

10. GREAT LAKES REGIONAL

March 22-24, 2001

10.1 Event Location

Convocation Center
799 N. Hewitt Road
Eastern Michigan University
Ypsilanti, MI 48197

<http://www.ypsilanti.org>

10.2 Directions to Convocation Center

From U.S. 23: Take Washtenaw Avenue east to Ypsilanti. Drive approximately 3 miles and turn left on Hewitt Road. Parking lot is across from Rynearson Stadium.

From I-94: Take Huron Street Exit (EMU Exit), to Cross Street and turn left. Travel on Cross for about 2 miles. Turn right on Hewitt Road. Parking lot is across from Rynearson Stadium.

From I 75 North or South: Take I-275 to I-94 West. Follow directions above "From I-94."

From Michigan Avenue: Go north on Huron Street. Go left on Cross Street for approximately 2 miles. Turn right on Hewitt Road. Parking lot is across from Rynearson Stadium.

From Ford Road: Go south on on Prospect Road to Cross Street. Go about 3 miles on Cross and turn right on Hewitt Road. Parking lot is across from Rynearson Stadium.

10.3 Hotel / Reservation Information

Please review the instructions below before you attempt to reserve rooms for your team. FIRST has contracted the services of The Meeting Company to obtain the best discounted rates for regional competition hotels. This will also make the registration process easier, unified, streamlined, and more efficient for both teams and hotels. For up-to-date regional hotel information and airline travel discounts, refer to the FIRST web site www.usfirst.org

10.3.1 Team Travel Coordinator Responsibilities

Listed below are the FIRST recommended hotels for your regional competition. If your team wishes to make reservations at one of these hotels, your Designated Team Travel Coordinator must initiate contact and follow through with The Meeting Company. This can begin November 15, 2000.

- Only the Team Travel Coordinator has been given contact information for The Meeting Company. He or she must complete and submit the *Room Block Request Form* and the *Team Rooming List*, as well as make payment to the hotel.

NOTE: Do not call the hotels listed below directly for your *initial* team room reservations.

- Team Travel Coordinators will also be responsible for updating the travel agent representing their team with all pertinent booking information.
- *SUGGESTION:* Refer to the hotel web site to locate and print directions to the hotel(s)
- Should your team wish to stay at a hotel not listed below, The Meeting Company does not become involved. Your team must make those reservations.

10.3.2 Making Reservations at FIRST Recommended Hotels

Step 1 Room Block Requests

Team Travel Coordinators must submit a Room Block Request through The Meeting Company:

- Fill out *Group Room Block Request Form* for each team and each Regional Competition your team(s) will attend. This is done using a hidden URL via the web. You must use this URL every time you want to access this form. (This hidden URL was provided to all Designated Travel Coordinators in an

e-mail in early November. It is not posted for public view.)

- Submit the *Group Room Block Request Form* as an e-mail attachment to The Meeting Company. There will be a direct link e-mail address for this submission purpose. *Do NOT submit this form directly to the hotel.* While The Meeting Company prefers e-mail attachments, you may phone or fax your room block request. This information is contained in the November e-mail sent to all Designated Travel Coordinators

NOTE: You will receive a return e-mail confirming your team room block from The Meeting Company within 72 hours.

Step 2 Team Rooming List

Team Rooming Lists are due by the *Rooming List Due Dates* listed for each hotel. Find these dates below in *FIRST Recommended Hotels* or in the regional hotel information on the FIRST web site.

Team Travel Coordinators must submit Team Rooming Lists through The Meeting Company:

1. Fill out each *Rooming List Form* completely.
2. Submit the form to The Meeting Company as soon as you can, do not wait until the hotel's cut-off date. Submit it as an e-mail attachment via the direct link e-mail address on the web for this submission purpose. (This hidden URL was provided to all Designated Travel Coordinators in an e-mail in early November. It is not posted for public view.)
3. Once you have submitted your rooming list to The Meeting Company and received your return confirmation numbers, contact the hotel(s) directly to make any changes. Refer to FIRST Recommended Hotels Section below.

