

TABLE OF CONTENTS

1. NASA AMES REGIONAL, FEBRUARY 25-27, 1999	1
1.1 LOCATION	1
1.2 HOTELS	1
2. MOTOROLA MIDWEST REGIONAL, FEBRUARY 25-27, 1999	2
2.1 LOCATION	2
2.2 HOTELS	2
3. NASA KENNEDY SPACE CENTER REGIONAL, MARCH 4-6, 1999	3
3.1 LOCATION	3
3.2 HOTELS	3
4. PHILADELPHIA ALLIANCE REGIONAL, MARCH 11-13, 1999	4
4.1 LOCATION	4
4.2 HOTELS	4
5. UTC NEW ENGLAND REGIONAL, MARCH 18-20, 1999	5
5.1 LOCATION	5
5.2 HOTELS	5
6. JOHNSON & JOHNSON MID-ATLANTIC REGIONAL, MARCH 18-20, 1999	6
6.1 LOCATION	6
6.2 HOTELS	6
7. GREAT LAKES REGIONAL, MARCH 25-27, 1999	7
7.1 LOCATION	7
7.2 HOTELS	7
8. NATIONAL CHAMPIONSHIP, APRIL 22-24, 1999	8
9. EVENT ATTENDEES	8
10. MASCOTS AND UNIFORMS	8
11. BEFORE YOU COME TO THE COMPETITION	9
11.1 PIT AREA	9
12. TEAM CHECKLIST	9
13. ESTIMATED SCHEDULE OF EVENTS	10
13.1 ALL REGIONALS	10
13.2 NATIONAL CHAMPIONSHIP	10
13.3 REGISTRATION	10
13.4 PRACTICE	10
13.5 OFFICIAL INSPECTION	11
13.6 QUALIFYING MATCHES	11
13.7 ELIMINATION MATCHES	11
14. SHIPPING & TRANSPORTATION OF MACHINES	11
14.1 TEAMS COMPETING SOLELY IN THE NATIONAL CHAMPIONSHIP	11
14.2 ALL TEAMS COMPETING IN A REGIONAL EVENT	12
14.3 REGIONAL COMPETITORS	12
<i>FOR TEAMS COMPETING IN MORE THAN ONE EVENT:</i>	12
14.4 SHIPPING NOTES	12

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

15. BEFORE YOU LEAVE THE COMPETITION	14
15.1 TAKE YOUR MACHINE HOME	14
15.2 RETURN THE CONTROL SYSTEM COMPONENTS.....	14
APPENDIX A: PIT SAFETY RULES	19
PS: <u>P</u> IT <u>S</u> AFETY RULES	19
APPENDIX B: SHIPPING INFORMATION	21
MIDWEST AND GREAT LAKES	21
NEW ENGLAND.....	23
NASA AMES	26
MID-ATLANTIC AND PHILADELPHIA	28
NASA KENNEDY SPACE CENTER AND NATIONAL CHAMPIONSHIP	32
APPENDIX C: NATIONAL CHAMPIONSHIP	35

**1. NASA AMES REGIONAL, FEBRUARY 25-27,
1999**

1.1 Location

The NASA Ames Regional will be held at NASA Ames Research Center. The full address is:

NASA Ames Research Center
Hangar 1
Moffet Field, CA 94035-1000
650-604-2560

1.2 Hotels

Following are suggestions on where to stay should you require overnight accommodations:

Ramada Inn
1217 Wildwood Avenue
Sunnyvale, CA
Ph: 408-245-5330
F: 408-732-2628
\$89 single or double/\$99 triple/\$109 quad.
Cut Off Date: Jan. 24, 1999

Please note that all rooms are first come, first served. The rates quoted above can only be guaranteed until the "cut off date" listed for each facility.

**2. MOTOROLA MIDWEST REGIONAL,
FEBRUARY 25-27, 1999**

2.1 Location

The Motorola Midwest Regional will be held at Harper College. The full address is:

Harper College
Route 62, Algonquin Road
Gymnasium (Building M)
Palatine, IL 60067
(847) 925-6000

2.2 Hotels

Following are suggestions on where to stay should you require overnight accommodations:

Holiday Inn, Schaumburg
1550 No. Roselle Road
Schaumburg, IL 60195
Ph: 847-310-0500
F: 847-310-0579
\$80 single/double/triple/quad.
Cut Off Date: Feb. 7, 1999

Hampton Inn, Schaumburg
1300 East Higgins Road
Schaumburg, IL 60173
Ph: 847-619-1000
F: 847-619-1300
\$85 single/double/triple/quad.
Includes Deluxe Continental Breakfast
Cut Off Date: Jan. 24, 1999

Please note that all rooms are first come, first served. The rates quoted above can only be guaranteed until the "cut off date" listed for each facility.

**3. NASA KENNEDY SPACE CENTER REGIONAL,
MARCH 4-6, 1999**

3.1 Location

The NASA Kennedy Space Center Regional will be held at The Kennedy Space Center. The full address is:

Rocket Garden at The Kennedy Space Center Visitor Complex
Kennedy Space Center, FL 32899
407-452-2121

3.2 Hotels

Following are suggestions on where to stay should you require overnight accommodations:

Best Western Ocean Inn
5500 N. Atlantic Avenue
Cocoa Beach, FL 32931
Ph: 888-799-1631
F: 407-868-7124
\$79 single/double/triple/quad.
Cut Off Date: Feb. 9, 1999

Days Inn Oceanfront
5600 N. Atlantic Avenue
Cocoa Beach, FL 32931
Ph: 800-962-0028
F: 407-868-7124
\$89 single/double/triple/quad.
Cut Off Date: Feb. 9, 1999

Econo Lodge
1275 N. Atlantic Avenue
Cocoa Beach, FL 32931
Ph: 800-795-2252
F: 407-783-2252
\$65 single/double/triple/quad.
Cut Off Date: Feb 4, 1999

Please note that all rooms are first come, first served. The rates quoted above can only be guaranteed until the "cut off date" listed for each facility.

