

HOW TO SHIP YOUR ROBOT

Greetings FRC teams!

If you will be attending a Traditional Regional Event (non-Bag and Tag) or the Championship, you are required to ship your robot both to and from the event. In order to do this successfully (and make sure your robot ends up where it needs to go!) you will need to understand two things: the drayage system and how to use your donated FedEx shipments. Please read this supplement carefully and contact frcteams@usfirst.org with any questions.

See you at the events!

-FRC Team Support

TRADITIONAL REGIONAL EVENTS AND THE CHAMPIONSHIP

Teams attending Traditional Regional Events and/or the Championship will ship their robots to and from the events following the procedures below. A complete list of Traditional Regional Events can be found at the end of Section 5 of the 2011 FRC Competition Manual: www.usfirst.org/frc/competitionmanual.

Teams will NOT be allowed to carry their robots in or out of any Traditional Regional Events or the Championship unless they receive special permission as outlined in Section 5 of the Competition Manual.

1. DRAYAGE – WHAT IS IT AND WHY DOES IT MATTER?

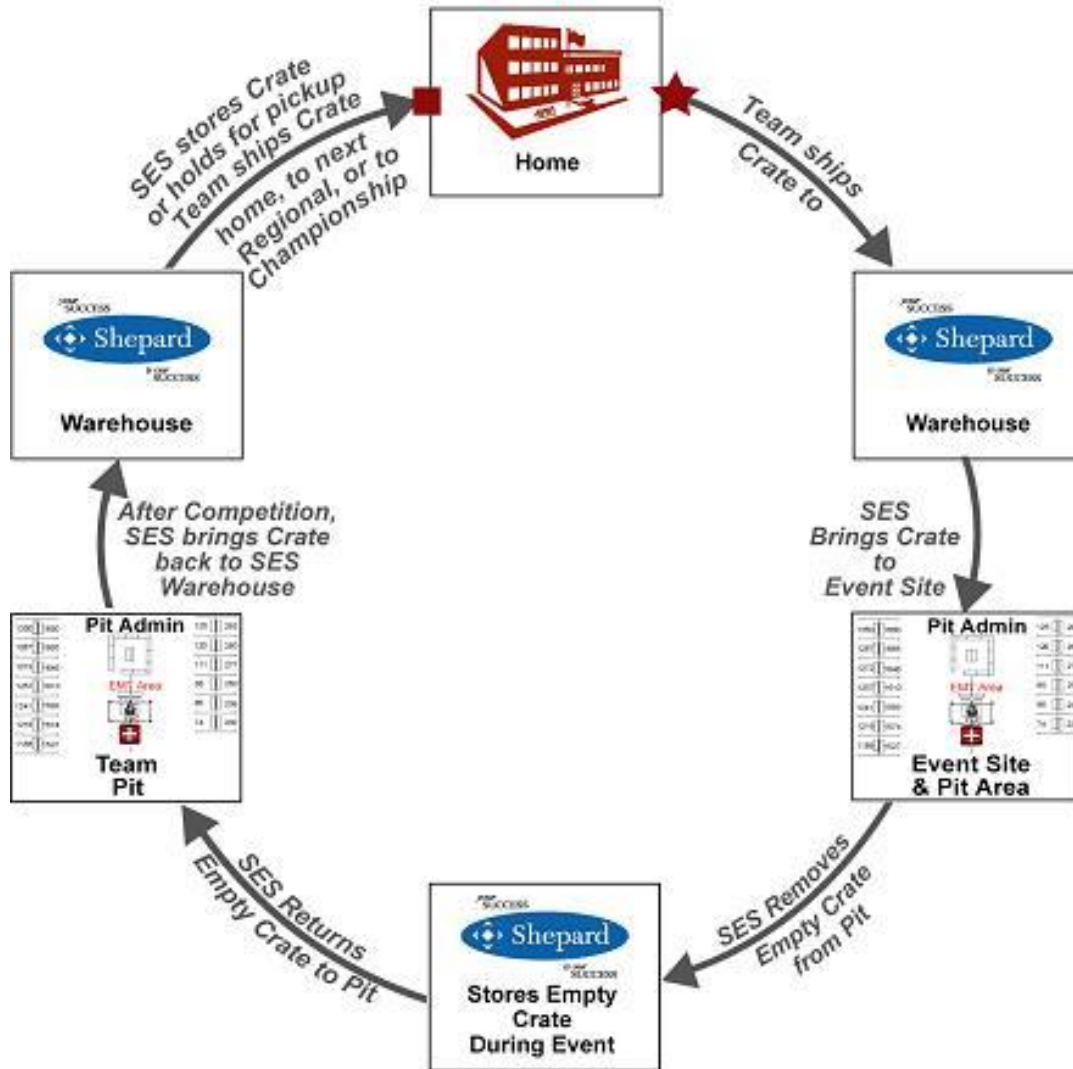
FIRST contracts with a drayage company for each Traditional (non-Bag and Tag) Event. You will ship your robot to their warehouse. They receive and store your robot until it is needed, transport it to and from the event venue and ensure that your robot ships off to its next destination after the event.

