

2000 FIRST ROBOTICS COMPETITION SCHEDULE

<u>Kennedy Space Center Southeast Regional</u> Kennedy Space Center	March 9-11, 2000 Kennedy Space Center, Florida
<u>Great Lakes Regional</u> Eastern Michigan University	March 9-11, 2000 Ypsilanti, Michigan
<u>Johnson & Johnson Mid-Atlantic Regional</u> Rutgers University	March 16-18, 2000 New Brunswick, New Jersey
<u>NASA Langley/VCU Regional</u> Virginia Commonwealth University	March 16-18, 2000 Richmond, Virginia
<u>Lone Star Regional</u> Astro Arena Complex	March 16-18, 2000 Houston, Texas
<u>Philadelphia Alliance Regional</u> Drexel University	March 23-25, 2000 Philadelphia, Pennsylvania
<u>Motorola Midwest Regional</u> Northwestern University	March 23-25, 2000 Evanston, Illinois
<u>Long Island Regional</u> Suffolk County Community College	March 23-25, 2000 Long Island, New York
<u>UTC New England Regional</u> Meadows Music Theatre	March 30 - April 1, 2000 Hartford, Connecticut
<u>NASA Ames Regional</u> San Jose State University	March 30- April 1, 2000 San Jose, California
<u>National Championship</u> Epcot, WALT DISNEY WORLD	April 6-8, 2000 Orlando, Florida

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NASA KENNEDY SPACE CENTER REGIONAL

MARCH 9 - 11, 2000

1.1 EVENT LOCATION:

KENNEDY SPACE CENTER

SR 405 • KENNEDY SPACE CENTER, FL

DIRECTIONS TO KENNEDY SPACE CENTER:

FROM ORLANDO: TAKE SR 528 EAST TO THE SR 407 EXIT GOING TOWARD KSC AND TITUSVILLE. TAKE SR 407 UNTIL IT DEAD ENDS INTO SR 405. TURN RIGHT (EAST) ONTO SR 405 AND FOLLOW SIGNS FOR KENNEDY SPACE CENTER. YOU WILL TRAVEL APPROXIMATELY 9 MILES ON SR 405. THE KSC VISITORS COMPLEX WILL BE ON YOUR RIGHT.

FROM NORTH: TAKE I-95 TO EXIT #78 (SR 50). TURN LEFT (EAST) ONTO SR 50. THE NEXT INTERSECTION IS SR 50 AND SR 405. TURN RIGHT (EAST) ONTO SR 405 AND FOLLOW SIGNS FOR KENNEDY SPACE CENTER. YOU WILL TRAVEL APPROXIMATELY 11 MILES ON SR 405. THE KENNEDY SPACE CENTER VISITOR COMPLEX WILL BE ON YOUR RIGHT.

FROM SOUTH: TAKE I-95 TO EXIT #79 (SR 407). HEAD EAST/NORTH ON SR 407 UNTIL IT DEAD ENDS INTO SR 405. TURN RIGHT (EAST) ONTO SR 405 AND FOLLOW SIGNS TO KENNEDY SPACE CENTER. YOU WILL TRAVEL APPROXIMATELY 9 MILES ON SR 405. THE KSC VISITOR COMPLEX WILL BE ON YOUR RIGHT.

FROM MERRITT ISLAND: TAKE STATE ROAD 3 NORTH TO SIGNS FOR KENNEDY SPACE CENTER.

1.2 FIRST RECOMMENDED HOTELS KSC REGIONAL

ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:

LISTED BELOW ARE THE FIRST-RECOMMENDED HOTELS FOR THIS REGIONAL COMPETITION. TO MAKE RESERVATIONS FOR YOUR TEAM AT THE HOTEL LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE DO NOT CALL THE HOTEL LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. **NOTE: ONLY** THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR MAY CONTACT **THE MEETING COMPANY** ON BEHALF OF YOUR **FIRST** TEAM. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED **FIRST** TEAM IN MID-NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST**-RECOMMENDED HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL NOT LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

HOLIDAY INN COCOA BEACH OCEANFRONT RESORT

HOTEL LOCATION:

13000 NORTH ATLANTIC AVENUE • COCOA BEACH, FL 32931
5.2 MILES TO COMPETITION SITE

ROOM RATE: • \$85 / NIGHT S/D/T/Q • RATE IS SUBJECT TO 10% FL ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 1, 2000

SPECIAL: VOUCHERS FOR BREAKFAST BUFFET AVAILABLE IN ADVANCE FOR \$8.00PP
INCLUSIVE

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (407) 783-2271.

PLEASE SEE **FIRST’S** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL HOTEL INFORMATION AND AIRLINE TRAVEL DISCOUNTS.

1.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

KENNEDY SPACE CENTER REGIONAL **FROM KENNEDY SPACE CENTER** **SR 405 • KENNEDY SPACE CENTER, FL**

ACE HARDWARE

PHONE: (407) 452-3484

ADDRESS: 1005 NORTH COURTENAY PKWY.

DIRECTIONS: AT THE ENTRANCE/EXIT OF THE KSC VISITORS' COMPLEX, MAKE A RIGHT TURN (YOU WILL NOW BE HEADED EAST). TAKE THE FIRST EXIT (BEFORE THE OVERPASS). AT THE BOTTOM OF THE EXIT, MAKE A RIGHT TURN. THIS WILL PUT YOU ON STATE ROAD 3 (A.K.A. COURTENAY PKWY.) HEADING SOUTH. YOU WILL STAY ON SR 3 FOR APPROXIMATELY 12 TO 15 MILES.

HOURS: MONDAY - SATURDAY, 8AM TO 7PM

HOME DEPOT

PHONE: (407) 453-5855

ADDRESS: 200 NORTH COURTENAY PKWY.

DIRECTIONS: FOLLOW THE ABOVE DIRECTIONS AND CONTINUE ON SR 3. HOME DEPOT WILL BE APPROXIMATELY 3 MILES PAST ACE HARDWARE.

HOURS: THURSDAY, 6AM - 9PM • FRIDAY, 6AM - 10PM • SATURDAY, 7AM - 9PM

LOWES HARDWARE - TITUSVILLE

PHONE: (407) 267-9221

ADDRESS: 4660 SOUTH STREET, TITUSVILLE

DIRECTIONS: AT THE ENTRANCE/EXIT OF THE KENNEDY SPACE CENTER VISITORS' COMPLEX, MAKE A LEFT TURN (YOU WILL NOW BE HEADING WEST). STAY ON SR 405 UNTIL IT INTERSECTS WITH HWY. 50 (APPROXIMATELY 15 MILES). YOU WILL BE ABLE TO SEE THE LOWES SIGN. LOWES IS LOCATED BEHIND THE RAMADA INN/DENNY'S IN TITUSVILLE. THE EASIEST WAY TO ENTER IS TO GO THROUGH THE 405/50 INTERSECTION. ONCE YOU CROSS OVER HIGHWAY 50, SR 405 BECOMES SOUTH STREET. LOOK FOR THE TURN LANE FOR THE LOWES ENTRANCE.

HOURS: MONDAY - SATURDAY, 7AM TO 9PM

1.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

NOTE: If you are using the identical logo that was printed in last year's program book, you DO NOT need to re-submit your logo. You **DO** need to email **Joe Hannaford** at **Hannaford Design** to let him know that you'll be using the same logo. If you are making **any** changes to your Team Logo, then you do need to submit a new logo. Team logos will only be accepted electronically (via email as an attachment to hannaforddesign@mediaone.net) or in disk format. Logos received in any other format cannot be published. Only files meeting the requirements listed below can be accepted for publication in the 2000 competition program book. Again, please **DO NOT** send your team logo to **FIRST**.

COLOR: Limited to **BLACK** ink only. Team logos using colored ink **cannot** be accepted.

TEAM LOGOS MUST BE SENT AS DIGITAL FILES VIA E-MAIL OR DISK

EMAIL YOUR TEAM LOGO DIRECTLY TO JOE HANNAFORD. His email address is: hannaforddesign@mediaone.net DEADLINE TO RECEIVE TEAM LOGOS IS Friday, JANUARY 14, 2000 by 9:00 AM. Please be sure to include a team contact name and day phone number in case Joe has questions regarding your team logo. Please also FAX a hardcopy of your emailed logo to Joe at Hannaford Design's fax # 603-472-2874. Be sure to list your team #, team contact name and day phone # in your email **and** on your faxed hardcopy (**please do NOT send your team logo to FIRST**). IF SENDING YOUR LOGO ON A DISK, **WRITE YOUR TEAM # ON THE DISK LABEL AND HARDCOPY**, and mail it directly to Hannaford Design.

ACCEPTABLE FORMATS FOR LOGOS:

MACINTOSH formatted disks PREFERRED, but PC disks will be conditionally accepted including 1.4 MB high density floppies; 100MB Iomega Zip Disks; or 44/88 MB SyQuest cartridges can be accepted. Compatible software applications are Quark Xpress 3.x-4.0; Adobe Pagemaker up to 6.5; Adobe Illustrator EPS up to v.8.0; Adobe Photoshop up to v.5.0. ALL SUPPORTING FILES such as scans, logos, graphics, and PostScript fonts (both printer and display) **MUST BE INCLUDED** on disk/email attachment. (Postscript Type 1 fonts are preferred and less problematic over TrueType.)

FILES SHOULD BE COMPRESSED WITH Stuffit, DiskDoublor, or ZipIt (PK Zip) in order to save disk space and/or allow faster/cleaner file transfers. Halftone (greyscale) scans should be @ 300 dpi resolution at 100% final size. Line art (bitmap) scans should be @ 900-1200 dpi at 100% final size. Scans should be saved in either a TIFF or EPS format.

NOTE: Artwork or scans used for Web graphics are usually @ 72 dpi and **ARE NOT** of a high enough resolution for high-end book printing. If this is the only available resolution, then the image should be AT LEAST 400% larger than final size to minimize the pixelated "stairstep" affect. Whenever possible, try to work as close to the final printed size (generally team logos are shown no larger than 1 inch x 1 inch).

DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

SOUTHEAST REGIONAL COMPETITION
KENNEDY SPACE CENTER, FLORIDA
MARCH 9-11, 2000

1.5 DRAYAGE/SHIPPING INSTRUCTIONS:

FREEMAN DECORATING COMPANY, AS THE EXCLUSIVE DRAYAGE CONTRACTOR, WILL RECEIVE CRATED, MATERIALS AT THEIR WAREHOUSE. SHIPMENTS MUST BE SENT WITH FREIGHT CHARGES **PREPAID**. **COLLECT SHIPMENTS CANNOT BE ACCEPTED**. TO CHECK ON THE ARRIVAL OF WAREHOUSE FREIGHT, PLEASE CALL (407) 857-1500, EXTENSION 7329.

ALL FREIGHT MUST BE RECEIVED AT **FREEMAN DECORATING'S** WAREHOUSE NO LATER THAN: MONDAY, **MARCH 6, 2000** IN ORDER TO BE DELIVERED TO THE KENNEDY SPACE CENTER. THE WAREHOUSE WILL RECEIVE SHIPMENTS MONDAY THROUGH FRIDAY DURING THE HOURS OF 8:00AM TO 4:30PM.

ALL SHIPMENTS MUST BE CLEARLY LABELED WITH THE FOLLOWING INFORMATION:

FREEMAN DECORATING COMPANY
HOLD FOR: SOUTHEAST REGIONAL COMPETITION
KENNEDY SPACE CENTER
2200 CONSULATE DRIVE • ORLANDO, FL 32837

TEAM NAME: _____ TEAM NUMBER: _____

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

ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY SLIP SHOWING THE NUMBER OF PIECES, TYPE OF MERCHANDISE OR WEIGHT. SHIPMENTS RECEIVED WITH OUR 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 OF REFUSAL TO UNLOAD SUCH SHIPMENTS UNTIL A CERTIFIED WEIGHT RECEIPT IS PRESENTED. IN THE EVENT NO WEIGHT IS INDICATED ON THE 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.

FREEMAN DECORATING WILL DELIVER ALL FREIGHT TO THE KENNEDY SPACE CENTER ON WEDNESDAY, MARCH 8, 2000. ON MARCH 9, 2000 **FREEMAN DECORATING** COMPANY STAFF WILL RETURN TO THE PIT AREA TO REMOVE EMPTY CRATES AND STORE UNTIL THE END OF THE COMPETITION ON SATURDAY, MARCH 11, 2000.

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 PERSONNEL WITH LABELS, BILLS OF LADING AND SHIPPING INFORMATION AVAILABLE.

NOTE THAT THE KENNEDY SPACE CENTER WILL NOT ACCEPT OR STORE TEAM ROBOTS/TOOL BOXES. ALL SHIPMENTS MUST ARRIVE AT OUR WAREHOUSE BY MONDAY, MARCH 6, 2000.

1.6 CRATING - KSC

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A FOOTPRINT **OF 4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF ONE CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4'X4'X6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THE EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSES CLEAR AND TRAFFIC TO A MINIMUM, FIRST RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THE ADDITIONAL CRATE(S). AS WELL, ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

IDENTIFICATION

ALL CRATES MUST BE CLEARLY MARKED WITH THE TEAM NAME, NUMBER, SITE LOCATION, AS WELL AS ANY OTHER INFORMATION REQUESTED BY THE DRAYAGE COMPANY FOR THAT SITE. THIS INFORMATION MUST BE MARKED ON ALL FOUR SIDES OF THE CRATE IN 6-INCH CHARACTERS. A RETURN ADDRESS OR THE NAME OF THE TEAM MEMBER IS NOT ENOUGH INFORMATION FOR IDENTIFICATION.

