **Teams must ask for the “YES DISCOUNT” in order to receive a discounted rate.**
  2. **Bill of Lading (BOL):** The “*Yes Discount*” wording must also appear on the Bill of Ladings to receive the appropriate rate.
- If your pick-up/return site does not have a loading dock, be sure to mention that you need a truck with a lift gate. (This may apply to your initial shipment from and return to your home base).

## 6.9 TRACK YOUR CRATE

Track your crate to ensure on-time crate delivery to the event. Please do *not* call Shepard Exposition Services (SES) to track your crate if you shipped FedEx.

FedEx Shipment Tracking	SES Yellow Freight Shipment Tracking
Use the FedEx Customer Service Center at <a href="http://www.fedex.com">www.fedex.com</a> , or call (800) 463-3339. (800 Go FedEx) Have your twelve-digit tracking number available.	Call (800) 610-6500 Follow the telephone prompts for tracking Have your pro number available. If you need assistance, call SES.

## 6.10 DRAYAGE (MATERIAL HANDLING)

Every team has to ship its competition crate(s) to the designated drayage warehouse for each event it attends. *You cannot, under any circumstances, drive or ship crates to competition sites.*

Yellow Transportation c/o Shepard Exposition Services (SES) is the designated Drayage Company for all events except the SBPLI Long Island Regional. Festo Corporation handles drayage for the Long Island event.

1. Label your crate properly. If it doesn't meet required specifications, the Yellow Transportation terminal may refuse it.
2. Well ahead of shipping time, find drayage information and the Shepard Exposition Services rates for overweight (overage) costs for all events in which your team will compete. Go to <http://www.usfirst.org/robotics/2006/rgevents.htm> and click on your event.
3. Refer to all related sections below.

### 6.10.1 The Drayage Companies: Functions and Services

**FIRST** contracts with a drayage company for each event to provide the following services:

1. To provide **FIRST** with a system to monitor on-time crate arrival
2. To provide robot storage prior to the event
3. To ensure on-time crate delivery to team Pit stations at the competition sites
4. To Provide storage for empty crates at the venue
5. To provide a staging location for outbound shipments and protect staff and teams from crowded load-in and load-out situations
6. To comply with venue contracts which prohibit the acceptance of shipments on site.

### 6.10.2 Drayage Company Regulations

*Teams cannot take their robots home from any event.* They must ship through SES (Yellow Freight) or use the donated FedEx shipment. The material handlers are not allowed to, and will **not**, load your crate onto your vehicle.

- **All shipments must be prepaid:** The Drayage Warehouse will not accept Cash on Delivery (COD) shipments. Teams must take care of this with the carrier prior to sending a shipment to a drayage site.
- **Freight Overage Payments:** All teams must pay for drayage overage in advance, prior to the competition. If a team refuses to pay for freight overages, the drayage companies will refuse delivery of the team's crate until payment is reconciled at the drayage service desk. Upon payment receipt, it will deliver the crate(s).
- **Accepted Payment Forms:** SES will accept credit card payment for drayage overages. (MasterCard, Visa, or American Express) If paying by school check, the check must arrive at the drayage company *before* the team participates in the event.
- **Use Designated Shippers:** Teams must use FedEx *or* the designated SES shipper (Yellow Freight Transportation) for crates shipping from event to event.
  - \* **FedEx:** Consider using your final FedEx Freight airbill to ship home from your last event if you do not need your robot right away. Remember, these are donated shipments and the final return can take a month or more, especially after the Championship.
  - \* **Shepard Exposition Services Carrier (Yellow Freight):** When not using FedEx, teams must make on-site arrangements through the SES desk and the Yellow Freight representative. Teams shipping from the Long Island event must also use Yellow Freight or FedEx.
- **Freight Bills, Weight Receipts:** Shipments received without freight bills or specified unit counts on receipts will be delivered to team Pit Stations without guarantee of piece count or condition. When receiving freight, the Yellow Freight Terminal or drayage warehouse requires that drivers submit a *certified weight receipt*. The company reserves the right of refusal to unload shipments without it.
- **Bills of Lading:** All shipments must have a Bill of Lading or delivery receipt showing:
  1. Number of items, weight, and description of merchandise
  2. All Items labeled per Regional/Championship event specifications
- **Damage:** The Yellow Transportation terminal or drayage warehouses will not be responsible for damage to uncrated materials, improperly packed materials, any concealed damages, loss, or theft of materials after crates have been picked up for loading out of the competition site.
- **Weigh In:** The Yellow Freight Terminal or drayage warehouse will weigh team crates as they arrive at each facility. These weights will be certified, and any crates exceeding four hundred pounds will be subject to drayage fees. *If a team wants to dispute the weight of its crate, a forklift with weight scales will be on site at each event for reweigh.*

### 6.10.3 Immediate On-site Crate Weight Complaint Resolution

When the team members arrive at the Pit Station:

1. Refer to and read the label Shepard Exposition Services (SES) placed on your crate.
2. If you have any question as to the accuracy of the weight or information on the label, *immediately* find An SES representative and resolve the problem. Please see the Pit Administration Supervisor if you cannot find a representative.
3. *Do not open the crate until you resolve the problem.*

**NOTE:** If you open the crate, you relinquish any appeal rights.

### 6.10.4 Weight and Rates Structure

**Rounding Up:** Drayage Companies weigh by the hundredweight and round the weight up to the next hundred. Make a real effort to keep weight down to well below the hundred marks to allow for scale calibration differences.