**4. PHILADELPHIA ALLIANCE REGIONAL,
MARCH 11-13, 1999**

4.1 Location

The Philadelphia Alliance Regional will be held at the Apollo at Temple University.
The full address is:

The Apollo at Temple University
One Apollo Center
1776 N. Broad Street
Philadelphia, PA 19121
215-204-2400

4.2 Hotels

Following are suggestions on where to stay should you require overnight accommodations:

Holiday Inn, City Line
4100 Presidential Boulevard
Philadelphia, PA 19131
Ph: 800-642-8982 or 215-477-0200
F: 215-473-2709
\$90 single/double/triple/quad
Cut Off Date: Feb. 16, 1999

Comfort Inn
100 North Christopher Columbus
Boulevard
Philadelphia, PA 19106
Ph: 215-627-7900
F: 215-238-0809
\$85 single/double/triple/quad
Cut Off Date: February 10, 1999

Please note that all rooms are first come, first served. The rates quoted above only be guaranteed until the "cut off date" listed for each facility.

5. UTC NEW ENGLAND REGIONAL, MARCH 18-20, 1999

5.1 Location

The UTC New England Regional will be held at The Meadows Music Theatre. The full address is:

The Meadows Music Theatre
61 Savitt Way
Hartford, CT 06120
860-548-7370

5.2 Hotels

Following are suggestions on where to stay should you require overnight accommodations:

Ramada Inn
100 East River Drive
East Hartford, CT
Ph: 860-528-9703 x106
F: 860-289-4728
\$69 single/double/triple/quad.
Cut Off Date: Feb. 24, 1999

Hilton Hartford Hotel
315 Trumbull Street
Hartford, CT 06103
Ph: 888-728-5151
F: 860-240-7394
\$89 single/double/triple/quad.
Cut Off Date: March 2, 1999

Please note that all rooms are first come, first served. The rates quoted above can only be guaranteed until the "cut off date" listed for each facility.

6. JOHNSON & JOHNSON MID-ATLANTIC REGIONAL, MARCH 18-20, 1999

6.1 Location

The Johnson & Johnson Mid-Atlantic Regional will be held at Rutgers University.
The full address is:

Rutgers University
College Avenue Gymnasium
New Brunswick, NJ 08903
(908) 445-2766

6.2 Hotels

Following are suggestions on where to stay should you require overnight accommodations:

Somerset Marriott Hotel
110 Davidson Ave.
Somerset, NJ 08873
Ph: 800-238-3198 or 732-560-0500
F: 732-560-0817
\$85 single/double/triple/quad.
Cut Off Date: Feb. 23, 1999

Somerset Holiday Inn
195 Davidson Ave.
Somerset, NJ 08873
Ph: 732-356-1700 / F: 732-356-0939
\$85 single/double/triple/quad.
Cut Off Date: Feb. 23, 1999

Clarion Hotel
2055 Lincoln Highway
Edison, NJ 08817
Ph: 732-287-3500 / F: 732-287-8190
\$99 single/\$109 double
\$119 triple/\$129 quad
Price Includes Breakfast
Cut Off Date: Feb. 17, 1999

Please note that all rooms are first come, first served. The rates quoted above can only be guaranteed until the "cut off date" listed for each facility.

7. GREAT LAKES REGIONAL, MARCH 25-27, 1999

7.1 Location

The Great Lakes Regional will be held at Eastern Michigan University. The full address is:

Eastern Michigan University
Bowen Field House
Ypsilanti, MI 48197
(734) 487-1849

7.2 Hotels

Following are suggestions on where to stay should you require overnight accommodations:

Days Inn, Ann Arbor
2380 Carpenter Rd.
Ann Arbor, MI 48108
Ph: 734-971-0700
F: 734-971-1492
\$62 single/double/triple/quad.
Cut Off Date: Feb. 24, 1999

Holiday Inn - North Campus
3600 Plymouth Rd.
Ann Arbor, MI 48105
Ph: 734-769-9800 or 800-800-5560
F: 734-769-4747
\$74 single/double/triple/quad.
Cut Off Date: Feb. 24, 1999

Please note that all rooms are first come, first served. The rates quoted above can only be guaranteed until the "cut off date" listed for each facility.

8. NATIONAL CHAMPIONSHIP, APRIL 22-24, 1999

The National Championship will be held at Epcot, WALT DISNEY WORLD. To reserve overnight accommodations and to obtain general information, please see Events Appendix C: National Championship.

Following the appendix, please find the Consent, Release and Hold Harmless form. This form must be photocopied and completed by each team member attending the National Championship.

9. EVENT ATTENDEES

Two weeks before each event, we need to get an estimate from you of how many people (individual names are not needed) will be attending from your team. FIRST must receive your number of attendees by e-mail (lbuckley@usfirst.org) or fax (603-666-3907) by the following dates:

NASA Ames Regional:	Friday, February 12, 1999
Motorola Midwest Regional:	Friday, February 12, 1999
NASA Kennedy Space Center Regional:	Friday, February 19, 1999
Philadelphia Alliance Regional:	Friday, February 26, 1999
UTC New England Regional:	Friday, March 5, 1999
Johnson & Johnson Mid-Atlantic Regional:	Friday, March 5, 1999
Great Lakes Regional:	Friday, March 12, 1999
National Championship:	Friday, April 9, 1999

10. MASCOTS AND UNIFORMS

FIRST encourages you to develop and wear team uniforms, including identifying hats and T-shirts that display company and high school team names and/or logos. This will help the audience, announcers, judges and spectators identify you and your robot.

11. BEFORE YOU COME TO THE COMPETITION

11.1 Pit Area

Each team will have a table and power outlet in the pit area. We suggest you bring an extension cord (heavy duty and at least 25') **and** a power strip to make best use of your power drop. Machines will be delivered to your station.

No personal audio systems will be allowed in the Pit Area. The FIRST staff make frequent important announcements which all teams need to hear.

FIRST reserves the right to limit the number of team members in the pit area. If the pit area becomes too crowded for machines and teams to move back and forth to the field safely and quickly, we will request that some team members leave the area. In the event that additional assistance from another team member is necessary, please let FIRST know.

FIRST does not allow teams or individuals to sell items (T-shirts, pins, etc.) at any of our events.