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ALL MATERIALS SENT TO THE DRAYAGE COMPANY MUST BE IN A CRATE THAT DOES NOT EXCEED 400 POUNDS. THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE CRATE:

1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

1.7 SHIPPING - KSC

TEAMS COMPETING IN MULTIPLE COMPETITIONS

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (**CT OR CA**) AND THE **NATIONAL CHAMPIONSHIP (EPCOT, FL)**, YOU ARE REQUIRED TO SHIP YOUR CRATE ON **SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST.** **FIRST** WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE **NATIONAL CHAMPIONSHIP.** **ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.**

AS USUAL, **TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA.** **FIRST** WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** **FIRST** WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

GREAT LAKES REGIONAL **MARCH 9-11, 2000**

2.1 EVENT LOCATION:

EASTERN MICHIGAN UNIVERSITY
BOWEN ATHLETIC FACILITY
WEST CIRCLE DRIVE • YPSILANTI, MI 48197
(734) 487-1849

DIRECTIONS TO BOWEN ATHLETIC FACILITY **EASTERN MICHIGAN UNIVERSITY:**

FROM THE NORTH:

TAKE US-23 SOUTH TO THE WASHTENAW AVENUE EXIT (37-A). TAKE WASHTENAW AVENUE EAST TOWARDS YPSILANTI. AS YOU APPROACH EASTERN MICHIGAN UNIVERSITY, MAKE A LEFT TURN ONTO OAKWOOD STREET (APPROX. 7 STOPLIGHTS EAST OF US-23). PROCEED NORTH ON OAKWOOD STREET THROUGH 2 STOP SIGNS. TURN RIGHT IN THE ENTRANCE MARKED "PARKING STRUCTURE". THIS DRIVE WILL TAKE YOU TO THE BACK ENTRANCE OF BOWEN FIELD HOUSE.

FROM THE SOUTH:

TAKE US-23 NORTH TO THE WASHTENAW AVENUE EXIT (37-A). PROCEED AS LISTED ABOVE IN "FROM THE NORTH".

FROM THE WEST:

TAKE I-94 EAST TO THE YPSILANTI/HURON STREET EXIT (183). TAKE HURON STREET NORTH (TURN LEFT) TOWARDS YPSILANTI. AS YOU PASS OVER MICHIGAN AVENUE, YOU WILL WANT TO EASE INTO THE LEFT TURN LANE. TURN LEFT ONTO CROSS STREET. TAKE CROSS STREET WEST TO OAKWOOD STREET (APPROX. 5 STOPLIGHTS). TURN RIGHT ON OAKWOOD STREET. PROCEED NORTH ON OAKWOOD STREET THROUGH 2 STOP SIGNS. TURN RIGHT IN THE ENTRANCE MARKED "PARKING STRUCTURE". THIS DRIVE WILL TAKE YOU TO THE BACK ENTRANCE OF BOWEN FIELD HOUSE.

FROM THE EAST:

TAKE I-94 WEST TO THE YPSILANTI/HURON STREET EXIT (183). TAKE HURON STREET NORTH (TURN RIGHT) TOWARDS YPSILANTI. PROCEED AS LISTED IN "FROM THE WEST".

2.2 FIRST RECOMMENDED HOTELS/GREAT LAKES REGIONAL

ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:

LISTED BELOW ARE THE **FIRST-RECOMMENDED** HOTELS FOR YOUR REGIONAL COMPETITION. IF YOU WISH TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE HOTELS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT **"THE MEETING COMPANY"** TO RESERVE YOUR TEAM ROOMS. PLEASE **DO NOT** CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. **NOTE: ONLY** THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED FIRST TEAM IN EARLY NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST-RECOMMENDED** HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL **NOT** LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS. **SEE FIRST WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL HOTEL INFORMATION AND AIRLINE TRAVEL DISCOUNTS.**

DAYS INN

HOTEL LOCATION:

2380 CARPENTER ROAD • ANN ARBOR, MI 48103 • 4.7 MILES FROM COMPETITION SITE

ROOM RATE: • \$57/NIGHT S/D/T/Q • RATE IS SUBJECT TO 8% MI ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 8, 2000

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (734) 971-0700.

HOLIDAY INN

HOTEL LOCATION:

3600 PLYMOUTH ROAD • ANN ARBOR, MI 48103 • 6.9 MILES FROM COMPETITION SITE

ROOM RATE: • \$76/NIGHT S/D/T/Q • RATE IS SUBJECT TO 8% MI ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 1, 2000

SPECIAL: VOUCHERS FOR HOT BREAKFAST BUFFET AVAILABLE AT CHECK-IN FOR \$5.00PP

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (734) 769-9400.

MARRIOTT YPSILANTI

HOTEL LOCATION:

1275 HURON STREET • YPSILANTI, MI 48197 • 3.9 MILES FROM COMPETITION SITE

ROOM RATE: • \$99/NIGHT S/D/T/Q • RATE IS SUBJECT TO 8% MI ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 8, 2000

SPECIAL: VOUCHERS FOR HOT BREAKFAST ARE AVAILABLE FOR \$8.00PP INCLUSIVE OF TAX AND GRATUITY.

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (734) 487-2000.

SHERATON INN ANN ARBOR

HOTEL LOCATION:

3200 BOARDWALK • ANN ARBOR, MI 48108 • 6.2 MILES FROM COMPETITION SITE

ROOM RATE: • \$72/NIGHT S/D/T/Q • RATE IS SUBJECT TO 8% MI ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 1, 2000

SPECIAL: WALKING DISTANCE TO SHOPPING MALL AND MOVIE CINEMA.

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (734) 996-0600.

SEE **FIRST WEBSITE (www.usfirst.org)** FOR UP TO DATE REGIONAL HOTEL INFORMATION AND AIRLINE TICKET DISCOUNTS.

2.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

GREAT LAKES REGIONAL **FROM EASTERN MICHIGAN UNIVERSITY** **BOWEN ATHLETIC FACILITY** **WEST CIRCLE DRIVE • YPSILANTI, MI**

RADIOSHACK

PHONE: (734) 434-1998
ADDRESS: 2738 WASHTENAW AVENUE, YPSILANTI
DIRECTIONS: OAKWOOD TO WASHTENAW AVENUE WEST TO FOUNTAIN PLAZA
TURN RIGHT INTO FOUNTAIN PLAZA AND RADIOSHACK IS LOCATED
NEAR THE SECRETARY OF STATE'S OFFICE.
HOURS: MONDAY - SATURDAY, 10AM TO 8PM

HOME DEPOT

PHONE: (734) 975-1029
ADDRESS: 3300 CARPENTER ROAD, ANN ARBOR.
DIRECTIONS: OAKWOOD TO WASHTENAW AVENUE WEST TO CARPENTER ROAD.
CARPENTER ROAD SOUTH TO STORE. STORE WILL BE ON RIGHT PAST
KROEGER.
HOURS: MONDAY - FRIDAY, 6AM TO 10PM • SATURDAY, 8AM TO 6PM

CARTER LUMBER

PHONE: (734) 484-3923
ADDRESS: 2800 EAST MICHIGAN AVENUE, YPSILANTI
DIRECTIONS: OAKWOOD TO WASHTENAW AVENUE EAST TO HAMILTON SOUTH TO
MICHIGAN AVENUE EAST. TAKE MICHIGAN AVENUE TO STORE. STORE
WILL BE NEAR YPSI-ARBOR CARPET.
HOURS: MONDAY - FRIDAY, 7:30AM TO 6PM • SATURDAY, 9AM TO 3PM

BARNES ACE HARDWARE

PHONE: (734) 971-4555
ADDRESS: 3352 WASHTENAW AVENUE, ANN ARBOR
DIRECTIONS: OAKWOOD TO WASHTENAW AVENUE WEST TO STORE. STORE IS LOCATED
ON WASHTENAW BETWEEN US 23 AND HURON PARKWAY.
HOURS: MONDAY - SATURDAY, 8AM TO 8:30PM

CONGDON'S ACE HARDWARE

PHONE: (734) 482-2545
ADDRESS: 111 PEARL STREET, YPSILANTI
DIRECTIONS: OAKWOOD TO WASHTENAW AVENUE EAST TO HAMILTON SOUTH TO MICHIGAN
AVENUE EAST TO HURON NORTH TO PEARL STREET WEST. (PEARL STREET IS ONE-
WAY)
HOURS: MONDAY - FRIDAY, 8AM TO 5:30PM • SATURDAY, 8AM TO 5PM

2.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

NOTE: If you are using the identical logo that was printed in last year's program book, you DO NOT need to re-submit your logo. You **DO** need to email **Joe Hannaford** at **Hannaford Design** to let him know that you'll be using the same logo. If you are making **any** changes to your Team Logo, then you do need to submit a new logo. Team logos will only be accepted electronically (via email as an attachment to hannaforddesign@mediaone.net) or in disk format. Logos received in any other format cannot be published. Only files meeting the requirements listed below can be accepted for publication in the 2000 competition program book. Again, please **DO NOT** send your team logo to **FIRST**.

COLOR: Limited to **BLACK** ink only. Team logos using colored ink **cannot** be accepted.

TEAM LOGOS MUST BE SENT AS DIGITAL FILES VIA E-MAIL OR DISK

EMAIL YOUR TEAM LOGO DIRECTLY TO JOE HANNAFORD. His email address is: hannaforddesign@mediaone.net DEADLINE TO RECEIVE TEAM LOGOS IS Friday, JANUARY 14, 2000 by 9:00 AM. Please be sure to include a team contact name and day phone number in case Joe has questions regarding your team logo. Please also FAX a hardcopy of your emailed logo to Joe at Hannaford Design's fax # 603-472-2874. Be sure to list your team #, team contact name and day phone # in your email **and** on your faxed hardcopy (**please do NOT send your team logo to FIRST**). IF SENDING YOUR LOGO ON A DISK, **WRITE YOUR TEAM # ON THE DISK LABEL AND HARDCOPY**, and mail it directly to Hannaford Design.

ACCEPTABLE FORMATS FOR LOGOS:

MACINTOSH formatted disks PREFERRED, but PC disks will be conditionally accepted including 1.4 MB high density floppies; 100MB Iomega Zip Disks; or 44/88 MB SyQuest cartridges can be accepted. Compatible software applications are Quark Xpress 3.x-4.0; Adobe Pagemaker up to 6.5; Adobe Illustrator EPS up to v.8.0; Adobe Photoshop up to v.5.0. ALL SUPPORTING FILES such as scans, logos, graphics, and PostScript fonts (both printer and display) **MUST BE INCLUDED** on disk/email attachment. (Postscript Type 1 fonts are preferred and less problematic over TrueType.)

FILES SHOULD BE COMPRESSED WITH Stuffit, DiskDoubler, or ZipIt (PK Zip) in order to save disk space and/or allow faster/cleaner file transfers. Halftone (greyscale) scans should be @ 300 dpi resolution at 100% final size. Line art (bitmap) scans should be @ 900-1200 dpi at 100% final size. Scans should be saved in either a TIFF or EPS format.

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DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

2.5 DRAYAGE

GREAT LAKES REGIONAL
EASTERN MICHIGAN UNIVERSITY
BOWEN ATHLETIC CENTER
YPSILANTI, MICHIGAN
MARCH 9-11, 2000

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 SHOW SITE DOCKS AND DROPPING EQUIPMENT IN SPECIFIC TEAM AREA.
- D. STORAGE OF EMPTY BOXES, CRATES OR CASES ONCE TEAM HAS SET-UP EQUIPMENT.
- E. RETURN EMPTIES ONCE **FIRST** HAS AUTHORIZED MIDWEST CONFERENCE TO DO SO.
- F. ASSIST TEAMS TO RELOAD MATERIAL ONTO DESIGNATED FREIGHT CARRIER.
- G. MIDWEST CONFERENCE **SHALL NOT BE RESPONSIBLE FOR:** DAMAGE TO UNCRATED MATERIALS: MATERIALS IMPROPERLY PACKED, ANY CONCEALED DAMAGES, LOSS OR THEFT OF MATERIALS AFTER BEING PICKED-UP FOR LOADING AWAY FROM COMPETITION SITE.
- H. FREIGHT SHIPMENTS MUST BE MADE ON STRAIGHT BILL OF LADINGS 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.. MIDWEST CONFERENCE WILL WEIGH EXHIBIT 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.**
- I. FOR ARRANGING OUTBOUND FREIGHT - THERE WILL BE A HANDLING CHARGE OF \$10.00 PER BOX FOR UPS, FEDEX OR OTHER, REGARDLESS OF SIZE, IF GOING OUT ON OTHER THAN SPECIFIED CARRIER.

• ALL SHIPMENTS MUST BE ADDRESSED AS FOLLOWS:

TEAM NAME _____ TEAM # _____
C/O MIDWEST CONFERENCE SERVICE COMPANY
5150 CARPENTER ROAD • YPSILANTI, MI 48198
FOR: EASTERN MICHIGAN UNIVERSITY, DETROIT, MI
EVENT SITE: EMU - BOWEN ATHLETIC CENTER
200 BOWEN FIELD HOUSE, YPSILANTI, MI

- FOR OUTBOUND MOVEMENTS, PLEASE MAKE ARRANGEMENTS BY FILLING OUT BILLS OF LADING, ROUTING, ETC. AT MIDWEST'S FREIGHT DESK ANYTIME BEFORE DEPARTING.
- J. ALL SHIPMENTS MUST BE PREPAID.**

2.6 CRATING - GREAT LAKES

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A **FOOTPRINT OF 4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF ONE CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4' X 4' X 6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THAT EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSSES CLEAR AND TRAFFIC TO A MINIMUM, **FIRST** RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THOSE ADDITIONAL CRATE(S). ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

IDENTIFICATION

ALL CRATES MUST BE CLEARLY MARKED WITH THE TEAM NAME, NUMBER, SITE LOCATION, AND INCLUDE ANY OTHER INFORMATION REQUESTED BY THE DRAYAGE COMPANY FOR THAT SITE. THIS INFORMATION MUST BE MARKED ON ALL FOUR SIDES OF THE CRATE IN 6-INCH CHARACTERS. A RETURN ADDRESS OR THE NAME OF THE TEAM MEMBER IS NOT ENOUGH INFORMATION FOR IDENTIFICATION.

CONTENTS

ALL MATERIALS SENT TO THE DRAYAGE COMPANY MUST BE IN A CRATE THAT DOES NOT EXCEED 400 POUNDS. THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE CRATE:

1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

2.7 SHIPPING - GREAT LAKES

TEAMS COMPETING IN MULTIPLE COMPETITIONS

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (**CT OR CA**) AND THE **NATIONAL CHAMPIONSHIP (EPCOT, FL)**, YOU ARE REQUIRED TO SHIP YOUR CRATE ON **SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST.** **FIRST** WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE **NATIONAL CHAMPIONSHIP.** **ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.**

AS USUAL, **TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA.** **FIRST** WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** **FIRST** WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

JOHNSON & JOHNSON
MID-ATLANTIC REGIONAL
MARCH 16-18, 2000

3.1 EVENT LOCATION:

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
COLLEGE AVENUE GYMNASIUM
NEW BRUNSWICK, NJ 08903
(732) 445-2766

DIRECTIONS TO RUTGERS UNIVERSITY, COLLEGE AVENUE GYMNASIUM:

FROM NJ TURNPIKE:

TAKE EXIT 9 AND STAY RIGHT AFTER THE TOLL BOOTHS; FOLLOW SIGNS FOR "ROUTE 18 NORTH-NEW BRUNSWICK." PROCEED ALONG ROUTE 18 NORTH PAST THE EXITS FOR ROUTE 27. GET OFF AT GEORGE STREET AND BEAR RIGHT AT THE END OF THE EXIT RAMP. FOLLOW GEORGE STREET TO ITS CONCLUSION AND ENTER THE JUG-HANDLE FOR ROUTE 18 NORTH, THEN BEAR LEFT INSTEAD OF ACTUALLY GOING ONTO THE HIGHWAY. YOU WILL NOW BE AT A TRAFFIC LIGHT ON HUNTINGTON STREET. TAKE HUNTINGTON STREET ONE BLOCK TO COLLEGE AVE. AND MAKE A LEFT TURN AT THE TRAFFIC LIGHT. THE COLLEGE AVE. GYMNASIUM IS ON YOUR RIGHT AFTER THE FIRST BLOCK.