*Example:* If your crate weighs 401 pounds, your charge will be based on five hundred pounds and you will have to pay for a hundred pound overage for that crate.

*Refer to the Events section of the website, click on your event and Site Information for material handling rates.*  
<http://www.usfirst.org/robotics/2006/rgevents.htm>

### 6.10.5 Drayage Costs - *FIRST*

*FIRST* will pay for the Material Handling (drayage) cost of *ONE* crate, *within criteria limits*: for each team, each competition in which it competes.

Refer to *Crate Information, Crate Size, and Weight Specifications* section for specifics.

### 6.10.6 Drayage Costs - Teams

The following will cost teams money:

1. Crate exceeding measurement or weight specifications
2. Any additional crate. Teams pay *entire* drayage cost of additional crates

**Note:** Each team must pay for any additional material-handling charges by the end of each competition.

### 6.10.7 Outbound Shipments from the Drayage Warehouse

SES will bring crates back to its warehouse or a Yellow freight terminal on Saturday after the competition. Crates will be available for outbound shipping from the warehouse on Monday, with the exception of shipping from the Championship. **Note:** The crates from the Championship, shipping via FedEx, will ship at FedEx convenience.

- Teams must ship their robots. *They cannot take robots or crates with them from an event.*
- Make sure your crate is still fit for travel.
- Teams must pre-pay for all outbound shipping charges.
- Fill out a Material Handling Form (Bill of Lading) for each event. These are available on Saturday of each event. A SES representative will pass out an Outbound Bill of lading to each team at the event.
- At the event, remove the old shipping label. Attach the shipping address and battery labels for the next event, to all sides of the crate...at a readable level.
- Make arrangements for the outbound shipment.
- Attach your shipping label if you are using a FedEx. If you are using Yellow Freight, please turn in your Outbound Bill of Lading to the Yellow Freight representative.
- At SES events, the Yellow Freight Representative will review your information and will give you a copy of the BOL with a Pro number assigned. Please retain this copy to track your shipment with Yellow Freight.

### 6.10.8 Empty Crates

Teams that have a crate they no longer wish to keep/ship should notify the drayage representative about it before it is time to deliver crates back to the pit stations on Saturday.

## 6.11 EARLY UNCRATING PROCEDURE AT EVENTS

For the teams' convenience and to help ensure safety in the Pit, three (3) persons from each team will be allowed to uncrate early. At least one of the three must be an adult, and nobody can work on the robot at that time. If any of the three team members exits the Pit area, they will not be re-admitted until general Pit opening.

**Regionals:** Will be allowed to enter on Thursday, 7:45a.m.

**The Championship:** Will be allowed on Wednesday evening from 6 p.m. to 9 p.m. The adult team member can also use this time to register at the Championship early to avoid the rush on Thursday morning.

The Drayage Manager will be on hand to help during this limited opening. Teams should:

- Look for the SES label on your crate. This label will show if there are weight or crate damage questions regarding your crate. Contact the Drayage Manager *before opening the crate*. *Once the team opens a crate, it cannot protest a weight issue.*
- Notify the SES Manager as soon as you have uncrated so SES can remove the empty crate(s). This will help to ensure safety and by clearing the aisles.

## 6.12 NEW: WE QUALIFIED FOR THE CHAMPIONSHIP. WHAT DO WE DO?

### 6.12.1 Decision Deadline

If you are unsure whether your team can go to the Championship, you have *until the Tuesday following your qualifying event* to inform *FIRST* whether you will attend and register for that event.

If this is your last event, you have until Tuesday to let the drayage company know whether you will be shipping home or to the Championship. Follow instructions below.

### 6.12.2 Undecided? Temporary Crate Shipment “Hold, Then Ship” Process

If you are not sure your team can attend the Championship, read below for the “hold” process.

- Make sure you talk with the SES/Yellow Freight representative at the event (or the Festo Corporation representative if at the Long Island event). Explain your situation and make temporary arrangements. Follow directions below in “Shipping Arrangements.”
- Put an 8 ½” by 11” sign on your crate, near your shipping airbill. It should say:

**Team will call.  
Hold until Tuesday.**

- Fill in your donated FedEx airbill with the team’s home shipping address OR the address for the Championship drayage warehouse. (If shipping to the Championship, also place the drayage warehouse address on each side of the crate.)
- Consider shipping your tools also
- Place the airbill on your crate.
- **You must inform SES of your shipping intentions by Tuesday.**
- If you find that you are not shipping to the address on your airbill, you must ship through the SES carrier. Provide the new shipping address and prepay the shipment.
- Track your shipment.

**Because of possible liability, the drayage company will not fill out a FedEx airbill for your team**