12. TEAM CHECKLIST

Paper towels

Pens/pencils

Band-Aids

Notebooks

Duct tape

Electrical tape

13. ESTIMATED SCHEDULE OF EVENTS

13.1 All Regionals

- Day 1** Team arrival, Registration and Practice, Official Weigh-in and Inspection
- Day 2** Qualifying Matches
Celebration Party (following qualifying matches)
- Day 3** Qualifying Matches (continued)
Elimination Matches
Awards

13.2 National Championship

- Day 1** Team arrival, Registration and Practice, Official Weigh-in and Inspection
- Day 2** Qualifying Matches at Epcot Arena
- Day 3** Qualifying Matches (continued)
Elimination Matches
Award Ceremony at Epcot Arena
Wrap Party - Location is TBD

13.3 Registration

At each event, teams will need to register in the Pit Area by noon on the first day, or Practice Day, of the event. At this time you will:

- Surrender both of your RNETs and antennas
- Receive your practice times
- Receive your qualifying match times
- Receive an orientation packet to the event site and your pit station
- Inform FIRST where the machine will be after the Competition

Once you have unpacked, a FIRST staff member will be around to photograph your machine. These photographs will be used by the judges, referees and event staff to identify teams and their machines while on-site at the event. Your robot should be clearly identified with your corporate/university/school names.

13.4 Practice

In order to make the most of practice time, two fields run at the same time with maximum teams on a field during an assigned practice slot. It is strongly recommended that each team is respectful of the others sharing the field during this time. Friendly interaction between machines is acceptable if both/all teams are willing. Unsportsmanlike conduct on the part of a team at any time during the Robotics Competition could result in penalty or disqualification.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

Everyone will receive at least two 10 minute practice slots based on the time you register. The earlier you check-in, the earlier your practice times will be. If additional time is available, an announcement will be made and one additional time slot per team will be assigned on a first-come, first-served basis.

If you need to change a practice slot because of the need for additional prep or repair time, you will be responsible for finding a team with which to switch practice. The staff in the Pit Area will help you locate a team; however, if you cannot arrange the change, that practice slot may be forfeited.

13.5 Official Inspection

Before competing in the Qualifying Matches, every machine must pass an inspection for rules compliance. FIRST staff will be on-site all day to inspect your machine. See Section 2 for inspection expectations and information.

13.6 Qualifying Matches

Each team will compete in qualifying matches as described in the Game section of the manual.

13.7 Elimination Matches

The top 8 ranked teams will qualify to advance to the Elimination Matches. These teams will select 8 additional teams to serve as their allies in the Elimination Matches. See the Game section of the manual for additional information on the Elimination Matches.

14. SHIPPING & TRANSPORTATION OF MACHINES

To provide every team, regardless of events in which they participate, approximately the same number of design and build days, the following shipping regulations and dates apply:

14.1 Teams competing solely in the National Championship

1. Machines (Robots and Controls) **MUST BE OUT OF TEAM HANDS by 5:00 p.m. on Wednesday, February 24, 1999.** This means you may ship the machines or drive the machines to the drayage/storage facility in Orlando by 5:00 p.m. on February 22. See Events Appendix B: Shipping Information.
2. Teams will be asked to provide FIRST with shipping documentation to prove shipment of machines.

14.2 All teams competing in a Regional event

1. Machines (Robots and Controls) **MUST BE OUT OF TEAM HANDS by 5:00 p.m. on Monday, February 22, 1999.** This means you may ship the machine or drive the machine to the drayage/storage facility of your first event by 5:00 p.m. on February 20. See Events Appendix B: Shipping Information.
2. Teams will be asked to provide FIRST with shipping documentation to prove shipment of machines.

14.3 Regional Competitors

After competing in a Regional, any teams competing in another event will have two days to make repairs and/or changes to their machines, within all rules outlined in this document.

1. Machines **MUST BE OUT OF TEAM HANDS** by the next Tuesday at 5:00 p.m. The exact dates are listed below.
2. Any team competing in more than one regional should call FIRST for exact shipping deadlines.

FOR TEAMS COMPETING IN MORE THAN ONE EVENT:

If you are going from any Regional to the National, then Machines (Robots and Controls) **MUST BE OUT OF TEAM HANDS by the date provided below at 5:00 p.m.:**

NASA Ames Regional:	Tuesday, March 2, 1999
Motorola Midwest Regional:	Tuesday, March 2, 1999
NASA Kennedy Space Center Regional:	Tuesday, March 9, 1999
Philadelphia Alliance Regional:	Tuesday, March 16, 1999
UTC New England Regional:	Tuesday, March 23, 1999
Johnson & Johnson Mid-Atlantic Regional:	Tuesday, March 23, 1999
Great Lakes Regional:	Tuesday, March 30, 1999

14.4 Shipping Notes

The phrase “Machines must be out of team hands” by a certain date and time means that the robot and controls has to be in the hands of a shipping company or hand-delivered to the drayage site on that date. No one affiliated with your team is allowed to have contact with the robot after the given deadline.

Teams are responsible for the shipment of their machines, including the costs involved in shipping. No COD shipments will be accepted. See Events Appendix B: Shipping Information.

All machines must be shipped or brought to secured storage sites. Refer to the deadlines listed above.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

When shipping, batteries must be unplugged and packaged separately from the rest of the machine. A small box inside your crate is acceptable. This is a federal law.

Cardboard is not acceptable packaging for your robot. Wooden crates must be used to avoid moisture problems. Remember, Florida is a humid state. Robots hand delivered to storage facilities must also be crated.

A crate must be no larger than 4'x4'x6' and must weigh no more than 360 lb.

All crates must be clearly marked with the team's complete name, as well as any other information requested by the drayage company for that site. A return address or the name of one team member is not enough information for identification. The team number must be on all shipping containers in a minimum of 6" numbers. The number must appear on all four sides, as well as on the top of the container.

The machines may not leave the Regional event site until the conclusion of the event unless work must be performed at a FIRST designated off-site machine shop.

15. BEFORE YOU LEAVE THE COMPETITION

15.1 Take your Machine home

FIRST encourages teams to take their machines back home with them. FIRST robots appear in pep rallies, parades, corporate annual meetings, and school special events.

Teams will be required to pay a \$500 Control System deposit. This entitles the team to borrow the controls for events as mentioned above, after their last event. The Control System remains the property of FIRST and the \$500 deposit is applied to cover possible damage to or loss of Control System components. The deposit must be made by check or money order. We do not accept purchase orders. Your deposit is placed in a FIRST escrow account and will be refunded per the following conditions. **The FIRST control system is not for sale.**

15.2 Return the Control System Components

Teams normally turn in their Control Systems at check out, after their last event. **Disassemble your hook up** and return the individual Control System Components (defined below) in your **clean** Kit containers. You may keep all other Kit parts. FIRST does not want them back.