FROM ROUTE 287:

TURN OFF AT "**BOUND BROOK/HIGHLAND PARK**" EXIT. STAY TO THE RIGHT. GO EAST ON RIVER RD. (TOWARD HIGHLAND PARK) TO THE FIFTH TRAFFIC LIGHT (APPROXIMATELY 3.4 MILES FROM 287). TURN RIGHT AT THIS LIGHT AND GO OVER THE BRIDGE CROSSING THE RARITAN RIVER. STAY IN THE RIGHT LANE AND TAKE THE EXIT FOR "GEORGE STREET/RUTGERS U., NEW BRUNSWICK." GO RIGHT AT THE LIGHT ONTO HUNTINGTON STREET AND THEN GO LEFT AT THE NEXT LIGHT ONTO COLLEGE AVE. THE COLLEGE AVE. GYMNASIUM IS ON YOUR RIGHT AFTER THE FIRST BLOCK.

FROM ROUTE 1:

TURN OFF AT ROUTE 18 NORTH/ NEW BRUNSWICK AND PROCEED TO THE GYMNASIUM AS YOU WOULD FROM THE NEW JERSEY TURNPIKE.

FROM THE GARDEN STATE PARKWAY NORTH:

TAKE THE PARKWAY SOUTH TO THE NEW JERSEY TURNPIKE SOUTH (EXIT 129). PROCEED TO THE CAMPUS AS YOU WOULD FROM THE NEW JERSEY TURNPIKE.

FROM THE GARDEN STATE PARKWAY SOUTH:

TAKE THE PARKWAY NORTH TO EXIT 105. FOLLOW SIGNS TO NEW JERSEY ROUTE 18 NORTH. PROCEED TO THE CAMPUS AS YOU WOULD FROM THE NEW JERSEY TURNPIKE.

3.2 FIRST RECOMMENDED HOTELS **J&J MID-ATLANTIC REGIONAL**

***ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:**

LISTED BELOW ARE THE **FIRST-RECOMMENDED** HOTELS FOR YOUR REGIONAL COMPETITION. IF YOU WISH TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE HOTELS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE DO NOT CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. (NOTE: **ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR** FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED **FIRST** TEAM IN EARLY NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST-RECOMMENDED** HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL **NOT** LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

WYNDHAM GARDEN HOTEL

HOTEL LOCATION:

21 KINGSBRIDGE ROAD • PISCATAWAY, NJ 08854
4.8 MILES FROM COMPETITION SITE

ROOM RATE: • \$89/NIGHT S/D/T/Q • RATE IS SUBJECT TO 6% NJ ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 15, 2000

SPECIAL: VOUCHERS FOR HOT BREAKFAST BUFFET AVAILABLE AT CHECK-IN FOR \$6.95PP

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY OTHER REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (732) 980-0400

MARRIOTT SOMERSET HOTEL

HOTEL LOCATION:

110 DAVIDSON AVENUE • SOMERSET, NJ 08873
5.9 MILES FROM COMPETITION SITE

ROOM RATE: • \$89/NIGHT S/D/T/Q • RATE IS SUBJECT TO 6% NJ ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 16, 2000

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SEE **FIRST** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL HOTEL INFORMATION AND AIRLINE TICKET DISCOUNTS.

3.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

JOHNSON & JOHNSON MID-ATLANTIC REGIONAL **FROM RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY** **COLLEGE AVENUE GYMNASIUM** **NEW BRUNSWICK, NJ**

HOME DEPOT

PHONE: (732) 432-0500

ADDRESS: 401 SOUTH MAIN STREET, MILLTOWN

DIRECTIONS: FROM THE FRONT OF COLLEGE AVENUE GYM, DRIVE SOUTH TO THE BLINKING YELLOW LIGHT AND MAKE A LEFT ONTO BISHOP PLACE. GO ONE BLOCK TO NEXT LIGHT (CORNER OF GEORGE STREET). GO STRAIGHT TO THE ON RAMP FOR ROUTE 18 SOUTH. GO APPROXIMATELY ONE MILE ON ROUTE 18 (TWO TRAFFIC LIGHTS). STAY IN RIGHT HAND LANE. GO RIGHT ONTO ROUTE 18 SOUTH. DRIVE SOUTH PAST SEARS DEPT. STORE. AT THE NEXT EXIT FOLLOW SIGNS FOR RYDERS LANE (MILLTOWN/EAST BRUNSWICK). YOU ARE NOW ON RYDERS LANE. DRIVE SOUTH APPROXIMATELY TWO MILES TO THIRD TRAFFIC LIGHT (EAST MILL DRIVE). YOU WILL CROSS OVER THE NJ TURNPIKE AND A RAILROAD CROSSING JUST PRIOR TO REACHING THE EAST MILL DRIVE LIGHT. GO RIGHT ONTO EAST MILL DRIVE. (THIS IS THE ENTRY TO THE PARKING LOT). THE HOME DEPOT IS ON THE RIGHT.

HOURS: MONDAY - SATURDAY, 6AM TO 10PM

BERMAN'S HARDWARE

PHONE: (732) 545-4213

ADDRESS: 55 RARITAN AVENUE, HIGHLAND PARK

DIRECTIONS: FACING FRONT OF THE COLLEGE AVENUE GYM, GO LEFT ON COLLEGE AVENUE TO "T" AT SOMERSET STREET. AT SOMERSET STREET, MAKE LEFT AND GO TO "T" AT GEORGE STREET. MAKE RIGHT ONTO GEORGE STREET AND GO TO THE FIRST LIGHT AT ALBANY STREET. MAKE LEFT ONTO ALBANY STREET (ROUTE 27) AND HEAD OUT OF TOWN, ACROSS BRIDGE OVER RARITAN RIVER, INTO HIGHLAND PARK. ONCE ACROSS BRIDGE, ALBANY STREET BECOMES RARITAN AVENUE. BERMAN'S IS AT 55 RARITAN AVENUE, ON THE LEFT. (A FEW HUNDRED FEET PAST THE SECOND LIGHT ON RARITAN AVENUE AFTER CROSSING THE BRIDGE.)

HOURS: MONDAY - SATURDAY, 8:30AM TO 6:00PM

LIVINGSTON HARDWARE

PHONE: (732) 247-1492

ADDRESS: 800 LIVINGSTON AVENUE, NEW BRUNSWICK

DIRECTIONS: FACING FRONT OF THE COLLEGE AVENUE GYM, TAKE A LEFT ON COLLEGE AVENUE TO "T" AT SOMERSET STREET. AT SOMERSET STREET, TAKE A LEFT AND GO TO "T" AT GEORGE STREET. TAKE A RIGHT ONTO GEORGE STREET AND GO THROUGH THE CENTER OF TOWN TO LIVINGSTON AVENUE (APPROXIMATELY 3/10 OF A MILE). AT LIVINGSTON AVENUE, GO A RIGHT (LIVINGSTON MEETS GEORGE STREET ON A DIAGONAL FROM THE RIGHT. THERE IS A SMALL PARK IN THE MIDDLE OF THE INTERSECTION). GO APPROXIMATELY 1.8 MILES ON LIVINGSTON TO LIVINGSTON HARDWARE (THE STORE IS ON THE LEFT, ACROSS THE STREET FROM NEW BRUNSWICK HIGH SCHOOL).

HOURS: MONDAY - FRIDAY, 7:30AM TO 5PM • SATURDAY, 8AM TO 1PM

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Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

3.5 DRAYAGE

JOHNSON & JOHNSON
MID-ATLANTIC REGIONAL
RUTGERS UNIVERSITY - NEW BRUNSWICK, NJ
MARCH 16-18, 2000

DRAYAGE COMPANY:

SPECIALTY DECORATING & DESIGN
720 MONROE STREET
HOBOKEN, NJ 07030
(P) 201-653-1258 • (F) (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 NUMBER:** _____

HOLD FOR:

FIRST AT RUTGERS UNIVERSITY, NJ
C/O SPECIALTY DECORATING
720 MONROE STREET • HOBOKEN, NJ 07030

SHIPMENTS MUST BE PREPAID. COLLECT (COD) 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 CONTENT 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 BILLS 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. **ALL OUTBOUND SHIPPING CHARGES MUST BE PREPAID WITH CASH, CHECK, OR CREDIT CARD.** 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 UP YOUR FREIGHT. 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, **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.

1. WE ARE NOT RESPONSIBLE FOR DAMAGES TO UNCRATED MATERIALS, MATERIALS IMPROPERLY PACKED OR CONCEALED DAMAGES.
2. WE ARE NOT RESPONSIBLE FOR LOSS, THEFT OR DISAPPEARANCE OF ANY MATERIALS IMPROPERLY PACKED OR CONCEALED DAMAGES.
3. 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.
4. 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.
5. 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 CENTS 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 FILLED BY THE TEAM BEFORE THE CLOSE OF THE EVENT.
6. 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.
7. 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.
8. **PLEASE PROCURE YOUR OWN INSURANCE FOR THIS EVENT. CHECK WITH YOUR INSURANCE BROKER FOR THE TRADE SHOW DISPLAY COVERAGE.**

3.6 CRATING - NEW JERSEY

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A **FOOTPRINT OF 4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF **ONE** CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4' X 4' X 6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THAT EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSSES CLEAR AND TRAFFIC TO A MINIMUM, **FIRST** RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THOSE ADDITIONAL CRATE(S). ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

IDENTIFICATION

ALL CRATES MUST BE CLEARLY MARKED WITH THE TEAM NAME, NUMBER, SITE LOCATION, AND INCLUDE ANY OTHER INFORMATION REQUESTED BY THE DRAYAGE COMPANY FOR THAT SITE. THIS INFORMATION MUST BE MARKED ON ALL FOUR SIDES OF THE CRATE IN 6-INCH CHARACTERS. A RETURN ADDRESS OR THE NAME OF THE TEAM MEMBER IS NOT ENOUGH INFORMATION FOR IDENTIFICATION.

CONTENTS

ALL MATERIALS SENT TO THE DRAYAGE COMPANY MUST BE IN A CRATE THAT DOES NOT EXCEED 400 POUNDS. THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE CRATE:

1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

3.7 SHIPPING - NEW JERSEY

TEAMS COMPETING IN MULTIPLE COMPETITIONS

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (CT OR CA) AND THE NATIONAL CHAMPIONSHIP (EPCOT, FL), YOU ARE REQUIRED TO SHIP YOUR CRATE ON SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST. FIRST WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE NATIONAL CHAMPIONSHIP. **ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.**

AS USUAL, TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA. FIRST WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** FIRST WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

NASA LANGLEY/VCU REGIONAL
MARCH 16 - 18, 2000

4.1 EVENT LOCATION:

VIRGINIA COMMONWEALTH UNIVERSITY
STUART C. SIEGEL CENTER
1200 WEST BROAD STREET • RICHMOND, VA

DIRECTIONS TO THE SIEGEL CENTER AT VIRGINIA COMMONWEALTH UNIVERSITY:

FROM THE EAST:

INTERSTATE 64 WEST TO EXIT # 190 (FIFTH ST./DOWNTOWN/COLISEUM). TURN RIGHT AT THE 8TH TRAFFIC LIGHT ONTO MAIN STREET. FOLLOW MAIN STREET FOR 11 BLOCKS TO BELVIDERE STREET - TURN RIGHT ONTO BELVIDERE. GO THREE BLOCKS AND TURN LEFT ONTO BROAD STREET DRIVE THREE BLOCKS AND TURN LEFT ONTO SHAFER STREET. THE ENTRANCE TO THE VCU WEST BROAD STREET PARKING DECK/WELCOME CENTER IS ON THE RIGHT. THE SIEGEL CENTER IS LOCATED AT 1200 WEST BROAD STREET.

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 AVENUE. FOLLOW MONUMENT AVENUE EAST; IT WILL CHANGE TO FRANKLIN STREET. FOLLOW FRANKLIN STREET TO HARRISON STREET - TURN LEFT ONTO HARRISON. DRIVE 1 ½ BLOCKS ON HARRISON - THE ENTRANCE TO THE VCU WEST BROAD STREET PARKING DECK/WELCOME CENTER IS ON THE RIGHT. THE SIEGEL CENTER IS LOCATED AT 1200 WEST BROAD STREET.

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 STREET (US#1 & #301). DRIVE TWO BLOCKS ALONG CANAL STREET TO BELVIDERE STREET. GO THREE BLOCKS AND TURN LEFT ONTO BROAD STREET DRIVE THREE BLOCKS AND TURN LEFT ONTO SHAFER STREET - THE ENTRANCE TO THE VCU WEST BROAD STREET PARKING DECK/WELCOME CENTER IS ON THE RIGHT. THE SIEGEL CENTER IS LOCATED AT 1200 WEST BROAD STREET.

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 ONTO MONUMENT AVENUE. FOLLOW MONUMENT AVENUE EAST; IT WILL CHANGE TO FRANKLIN STREET. FOLLOW FRANKLIN STREET TO HARRISON STREET. TURN LEFT ONTO HARRISON. DRIVE 1 ½ BLOCKS ON HARRISON, THE ENTRANCE TO THE VCU WEST BROAD STREET PARKING DECK/WELCOME CENTER IS ON THE RIGHT. THE SIEGEL CENTER IS LOCATED AT 1200 WEST BROAD STREET.