Step 3 Hotel Payment

Do the following upon receipt of Rooming List confirmation:

- Send hotel payments directly to the hotel(s), attention Reservation Department. Specific hotel information is listed on the FIRST web site also.
- If paying by check, put the following references on the check:
 1. "FIRST Robotics Competition"
 2. Team Number
 3. Team name (List sponsor first, then school)

10.3.3 FIRST Recommended Hotels

All requests will be taken on a first come, first served basis. You will be able to start your regional hotel on-line registration process on November 15, 2000. Pay attention to the rooming list due date below. *Refer to the FIRST web site (www.usfirst.org) for up-to-date Regional hotel information and airline discount tickets.*

- A. HOLIDAY INN NORTH CAMPUS** -6.4 miles to competition site.
3600 Plymouth Road
Ann Arbor, MI 48105

http://www.basshotels.com/holiday-inn?_franchisee=ARBNC

FIRST Robotics Competition group rate: \$79 per night S/D/T/Q. Rate is subject to 8% state/local Rooms occupancy Tax

Rooming List Due Date, February 21, 2001

Special: You may buy breakfast buffet coupons in advance through the sales office at \$8.00 per person includ

Once your Team Travel Coordinator has provided The Meeting Company with the team rooming list and have received the team booking confirmation, he or she may call hotel directly for changes, additions, hotel questions. Call (734) 769-9800.

B. HAMPTON INN ANN ARBOR SOUTH - 5.8 miles to competition site

925 Victors Way
Ann Arbor, MI 48108

<http://www.hampton-inn.com/HotelInfo/hampton/property.html?page=HOME&pid=ARBVW>

FIRST Robotics Competition group rate: \$75 per night S/D/T/Q. Rate is subject to 12% state/local Rooms occupancy Tax

Rooming List Due Date, February 17, 2001

Once your Team Travel Coordinator has provided The Meeting Company with the team rooming list and have received the team booking confirmation, he or she may call hotel directly for changes, additions, hotel questions. Call (734) 655-5000.

Once your Team Travel Coordinator has provided The Meeting Company with the team rooming list and have received the team booking confirmation, he or she may call hotel directly for changes, additions, hotel questions. Call (800) 237-8737.???

10.3.4 Making Reservations at Other Hotels

Should you wish to stay at a hotel not listed above, your Team Travel Coordinator should make all of the team's hotel arrangements directly with the hotel. The Meeting Company does not become involved.

10.4 Directions to Hardware and Electronics Stores near EMU

The directions are from the Convocation Center.

RADIOSHACK

Phone: (734) 434-1998
Address: 2738 Washtenaw Avenue, Ypsilanti
Directions: Turn left on N. Hewitt and make a right on Washtenaw Ave. Turn right into Fountain Plaza. Radioshack is located near the Secretary of State's office.
Hours: M-S, 10 a.m. to 8p.m.; Sunday 12p.m. to 5p.m.

HOME DEPOT

Phone: (734) 975-1029
Address: 3300 Carpenter Road, Ann Arbor
Directions: Left on N. Hewitt and right on Washtenaw Ave. Go left on Carpenter Road. Store is on right past Kroger.
Hours: M- Sunday 6a.m. to 12a.m.

KINKO'S Two minutes, .7 miles

Phone: (734) 487-3008, Fax (734) 487-0808, usa0440@kinkos.com
Address: 1514 Washtenaw Ave., Ypsilanti
Directions: Left on N. Hewitt, turn left on Washtenaw.
Hours: Open 24 hours

CARTER LUMBER

Phone: (734) 484-3923
Address: 2800 East Michigan Avenue, Ypsilanti
Directions: Turn left on N. Hewitt and left on Washtenaw Ave. Go left on Hamilton and left on East Michigan . The store is near Ypsi-Arbor Carpet.
Hours: M-F 7:30a.m. to 6p.m.; Sat 7:30 to 4p.m.; Sun. 9a.m. to 3p.m.