Each team must return the following Control System items when they check out after their last event, unless a request for an extension of is made:

- 2 RNets
- 2 Antennas
- 2 Batteries
- 1 Battery Charger
- 1 CAT10 Attenuator
- 2 Joysticks
- 1 Transmitter
- 1 Receiver
- 1 Tether Adapter
- 1 Power Supply
- 2 Kit Containers
- 2 9-15 Pin Cable
- 1 Right Angle BNC Connector
- 1 Ground Plane

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

If teams have borrowed the above equipment, they must return items by October 1, 1999. Since the control systems are used for the following year competition, it is critical that FIRST get these items back by specified deadlines. The security deposit will be used to defray the cost of missing or inoperable items. Sponsors will be billed for any cost that exceeds the security deposit (see cost of items listed below). If items are not returned on time, an escalating penalty will be imposed as follows:

Penalty applied against the \$500 deposit if items not returned by specified date

10/8/99	10%	\$50
10/15/99	20%	\$100
10/22/99	30%	\$150
10/29/99	40%	\$200
11/5/99	50%	\$250
11/12/99	60%	\$300
11/19/99	70%	\$350
11/26/99	80%	\$400
12/3/99	90%	\$450
12/10/99	100%	\$500

Please return the complete set of Control System items. Return them in the Kit containers. An efficient way to ship is to fill one container with parts and place this container inside the other. The outside container can then be wrapped with tape to secure the nested containers. If items are not returned by 10/1/99, teams will be billed for specific components at the costs specified below.

Cost of Control System Components

	<u>Each</u>	<u>Total</u>
RNets	\$1050	\$2100
Antenna	\$10	\$10
Attenuator	\$20	\$20
Batteries	\$25	\$50
Battery Chargers	\$75	\$75
Joysticks	\$25	\$50
Transmitter	\$250	\$250
Receiver	\$750	\$750
Tether Adapter	\$10	\$10
Power Supply	\$20	\$20
Kit Containers	\$20	\$40
Ground Plane	\$10	\$10
9-15 Pin Cable	\$10	\$20
<u>Right Angle BNC Connector</u>	<u>\$5</u>	<u>\$5</u>
Total		\$3410

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

Team # _____ Team Name: _____

DEPOSIT PAID ON CONTROL SYSTEM: \$500

Please fill in the appropriate information.

Company Check # _____ Company Name: _____

School Check # _____ School Name: _____

Personal Check # _____ Name: _____

Money Order # _____ Name: _____

The following items are the parts of the control system which your team must return:

<u>PART</u>	<u>MANUFACTURER</u>	<u>MODEL #</u>
RNets (2) (Serial numbers and frequency assigned at Kick-Off)	Motorola	9600slm or 9600slms
Antennae (2)	Motorola	8505183K01
Batteries (2)	CSB Battery of America Corp.	EVX-12170
Battery Charger	Power Sonic or Xenotronix	PSC-124000A HPX 60-1
Transmitter	FIRST	N/A
Receiver	FIRST	N/A
Joysticks (2)	CH Products	Flightstick
Tether Adapter	FIRST	N/A
Power Supply (7.5Vdc)	Scepter	PS7520AWP6
Ground Plane Assembly	FIRST	N/A
Kit Containers, Gray (1)	Buckhorn	009 523E
Green (1)	Buckhorn	009 521E

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

PLEASE READ AND SUPPLY THE NECESSARY INFORMATION:

By signing below, I agree to take responsibility for the system my team is borrowing. I understand that by giving FIRST this \$500 deposit, I am not purchasing the control system, but borrowing it.

I AGREE TO:

Return the complete, clean, and disassembled control system in good working condition by 10/1/99.

I understand there will be a late fee if the returned components are delinquent.

(Late fee = 10% of the deposit each week until its return) If all the above parts are not returned, or are damaged, I understand that FIRST will assess fees to cover their replacement. (Refer to Competition Manual)

Provide shipping costs for the control system.

(Control system sent from FIRST after the competitions)

Team member signature: _____

GAVE to the following person
at Kick Off:

(Printed Name)

Team Relationship: _____

Phone number _____

Organization: _____

Company: _____

Address: _____

City, State, Zip _____

Processed by: _____ Where? (Event 1) _____

RNets given to: _____ Signature: _____

Processed by: _____ Where? (Event 2) _____

RNets given to: _____ Signature: _____

SENT to the following person: _____

Team Relationship: _____

Phone number: _____

Organization/Company: _____

Address: _____

City, State, Zip _____

Ship date: _____

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

Team # _____ **Team Name:** _____

If you are not giving FIRST a \$500 deposit to borrow the Control System until October 1, 1999, you must return your team's control system. Please disassemble your hook up and return the individual components in your clean Kit Containers at CHECK OUT of your last competition. Please keep or dispose of all other items.

<u>PART</u>	<u>MANUFACTURER</u>	<u>MODEL #</u>	<u>Returned?</u>
RNets (2)	Motorola		
S/N #: 083BX__22__		K24NXT1001A	_____
S/N #: 083BX__22__		K24NXT1001A	_____
Frequency _____			
Antennae (2)	Motorola	8505183K01	_____
Batteries (2)	CSB Battery of America Corp.	EVX-12170	_____
Battery Charger	Power Sonic	PSC-124000A	_____
	<u>or</u>		
	Xenotronix	HPX 60-1	_____
Transmitter	FIRST	N/A	_____
Receiver	FIRST	N/A	_____
Joysticks (2)	CH Products	Flightstick	_____
Tether Adapter	FIRST	N/A	_____
Power Supply (7.5Vdc)	Scepter	PS7520AWP6, 2Amp	_____
Ground Plane Assembly	FIRST	N/A	_____
Kit Containers, Gray (1)	Buckhorn	009 523E	_____
Green (1)	Buckhorn	009 521E	_____

Parts received by: _____ Date: _____

Parts returned by: _____ Company: _____

Event: _____ Phone #: _____

End of season: _____ (Date) Parts received by: _____

Parts returned by: _____ Company: _____

NOTES: _____

APPENDIX A: PIT SAFETY RULES

PS: Pit Safety Rules

- PS1. All team members, when in the Pit, are required to wear safety glasses.
- PS2. Teams are not allowed to undertake any grinding or painting at their pit stations. There will grinding and painting stations available.
- PS3. Welding and brazing is not allowed at the pit stations. This must be undertaken in the machine shop.
- PS4. No open flames are allowed at the pit stations.
- PS5. Modifying a robot and charging a robot mounted sealed lead acid battery is not allowed. The battery must be removed to be charged.
- PS6. Charge the sealed lead acid battery in an open, well ventilated area.
- PS7. Do not charge the sealed lead acid battery near equipment which may produce sparks.
- PS8. Do not charge the sealed lead acid battery in an inverted position.
- PS9. Do not charge the sealed lead acid battery near an open flame.
- PS10. Do not use smoking materials in the sealed lead acid battery charging area.