4.2 FIRST RECOMMENDED HOTELS FOR NASA LANGLEY/VCU REGIONAL

***ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:**

LISTED BELOW ARE THE **FIRST**-RECOMMENDED HOTELS FOR YOUR REGIONAL COMPETITION. TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE HOTELS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE DO NOT CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. (NOTE: **ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR** FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR MAY CONTACT **THE MEETING COMPANY** ON BEHALF OF YOUR **FIRST** TEAM. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED **FIRST** TEAM IN MID-NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST**-RECOMMENDED HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL **NOT** LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

HOLIDAY INN CENTRAL

HOTEL LOCATION:

3207 NORTH BOULEVARD • RICHMOND, VA 23230
1.5 MILES TO COMPETITION SITE

ROOM RATE: • \$65/NIGHT S/D/T/Q • RATE IS SUBJECT TO 12.5 % VA ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 7, 2000

SPECIAL: VOUCHERS FOR HOT BREAKFAST BUFFET AVAILABLE FOR \$8.00PP INCLUSIVE.

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING **(804) 359-9441**

SEE **FIRST** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL HOTEL INFORMATION AND AIR TRAVEL DISCOUNTS.

4.3 DIRECTIONS TO HARDWARE/ELECTRONICS STORES

NASA LANGLEY/VCU REGIONAL **VIRGINIA COMMONWEALTH UNIVERSITY** **STUART C. SIEGEL CENTER** **1200 WEST BROAD STREET • RICHMOND, VA**

PLEASANTS HARDWARE

PHONE: (804) 359-9381
ADDRESS: 2024 WEST BROAD, RICHMOND
DIRECTIONS: HEAD WEST ON BROAD. STORE IS ON RIGHT. 8 BLOCKS FROM CENTER ON BROAD STREET (LESS THAN 5 MINUTES).
HOURS: MONDAY - SATURDAY, 7:30 AM to 5:30 PM

LOWES

PHONE: (804) 353-7801
ADDRESS: 4502 WEST BROAD, RICHMOND
DIRECTIONS: HEAD WEST ON BROAD FOR APPROXIMATELY 2 MILES (LESS THAN 10 MINUTES).
HOURS: THURS., 6:00 AM-9:00 PM • FRI., 6:00 AM-10:00 PM • SAT., 6:00 AM-9:00 PM

HOME DEPOT

PHONE: (804) 364-0782
ADDRESS: 11260 WEST BROAD, GLEN ALLEN
DIRECTIONS: FROM BELVEDERE: BELVEDERE TO I-95N. I-95N TO I-64W (CHARLOTTESVILLE). TAKE SHORT PUMP EXIT (WEST). HOME DEPOT IS ON RIGHT (20 +/- MINUTES).
HOURS: THURS., 6:00 AM-9:00 PM • FRI., 6:00 AM-10:00 PM • SAT., 7:00 AM-9:00 PM

RADIOSHACK

PHONE: (804) 288-4425
ADDRESS: 1617 WILLOW DRIVE, RICHMOND
DIRECTIONS: HEAD WEST ON BROAD TO WILLOW LAWN SHOPPING CENTER. RADIOSHACK IS NEXT DOOR TO HANNAFORD'S GROCERY STORE.
HOURS: MONDAY - SATURDAY, 10:00 AM TO 9:00 PM

4.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

NOTE: If you are using the identical logo that was printed in last year's program book, you DO NOT need to re-submit your logo. You **DO** need to email **Joe Hannaford** at **Hannaford Design** to let him know that you'll be using the same logo. If you are making **any** changes to your Team Logo, then you do need to submit a new logo. Team logos will only be accepted electronically (via email as an attachment to hannaforddesign@mediaone.net) or in disk format. Logos received in any other format cannot be published. Only files meeting the requirements listed below can be accepted for publication in the 2000 competition program book. Again, please **DO NOT** send your team logo to **FIRST**.

COLOR: Limited to **BLACK** ink only. Team logos using colored ink **cannot** be accepted.

TEAM LOGOS MUST BE SENT AS DIGITAL FILES VIA E-MAIL OR DISK

EMAIL YOUR TEAM LOGO DIRECTLY TO JOE HANNAFORD. His email address is: hannaforddesign@mediaone.net DEADLINE TO RECEIVE TEAM LOGOS IS Friday, JANUARY 14, 2000 by 9:00 AM. Please be sure to include a team contact name and day phone number in case Joe has questions regarding your team logo. Please also FAX a hardcopy of your emailed logo to Joe at Hannaford Design's fax # 603-472-2874. Be sure to list your team #, team contact name and day phone # in your email **and** on your faxed hardcopy (**please do NOT send your team logo to FIRST**). IF SENDING YOUR LOGO ON A DISK, **WRITE YOUR TEAM # ON THE DISK LABEL AND HARDCOPY**, and mail it directly to Hannaford Design.

ACCEPTABLE FORMATS FOR LOGOS:

MACINTOSH formatted disks PREFERRED, but PC disks will be conditionally accepted including 1.4 MB high density floppies; 100MB Iomega Zip Disks; or 44/88 MB SyQuest cartridges can be accepted. Compatible software applications are Quark Xpress 3.x-4.0; Adobe Pagemaker up to 6.5; Adobe Illustrator EPS up to v.8.0; Adobe Photoshop up to v.5.0. ALL SUPPORTING FILES such as scans, logos, graphics, and PostScript fonts (both printer and display) **MUST BE INCLUDED** on disk/email attachment. (Postscript Type 1 fonts are preferred and less problematic over TrueType.)

FILES SHOULD BE COMPRESSED WITH Stuffit, DiskDoublor, or ZipIt (PK Zip) in order to save disk space and/or allow faster/cleaner file transfers. Halftone (greyscale) scans should be @ 300 dpi resolution at 100% final size. Line art (bitmap) scans should be @ 900-1200 dpi at 100% final size. Scans should be saved in either a TIFF or EPS format.

NOTE: Artwork or scans used for Web graphics are usually @ 72 dpi and **ARE NOT** of a high enough resolution for high-end book printing. If this is the only available resolution, then the image should be AT LEAST 400% larger than final size to minimize the pixelated "stairstep" affect. Whenever possible, try to work as close to the final printed size (generally team logos are shown no larger than 1 inch x 1 inch).

DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

4.5 DRAYAGE:

NASA LANGLEY/VIRGINIA
COMMONWEALTH UNIVERSITY
SEIGEL CENTER • RICHMOND, VA
MARCH 16-18, 2000

PLEASE SHIP ALL CRATES TO THE FOLLOWING ADDRESS:

EXHIBITS, INC.

2505 GLEN CENTER STREET
RICHMOND, VIRGINIA 23223
PHONE: (804) 788-4000 • FAX: (804) 788-0186

ALL CRATES MUST BE CLEARLY MARKED IN 6" LETTERS ON ALL SIDES OF THE CRATE WITH THE FOLLOWING INFORMATION:

"FIRST"

TEAM NAME: _____

TEAM NUMBER: _____

SITE LOCATION: _____

MATERIAL HANDLING INFORMATION:

ALL SHIPMENTS MADE BY LOCAL TEAMS AND/OR OUT OF STATE TEAMS MUST BE DELIVERED TO **EXHIBITS, INC.** WAREHOUSE. NO C.O.D. CHARGES WILL BE ACCEPTED. WE WILL PROVIDE THE FOLLOWING SERVICES SHOWN BELOW.

- A. COMPLETE HANDLING AT **EXHIBITS, INC.** WAREHOUSE FOR UNLOADING YOUR SHIPMENTS AND HAULING TO THE COMPETITION SITE.
- B. **EXHIBITS, INC.** 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 CRATES OR CASES ONCE TEAM HAS EMPTIED CRATES.
- E. RETURN EMPTIES ONCE **FIRST** HAS AUTHORIZED **EXHIBITS, INC.** TO DO SO.
- F. ASSIST TEAM TO RELOAD MATERIAL ONTO VEHICLE.
- G. **EXHIBITS, INC.** 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 BILLS OF LADING SHOULD BE ACCOMPANIED BY A DELIVERY TICKET SHOWING NUMBER OF PIECES, WEIGHT, CLASSIFICATION, ETC. **EXHIBITS, INC.** WILL WEIGH TEAM'S MATERIAL AND CHARGE ACCORDINGLY IF ACCURATE WEIGHT IS NOT PROVIDED.
- I. FOR ARRANGING OUTBOUND FREIGHT: THERE WILL BE A HANDLING CHARGE OF \$10.00 PER BOX FOR UPS, FEDEX OR OTHER, REGARDLESS OF SIZE, IF GOING OUT OTHER THAN OUR SPECIFIED CARRIER.
- J. FOR OUTBOUND MOVEMENTS, PLEASE MAKE ARRANGEMENTS BY FILLING OUT BILLS OF LADING, ROUTING, ETC. AT **EXHIBITS, INC.** FREIGHT DESK ANY TIME BEFORE DEPARTING THE COMPETITION. **EXHIBITS, INC.** WILL PROVIDE A SHIPPER AT THE SITE ON THE FINAL DAY OF THE EVENT. ALL SHIPPING CHARGES MUST BE PRE-PAID BY THE TEAM AT THE TIME OF SHIPPING.

4.6 CRATING - VIRGINIA

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A FOOTPRINT **OF 4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF **ONE** CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4'X4'X6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THE EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSES CLEAR AND TRAFFIC TO A MINIMUM, FIRST RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THE ADDITIONAL CRATE(S). AS WELL, ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

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1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

4.7 SHIPPING - VIRGINIA

TEAMS COMPETING IN MULTIPLE COMPETITIONS

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (**CT OR CA**) AND THE **NATIONAL CHAMPIONSHIP (EPCOT, FL)**, YOU ARE REQUIRED TO SHIP YOUR CRATE ON **SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST.** **FIRST** WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE **NATIONAL CHAMPIONSHIP.** **ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.**

AS USUAL, **TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA.** **FIRST** WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** **FIRST** WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

LONE STAR REGIONAL
MARCH 16-18, 2000

5.1 EVENT LOCATION:

ASTRO ARENA COMPLEX
HOUSTON ASTRODOME
8400 KIRBY DRIVE • HOUSTON, TX 77054

DIRECTIONS TO ASTRO ARENA COMPLEX, HOUSTON ASTRODOME

FROM AUSTIN:
290 EAST TO 610 SOUTH TO 610 TO FANNIN STREET **OR** 71 SOUTH TO I-10 EAST TO 610 SOUTH TO 610 EAST-EXIT FANNIN STREET

FROM BEAUMONT:
I-10 WEST TO 610 SOUTH TO 610 TO FANNIN STREET

FROM CORPUS CHRISTI:
77 NORTH TO 50 NORTH TO 610 SOUTH TO 610-EAST FANNIN STREET

FROM DALLAS:
I-45 SOUTH TO 288 SOUTH (VIA 59 SOUTH) TO 610-EXIT FANNIN STREET

FROM HOBBY AIRPORT:
BROADWAY STREET TO 45 NORTH TO 610 EXIT FANNIN STREET

FROM INTERCONTINENTAL AIRPORT:
WILL CLAYTON PARKWAY TO 59 SOUTH TO 288 SOUTH TO 610 SOUTH TO 610-EXIT FANNIN STREET

FROM LAKE JACKSON:
288 NORTH TO 610 WEST-EXIT FANNIN STREET

FROM NEW ORLEANS/LAKE CHARLES:
I-10 WEST TO 610 SOUTH TO 610-WEST EXIT FANNIN STREET

FROM SAN ANTONIO:
I-10 EAST TO 610 SOUTH TO 610 EAST-EXIT FANNIN STREET

FROM SHREVEPORT, LA:
I-20 WEST TO 59 SOUTH TO 288 SOUTH TO 610 WEST-EXIT FANNIN STREET

FROM VICTORIA:
59 NORTH TO 610 SOUTH TO 610 EAST-EXIT FANNIN STREET

*** THE MAIN ENTRANCE FOR THE ASTRODOME IS ACCESSIBLE FROM KIRBY DRIVE. THE DIRECT ENTRANCE TO THE ASTRO ARENA COMPLEX AND THE FIRST EVENT ON FANNIN STREET ARE BOTH ACCESSIBLE FROM THE 610 LOOP.**

5.2 FIRST RECOMMENDED HOTELS **LONE STAR REGIONAL**

***ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:**

LISTED BELOW ARE THE **FIRST-RECOMMENDED** HOTELS FOR YOUR REGIONAL COMPETITION. IF YOU WISH TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE HOTELS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE **DO NOT** CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. (NOTE: **ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR** FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED FIRST TEAM IN EARLY NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST-RECOMMENDED** HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL **NOT** LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

HOLIDAY INN

HOTEL LOCATION:

8111 KIRBY DRIVE • HOUSTON, TX 77001
.5 MILES TO COMPETITION SITE

ROOM RATE: • \$65 / NIGHT S/D/T/Q • RATE IS SUBJECT TO 17% TX ROOMS OCCUPANCY TAX
RESERVATION CUT-OFF DATE: FEBRUARY 21, 2000

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (713) 797-1110.

HOLIDAY INN HOTEL & SUITES

HOTEL LOCATION:

6800 MAIN STREET • HOUSTON, TX 77001
1.6 MILES TO COMPETITION SITE

ROOM RATE: • \$65 / NIGHT S/D/T/Q • RATE IS SUBJECT TO 17% TX ROOMS OCCUPANCY TAX
RESERVATION CUT-OFF DATE: FEBRUARY 16, 2000
SPECIAL: VOUCHERS FOR HOT BREAKFAST BUFFET AVAILABLE IN ADVANCE FOR \$8.00PP

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (713) 528-7744

SEE **FIRST** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL HOTEL INFORMATION AND AIR TRAVEL DISCOUNTS.

5.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

LONE STAR REGIONAL **FROM ASTRO ARENA COMPLEX** **HOUSTON ASTRODOME** **8400 KIRBY DRIVE, HOUSTON**

HOME DEPOT

PHONE:

(713) 662-3950

ADDRESS:

5445 WEST LOOP , SOUTH HOUSTON

DIRECTIONS:

TAKE FANNIN. MAKE A RIGHT. GET ONTO THE 610 WEST LOOP FREEWAY. TAKE 610 WEST TO FOURNACE PLACE EXIT. EXIT AT FOURNACE ONTO THE FEEDER ROAD. HOME DEPOT IS ON THE RIGHT OFF THE FEEDER ROAD.