Every team attending a traditional Regional Event must ship its competition crate(s) to the designated drayage site. Only teams attending Bag and Tag Regional and District Events will be allowed to transport their robots directly to the event venue.

Shepard Exposition Services (SES) is the designated drayage company for all Traditional Regional Events and the Championship this year.

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

2. RULES OF THE DRAYAGE SYSTEM

2.1 Robots MUST Ship Through the Drayage System

In order to maintain a fair and safe robot shipping process and honor our venue agreements, union rules, and on-site safety, teams must ship robots from event to event through SES.

- **Do not ship your robot to the event location.** Venues will **NOT** accept robot crates and **FIRST** will **NOT** take responsibility for robots shipped by any method other than those outlined in this chapter.
- The **ONLY** events that allow teams to carry their robots directly into the venue are **Bag and Tag Events**. See Section 5, Appendix II of the FRC Competition Manual for a complete list of **Bag and Tag Events**.

2.2 Before Your Events

Crates must arrive at the drayage site by the Monday before the event in order to be in place for the beginning of the event. If you are concerned that your crate may not arrive in time, make prior arrangements to ship through SES. FedEx shipments will not be expedited to meet a delivery deadline.

Teams have a few different options to ship to their first event of the season as described in Section 5 of the Competition Manual. After the first event, teams must ship either using the FedEx donation or through SES's logistics carrier.

Teams may plan to ship their robot through SES because they are a) saving their Donated FedEx shipments; or b) all the team's FedEx shipments have been used up. Arrangements for the shipment must be made before the event. To schedule a shipment, visit www.shepardes.com/first or contact Paula Mullis at (704) 394-9140.

2.3 At the Events

Drayage personnel are not allowed to, and will **not**, load your crate onto your vehicle. At a Traditional Regional Event (non-Bag and Tag) teams must:

1. All teams must have a Payment Authorization Form on file with SES **before** you will be able to make shipping arrangements. See Competition Manual Section 4.5.1 for further details.
2. Visit the SES desk **on the first day of the event** to get an SES BILL OF LADING. This allows SES to track your robot through their system and must be completed in addition to any FedEx paperwork.
3. Remove all old PRO NUMBER stickers from your crate.
4. Attach address labels to your crate showing the next destination.
5. Fill out all required BILLS OF LADING and/or AIRBILLS using the drayage location for the current event as the "Shipper" and the next destination as the "Consignee." See www.usfirst.org/frc/competitionmanual for examples.
6. Turn in all shipping paperwork to the SES shipping desk at the event. Teams that leave their shipping paperwork on the crate or fail to provide correct shipping paperwork will be charged for their shipment.
7. **All SES shipments must be paid before you leave the Regional. Payment is accepted in the form of credit card on file, money order, or school check.**
8. SES will contact FedEx or the SES house shipper (depending on what you indicated on your shipping paperwork) to schedule the outbound shipment from the drayage warehouse. Your team does not need to contact the shipper directly.

