

4. NASA LANGLEY/VCU/School of Engineering FIRST Robotics Competition **March 8-10, 2001**

4.1 Event Location

Virginia Commonwealth University
Stuart C. Siegel Center
1200 West Broad Street
Richmond, VA

<http://www.richmondva.org>

4.2 Directions to the Siegel Center at Virginia Commonwealth U

From the East: Interstate 64 West to Exit # 190 (for Fifth ST./Downtown/Coliseum). Turn right at the 8th traffic light onto Main St.. Follow Main St. for 11 blocks to Belvidere St. - turn right onto Belvidere. Go three blocks and turn left onto Broad St. Drive three blocks and turn left onto Shafer St. - the entrance to the VCU West Broad St. Parking Deck/Welcome Center is on the right

From North: Interstate 95 South. Take exit #79 to right towards Powhite Parkway (Route I-195). Bear left off the ramp onto I-195. Take exit for Hamilton and Broad Streets. Follow Hamilton St. and take your second left onto Monument Ave.. Follow Monument Ave. east; its name will change to Franklin St.. Follow Franklin St. to Harrison St. - turn left onto Harrison. Drive 1 ½ blocks on Harrison - the entrance to the VCU West Broad St. Parking Deck/Welcome Center is on the right. The Siegel Center is located at 1200 West Broad St..

From South: Interstate 95 North. Take exit #74A onto Downtown Expressway, I-195 (the exit ramp is actually on the James River Bridge). Drive ½ mile, take exit for Belvidere St. (US#1 & #301). Drive two blocks along Canal St. to Belvidere St.. Go three blocks and turn left onto Broad St. Drive three blocks and turn left onto Shafer St. - the entrance to the VCU West Broad St. Parking Deck/Welcome Center is on the right. The Siegel Center is located at 1200 West Broad St.

From West: Interstate 64 East. Take Exit #186 towards the Powhite Parkway. Take exit for Hamilton and Broad Streets. Follow Hamilton St. and take your second left on to Monument Ave.. Follow Monument Ave. east; its name will change to Franklin St.. Follow Franklin St. to Harrison St. - turn left onto Harrison. Drive 1 ½ blocks on Harrison - the entrance to the VCU West Broad St. Parking Deck/Welcome Center is on the right. The Siegel Center is located at 1200 West Broad St..

4.3 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

4.3.1 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.

4.3.2 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)

4.3.3 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** - 7.7 miles to competition site
 801 East Parham Road
 Richmond, VA 23227

<http://www.holidayinn-richmond.com/nindex.asp>

FIRST Robotics Competition discounted group rate: \$67 per night S/D/T/Q. Rate is subject to 12.5 % VA Rooms occupancy Tax

Rooming List Due Date: January 3, 2001. *Please note early registration.*

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 (804) 266-8753.

- B. QUALITY INN WEST END** - 8.4 miles to competition site
8008 West Broad Street
Richmond, VA 23294

<http://www.sunbursthospitality.com>

FIRST Robotics Competition discounted group rate: \$65 per night S/D/T/Q. Rate is subject to 12.5 % VA Rooms occupancy Tax

Rooming List Due Date: February 13, 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 (804) 346-0000.

- C. HOLIDAY INN CROSSROADS** - 8.4 miles to competition site
2000 Staples Mill Road
Richmond, VA 23230

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

FIRST Robotics Competition discounted group rate: \$72 per night S/D/T/Q. Rate is subject to 12.5 % VA Rooms occupancy Tax

Rooming List Due Date: February 12, 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 (804) 359-6061.

4.3.4 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.

4.4 Directions to Hardware, Electronics, Copy, Variety Stores near VCU

The directions are from the Stuart C. Siegel Center, West Broad Street.

PLEASANTS HARDWARE Less than ten (10) minutes from site.