HOURS:

OPEN 24 HOURS - 7 DAYS A WEEK

RADIOSHACK

PHONE:

(713) 665-7491

ADDRESS:

2240 WEST HOLCOMBE, HOUSTON

DIRECTIONS:

TAKE FANNIN STREET FROM THE ASTRO ARENA. GO LEFT ON FANNIN FOR APPROXIMATELY 1.5 MILES. HOLCOMBE INTERSECTS FANNIN. MAKE A LEFT ON HOLCOMBE. RADIOSHACK IS ON THE RIGHT IN A STRIP SHOPPING CENTER.

HOURS:

MONDAY - FRIDAY, 9:00AM - 7:00PM • SATURDAY, 9:00AM - 6:00PM

5.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

NOTE: If you are using the identical logo that was printed in last year's program book, you DO NOT need to re-submit your logo. You **DO** need to email **Joe Hannaford** at **Hannaford Design** to let him know that you'll be using the same logo. If you are making **any** changes to your Team Logo, then you do need to submit a new logo. Team logos will only be accepted electronically (via email as an attachment to hannaforddesign@mediaone.net) or in disk format. Logos received in any other format cannot be published. Only files meeting the requirements listed below can be accepted for publication in the 2000 competition program book. Again, please **DO NOT** send your team logo to **FIRST**.

COLOR: Limited to **BLACK** ink only. Team logos using colored ink **cannot** be accepted.

TEAM LOGOS MUST BE SENT AS DIGITAL FILES VIA E-MAIL OR DISK

EMAIL YOUR TEAM LOGO DIRECTLY TO JOE HANNAFORD. His email address is: hannaforddesign@mediaone.net DEADLINE TO RECEIVE TEAM LOGOS IS Friday, JANUARY 14, 2000 by 9:00 AM. Please be sure to include a team contact name and day phone number in case Joe has questions regarding your team logo. Please also FAX a hardcopy of your emailed logo to Joe at Hannaford Design's fax # 603-472-2874. Be sure to list your team #, team contact name and day phone # in your email **and** on your faxed hardcopy (**please do NOT send your team logo to FIRST**). IF SENDING YOUR LOGO ON A DISK, **WRITE YOUR TEAM # ON THE DISK LABEL AND HARDCOPY**, and mail it directly to Hannaford Design.

ACCEPTABLE FORMATS FOR LOGOS:

MACINTOSH formatted disks PREFERRED, but PC disks will be conditionally accepted including 1.4 MB high density floppies; 100MB Iomega Zip Disks; or 44/88 MB SyQuest cartridges can be accepted. Compatible software applications are Quark Xpress 3.x-4.0; Adobe Pagemaker up to 6.5; Adobe Illustrator EPS up to v.8.0; Adobe Photoshop up to v.5.0. ALL SUPPORTING FILES such as scans, logos, graphics, and PostScript fonts (both printer and display) **MUST BE INCLUDED** on disk/email attachment. (Postscript Type 1 fonts are preferred and less problematic over TrueType.)

FILES SHOULD BE COMPRESSED WITH Stuffit, DiskDoublor, or ZipIt (PK Zip) in order to save disk space and/or allow faster/cleaner file transfers. Halftone (greyscale) scans should be @ 300 dpi resolution at 100% final size. Line art (bitmap) scans should be @ 900-1200 dpi at 100% final size. Scans should be saved in either a TIFF or EPS format.

NOTE: Artwork or scans used for Web graphics are usually @ 72 dpi and **ARE NOT** of a high enough resolution for high-end book printing. If this is the only available resolution, then the image should be AT LEAST 400% larger than final size to minimize the pixelated "stairstep" affect. Whenever possible, try to work as close to the final printed size (generally team logos are shown no larger than 1 inch x 1 inch).

DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

LONE STAR REGIONAL
ASTRO ARENA COMPLEX
HOUSTON ASTRODOME
MARCH 16-18, 2000

5.5 DRAYAGE & SHIPPING INSTRUCTIONS:

SULLIVAN TRANSFER COMPANY (A FREEMAN DECORATING COMPANY), AS THE EXCLUSIVE DRAYAGE CONTRACTOR, WILL RECEIVE CRATED MATERIALS AT THEIR WAREHOUSE. SHIPMENTS MUST BE SENT WITH FREIGHT CHARGES **PREPAID**. **COLLECT SHIPMENTS CANNOT BE ACCEPTED**. TO CHECK ON THE ARRIVAL OF WAREHOUSE FREIGHT, PLEASE CALL (713) 699-1200.

ALL FREIGHT MUST BE RECEIVED AT SULLIVAN TRANSFER'S WAREHOUSE NO LATER THAN MONDAY, **MARCH 13, 2000** IN ORDER TO BE DELIVERED TO THE HOUSTON ASTRODOME ASTRO ARENA COMPLEX. THE WAREHOUSE WILL RECEIVE SHIPMENTS MONDAY THROUGH FRIDAY DURING THE HOURS OF 8:00AM TO 4:30PM.

ALL SHIPMENTS MUST BE CLEARLY LABELED WITH THE FOLLOWING INFORMATION:

SULLIVAN TRANSFER COMPANY
HOLD FOR: LONE STAR REGIONAL
HOUSTON ASTRODOME ASTRO ARENA
6802 IRVINGTON BLVD. • HOUSTON, TX 77022

TEAM NAME: _____ TEAM NUMBER: _____

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

ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY SLIP SHOWING THE NUMBER OF PIECES, TYPE OF MERCHANDISE OR WEIGHT. SHIPMENTS RECEIVED WITH OUR 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. SULLIVAN TRANSFER COMPANY RESERVES THE RIGHT OF REFUSAL TO UNLOAD SUCH SHIPMENTS UNTIL A CERTIFIED WEIGHT RECEIPT IS PRESENTED. IN THE EVENT NO WEIGHT IS INDICATED ON THE DELIVERY DOCUMENTS PRESENTED, SULLIVAN TRANSFER COMPANY 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 RE-WEIGH.

SULLIVAN TRANSFER COMPANY WILL DELIVER ALL FREIGHT TO THE HOUSTON ASTRODOME ASTRO ARENA ON WEDNESDAY, MARCH 15, 2000. ON MARCH 16, 2000 SULLIVAN TRANSFER COMPANY STAFF WILL RETURN TO THE PIT AREA TO REMOVE EMPTY CRATES AND STORE UNTIL THE END OF THE COMPETITION ON SATURDAY, MARCH 18, 2000.

PLEASE NOTE, IF YOU ARE COMPETING IN A COMPETITION AFTER THE LONE STAR REGIONAL, YOUR CRATE MUST BE SHIPPED FROM THE ASTRO ARENA ON SATURDAY, MARCH 18, 2000 TO THE DRAYAGE COMPANY REPRESENTING YOUR NEXT COMPETITION. SULLIVAN TRANSFER WILL BE AVAILABLE TO ASSIST YOU WITH YOUR SHIPMENT. TEAMS ARE RESPONSIBLE FOR ALL SHIPPING COSTS.

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, SULLIVAN TRANSFER COMPANY WILL HAVE PERSONNEL WITH LABELS, BILLS OF LADING AND SHIPPING INFORMATION AVAILABLE AT THE COMPETITION SITE ON MARCH 18, 2000.

NOTE THAT THE HOUSTON ASTRODOME ASTRO ARENA WILL NOT ACCEPT OR STORE TEAM ROBOTS/TOOL BOXES. ALL SHIPMENTS MUST ARRIVE AT SULLIVAN TRANSFER'S WAREHOUSE BY MONDAY, MARCH 13, 2000.

5.6 CRATING - TEXAS

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A FOOTPRINT **OF 4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF **ONE** CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4'X4'X6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THE EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSSES CLEAR AND TRAFFIC TO A MINIMUM, FIRST RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THE ADDITIONAL CRATE(S). AS WELL, ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

IDENTIFICATION

ALL CRATES MUST BE CLEARLY MARKED WITH THE TEAM NAME, NUMBER, SITE LOCATION, AS WELL AS ANY OTHER INFORMATION REQUESTED BY THE DRAYAGE COMPANY FOR THAT SITE. THIS INFORMATION MUST BE MARKED ON ALL FOUR SIDES OF THE CRATE IN 6-INCH CHARACTERS. A RETURN ADDRESS OR THE NAME OF THE TEAM MEMBER IS NOT ENOUGH INFORMATION FOR IDENTIFICATION.

CONTENTS

ALL MATERIALS SENT TO THE DRAYAGE COMPANY MUST BE IN A CRATE THAT DOES NOT EXCEED 400 POUNDS. THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE CRATE:

1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

5.7 SHIPPING - TEXAS

TEAMS COMPETING IN MULTIPLE COMPETITIONS

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (**CT OR CA**) AND THE **NATIONAL CHAMPIONSHIP (EPCOT, FL)**, YOU ARE REQUIRED TO SHIP YOUR CRATE ON **SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST.** **FIRST** WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE **NATIONAL CHAMPIONSHIP.** **ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.**

AS USUAL, **TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA.** **FIRST** WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** **FIRST** WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

PHILADELPHIA ALLIANCE REGIONAL

MARCH 23-25, 2000

6.1 EVENT LOCATION:

DREXEL UNIVERSITY

PHYSICAL EDUCATION AND ATHLETIC CENTER
33RD AND MARKET STREET
PHILADELPHIA, PA

DIRECTIONS TO DREXEL'S PHYSICAL EDUCATION AND ATHLETIC CENTER:

FROM THE PHILADELPHIA AIRPORT:

TAKE I-95 NORTH AND FOLLOW DIRECTIONS FOR DRIVERS COMING "FROM THE SOUTH" BELOW.

DIRECTIONS FROM THE SOUTH:

CITY/I-76 (SCHUYKILL EXPRESSWAY). FOLLOW I-76 WEST TO SOUTH STREET (EXIT 40); TAKE I-95 NORTH, PAST THE CHESTER AND AIRPORT EXITS. TAKE THE EXIT TO PHYS. ED. CENTER (STAY IN THE LEFT LANE FOR THIS EXIT). AFTER EXITING, TURN LEFT ONTO SOUTH STREET. STAY IN THE RIGHT LANE AND TURN RIGHT ONTO 33RD STREET. PROCEED ON 33RD TO INTERSECTION WITH MARKET STREET. THE PHYS. ED. CENTER IS LOCATED ON MARKET BETWEEN 33RD AND 34TH STREETS.

FROM THE WEST AND NORTH:

TAKE PENNSYLVANIA TURNPIKE TO VALLEY FORGE (EXIT 24). FOLLOW I-76 (SCHUYKILL EXPRESSWAY) EAST TO 30TH STREET (EXIT 39)(NOTE: STAY IN THE RIGHT LANE AFTER PASSING EXIT 37; WATCH FOR SIGNS INDICATING 30TH ST - THIS IS EXIT 39). AT TOP OF EXIT RAMP, TURN RIGHT, FOLLOW THE CURVE TO THE LEFT AND BEAR RIGHT AT THE SIGN FOR WEST PHILADELPHIA (THE FIRST TRAFFIC LIGHT). FOLLOW THE CURVE LEFT AGAIN AND GO TO THE TRAFFIC LIGHT. THIS IS 32ND AND MARKET STREETS. THE PHYS ED CENTER IS LOCATED ON MARKET BETWEEN 33RD AND 34TH STREETS.

DIRECTIONS FROM THE EAST AND NORTHEAST:

TAKE THE NEW JERSEY TURNPIKE SOUTH TO EXIT 4 (CAMDEN/PHILADELPHIA). FOLLOW ROUTE 73 ONE-HALF MILE TO I-295 SOUTH TO WALT WHITMAN BRIDGE/I-76 (SCHUYKILL EXPRESSWAY). CROSS THE BRIDGE AND FOLLOW I-76 WEST TO SOUTH STREET (EXIT 40); STAY IN THE LEFT LANE FOR THIS EXIT. AFTER EXITING, TURN LEFT ONTO SOUTH STREET. STAY IN THE RIGHT LANE AND TURN RIGHT ONTO 33RD STREET. PROCEED ON 33RD TO INTERSECTION WITH MARKET STREET. THE PHYS. ED. CENTER IS LOCATED ON MARKET BETWEEN 33RD AND 34TH STREETS.

6.2 FIRST RECOMMENDED HOTELS **PHILADELPHIA ALLIANCE REGIONAL**

***ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:**

LISTED BELOW ARE THE **FIRST-RECOMMENDED** HOTELS FOR YOUR REGIONAL COMPETITION. TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE HOTELS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE **DO NOT** CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. **NOTE: ONLY** THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. **ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR MAY CONTACT THE MEETING COMPANY** ON BEHALF OF YOUR FIRST TEAM. PLEASE BE AWARE **THAT THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED **FIRST** TEAM IN MID-NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST-RECOMMENDED** HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL **NOT** LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

HOLIDAY INN EXPRESS

HOTEL LOCATION:

1305 WALNUT STREET • PHILADELPHIA, PA 19107
1.5 MILES TO COMPETITION SITE

ROOM RATE: • \$90/NIGHT SINGLE • \$95/NIGHT D/T/Q • RATE IS SUBJECT TO 14% PA ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 22, 2000

SPECIAL: CONTINENTAL BREAKFAST INCLUDED, FULL SERVICE RESTAURANTS WITHIN WALKING DISTANCE

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (215) 735-9300

HOLIDAY INN CROWNE PLAZA

HOTEL LOCATION:

PHILADELPHIA CENTER CITY
1800 MARKET STREET • PHILADELPHIA, PA 19107
1.0 MILE TO COMPETITION SITE

ROOM RATE: • \$99/NIGHT S/D/T/Q • RATE IS SUBJECT TO 14% PA ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 8, 2000

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (215) 735-9300

PLEASE SEE **FIRST** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL HOTEL INFORMATION AND AIR TRAVEL DISCOUNTS.

6.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

PHILADELPHIA ALLIANCE REGIONAL
FROM DREXEL UNIVERSITY
PHYSICAL EDUCATION & ATHLETIC CENTER
33RD & MARKET STREET • PHILADELPHIA, PA

DREXEL UNIVERSITY IS PLEASED TO MAKE THE FOLLOWING AVAILABLE TO STUDENT COMPETITORS OF THE FIRST ROBOTICS COMPETITION TO BE HELD AT DREXEL UNIVERSITY - MARCH 23-25, 2000.