APPENDIX B: SHIPPING INFORMATION

Midwest and Great Lakes

Motorola Midwest Regional

February 25-27, 1999

Harper College

Palatine, IL

or

Great Lakes Regional

March 25-27, 1999

Eastern Michigan University

Ypsilanti, MI

DRAYAGE COMPANY: MIDWEST CONFERENCE SERVICE COMPANY

35 North Garden Avenue

Roselle, IL 60172

Phone: 630/351-3976

Fax: 630/351-4118

MATERIAL HANDLING INFORMATION:

All shipments made by local teams and/or out of state teams must be delivered to Midwest's warehouse. We will provide the following services shown below:

- A. Complete handling at Midwest's warehouse for unloading your shipments and hauling to the competition site.
- B. Midwest also agrees to furnish (30) days free storage before the opening date of your competition.
- C. Unloading at competition site docks and dropping equipment at specified team table.
- D. Storage of empty boxes, crates, or cases once team has set-up table.
- E. Return empties once FIRST has authorized Midwest Expo. to do so.
- F. Assist team to reload material on to vehicle.
- G. Midwest Exposition 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.
- H. Freight shipments should be made on straight bills of lading and should be carefully prepared to show numbers of pieces, weight, classification etc. Shipments made other than straight bills of lading should be accompanied by a delivery ticket showing number of pieces, weight, classification etc. Midwest Exposition will weigh team's material and charge accordingly if accurate weight is not provided.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

- I. For arranging out bound freight: There will be a handling charge of \$10.00 per box for UPS, FED-EX or other, regardless of size, if going out other than our specified carrier.

All shipments must be address as follows:

TEAM NAME: _____ TEAM # _____

HOLD FOR: (MOTOROLA MIDWEST REGIONAL, HARPER COLLEGE)

or

(GREAT LAKES REGIONAL, EASTERN MICHIGAN U.)

c/o MIDWEST CONFERENCE SERVICE COMPANY

35 NORTH GARDEN AVENUE

ROSELLE, IL 60172

For outbound movements, please make arrangements by filling out Bills of Lading, routing, etc. at Midwest's freight desk any time before departing.

- J. All shipments must be prepaid. Please send any advanced payments with the name of your company and team number to the attention of:

MIDWEST CONFERENCE SERVICE COMPANY

35 NORTH GARDEN AVENUE

ROSELLE, IL 60172

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

New England

UTC New England Regional

March 8-10, 1999

Meadows Music Theatre

Hartford, CT

DRAYAGE COMPANY: PHOENIX EXPOSITION SERVICES, INC.
23 Norfolk Ave.
South Easton, MA 02375

MATERIAL HANDLING INFORMATION:

LIABILITIES: The terms and conditions of Phoenix Exposition Services, Inc. Liability Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

Route your shipments through carriers or services that provide bills of lading specifying a piece count.

A copy of the bill of lading indicating the number of pieces, proper description and weights should be forwarded to Phoenix Exposition Services with the Carriers Pro # and Trailer #.

Shipments arriving without advance written order will automatically be handled and charged as described herein and the consignment or delivery of a shipment to Phoenix Exposition Services by an exhibitor (and / or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Shipments left on the floor without re-forwarding instructions will be shipped out or returned to our warehouse pending advice from the exhibitor (see above). **NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH REROUTING OR HANDLING.**

Confirm arrangements for re-forwarding your shipments at close of show by properly filling out Bills of Lading available at the service desk.

If exhibitor's specified carrier fails to pick up or refuses shipments, Phoenix Exposition Services will be authorized to divert the shipment to another carrier at its discretion Phoenix Exposition Services will assume no liability in such instance.

LIABILITY & INSURANCE BULLETIN: Phoenix Exposition Services shall not be responsible for damage to uncrated materials, improperly packed or concealed damage. Phoenix Exposition Services shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitors booth for reloading after the show. Bills of Lading covering outgoing shipments which are furnished to Phoenix Exposition Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

Phoenix Exposition Services shall not be responsible for loss, damage or delay due to fire, act of God, strikes, lock outs, or work stoppages of any kind or to any causes beyond its control.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

Phoenix Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event, Phoenix Exposition Services maximum liability shall be limited to \$.30 per pound, maximum \$50.00 per claim.

Phoenix Exposition Services shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit the same.

INSURANCE: It is understood that Phoenix Exposition Services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitors materials should be insured from the time they leave their firm until they are returned after the close of the show.

The consignment or delivery of a shipment to Phoenix Exposition Services by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this Bulletin. Exhibitors requiring additional insurance coverage should arrange to place same through their broker. All shipments must be prepaid.

Show management has appointed Phoenix Exposition Services as the Official Service Contractor to perform and provide necessary services and equipment.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

MATERIAL HANDLING FORM for the UTC New England Regional

Please complete this form and return to Phoenix Exposition Services. All shipments must be prepaid and should arrive at the advance warehouse. Collect shipments will not be accepted. All shipments must arrive with a Bill of Lading and weight ticket. Label each piece as follows:

Team Name: _____ **Team #** _____

Willwork Exhibit Services
C/O Phoenix Exhibition Services, Inc.
23 Norfolk Ave.
South Easton, MA 02375

Shipping From _____ Carrier _____

Description _____ Arrival Date ____/____/____

Number of Pieces _____ Total Weight _____

Outbound Material Handling (After Competition)

___ We will use the designated event carrier: Yellow Freight

___ Freight arrangement will be handled by the team.

The authorization must be completed below and returned to Phoenix Exposition Services, Inc. In accordance with the Material Handling and rate schedule, all orders are subject to Liability and Insurance Bulletin and the terms and conditions.