Phone: (804) 359-9381
Address: 2024 West Broad, Richmond
Directions: Head west on Broad Street. Go eight (8) blocks. Store is on the right.
:
Hours: M-F 7:30am to 5:30pm; Sat. 8am to 5 pm

LOWES Less than ten (10) minutes

Phone: (804) 353-7801
Address: 4502 WEST Broad, Richmond
Directions: Head west on Broad Street for approximately 2 miles. (Less than ten
:
(10) minutes.
Hours: M-S. 6:00am-10:00pm;Sun., 8:00-7:00pm

HOME DEPOT Approximately 20 minutes.

Phone: (804) 364-0782
Address: 11260 West Broad, Glen Allen
Directions: From Belvidere: Belvidere to I-95N. I-95N TO I-64W
:
(Charlottesville). Take Short Pump Exit west). Home Depot is on the
right.
Hours: M-S Thurs., 6:00am-10:00pm; Sun. 8:00 am - 7pm

RADIO SHACK

Phone: (804) 288-4425
Address: 1617 Willow Drive, Richmond
Directions: Head West on Broad to Willow Lawn Shopping Center. Radio Shack
:
is next door to Hannaford's Grocery Store.
Hours: M - S, 10:00am to 9:00pm; Sun. 12:30 to 5:00 pm.

K MART 10 to 12 minutes from site

Phone: (804) 672-9066
Address: 5432 Glenside Drive
Directions: From Belvedere: Take I-95 to 64W (Charlottesville). Take Glenside
:
and Broad St Exit (north). K Mart is at the top of the ramp.
Hours: Mon.-Sun. 8:00am to 10:00pm

UPTOWN COPY 5 minutes from site.

Phone: (804) 353-2679
Address: 1205 West Main Street
Directions: Go east on Broad Street. Go right on Harrison Street (about 3 blocks
:
from Siegel Center) Go several blocks to Main Street, turn right. Store
is on left.
Hours: M - S, 8:00 am to 5:00pm

KINKO'S approx. 7 minutes from site

Phone: (804) 783-9880
Address: Corner of 12th and E. Main Street
Directions: Go east on Broad. Turn right on 14th to Main Street. Go two blocks on
:
main to 12th street. Kinko's on left.
Hours: 24 hours a day

4.5 Drayage: Requirements & 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.

Exhibits, Inc. is the exclusive drayage contractor for this regional. Drayage companies serve as robot storage companies for all teams, and they deliver the robots/crates to the competitions.

4.5.1 Contact Information

Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223

Dawn Sesko
Phone: (804) 788-4000
Fax: (804) 788-0186

4.5.2 Services Provided by Exhibits, Inc.

- Complete handling at the warehouse for unloading your shipments and hauling to the competition site.
- Unloading at competition site docks and dropping equipment at specified team table.
- Storage of empty boxes, crates, or cases once team has set-up table.
- Return empty crate to Pit area at the end of the competition.
- Return full crates to the warehouse
- Administrative assistance with paperwork completion for outbound freight

4.5.3 Requirements / Stipulations

- Shall not be responsible for damage to uncrated materials, materials improperly packed, any concealed damages, loss or theft of materials after same have been picked-up for loading-out of competition site.
- Shipments must be *PREPAID*. No collect shipments will be received
- Freight shipments must:
 1. Have straight bills of lading showing number of pieces, weight, classification, etc. Shipments made on other than straight bills of lading should be accompanied by a delivery ticket.
 2. Show numbers of pieces, weight, classification, etc.
 3. Show correct weight. If accurate weight is not provided, the drayage company will weigh team's material and charge accordingly
- Label crate(s) exactly as follows:

FIRST

Team Number: _____

Team Name: _____

**Virginia Commonwealth University, Stuart C. Siegel Center
C/O Exhibits Inc., 2505 Glen Center Street, Richmond, VA 23223**

4.5.4 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.

4.5.5 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.

4.6 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).*

4.6.1 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.*

4.6.2 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. The extra crate must also meet the specifications stated above.*

4.6.3 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.

4.6.4 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.

4.7 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.

4.7.1 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.

4.7.2 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.

4.7.3 “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, Lori Ragas (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 5, 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 5, 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.