HARDWARE STORE:

DREXEL UNIVERSITY
GENERAL SERVICES BUILDING
33RD & MARKET STREET
PHILADELPHIA, PA

LUMBER STORE:

DREXEL UNIVERSITY
GENERAL SERVICES BUILDING
33RD & MARKET STREET
PHILADELPHIA, PA

ELECTRONICS STORE:

RADIOSHACK
1002 CHESTNUT STREET
PHILADELPHIA, PA

THE ADMINISTRATIVE SERVICES BUILDING IS DIRECTLY ACROSS THE STREET (ON MARKET STREET) FROM THE PHYSICAL EDUCATION BUILDING (WHERE THE COMPETITION WILL TAKE PLACE). DREXEL'S SENIOR VICE PRESIDENT FOR STUDENT LIFE AND ADMINISTRATIVE SERVICES, MR. ANTHONY CANERIS AND MR. JAMES MCGUICKEN, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES, HAVE GRACIOUSLY MADE DREXEL'S FACILITIES AVAILABLE TO ALL TEAM COMPETITORS DURING THE EVENT. MR. MCGUICKEN WILL HAVE TWO CARPENTERS AVAILABLE TO STUDENTS DURING THE THREE DAYS OF THE COMPETITION. SHOULD STUDENTS NEED WOOD OR HARDWARE THAT IS NOT READILY AVAILABLE AT DREXEL, MR. MCGUICKEN WILL SEND ONE OF HIS STAFF TO GET IT.

6.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

NOTE: If you are using the identical logo that was printed in last year's program book, you DO NOT need to re-submit your logo. You **DO** need to email **Joe Hannaford** at **Hannaford Design** to let him know that you'll be using the same logo. If you are making **any** changes to your Team Logo, then you do need to submit a new logo. Team logos will only be accepted electronically (via email as an attachment to hannaforddesign@mediaone.net) or in disk format. Logos received in any other format cannot be published. Only files meeting the requirements listed below can be accepted for publication in the 2000 competition program book. Again, please **DO NOT** send your team logo to **FIRST**.

COLOR: Limited to **BLACK** ink only. Team logos using colored ink **cannot** be accepted.

TEAM LOGOS MUST BE SENT AS DIGITAL FILES VIA E-MAIL OR DISK

EMAIL YOUR TEAM LOGO DIRECTLY TO JOE HANNAFORD. His email address is: hannaforddesign@mediaone.net DEADLINE TO RECEIVE TEAM LOGOS IS Friday, JANUARY 14, 2000 by 9:00 AM. Please be sure to include a team contact name and day phone number in case Joe has questions regarding your team logo. Please also FAX a hardcopy of your emailed logo to Joe at Hannaford Design's fax # 603-472-2874. Be sure to list your team #, team contact name and day phone # in your email **and** on your faxed hardcopy (**please do NOT send your team logo to FIRST**). IF SENDING YOUR LOGO ON A DISK, **WRITE YOUR TEAM # ON THE DISK LABEL AND HARDCOPY**, and mail it directly to Hannaford Design.

ACCEPTABLE FORMATS FOR LOGOS:

MACINTOSH formatted disks PREFERRED, but PC disks will be conditionally accepted including 1.4 MB high density floppies; 100MB Iomega Zip Disks; or 44/88 MB SyQuest cartridges can be accepted. Compatible software applications are Quark Xpress 3.x-4.0; Adobe Pagemaker up to 6.5; Adobe Illustrator EPS up to v.8.0; Adobe Photoshop up to v.5.0. ALL SUPPORTING FILES such as scans, logos, graphics, and PostScript fonts (both printer and display) **MUST BE INCLUDED** on disk/email attachment. (Postscript Type 1 fonts are preferred and less problematic over TrueType.)

FILES SHOULD BE COMPRESSED WITH Stuffit, DiskDoublor, or ZipIt (PK Zip) in order to save disk space and/or allow faster/cleaner file transfers. Halftone (greyscale) scans should be @ 300 dpi resolution at 100% final size. Line art (bitmap) scans should be @ 900-1200 dpi at 100% final size. Scans should be saved in either a TIFF or EPS format.

NOTE: Artwork or scans used for Web graphics are usually @ 72 dpi and **ARE NOT** of a high enough resolution for high-end book printing. If this is the only available resolution, then the image should be AT LEAST 400% larger than final size to minimize the pixelated "stairstep" affect. Whenever possible, try to work as close to the final printed size (generally team logos are shown no larger than 1 inch x 1 inch).

DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

6.5 DRAYAGE

PHILADELPHIA ALLIANCE REGIONAL
DREXEL UNIVERSITY
PHILADELPHIA, PA
MARCH 23-25, 2000

DRAYAGE COMPANY:

SPECIALTY DECORATING & DESIGN
720 MONROE STREET
HOBOKEN, NJ 07030
(P) 201-653-1258 • (F) (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 NUMBER: _____

HOLD FOR:

FIRST AT DREXEL UNIVERSITY, PHILADELPHIA, PA
C/O SPECIALTY DECORATING
720 MONROE STREET • HOBOKEN, NJ 07030

SHIPMENTS MUST BE PREPAID. COLLECT (COD) 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 CONTENT 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 BILLS 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. **ALL OUTBOUND SHIPPING CHARGES MUST BE PREPAID WITH CASH, CHECK, OR CREDIT CARD.** 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, **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.

1. WE ARE NOT RESPONSIBLE FOR DAMAGES TO UNCRATED MATERIALS, MATERIALS IMPROPERLY PACKED OR CONCEALED DAMAGES.
2. WE ARE NOT RESPONSIBLE FOR LOSS, THEFT OR DISAPPEARANCE OF ANY MATERIALS IMPROPERLY PACKED OR CONCEALED DAMAGES.
3. 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.
4. 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.
5. 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 CENTS 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 FILLED BY THE TEAM BEFORE THE CLOSE OF THE EVENT.
6. 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.
7. 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 THE TRADE SHOW DISPLAY COVERAGE.

6.6 CRATING - PENNSYLVANIA

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A FOOTPRINT OF **4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF **ONE** CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4'X4'X6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THE EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSSES CLEAR AND TRAFFIC TO A MINIMUM, FIRST RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THE ADDITIONAL CRATE(S). AS WELL, ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

IDENTIFICATION

ALL CRATES MUST BE CLEARLY MARKED WITH THE TEAM NAME, NUMBER, SITE LOCATION, AS WELL AS ANY OTHER INFORMATION REQUESTED BY THE DRAYAGE COMPANY FOR THAT SITE. THIS INFORMATION MUST BE MARKED ON ALL FOUR SIDES OF THE CRATE IN 6-INCH CHARACTERS. A RETURN ADDRESS OR THE NAME OF THE TEAM MEMBER IS NOT ENOUGH INFORMATION FOR IDENTIFICATION.

CONTENTS

ALL MATERIALS SENT TO THE DRAYAGE COMPANY MUST BE IN A CRATE THAT DOES NOT EXCEED 400 POUNDS. THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE CRATE:

1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

6.7 SHIPPING - PENNSYLVANIA

TEAMS COMPETING IN MULTIPLE COMPETITIONS

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (**CT OR CA**) AND THE **NATIONAL CHAMPIONSHIP (EPCOT, FL)**, YOU ARE REQUIRED TO SHIP YOUR CRATE ON **SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST.** **FIRST** WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE **NATIONAL CHAMPIONSHIP.** **ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.**

AS USUAL, **TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA.** **FIRST** WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** **FIRST** WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

MOTOROLA MIDWEST REGIONAL **MARCH 23-25, 2000**

7.1 EVENT LOCATION:

NORTHWESTERN UNIVERSITY

**WELSH RYAN ARENA
2705 NORTH ASHLAND AVENUE
EVANSTON, ILLINOIS 60208
(847) 491-7887**

DIRECTIONS TO WELSH-RYAN ARENA, NORTHWESTERN UNIVERSITY

FROM O'HARE AIRPORT

TAKE INTERSTATE 294 NORTH. EXIT AT DEMPSTER EAST. TAKE DEMPSTER TO GROSS POINT ROAD, AND TURN LEFT. TAKE GROSS POINT ROAD TO CENTRAL STREET AND TURN RIGHT. APPROXIMATELY 4 MILES TO RYAN FIELD AND MCGAW HALL/WELSH-RYAN ARENA.

FROM INTERSTATE 94

EXIT AT OLD ORCHARD ROAD. PROCEED EAST ON OLD ORCHARD ROAD TO GROSS POINT ROAD AND TURN LEFT. STAY IN THE RIGHT HAND LANE AND TURN RIGHT ONTO CENTRAL STREET AT THE FIRST LIGHT. APPROXIMATELY 4 MILES TO RYAN FIELD AND MCGAW HALL/WELSH-RYAN ARENA.

FROM LAKE SHORE DRIVE

TAKE SHERIDAN ROAD - NORTH. FOLLOW SIGNS CAREFULLY, (THE STREETS WILL TURN SEVERAL TIMES), CONTINUE ON SHERIDAN. FOLLOW INTO EVANSTON AND PAST THE NORTHWESTERN CAMPUS. AFTER PASSING THE CAMPUS, TURN LEFT ONTO CENTRAL STREET (THERE IS A STOP LIGHT/LEFT TURN ONLY). PROCEED ON CENTRAL FOR APPROXIMATELY 1 MILE TO RYAN FIELD AND MCGAW HALL/WELSH-RYAN ARENA.

7.2 FIRST RECOMMENDED HOTELS **MOTOROLA MIDWEST REGIONAL**

***ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:**

LISTED BELOW ARE THE **FIRST**-RECOMMENDED HOTELS FOR YOUR REGIONAL COMPETITION. TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE HOTELS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE **DO NOT** CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. **NOTE: ONLY** THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR MAY CONTACT **THE MEETING COMPANY** ON BEHALF OF YOUR **FIRST** TEAM. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED **FIRST** TEAM IN MID-NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST**-RECOMMENDED HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL **NOT** LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

RADISSON HOTEL LINCOLNWOOD

HOTEL LOCATION:

4500 WEST TOUHY AVENUE • LINCOLNWOOD, IL 60646
4.1 MILES TO COMPETITION SITE

ROOM RATE: • \$98/NIGHT S/D/T/Q • RATE IS SUBJECT TO 11% IL ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 25, 2000

SPECIAL: BREAKFAST AVAILABLE IN RESTAURANT FOR \$5.95PP

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (847) 677-1234

HOLIDAY INN EVANSTON

HOTEL LOCATION:

1501 SHERMAN AVENUE • EVANSTON, IL 60201
0.6 MILES TO COMPETITION SITE

ROOM RATE: • \$99/NIGHT S/D/T/Q • RATE IS SUBJECT TO 11% IL ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 15, 2000

SPECIAL: VOUCHERS FOR HOT BREAKFAST BUFFET AVAILABLE AT CHECK-IN FOR \$6.95PP INCLUSIVE

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING (847) 491-6400

PLEASE SEE **FIRST** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL INFORMATION AND AIR TRAVEL DISCOUNTS.

7.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

MOTOROLA MIDWEST REGIONAL **FROM NORTHWESTERN UNIVERSITY** **WELSH RYAN ARENA** **2705 NORTH ASHLAND AVENUE • EVANSTON, IL**

HOME DEPOT

PHONE: (847) 773-9200
ADDRESS: 2201 OAKTON STREET, EVANSTON
DIRECTIONS: FROM MCGAW HALL/WELSH RYAN ARENA: TAKE ASHLAND AVENUE (S) TO CENTRAL STREET - MAKE A LEFT. TAKE CENTRAL STREET TO RIDGE AVENUE - TURN RIGHT ONTO RIDGE. TAKE RIDGE AVENUE TO OAKTON, (APPROXIMATELY 3 MILES) - MAKE A RIGHT ONTO OAKTON. CONTINUE ON OAKTON - HOME DEPOT IS LOCATED ON THE RIGHT **SIDE** OF THE STREET.
HOURS: OPEN 24 HOURS -SEVEN DAYS A WEEK

EVANSTON LUMBER

PHONE: (847) 864-7700
ADDRESS: 1001 SHERMAN AVENUE, EVANSTON
DIRECTIONS: FROM MCGAW HALL/WELSH RYAN ARENA: TAKE ASHLAND AVENUE (S) TO CENTRAL STREET - MAKE A LEFT. TAKE CENTRAL STREET TO RIDGE AVENUE - TURN RIGHT ONTO RIDGE. TAKE RIDGE AVENUE TO MAIN STREET - TURN LEFT. CONTINUE ON MAIN STREET UNTIL SHERMAN AVENUE (THE STREET JUST BEFORE THE EL TRACKS) - TURN LEFT. CONTINUE ON SHERMAN AVENUE FOR APPROXIMATELY TWO BLOCKS. EVANSTON LUMBER IS LOCATED ON THE RIGHT (E) SIDE OF SHERMAN AVENUE.
HOURS: MONDAY - FRIDAY, 7:30AM TO 5:00PM • SATURDAY, 8:00AM TO 3:30PM

LEMOI HARDWARE

PHONE: (847) 328-4900
ADDRESS: 1008 DAVIS STREET, EVANSTON
DIRECTIONS: FROM MCGAW HALL/WELSH RYAN ARENA: TAKE ASHLAND AVENUE (S) TO CENTRAL STREET - MAKE A LEFT. TAKE CENTRAL STREET TO SHERMAN AVENUE - TURN RIGHT. CONTINUE ON SHERMAN AVENUE UNTIL DAVIS STREET - TURN RIGHT. LEMOI HARDWARE IS LOCATED ON THE SOUTH SIDE OF DAVIS STREET (JUST AFTER THE DAVIS/MAPLE STREET INTERSECTION).
HOURS: MONDAY - FRIDAY, 8:00AM TO 7:00PM • SATURDAY, 8:00AM TO 5:00PM

RADIOSHACK

PHONE: (847) 869-5292
ADDRESS: 716 CHURCH STREET, EVANSTON
DIRECTIONS: FROM MCGAW HALL/WELSH RYAN ARENA: TAKE ASHLAND AVENUE (S) TO CENTRAL STREET - MAKE A LEFT. TAKE CENTRAL STREET TO SHERMAN AVENUE - TAKE RIGHT. CONTINUE ON SHERMAN AVENUE UNTIL CHURCH STREET. RADIOSHACK IS LOCATED ON THE CORNER OF SHERMAN AND CHURCH.
HOURS: MONDAY - FRIDAY, 9:00AM TO 8:00PM • SATURDAY, 9:30AM TO 5:30PM

7.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

NOTE: If you are using the identical logo that was printed in last year's program book, you **DO NOT** need to re-submit your logo. You **DO** need to email **Joe Hannaford** at **Hannaford Design** to let him know that you'll be using the same logo. If you are making **any** changes to your Team Logo, then you do need to submit a new logo. Team logos will only be accepted electronically (via email as an attachment to hannaforddesign@mediaone.net) or in disk format. Logos received in any other format cannot be published. Only files meeting the requirements listed below can be accepted for publication in the 2000 competition program book. Again, please **DO NOT** send your team logo to **FIRST**.