Team: _____

Team Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

Signature _____ Date ____/____/99

Please call Phoenix Exposition Services for directions or any questions you may have. Phone 508/792-1900, Fax 508/792-1445, E-mail phoen44337aol.com

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

NASA Ames

NASA Ames Regional

February 25-27, 1999

Ames Research Center

Moffett Field, CA

DRAYAGE COMPANY: GES EXPOSITION SERVICES
390 Commercial Street
San Jose, CA 95112
Phone: 408/436-4914
Fax: 408/436-0239

All shipments made by teams must be delivered to the GES Warehouse. The following services will be provided:

- A. All shipments must be crated.
- B. Complete handling at the GES Warehouse for unloading your shipments and hauling to the competition site.
- C. GES also agrees to furnish (30) days free storage before the opening date of your competition.
- D. Unloading at show site docks and dropping equipment in specific team area.
- E. Storage of empty crates once teams have set up equipment.
- F. Return empty crates once FIRST has authorized GES to do so.
- G. Assist teams to reload material on to designated freight carrier.
- H. GES shall not be responsible for damage to uncrated materials, materials improperly packed, and concealed damages, loss or theft of materials after some have been picked up for loading out of competition site.
- I. Freight shipments should be made on straight bills of lading and should be 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. GES will weigh exhibitor's materials and charge accordingly if accurate weight is not provided. For larger pieces of freight, GES will use the DIM weight system to determine actual weight.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

- J. For arranging outbound freight, there will be a handling charge of \$10.00 per box for UPS, Fed-Ex or other, regardless of size, if going out other than our specified carrier.

All shipments must be addressed as follows:

TEAM NAME _____ TEAM # _____

C/O GES EXPOSITION SERVICES

390 COMMERCIAL STREET

SAN JOSE, CA 95112

SHOW LOCATION: NASA AMES – HANGAR 1, MOFFETT FIELD

For outbound movements, please make arrangements by filling out Bills of Lading, routing, etc. at the GES freight desk any time before departing.

- K1. All shipments must be prepaid. No COD shipments will be accepted at the GES warehouse.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

Mid-Atlantic and Philadelphia

Johnson & Johnson Mid-Atlantic Regional
March 18-20, 1999
Rutgers, The State University of NJ
New Brunswick, NJ

or **Philadelphia Alliance Regional**
March 11-13, 1999
The Apollo at Temple U.
Philadelphia, PA

DRAYAGE COMPANY: SPECIALTY DECORATING & DESIGN
720 MONROE STREET
HOBOKEN, NJ 07030
Phone: 201/653-1258
Fax: 201/653-1519

MATERIAL HANDLING INFORMATION:

You must ship crated, boxed or skidded materials up to 30 days in advance of the competition. All items MUST be labeled as follows:

TEAM NAME: _____ **TEAM #** _____

HOLD FOR: (MID-ATLANTIC COMPETITION AT RUTGERS)

or

(PHILADELPHIA ALLIANCE REGIONAL)

c/o SPECIALTY DECORATING

720 MONROE STREET

HOBOKEN, NJ 07030

Shipments must be prepaid. Collect shipments will be refused. If not labeled properly, uncrated or loose shipments can be refused at warehouse. We will deliver your shipment to the gym and remove the containers with the EMPTY labels on them. We will return the empty containers to you at the end of the competition. No access is possible to the empty containers during the competition as they may not be on the premises. Specialty Decorating and Design is not responsible for any contents of a container marked empty. EMPTY labels will be made available at the competition. Each team is responsible to attach the empty label to each container.

INBOUND BILL OF LADING AND DELIVERY OF RECEIPT:

All shipments must have a bill of lading or delivery receipt showing the number of items, weight and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

OUTBOUND SHIPMENTS:

If you would like to make arrangements for your outgoing freight on site, there will be a representative from Airgroup Express Shipping Co. They will take care of overnight, 2 day or ground services. Otherwise, all teams are responsible for arranging their return shipments at the close of the event. Arrangements must be made with the carrier of your choice to pick your freight up. By the close of the event, all teams MUST confirm their arrangements with the Specialty Decorating staff member at the Drayage Service Booth. If freight is left on the show floor after the event has ended and no arrangements have been made for it in writing,

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

Specialty Decorating will declare it FORCED FREIGHT and it will be returned C.O.D. to whatever address is present on the outside of the crates. At the close of the event, please make sure all freight is labeled and ready for whatever arrangements you have made.

LIMITS OF LIABILITY OF SPECIALTY DECORATING & DESIGN, INC.:

We are not responsible for damages to uncrated materials, materials improperly packed or concealed damages.

We are not responsible for loss, theft or disappearance of any materials improperly packed or concealed damages.

We are not responsible for loss, theft or disappearance of any materials before they are picked up from the pit area for reloading after the event. Bills of lading covering outgoing shipments will be checked at the time of actual pick-up from the pit table and discrepancies will be corrected.

We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout or work stoppages of any kind or to causes beyond our control.

Our liability shall be limited to the specific loss or damage to the specific article which is lost or damaged. In any event, our maximum liability shall be limited to \$.25 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. Claims must be filed by the team before the close of the event.

We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to a team's materials which may make it impossible or impractical to compete.

The consignment or delivery of a shipment to Specialty Decorating by a team (and / or other shipper) on behalf of the team shall be construed as acceptance by the team of the conditions set forth.

PLEASE PROCURE YOUR OWN INSURANCE FOR THIS EVENT. CHECK WITH YOUR INSURANCE BROKER FOR TRADE SHOW DISPLAY COVERAGE.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

SPECIALTY DECORATING & DESIGN, INC.

DRAYAGE WORKSHEET

PLEASE RETURN THIS FORM TO SPECIALTY DECORATING & DESIGN, INC.

=====

REGIONAL:

TEAM NAME: _____

TEAM #: _____

ADDRESS: _____

ORDERED BY: _____ TITLE: _____

PHONE: _____ FAX: _____

SIGNATURE: _____

=====

CWT = 100 lb. There is a one crate minimum.

All fractional poundage must be rounded up to the next CWT.

