

5. WEST MICHIGAN REGIONAL

March 8 -11, 2001

5.1 Event Location

The Grand Center
245 Monroe NW
Grand Rapids, MI 49503

(616) 742-6503

<http://www.grandrapids.org>

5.2 Directions to the Grand Center

From the North: 131 South to Pearl Street exit. East on Pearl to Monroe. North on Monroe to Grand Center parking entrance.

From the South: 131 North to Pearl Street exit. East on Pearl to Monroe. North on Monroe to Grand Center parking entrance.

From the East: 196 West to Ottawa Street exit. South on Ottawa to Michigan Street. West on Michigan to Monroe. South on Monroe to Grand Center parking entrance.

From the West: 196 East to 131 South to Pearl Street exit. East on Pearl to Monroe. North on Monroe to Grand Center parking entrance.

5.3 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

5.3.1 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.

5.3.2 Making Reservations at FIRST Recommended Hotels

Step 1 Room Block Requests

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

1. 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.)
2. 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)

5.3.3 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. AMWAY GRAND PLAZA** - connected to competition site
187 Monroe NW
Grand Rapids, MI 49503-2666

<http://www.amwaygrand.com>

FIRST Robotics Competition discounted group rate: \$105 per night S/D/T/Q. Rate is subject to 12.% state/local Room occupancy Tax

Rooming List Due Date: February 19, 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 (616) 776-6400 Ext. 6421.

B. HOWARD JOHNSON PLAZA - 4.4 miles to competition site

255 28th Street SW
Grand Rapids, MI 49548

<http://www.the.hojo.com/grandrapids13368>

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

Rooming List Due Date: February 17, 2001

Special: Breakfast buffet \$6.00 per person inclusive of tax and service charge. NOTE: *All breakfast orders must be included with rooming lists and are to be paid in advance.*

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 (616) 241-6444.

C. HOLIDAY INN EXPRESS - 7.6 miles to competition site

4651 36th Street
Grandville, MI 49418

<http://www.suburbaninns.com>

FIRST Robotics Competition discounted group rate: \$82 per night S/D/T/Q. Rate is subject to 12.% state/local Room occupancy Tax

Rooming List Due Date: January 31, 2001. *Please note early reservation date.*

Special: Above rate includes deluxe continental breakfast.

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.

D. BEST WESTERN - GRANDVILLE INN - 7.6 miles to competition site

3425 Fairlanes Avenue
Grandville, MI 49418

<http://www.suburbaninns.com>

FIRST Robotics Competition discounted group rate: \$82 per night S/D/T/Q. Rate is subject to 12.% state/local Room occupancy Tax

Rooming List Due Date: January 31, 2001. *Please note early reservation date.*

Special: Above rate includes deluxe continental breakfast.

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.

5.3.4 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.

5.4 Directions: Hardware, Electronics, Copy Facility, and Variety Stores

HOME DEPOT About 5 miles northwest of competition site, 7 minutes.

Phone: (616) 447-0100

Address: 2727 Alpine NW, Walker, MI 49504

Go north on Monroe for 900 feet Turn right on Michigan St. NW for 900 ft. Turn left on Ionia Ave NW for 500 ft., left on ramp for 700 ft. where sign reads I-196W to Holland. Continue on I 196 (Gerald R. Ford Fwy) for 0.2 mile. Bear right on Exit 77A US-131N to Cadillac ramp and go northwest for 0.2 mile. Go 2.4 miles north on US 131, take Exit 89 I-96/M-37 to Muskegon/Lansing and go 1 mile. Turn left on Alpine Ave. NW and go south for 0.4 mile. Turn right on Ferris St. NW for 50 feet to Walker.

Hours: 9a.m. to 9p.m.

SF SUPPLY - Electronics About 2 miles from site (Entrance on Leonard)

Phone: 616-459-0216

Address: 1200 Monroe NW, Grand Rapids, MI 49505

Hours: M-F 7a.m. to 5p.m.

KINKO'S 2 blocks south of competition site

Phone: (616) 336-1900

Address: 233 Fulton St NW, Grand Rapids, Grand Rapids, MI 49503-3200

Hours: Open 24 hours

MELJER STORE 4.3 miles northwest of competition site, 9 minutes.

Phone: (616) 364-6281

Address: 2425 Alpine Avenue NW, Walker, MI

Directions: Turn right on Monroe and right on Pearl St. NW. Merge onto US 131 N towards Cadillac. Take exit 88, and turn right on Ann St. Go right on Turner Ave. NW and left on W. River Dr. NW. This becomes Hillside Dr. NW. Turn right on Alpine Ave NW.

Hours: Open 24 hours

KMART 6 miles northwest of competition site

Phone: (616) 784-6090

Address: 3175 Alpine NW, Walker, MI 49544

Directions: Go north on Monroe for 900 ft. and turn rt on Michigan for 900 ft. Turn left on Ionia, and left on I-196 to Holland. Bear rt. Exit 77 A US-131N to Cadillac. Stay on US 131 for 2.4 miles. Take exit 89 I-96 / M-37 to Muskegon/Lansing for 1 mi. Turn rt on

Alpine Ave NW, M-37 for 0.2 mile.

5.5 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 this event.

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.

5.5.1 Midwest Conference Contact Information

Midwest Conference Service
219 Canton S.W.
Grand Rapids, MI 49507

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

5.5.2 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.

5.5.3 Requirements & Charges

- All shipments made by local teams and/or out of state teams 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*

5.5.4 Shipment Label

Address all shipments as follows. Refer to Crate Identification section for letter specification.

Team # _____

Team Name _____

Midwest Conference Service
219 Canton S.W., Grand Rapids, MI 49507

Hold for FIRST Competition Event

5.5.5 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.

5.5.6 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.*

5.6 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).*

5.6.1 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.

5.6.2 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.*

5.6.3 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.

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.

5.7 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.

5.7.1 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.

5.7.2 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.

5.7.3 “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 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.