COLOR: Limited to **BLACK** ink only. Team logos using colored ink **cannot** be accepted.

TEAM LOGOS MUST BE SENT AS DIGITAL FILES VIA E-MAIL OR DISK

EMAIL YOUR TEAM LOGO DIRECTLY TO JOE HANNAFORD. His email address is: hannaforddesign@mediaone.net DEADLINE TO RECEIVE TEAM LOGOS IS Friday, JANUARY 14, 2000 by 9:00 AM. Please be sure to include a team contact name and day phone number in case Joe has questions regarding your team logo. Please also FAX a hardcopy of your emailed logo to Joe at Hannaford Design's fax # 603-472-2874. Be sure to list your team #, team contact name and day phone # in your email **and** on your faxed hardcopy (**please do NOT send your team logo to FIRST**). **IF SENDING YOUR LOGO ON A DISK, WRITE YOUR TEAM # ON THE DISK LABEL AND HARDCOPY**, and mail it directly to Hannaford Design.

ACCEPTABLE FORMATS FOR LOGOS:

MACINTOSH formatted disks PREFERRED, but PC disks will be conditionally accepted including 1.4 MB high density floppies; 100MB Iomega Zip Disks; or 44/88 MB SyQuest cartridges can be accepted. Compatible software applications are Quark Xpress 3.x-4.0; Adobe Pagemaker up to 6.5; Adobe Illustrator EPS up to v.8.0; Adobe Photoshop up to v.5.0. **ALL SUPPORTING FILES** such as scans, logos, graphics, and PostScript fonts (both printer and display) **MUST BE INCLUDED** on disk/email attachment. (Postscript Type 1 fonts are preferred and less problematic over TrueType.)

FILES SHOULD BE COMPRESSED WITH Stuffit, DiskDoublor, or ZipIt (PK Zip) in order to save disk space and/or allow faster/cleaner file transfers. Halftone (greyscale) scans should be @ 300 dpi resolution at 100% final size. Line art (bitmap) scans should be @ 900-1200 dpi at 100% final size. Scans should be saved in either a TIFF or EPS format.

NOTE: Artwork or scans used for Web graphics are usually @ 72 dpi and **ARE NOT** of a high enough resolution for high-end book printing. If this is the only available resolution, then the image should be **AT LEAST 400%** larger than final size to minimize the pixelated "stairstep" affect. Whenever possible, try to work as close to the final printed size (generally team logos are shown no larger than 1 inch x 1 inch).

DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

7.5 DRAYAGE

MOTOROLA MIDWEST REGIONAL
NORTHWESTERN UNIVERSITY • WELSH RYAN CENTER
EVANSTON, IL
MARCH 23-25, 2000

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 SHOW SITE DOCKS AND DROPPING EQUIPMENT IN SPECIFIC TEAM AREA.
- D. STORAGE OF EMPTY BOXES, CRATES OR CASES ONCE TEAM HAS SET-UP EQUIPMENT.
- E. RETURN EMPTIES ONCE **FIRST** HAS AUTHORIZED **MIDWEST CONFERENCE** TO DO SO.
- F. ASSIST TEAMS TO RELOAD MATERIAL ON TO DESIGNATED FREIGHT CARRIER.
- G. **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 COMPETITION SITE.
- H. FREIGHT SHIPMENTS SHOULD BE MADE ON STRAIGHT BILL OF LADINGS 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. **MIDWEST CONFERENCE** WILL WEIGH EXHIBIT'S MATERIAL 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.***
- I. FOR ARRANGING OUTBOUND FREIGHT - THERE WILL BE A HANDLING CHARGE OF \$10.00 PER BOX FOR UPS, FEDEX OR OTHER, REGARDLESS OF SIZE, IF GOING OUT OTHER THAN SPECIFIED CARRIER.

• ALL SHIPMENTS MUST BE ADDRESSED AS FOLLOWS:

TEAM NAME _____ TEAM # _____
C/O MIDWEST CONFERENCE SERVICE COMPANY
35 NORTH GARDEN AVENUE • ROSELLE, IL 60172
FOR: **NORTHWESTERN UNIVERSITY**
EVENT SITE: WELSH RYAN CENTER
1501 CENTRAL AVENUE - EVANSTON, IL

- 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.

7.6 CRATING - ILLINOIS

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A FOOTPRINT OF **4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF **ONE** CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4'X4'X6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THE EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSES CLEAR AND TRAFFIC TO A MINIMUM, FIRST RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THE ADDITIONAL CRATE(S). AS WELL, ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

IDENTIFICATION

ALL CRATES MUST BE CLEARLY MARKED WITH THE TEAM NAME, NUMBER, SITE LOCATION, AS WELL AS ANY OTHER INFORMATION REQUESTED BY THE DRAYAGE COMPANY FOR THAT SITE. THIS INFORMATION MUST BE MARKED ON ALL FOUR SIDES OF THE CRATE IN 6-INCH CHARACTERS. A RETURN ADDRESS OR THE NAME OF THE TEAM MEMBER IS NOT ENOUGH INFORMATION FOR IDENTIFICATION.

CONTENTS

ALL MATERIALS SENT TO THE DRAYAGE COMPANY MUST BE IN A CRATE THAT DOES NOT EXCEED 400 POUNDS. THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE CRATE:

1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

7.7 SHIPPING - ILLINOIS

TEAMS COMPETING IN MULTIPLE COMPETITIONS

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (CT OR CA) AND THE NATIONAL CHAMPIONSHIP (EPCOT, FL), YOU ARE REQUIRED TO SHIP YOUR CRATE ON SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST. FIRST WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE NATIONAL CHAMPIONSHIP. **ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.**

AS USUAL, TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA. FIRST WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** FIRST WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

LONG ISLAND REGIONAL
MARCH 23-25, 2000

8.1 EVENT LOCATION:

SUFFOLK COUNTY COMMUNITY COLLEGE
AMMERMAN CAMPUS
BROOKHAVEN GYMNASIUM
533 COLLEGE ROAD • SELDEN, NY
(631) 451-4380

DIRECTIONS TO BROOKHAVEN GYMNASIUM AT SCCC'S
AMMERMAN CAMPUS:

TAKE THE LONG ISLAND EXPRESSWAY (LIE) (RTE 495) TO EXIT 62 N (NICOLLS ROAD). GO NORTH ON NICOLLS ROAD 1 MILE TO SUFFOLK COUNTY COMMUNITY COLLEGE CAMPUS ENTRANCE. THE CAMPUS ENTRANCE IS ON RIGHT HAND SIDE. MAKE A RIGHT INTO THIS CAMPUS ENTRANCE ROADWAY AND PROCEED ¼ MILE AROUND THE TRAFFIC CIRCLE. MAKE FIRST RIGHT INTO PARKING LOT #2 FOR **FIRST** TEAM ACCESS TO BROOKHAVEN GYMNASIUM. ACCESS TO BROOKHAVEN GYMNASIUM ENTRANCE IS FOUND BY USING THE WALKWAY LOCATED AT THE NORTH SIDE OF THE BUILDING.

8.2 FIRST RECOMMENDED HOTELS LONG ISLAND REGIONAL

***ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:**

LISTED BELOW ARE THE **FIRST-RECOMMENDED** HOTELS FOR YOUR REGIONAL COMPETITION. TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE LS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE **DO NOT** CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. **NOTE: ONLY** THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR MAY CONTACT **THE MEETING COMPANY** ON BEHALF OF YOUR **FIRST** TEAM. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED **FIRST** TEAM IN MID-NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST-RECOMMENDED** HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL **NOT** LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

HOLIDAY INN RONKONKOMA

HOTEL LOCATION:

3845 VETERANS MEMORIAL HIGHWAY
RONKONKOMA, NY 11779
5.7 MILES TO COMPETITION SITE

ROOM RATE: • \$109/NIGHT S/D/T/Q • RATE IS SUBJECT TO 9% NY ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 11, 2000

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM THE MEETING COMPANY, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING **(516) 585-9800**.

HAMPTON INN ISLANDIA

HOTEL LOCATION:

1600 VETERANS MEMORIAL HIGHWAY
ISLANDIA, LONG ISLAND NY 11722
7.7 MILES TO COMPETITION SITE

ROOM RATE: • \$109/NIGHT S/D/T/Q • RATE IS SUBJECT TO 9% NY ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 22, 2000

SPECIAL: DELUXE CONTINENTAL BREAKFAST FEATURING HOT WAFFLES AND FRENCH TOAST INCLUDED IN RATE.

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY BY THE HOTEL BY CALLING **(516) 234-0400**

PLEASE SEE **FIRST** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL INFORMATION AND AIR TRAVEL DISCOUNTS.

8.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

LONG ISLAND REGIONAL **FROM SUFFOLK COMMUNITY COLLEGE** **AMMERMAN CAMPUS/BROOKHAVEN GYMNASIUM** **SELDON, NY**

HOME DEPOT

PHONE: (631) 732-9200
ADDRESS: 401 INDEPENDENCE PLAZA
MIDDLE COUNTRY ROAD, SELDEN
DIRECTIONS: (APPROXIMATELY 5 MINUTE DRIVE FROM SCCC)
HOURS: OPEN 24 HOURS - 7 DAYS A WEEK

RADIOSHACK

PHONE: (631) 698-7810
ADDRESS: 40 COLLEGE PLAZA
MIDDLE COUNTRY ROAD, SELDEN
DIRECTIONS: (APPROXIMATELY 5 MINUTE DRIVE FROM SCCC)
HOURS: MONDAY - SATURDAY, 9AM TO 9PM

WOODHAVEN WAREHOUSE

PHONE: (631) 567-8665
ADDRESS: MIDDLE COUNTRY ROAD, SELDEN
(ACROSS FROM HOME DEPOT)
DIRECTIONS: (APPROXIMATELY 5 MINUTE DRIVE FROM SCCC)
HOURS: THURSDAY & FRIDAY, 8AM - 8PM • SATURDAY, 9AM - 5PM

8.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

NOTE: If you are using the identical logo that was printed in last year's program book, you DO NOT need to re-submit your logo. You **DO** need to email **Joe Hannaford** at **Hannaford Design** to let him know that you'll be using the same logo. If you are making **any** changes to your Team Logo, then you do need to submit a new logo. Team logos will only be accepted electronically (via email as an attachment to hannaforddesign@mediaone.net) or in disk format. Logos received in any other format cannot be published. Only files meeting the requirements listed below can be accepted for publication in the 2000 competition program book. Again, please **DO NOT** send your team logo to **FIRST**.

COLOR: Limited to **BLACK** ink only. Team logos using colored ink **cannot** be accepted.

TEAM LOGOS MUST BE SENT AS DIGITAL FILES VIA E-MAIL OR DISK

EMAIL YOUR TEAM LOGO DIRECTLY TO JOE HANNAFORD. His email address is: hannaforddesign@mediaone.net DEADLINE TO RECEIVE TEAM LOGOS IS Friday, JANUARY 14, 2000 by 9:00 AM. Please be sure to include a team contact name and day phone number in case Joe has questions regarding your team logo. Please also FAX a hardcopy of your emailed logo to Joe at Hannaford Design's fax # 603-472-2874. Be sure to list your team #, team contact name and day phone # in your email **and** on your faxed hardcopy (**please do NOT send your team logo to FIRST**). IF SENDING YOUR LOGO ON A DISK, **WRITE YOUR TEAM # ON THE DISK LABEL AND HARDCOPY**, and mail it directly to Hannaford Design.

ACCEPTABLE FORMATS FOR LOGOS:

MACINTOSH formatted disks PREFERRED, but PC disks will be conditionally accepted including 1.4 MB high density floppies; 100MB Iomega Zip Disks; or 44/88 MB SyQuest cartridges can be accepted. Compatible software applications are Quark Xpress 3.x-4.0; Adobe Pagemaker up to 6.5; Adobe Illustrator EPS up to v.8.0; Adobe Photoshop up to v.5.0. ALL SUPPORTING FILES such as scans, logos, graphics, and PostScript fonts (both printer and display) **MUST BE INCLUDED** on disk/email attachment. (Postscript Type 1 fonts are preferred and less problematic over TrueType.)

FILES SHOULD BE COMPRESSED WITH Stuffit, DiskDoublor, or ZipIt (PK Zip) in order to save disk space and/or allow faster/cleaner file transfers. Halftone (greyscale) scans should be @ 300 dpi resolution at 100% final size. Line art (bitmap) scans should be @ 900-1200 dpi at 100% final size. Scans should be saved in either a TIFF or EPS format.

NOTE: Artwork or scans used for Web graphics are usually @ 72 dpi and **ARE NOT** of a high enough resolution for high-end book printing. If this is the only available resolution, then the image should be AT LEAST 400% larger than final size to minimize the pixelated "stairstep" affect. Whenever possible, try to work as close to the final printed size (generally team logos are shown no larger than 1 inch x 1 inch).

DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

8.5 DRAYAGE

LONG ISLAND REGIONAL
SUFFOLK COUNTY COMMUNITY COLLEGE
SELDEN, NY
MARCH 23-25, 2000

DRAYAGE COMPANY:

SPECIALTY DECORATING & DESIGN
720 MONROE STREET
HOBOKEN, NJ 07030
(P) 201-653-1258 • (F) (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 NUMBER: _____

HOLD FOR:

FIRST AT SUFFOLK COUNTY COMMUNITY COLLEGE, NY
C/O SPECIALTY DECORATING
720 MONROE STREET • HOBOKEN, NJ 07030

SHIPMENTS MUST BE PREPAID. COLLECT (COD) 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 CONTENT 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 BILLS 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. **ALL OUTBOUND SHIPPING CHARGES MUST BE PREPAID WITH CASH, CHECK, OR CREDIT CARD.** 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, **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.

1. WE ARE NOT RESPONSIBLE FOR DAMAGES TO UNCRATED MATERIALS, MATERIALS IMPROPERLY PACKED OR CONCEALED DAMAGES.
2. WE ARE NOT RESPONSIBLE FOR LOSS, THEFT OR DISAPPEARANCE OF ANY MATERIALS IMPROPERLY PACKED OR CONCEALED DAMAGES.
3. 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.
4. 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.
5. 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 CENTS 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 FILLED BY THE TEAM BEFORE THE CLOSE OF THE EVENT.
6. 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.
7. 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 THE TRADE SHOW DISPLAY COVERAGE.