BARNES ACE HARDWARE

Phone: (734) 971-4555
Address: 3352 Washtenaw Avenue, Ann Arbor
Directions: Go left on N. Hewitt and right on Washtenaw Ave. Store is located on Washtenaw between US23 and Huron Parkway
Hours: M-S 8a.m. to 8:30p.m., Sun 11a.m.-5p.m.

CONGDON'S ACE HARDWARE

Phone: (734) 482-2545
Address: 111 Pearl Street, Ypsilanti
Directions: Turn left on N. Hewitt and left on M-17 for 2.1 miles and left on Pearl
Hours: M-F 8a.m. to 5:30p.m.; Saturday 8a.m. to 5p.m.

10.5 Drayage: Services, Requirements, and Instructions

In order for FIRST to ensure that teams meet “robot out-of-hands” deadlines and to ensure on-time arrivals and “trackability,” FIRST requires teams to use the drayage services stipulated for each event. Midwest Conference Service Company is the exclusive drayage contractor for the Great Lakes Regional.

LIABILITY NOTE: Midwest Conference shall not be responsible for damage to uncrated materials, materials improperly packed, any concealed damages, loss or theft of materials after some have been picked up for loading out of the competition site.

10.5.1 Midwest Conference Contact Information

Midwest Conference
5150 Carpenter Road
Ypsilanti, MI 48198

Michael Bojesen
Phone: (630) 351-3976
Fax: (630) 351-4118
bojesen@megsinet.net

10.5.2 Midwest Conferences Services for FIRST Teams:

1. Complete handling at Midwest’s warehouse for unloading your shipments and hauling it to the competition site.
2. Unloading at the competition site docks and dropping equipment in specific team areas.
3. Storage of empty boxes, crates, or cases once teams have set up equipment.
4. Return of empty crate after competition.
5. Assistance to teams to re-load material on the designated freight carrier.
6. *Outbound movements:* Midwest will arrange for out bound freight from Midwest’s on-site freight desk. Ask for the necessary paperwork. If going with other than specified carrier, there will be a handling charge of \$10.00 per box, regardless of size.

10.5.3 Requirements & Charges

- All shipments must be delivered to Midwest’s warehouse.

- Make freight shipments on straight Bills of Lading which are carefully prepared to show numbers of pieces, weight, classification, etc. Shipments made on other than straight Bills of Lading should be accompanied by a delivery ticket showing number of pieces, weight, classification, etc.
- Midwest Conference will weigh team materials and charge accordingly if accurate weight is not provided. *For larger pieces of freight, Midwest will use the DIM weight system to determine actual weight.*
- All shipments must be *PREPAID*

10.5.4 Shipment Label

Address all shipments as follows:

TEAM # _____ TEAM NAME _____

**C/O MIDWEST CONFERENCE SERVICE
5150 Carpenter Road, Ypsilanti, MI 48198**

Hold For FIRST Competition Event

10.5.5 Cost Paid by FIRST

FIRST will pay for the drayage cost of *ONE* crate only. Refer to *Crate Information, Crate Size and Weight Specifications* section.

10.5.6 Cost Paid by Teams

If the measurement or weight of crate exceeds the specifications, or if the team ships more than one crate, the team will pay for all additional drayage charges incurred. *Teams must pay for any additional drayage charges by the end of the competition on Saturday.*

10.6 Crate Information

It is important that teams follow the rules for crating and shipment of their robot. Please read and follow the requirements that help keep drayage and shipping manageable. The drayage company determines if a crate meets the required regulation size and passes the information to FIRST. *If a crate exceeds these specifications, FIRST will not guarantee security or delivery of the crate(s).*

10.6.1 Crate Size and Weight Specifications

- All crates must have a footprint *no greater* than 4' by 4' and be *no higher* than 6' high.
- All crates must weigh 400 pounds or less
- All crates must be sturdily built
- *All crates must "sit" on 2 pieces of 4" by 4" lumber, spaced at least 28" apart.* This requirement will facilitate moving the crates with a pallet lift.