2.4 Calculate Your Drayage Costs

FIRST pays the drayage costs for robot crates up to 400 pounds. The following rules apply to all crates:

- **Weigh In:** The drayage warehouse handlers will weigh team crates as they arrive at each facility. These weights will be certified and any crates exceeding 400 pounds will be subject to drayage overage fees.
 - If a team wants to dispute the weight of its crate, a scale will be on site at each event for reweigh. **Teams must request reweighing BEFORE opening the crate.** Once the crate is opened, the team relinquishes any appeal rights.
 - Crates will be weighed at each event and charges will be assessed separately at each event.
 - Any robot crate heavier than 400 pounds will be charged as follows:
 - \$55 for crates weighing 400-450 pounds;
 - \$100 for crates 450-500 pounds; and
- NOTE:** A team's scales may vary from the drayage company's scales. It's in a team's best interest to stay well under break points in the drayage charges. For example: a crate weighing 435 pounds would be charged \$55 but a crate weighing 460 pounds would be charged \$100.
- An additional \$100 for every 1-100 pounds over 500. For example: a crate weighing 545 pounds would be rounded up to 600 pounds and would be charged \$200.
- Any tool crate (second crate) will be charged \$55 for every 1-100 pounds for the entire weight of the crate. For example: a tool crate weighing 340 pounds would be rounded up to 400 and charged \$220. **NOTE:** Teams are responsible for shipping charges on tool crates as well. See Section 5.5.7.
 - **Damage:** The drayage warehouses 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.

3. USING THE FEDEX® DONATION TO SHIP YOUR ROBOT

FedEx has again graciously agreed to partner with *FIRST* for the 2011 FRC season. FedEx's donation will allow all FRC teams to ship their robot to and home from one (1) Traditional Regional Event. *FIRST* expects all teams to follow the instructions below carefully. Neither FedEx nor *FIRST* will reimburse teams for shipments that violate the terms of the donation.

Bag and Tag NOTE: Teams will only participate in the FedEx donation if they are attending a traditional Regional Event or the Championship. Teams attending a Bag and Tag event who wish to request permission to ship to that event must read the instructions found in Section 5.6.2 of the Competition Manual.

3.1 Shipments the FedEx Donation Does Not Cover

The FedEx donation does not cover certain shipments. Teams in the following situations must pay for their own shipping arrangements. Teams are responsible for all shipping costs.

- Shipping between back to back events (events on consecutive weekends).
- Intra-Canada shipments.

- Intra-Hawaii shipments. Teams in Hawaii should work with their Regional Director for further shipping instructions.
- Intra-Israel shipments. Teams in Israel should work with their Regional Director for further shipping instructions.
- Shipments abused or used incorrectly by the team. Neither FedEx nor *FIRST* will cover the costs for teams who fail to follow the published shipping rules.

3.2 Steps to Ship Your Robot Using the FedEx Donation:

1. **Call FedEx by February 15, 2011 to schedule a pickup appointment on or before ROBOT SHIP DAY.** Failure to schedule your pick up by February 15 may result in your robot not being picked up on ROBOT SHIP DAY, which may jeopardize your participation in the rest of the FRC season. Continental US Teams call FedEx Freight at 1-866-393-4585; all other teams call FedEx Express at 1-800-463-3339.
 - a. **FedEx will only pick up during their business hours.** Do not plan to schedule an appointment after hours unless your team would like to pay any extra charges.
 - b. **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.
2. **Be prepared to pay for any additional charges required.** The FedEx donation covers the basic cost of transporting your robot in its crate. If your team incurs additional charges, such as if FedEx must make two (2) trips to deliver your robot, those charges will be billed to the team.
3. **Fill out your FedEx paperwork for your first shipment.** Your team will receive up to two (2) BILLS OF LADING or AIRBILLS with your kit at Kickoff. Fill out one of them with the drayage warehouse address for your first event. For examples of how to fill out your paperwork, go to www.usfirst.org/frc/robotshipping.
4. **Pack your robot into your crate and affix the provided FRAGILE stickers on all four (4) sides.** If you need instructions on building a crate, see the “Shipping Crate Construction” document here: www.usfirst.org/frc/competitionmanual.
5. **Have your packed crate ready at the dock or door when the FedEx driver arrives.**
6. **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>.