For example: 165 lb. = 2 CWT

=====

TO BE PAID BY FIRST

Please fill in:

ROUND TRIP HANDLING:

Total Weight of your shipment: _____ lb. = _____ CWT

_____ CWT x \$30.00 = \$ _____

ONE WAY - EACH WAY:

Total weight of your shipment: _____ lb. = _____ CWT

_____ CWT x \$30.00 = \$ _____

6 % TAX \$ _____

TOTAL DUE: \$ _____

=====

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

SPECIALTY DECORATING & DESIGN, INC.

MATERIAL SHIPPING AND HANDLING

PLEASE RETURN THIS FORM TO SPECIALTY DECORATING & DESIGN , INC.

=====

EVENT NAME: FIRST MID-ATLANTIC COMPETITION

TEAM NAME: _____

TEAM #: _____

ADDRESS: _____

ORDERED BY: _____ TITLE: _____

PHONE: _____ FAX: _____

SIGNATURE: _____

=====

SHIPMENTS TO WAREHOUSE:

SHIPPER: _____ FROM CITY/STATE _____

HOW SHIPPED: COMMON CARRIER: _____ COMPANY TRUCK: _____

AIRFREIGHT: _____

SHIPPING DATE: _____ NO. PIECES: _____ WEIGHT: _____

CARRIER: _____ PRO. NO.: _____

COMMENTS OR SPECIAL HANDLING REQUIREMENTS:

ATTACH COPIES OF THIS FORM FOR MULTIPLE SHIPMENTS

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

NASA Kennedy Space Center and National Championship

NASA Kennedy Space Center Regional	or	FIRST National Competition
March 4-6, 1999		April 22-24, 1999
Kennedy Space Center		Epcot, Walt Disney World
Cape Canaveral, FL		Orlando, FL

DRAYAGE COMPANY: FREEMAN DECORATING COMPANY
2200 Consulate Drive
Orlando, FL 32837
Phone: 407/857-1500
Fax: 407/859-0181

MATERIAL HANDLING INFORMATION:

Freeman Decorating Company, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse. Shipments must be sent with freight charges PREPAID. COLLECT SHIPMENTS CANNOT BE ACCEPTED.

Label each piece and address all shipping documents / bills of lading as follows for shipments to the warehouse:

TEAM NAME _____ TEAM # _____
HOLD FOR: (FIRST NATIONAL COMPETITION or
NASA KENNEDY SPACE CENTER REGIONAL)
c/o FREEMAN DECORATING COMPANY
2200 CONSULATE DRIVE
ORLANDO, FLORIDA 32837

ALL CRATES MUST BE MARKED “ONE WAY” IF THE TEAM INTENDS ON MAKING THEIR OWN RETURN ARRANGEMENTS.

(To check on the arrival of warehouse freight, please call 407/857-1500 x. 7329)

The warehouse will receive shipments Monday through Friday during the hours of 8 AM - 4:30 PM.

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise or weight. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to team tables without guarantee of piece count or condition.

CERTIFIED WEIGHT RECEIPTS:

Driver will be required to submit certified weight receipts when receiving shipments for unloading. Freeman Decorating reserves the right or refusal to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented. In the event no weight is indicated on delivery documents presented, Freeman Decorating shall estimate the weight. If actual scale weight figures are not submitted prior to the move out period, the estimated weight will be final and binding. All shipments received at the warehouse and show site are subject to reweigh.

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

OUTBOUND SHIPPING AND HANDLING:

Outbound materials will be moved from pit area to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, Freeman Decorating Company will have a service desk where labels, bills of lading and shipping information will be available.

APPENDIX C: NATIONAL CHAMPIONSHIP

Welcome Back to Walt Disney World, Florida!



1999 FIRST
National Championship
WALT DISNEY WORLD,
Florida



FIRST National Championship Team Representative

- Please choose one contact person who will handle the reservations for your team and be responsible for collecting and distributing all pertinent information regarding your team's reservations. The "Team Representative" will coordinate the following:
- Coordinate all communications to Disney Sports Reservations. When calling to make reservations, please be prepared to give your Team number and High School name.
- Collect deposits for all reservations and submit one check for the entire team (please use the check distribution form provided). If guests are paying by credit card, use the credit card payment form, \$100 deposit per reservation due within 14 days of the reservation booking date.
- Send a complete rooming list with names, addresses, ages, arrivals and departures times. See form attached.
- All unreserved rooms will be released after 8:00 am on March 15, 1999.
- Hotel space is subject to availability and will be reserved upon receipt of your deposit. No rooms will be guaranteed until a deposit is received. Please make checks payable to the Walt Disney Travel Company.
- To better serve guests upon registration, please have all changes complete to the rooming list by March 30, 1999. Any changes received after this date will NOT be guaranteed.
- WDW Resort Information:
 - Room keys will be issued to the Team Representatives.
 - Lost room keys will be re-issued to the Team Representatives.
 - Disney's All Star Resorts check in time is after 4:00 pm (all rooms may not be ready until after 5:00 pm).
 - Disney's Dixie Landings, Port Orleans, and Caribbean Beach Resorts check in time is after 3:00 pm.
 - All WDW Resorts check out times are before 11:00 am.
 - Telephone / Fax Numbers:
 - Disney's All Star Resorts (407) 939-6000, Fax (407) 939-7333
 - Disney's Dixie Landings Resort (407) 934-6000, Fax (407) 934-5777
 - Disney's Caribbean Beach Resort (407) 934-3400, Fax (407) 934-3288
 - Disney's Port Orleans Resort (407) 934-5000, Fax (407) 934-5353
- Luggage assistance is available for a fee of \$2 in and \$2 out per room to be pre-paid. The entire team must decide on this collectively.
 - All luggage assistance requests must be made by calling the All Star Group Reservations (407) 939-7180 no later than March 30, 1999.
 - Luggage assistance is available upon arrival at other WDW Resorts.