10.6.2 Allowed Number of Crates

In order to keep Pit egresses clear and safe and provide each team with its fair share of designated space, FIRST recommends that each team bring only one crate. *No more than two crates per team are permitted at any competition site. The extra crate must also meet the specifications stated above.*

10.6.3 Crate Identification

Clearly mark all four (4) sides of your crate(s). Display the following:

| | |
|--------------------------------------------|------------------------------------------------------------------------------|
| • TEAM NUMBER | Place within the top 12 inches of crate. Use six (6) inch numbers. |
| • OFFICIAL TEAM NAME (Sponsor / School) | Place Under team number Use (2-3) inch letters. |
| • SITE LOCATION. | Place Under Team Name |

| | |
|--------------------------------------------------------------------------------------------------------|-------------------------|
| | Use (2-3) inch letters. |
| Read the drayage company specifics to see if there are additional requirements or specific label style | |

NOTE: The address or the name of the team or team member is not enough information for identification.

10.6.4 Crate Contents

The following items are required to be included in the robot crate:

- 1 Robot
- 1 Control system (Complete)
- 2 Batteries: Unplug and pack separately from the robot. FIRST recommends using a small box packed inside your crate.

10.7 Shipping Your Robot & Equipment

Please be aware that there are shipping requirements and deadlines. There are specified times and dates that your robot must leave your hands and arrive at the drayage site. We try to make this process as easy as possible. Please pay attention to deadline and compliance issues.

On the Saturday of each competition, a drayage company and shipping vendor will be available on site to assist teams with shipping needs.

10.7.1 Shipping Charges

Teams are responsible for paying for all shipping charges. They must be paid “in full” at the time of shipment as COD shipments will not be accepted.

10.7.2 Yellow Freight

FIRST has negotiated a 53% discount on shipping rates for all Robotics Competition teams. This discount should save teams substantial money on shipping charges during the season. Use of Yellow Freight is optional. If your team chooses Yellow Freight, the following will occur:

- Yellow Freight will provide FIRST with a master account number. All teams must reference this number when making arrangements for shipping their crate. This will allow FIRST and each team to track shipments from the ship point to the drayage company.
- Yellow Freight will provide FIRST with proof of shipment and “out-of-hands verification.
- Each team will be able to call the Yellow Freight Customer Service Center 24 hours a day at (800) 610-6500 or use their web site www.YellowFreight.com to make arrangements and track their shipment.

10.7.3 “Robot out-of-hands” Rule / Verification

To give each team the same amount of time to work on their machines, robots must be out of teams’ hands at a specified time. Make sure your team complies with this policy. Do the following:

- Obtain receipt from your Shipper
 - or If you drive your robot to the drayage site, obtain receipt from the drayage company
- Make sure your receipt clearly shows the date and “out of hands” time
- Put your team number on the receipt and, within 24 hours, fax it to FIRST, Ericka-Leigh Smith (603) 666-3907 or (603) 666-0043

A. If this is Your Initial Regional Event:

Your robot must out of team’s hands - either in a shipping company’s possession, or at the drayage company designated for that event by 5p.m. local time on Tuesday, February 20, 2001.

- *Arrival at drayage site deadline:* Your robot must be delivered to the designated drayage company by 5p.m. on Monday, March 19, 2001.

- You have three shipping options:

| Shipping Options | “Robot Out-of-hands” Verification |
|-----------------------------------------|-----------------------------------|
| 1. Ship via Yellow Freight | Yellow Freight notifies FIRST |
| 2. Ship via another carrier | You must fax verification |
| 3. Drive your robot to the Drayage site | You must fax verification |

B. If Team is Competing in Multiple Events:

Any team competing in multiple competitions is required to ship its robot to the drayage company handling the regional in which they will next compete.

- *Arrival at drayage site deadline:* Your shipping company must deliver your robot to the drayage company by 5p.m. on Monday, March 19, 2001.
- You have two “robot out-of-hands” shipping options:
 1. Ship the robot from one event to the next. Ship by 5 p.m. on the last day of the regional event

OR

2. Take the robot “home.” *It must be out of your hands by 5p.m. local time on the Tuesday following the event.*

Refer to above table for shipping and “out-of-hands” verification options.