3.2 Rules for Using the FedEx Donation:

- Keep your loaded crate weight under 400 pounds.
- Teams **CANNOT** use the FedEx donation for back to back events (aka consecutive weekends). Teams shipping back-to-back must contact Shepard Exposition Services to schedule and arrange payments for these shipments.
- Teams are financially responsible for any shipments they require outside of the FedEx donation.

- Teams will receive their BILLS OF LADING or AIRBILLS with the Kit of Parts in January. The BILLS OF LADING or AIRBILLS will be packaged in a FedEx Express envelope with your team number on the front. Once your team signs off on their Kit of Parts receipt, YOU are responsible for keeping track of your BILLS OF LADING or AIRBILLS.
- Treat your FedEx paperwork like gold! The FedEx donation can save your team several hundred dollars on shipping your robot. **FIRST will not provide replacement BILLS OF LADING or AIRBILLS for teams that lose, forget or otherwise fail to properly use their shipping paperwork.**
- Only the pre-printed FedEx Freight BILLS OF LADING provided by FIRST will count as part of the FedEx donation. Teams that obtain BILLS OF LADING from any other source will not have their shipments covered.
- Each BILL OF LADING is made up of a top sheet and a carbonless copy underneath. Provide the top copy to the FedEx driver when they pick up your robot and retain one for your records. You will need the PRO NUMBER in the upper left-hand corner to track your shipment.
- If you do not intend to use all of your team's donated shipments, please mail the BILL OF LADING back to Team Support/Operations at FIRST, 200 Bedford Street, Manchester, NH 03101. Abuse of the FedEx donation could result in the loss of the donation for all teams in the future.
- If your team is registered to compete at the Championship, the FedEx donation provides one (1) additional shipment home from the Championship. You will receive the additional BILL OF LADING at the Championship.
- Teams qualifying for the Championship at a traditional Regional Event will **NOT** receive any additional BILLS OF LADING at the qualifying event. Teams are responsible for managing how they use their two (2) donated shipments. Event Managers will not have extra copies available. The only exception to this rule will be teams qualifying for the Championship at a Bag and Tag event (see Section 5.9).

Example: If a team uses one (1) Bill of Lading to ship to their initial Regional and their second Bill of Lading to ship to their second Regional, then the team must pay SES to ship their robot home OR to the Championship. If a team has qualified to go to the Championship at a Regional and they have already used their two (2) donated shipments, then the team **MUST** ship to the Championship through SES.

For further details on the FedEx donation and examples of how to fill out your BILLS OF LADING, see the Robot Shipping web page here:

<http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=3570>

4. TRACK YOUR SHIPMENT

FedEx Freight Shipments may take up to 5 or 6 business days to arrive. Bad weather may delay shipments by an additional day or two. (Do not count the day you ship). If this will not allow your robot to arrive at its next destination on time, you must work with SES to arrange and pay for the shipment.

To estimate the travel time for your robot to arrive, please use the FedEx service map here: www.fedexfreight.fedex.com/servicemaps.jsp. Make sure that you select FedEx Freight.

Your PRO NUMBER will allow you to track your shipment online. Your PRO NUMBER is located in the upper left-hand corner of your copy of the BILL OF LADING (above the bar code).

Track your FedEx shipment at <http://www.fedex.com/us>

5. SHIPPING HOME FROM CHAMPIONSHIP

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

Shipments home from the Championship may take up to four (4) weeks to return to your team's home location. Please plan accordingly. If you require your robot earlier than this for a specific reason, you must make arrangements to pay for shipment of your robot home through Shepard Exposition Services or request permission to manually transport your robot home as described in Section 5.5.2 of the Competition Manual. FedEx shipments home will not be expedited.