FIRST National Championship Accommodations: Disney's All-Star Resort

Group Hospitality

- The FIRST Hospitality Center will be located at Disney's All Star Resort
- Registration and Event Information
- Team Representatives please attend Event Orientations as follows:
 - Disney's All Star FIRST Hospitality Tent - Wednesday, April 22 at 4:00, 6:00, 8:00 and 10:00 pm
 - Competition Arena at Epcot - Thursday, April 23 at 7:30 am
-



FIRST National Championship

Package Offering: Dates: April 20-26, 1999

Four Night Packages

Four (4) Night Packages

- Four (4) nights' accommodations at Walt Disney World or WDW Good Neighbor Hotels.
- Five (5) days' Park Hopper that allows unlimited admission to the Magic Kingdom, Epcot, and Disney-MGM Studios, and Animal Kingdom.
- Four (4) breakfast coupons for use at the WDW Resort Food Courts and the Epcot Competition Arena.
- Four (4) Theme Park counter service lunch coupons for use at WDW Quick Service Restaurants and the Epcot Competition Arena.
- Transportation to Epcot (transportation schedule available on February 1, 1999).
- One (1) commemorative gift per person.

	<u>SINGLE</u>	<u>DOUBLE</u>	<u>TRIPLE</u>	<u>QUAD</u>
<u>All Star Sports & Music</u>	\$691	\$480	\$410	\$375

- \$10 plus tax extra adult charge per night will be added to the 3rd and 4th adult in the room (adults ages 18 and above)

Port Orleans / Dixie Landings/ Caribbean Beach

	\$931	\$600	\$490	\$435
--	-------	-------	-------	-------

- \$15 plus tax extra adult charge per night will be added to the 3rd and 4th adult in the room (adults ages 18 and above)

Eight (8) Good Neighbor Hotels (price ranges)

	\$505-\$705	\$393-\$493	\$356-\$423	\$337-\$387
--	-------------	-------------	-------------	-------------

FIRST National Championship

Package Offering: Dates: April 20-26, 1999

Three Night Packages

Three (3) Night Packages

- Three (3) nights' accommodations at Walt Disney or WDW Good Neighbor Hotels.
- Four (4) days' Park Hopper that allows unlimited admission to the Magic Kingdom, Epcot, and Disney-MGM Studios, and Animal Kingdom.
- Three (3) breakfast coupons for use at the WDW Resort Food Courts and the Epcot Competition Arena.
- Three (3) Theme Park counter service lunch coupons for use at WDW Quick Service Restaurants and the Epcot Competition Arena.
- Transportation to Epcot (transportation schedule available on February 1, 1999).
- One (1) commemorative gift per person.

	<u>SINGLE</u>	<u>DOUBLE</u>	<u>TRIPLE</u>	<u>QUAD</u>
<u>All Star Sports & Music</u>	\$539	\$381	\$328	\$302

- \$10 plus tax extra adult charge per night will be added to the 3rd and 4th adult in the room (adults ages 18 and above)

Port Orleans / Dixie Landings/ Caribbean Beach

\$719	\$471	\$388	\$347
-------	-------	-------	-------

- \$15 plus tax extra adult charge per night will be added to the 3rd and 4th adult in the room (adults ages 18 and above.)

Eight (8) Good Neighbor Hotels (price ranges)

\$403-\$553	\$319-\$394	\$291-\$341	\$277-\$314
-------------	-------------	-------------	-------------

Walt Disney World Good Neighbor Hotels

Good Neighbor Hotels

- Inns of America I
- Sheraton Inn Lakeside
- Hyatt Orlando
- Holiday Inn Nikki Bird
- Ramada Plaza Gateway
- Best Western Maingate
- Holiday Inn Hotel & Suites
- Days Inn, Maingate West

FIRST National Championship Access Credentials

Competition Access

- Competition Arena will be open to all guests.

Park Access

- Must show your Park Admission Ticket daily.
- Must show Competition ID Badge to access Epcot and the Wrap Party on Saturday, April 24, 1999. Badges will be distributed to teams on Saturday.



FIRST National Championship 1999 Event Itinerary

- **Thursday, April 22**
 - Practice Rounds
- **Friday, April 23**
 - Opening Ceremonies
 - Seeding Matches
- **Saturday, April 24**
 - Opening Ceremonies
 - Double Elimination
 - Finals
 - Closing Ceremony
 - Wrap Party

FIRST National Championship Key WDW Telephone Numbers

- **Hotel Reservations and Information**

- Phone Number: 1-407-939-7810
- Fax Number: 1-407-363-7000
 - Resort Reservation
 - Itinerary Information
 - Check-in Locations
 - Tickets/Credentials
 - Orientations Times and Locations
 - Transportation

- New! Please ask your Sports Reservations Agent about air. As an added service to FIRST participants, the Disney's Sports Reservation has agents dedicated to booking air for your group. They can book individual or group air space. Please be aware, there could be up to a 48 hour waiting time for the agent to get back to you with a price.



FIRST National Championship WDW Event Reservations

- Disney Reservations may begin as early as Monday, December 28, 1998.
 - Telephone calls welcomed
 - Faxed information preferred
- Please call or fax Monday through Friday,
8:00 AM to 8:00 PM EST.
and
8:30AM to 5:00 PM EST. on Saturday



**We are looking forward to hosting one of the most dynamic and
inspirational events ever..... see you at Epcot!**

THE 1999 FIRST ROBOTICS COMPETITION MANUAL

LUGGAGE REQUEST FORM

Welcome to the 1999 FIRST Competition. Upon your arrival to Disney's All-Star Resort, you will be directed to a registration area located between All-Star Sports and All-Star Music. For a fee, All-Star will provide limited luggage service to and from the registration area and your rooms. All-Star will deliver/pick up the luggage to/from one team room for every twelve team rooms. It is the responsibility of the team members to distribute the luggage to/from the designated "storage" room. The fee for this service is \$2 per room for check in and \$2 per room for check out. All-Star will not handle any non-luggage items (radios, computers, props, food, etc.)

To request this service, please fill in completely the following information and fax your request to (407) 939-7191. Requests must be received and confirmed with a credit card number by Tuesday, March 30, 1999. Call (407) 939-7180 for questions and information.

Team Name _____ On-Site Contact _____

Service for arrival? Yes No Service for departure? Yes No

Arrival Date _____ Departure Date _____

Estimated Resort Arrival Time _____ # of Rooms _____

Departure Date _____ Airport Departure Time _____

Estimated Resort Departure Time _____ # of Rooms _____

Credit Card Information

Type _____ Number _____ Exp. _____

Signature _____

Person to contact with questions and to confirm service. Please include call back phone number.

*All star will allow a 2 hour window. All-Star reserves the right to cancel service if the service is not provided within 2 hours of the scheduled time.