8.6 CRATING - LONG ISLAND

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A FOOTPRINT OF **4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF **ONE** CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4'X4'X6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THE EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSSES CLEAR AND TRAFFIC TO A MINIMUM, FIRST RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THE ADDITIONAL CRATE(S). AS WELL, ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

IDENTIFICATION

ALL CRATES MUST BE CLEARLY MARKED WITH THE TEAM NAME, NUMBER, SITE LOCATION, AS WELL AS ANY OTHER INFORMATION REQUESTED BY THE DRAYAGE COMPANY FOR THAT SITE. THIS INFORMATION MUST BE MARKED ON ALL FOUR SIDES OF THE CRATE IN 6-INCH CHARACTERS. A RETURN ADDRESS OR THE NAME OF THE TEAM MEMBER IS NOT ENOUGH INFORMATION FOR IDENTIFICATION.

CONTENTS

ALL MATERIALS SENT TO THE DRAYAGE COMPANY MUST BE IN A CRATE THAT DOES NOT EXCEED 400 POUNDS. THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE CRATE:

1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

8.7 SHIPPING - LONG ISLAND

TEAMS COMPETING IN MULTIPLE COMPETITIONS

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (CT OR CA) AND THE NATIONAL CHAMPIONSHIP (EPCOT, FL), YOU ARE REQUIRED TO SHIP YOUR CRATE ON **SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST.** **FIRST** WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE NATIONAL CHAMPIONSHIP. **ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.**

AS USUAL, **TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA.** **FIRST** WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** **FIRST** WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

UTC NEW ENGLAND REGIONAL **MARCH 30 - APRIL 1, 2000**

9.1 EVENT LOCATION:

THE MEADOWS MUSIC THEATRE

61 SAVITT WAY • HARTFORD, CT 06120
(860) 548-7370

DIRECTIONS TO THE MEADOWS MUSIC THEATRE:

FROM I-91 NORTH:

TAKE EXIT 32B (TRUMBULL STREET). TAKE A RIGHT OFF THE EXIT. GO OVER THE R.A. MOODY OVERPASS. MEADOWS WILL BE ON YOUR LEFT.

FROM I-91 SOUTH:

TAKE EXIT 33 (JENNINGS ROAD). TAKE A RIGHT OFF THE EXIT. AT FIRST LIGHT TAKE LEFT ONTO WESTON STREET. MEADOWS WILL BE ON YOUR RIGHT.

FROM I-84 EAST:

TAKE EXIT 50 (MAIN STREET). GO STRAIGHT TO THE THIRD LIGHT. TAKE A LEFT ONTO MARKET STREET. GO OVER THE R.A. MOODY OVERPASS. MEADOWS WILL BE ON YOUR LEFT.

FROM I-84 WEST:

TAKE EXIT 50 (MAIN STREET). TAKE A RIGHT OFF THE EXIT. GO OVER THE R.A. MOODY OVERPASS. MEADOWS WILL BE ON YOUR LEFT.

9.2 FIRST RECOMMENDED HOTELS **UTC- NEW ENGLAND REGIONAL**

***ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:**

LISTED BELOW ARE THE **FIRST-RECOMMENDED** HOTELS FOR YOUR REGIONAL COMPETITION. TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE HOTELS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE **DO NOT** CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. **NOTE: ONLY** THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR MAY CONTACT **THE MEETING COMPANY** ON BEHALF OF YOUR **FIRST** TEAM. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED **FIRST** TEAM IN EARLY NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST-RECOMMENDED** HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL NOT LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

CROWNE PLAZA HARTFORD DOWNTOWN

HOTEL LOCATION:

50 MORGAN STREET • HARTFORD, CT 06120
1.0 MILE TO COMPETITION SITE

ROOM RATE: • \$79.95/NIGHT S/D/T/Q • RATE IS SUBJECT TO 12% CT ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 22, 2000

SPECIAL: VOUCHERS FOR BREAKFAST BUFFET AVAILABLE IN ADVANCE FOR \$7.50PP INCLUSIVE

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING **(860) 549-2400**

RAMADA INN EAST HARTFORD

HOTEL LOCATION:

100 EAST RIVER DRIVE • HARTFORD, CT 06120
1.1 MILES TO COMPETITION SITE

ROOM RATE: • \$77/NIGHT S/D/T/Q • RATE IS SUBJECT TO 12% CT ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 13, 2000

SPECIAL: \$1.00 OFF EACH MEAL COUPON WILL BE GIVEN TO ALL **FIRST** PARTICIPANTS

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM THE MEETING COMPANY, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING **(860) 549-2400**

PLEASE SEE **FIRST** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL HOTEL INFORMATION AND AIR TRAVEL DISCOUNTS.

9.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

UTC-NE REGIONAL **FROM THE MEADOWS MUSIC THEATRE** **61 SAVITT WAY • HARTFORD, CT**

STAR HARDWARE

PHONE: (860) 246-5617

ADDRESS: 2995 MAIN STREET, HARTFORD

DIRECTIONS: TAKE A LEFT OUT OF THE PARKING LOT ONTO SAVITT WAY. AT THE LIGHT, TAKE A LEFT ONTO WESTON STREET. AT THE INTERSECTION (& LIGHT), TAKE A LEFT ONTO JENNINGS ROAD. TAKE A RIGHT ONTO MAIN STREET (AT FIRST TRAFFIC LIGHT, END OF WINDSOR). STAR HARDWARE IS APPROXIMATELY ¼ MILE ON THE LEFT.

HOURS: MONDAY - FRIDAY, 7:30AM TO 6:00PM • SATURDAY, 8:30AM TO 4:30PM

RADIOSHACK

PHONE: (860) 547-0781

ADDRESS: HARTFORD CIVIC CENTER MALL (CORNERS OF CHURCH & TRUMBULL)

DIRECTIONS: ACROSS THE STREET FROM THE MEADOWS MUSIC THEATRE

HOURS: MONDAY - FRIDAY, 10:00AM TO 6:30PM • SATURDAY, 10:00AM TO 6:00PM

9.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

NOTE: If you are using the identical logo that was printed in last year's program book, you **DO NOT** need to re-submit your logo. You **DO** need to email **Joe Hannaford** at **Hannaford Design** to let him know that you'll be using the same logo. If you are making **any** changes to your Team Logo, then you do need to submit a new logo. Team logos will only be accepted electronically (via email as an attachment to hannaforddesign@mediaone.net) or in disk format. Logos received in any other format cannot be published. Only files meeting the requirements listed below can be accepted for publication in the 2000 competition program book. Again, please **DO NOT** send your team logo to **FIRST**.

COLOR: Limited to **BLACK** ink only. Team logos using colored ink **cannot** be accepted.

TEAM LOGOS MUST BE SENT AS DIGITAL FILES VIA E-MAIL OR DISK

EMAIL YOUR TEAM LOGO DIRECTLY TO JOE HANNAFORD. His email address is: hannaforddesign@mediaone.net DEADLINE TO RECEIVE TEAM LOGOS IS Friday, JANUARY 14, 2000 by 9:00 AM. Please be sure to include a team contact name and day phone number in case Joe has questions regarding your team logo. Please also FAX a hardcopy of your emailed logo to Joe at Hannaford Design's fax # 603-472-2874. Be sure to list your team #, team contact name and day phone # in your email **and** on your faxed hardcopy (**please do NOT send your team logo to FIRST**). **IF SENDING YOUR LOGO ON A DISK, WRITE YOUR TEAM # ON THE DISK LABEL AND HARDCOPY**, and mail it directly to Hannaford Design.

ACCEPTABLE FORMATS FOR LOGOS:

MACINTOSH formatted disks PREFERRED, but PC disks will be conditionally accepted including 1.4 MB high density floppies; 100MB Iomega Zip Disks; or 44/88 MB SyQuest cartridges can be accepted. Compatible software applications are Quark Xpress 3.x-4.0; Adobe Pagemaker up to 6.5; Adobe Illustrator EPS up to v.8.0; Adobe Photoshop up to v.5.0. **ALL SUPPORTING FILES** such as scans, logos, graphics, and PostScript fonts (both printer and display) **MUST BE INCLUDED** on disk/email attachment. (Postscript Type 1 fonts are preferred and less problematic over TrueType.)

FILES SHOULD BE COMPRESSED WITH Stuffit, DiskDoubler, or ZipIt (PK Zip) in order to save disk space and/or allow faster/cleaner file transfers. Halftone (greyscale) scans should be @ 300 dpi resolution at 100% final size. Line art (bitmap) scans should be @ 900-1200 dpi at 100% final size. Scans should be saved in either a TIFF or EPS format.

NOTE: Artwork or scans used for Web graphics are usually @ 72 dpi and **ARE NOT** of a high enough resolution for high-end book printing. If this is the only available resolution, then the image should be **AT LEAST 400%** larger than final size to minimize the pixelated "stairstep" affect. Whenever possible, try to work as close to the final printed size (generally team logos are shown no larger than 1 inch x 1 inch).

DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

9.5 DRAYAGE - CONNECTICUT
(MATERIAL HANDLING ORDER FORM)

FIRST ROBOTICS COMPETITION 2000
MEADOWS MUSIC THEATRE
HARTFORD, CT
MARCH 30-APRIL 1, 2000

WE ARE PLEASED TO INFORM YOU THAT **FIRST** HAS SELECETED **PHOENIX EXPOSITION SERVICES, INC.** TO SERVE AS THE OFFICIAL MATERIAL HANDLING SERVICES CONTRACTOR. COMPLETE THIS ORDER FORM AND RETURN TO **PHOENIX EXPOSITION SERVICES, INC.** 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 NUMBER: _____

FIRST ROBOTICS COMPETITION - NEW ENGLAND
C/O PHOENIX EXPOSITION SERVICES, INC.
12 PLYMOUTH STREET • WORCESTER, MA 01608

SHIPPING FROM _____ CARRIER _____
DESCRIPTION _____ ARRIVAL DATE ____ / ____ /2000
NUMBER OF PIECES _____ TOTAL WEIGHT _____

OUTBOUND MATERIAL HANDLING (AFTER COMPETITION)

WE WILL USE THE DESIGNATED EVENT CARRIER

FREIGHT ARRANGEMENT WILL BE HANDLED BY TEAM

THIS 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.

TEAMS _____

TEAM ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

TELEPHONE _____ **FAX** _____ **EMAIL** _____

SIGNATURE _____ **DATE** ____ / ____ / 2000

PLEASE CALL **PHOENIX EXPOSITION SERVICES, INC.** FOR DIRECTIONS OR ANY **QUESTIONS** YOU MAY HAVE. PHONE: (508) 792-1900, FAX: (508) 792-1445, OR EMAIL: **phoen44337@aol.com.**

9.6 CRATING - NEW ENGLAND

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A FOOTPRINT OF **4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF ONE CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4'X4'X6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THE EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSSES CLEAR AND TRAFFIC TO A MINIMUM, FIRST RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THE ADDITIONAL CRATE(S). AS WELL, ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

IDENTIFICATION

ALL CRATES MUST BE CLEARLY MARKED WITH THE TEAM NAME, NUMBER, SITE LOCATION, AS WELL AS ANY OTHER INFORMATION REQUESTED BY THE DRAYAGE COMPANY FOR THAT SITE. THIS INFORMATION MUST BE MARKED ON ALL FOUR SIDES OF THE CRATE IN 6-INCH CHARACTERS. A RETURN ADDRESS OR THE NAME OF THE TEAM MEMBER IS NOT ENOUGH INFORMATION FOR IDENTIFICATION.

CONTENTS

ALL MATERIALS SENT TO THE DRAYAGE COMPANY MUST BE IN A CRATE THAT DOES NOT EXCEED 400 POUNDS. THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE CRATE:

1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

9.7 SHIPPING - NEW ENGLAND

TEAMS COMPETING IN MULTIPLE COMPETITIONS

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (CT OR CA) AND THE NATIONAL CHAMPIONSHIP (EPCOT, FL), YOU ARE REQUIRED TO SHIP YOUR CRATE ON SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST. FIRST WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE NATIONAL CHAMPIONSHIP. ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

IF YOU ARE DRIVING YOUR CRATE TO A DRAYAGE COMPANY, **DRAYAGE MUST RECEIVE IT BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21.** IF YOU ARE SHIPPING YOUR CRATE TO THE DRAYAGE COMPANY, IT MUST BE IN THE HANDS OF THE SHIPPING VENDOR **BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21 AND RECEIVED BY THE DRAYAGE COMPANY BY 12 NOON ON MONDAY, FEBRUARY 28.**

ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

ON THE SATURDAY OF EACH COMPETITION, A DRAYAGE COMPANY AND SHIPPING VENDOR WILL BE AVAILABLE ON SITE TO ASSIST TEAMS WITH ANY SHIPPING NEEDS.

TEAMS ARE RESPONSIBLE FOR PAYING ALL SHIPPING CHARGES. SHIPPING CHARGES MUST BE PAID IN FULL AT THE TIME OF SHIPMENT. COD CHARGES WILL NOT BE ACCEPTED.

AS USUAL, TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA. **FIRST** WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** **FIRST** WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

NASA AMES REGIONAL MARCH 30-APRIL 1, 2000

10.1 EVENT LOCATION:

SAN JOSE STATE UNIVERSITY

EVENT CENTER

290 SOUTH 7TH STREET

SAN JOSE, CALIFORNIA 95192

DIRECTIONS SAN JOSE STATE UNIVERSITY, EVENT CENTER

FROM OAKLAND; 17 (880) SOUTHBOUND

EXIT 17 (880) AT 1ST STREET. TURN LEFT AT THE OFF-RAMP. FOLLOW 1ST STREET SOUTH TO HEDDING STREET. TURN LEFT ON HEDDING AND FOLLOW TO 10TH STREET. TURN RIGHT ON 10TH STREET. FOLLOW 10TH STREET TO EAST SAN SALVADOR AND TURN RIGHT. FOLLOW EAST SAN SALVADOR TO 7TH STREET.

FROM WALNUT CREEK/CONCORD/PLEASANTON/SACRAMENTO: 680

SOUTHBOUND

680 BECOMES 280 AT 101. FOLLOW 280, THEN TAKE THE 7TH STREET EXIT. TURN RIGHT AT THE OFF-RAMP AND FOLLOW 7TH STREET.

FROM SALINAS/MONTEREY: 101 NORTHBOUND

FROM 101 TAKE 280 NORTH. FOLLOW 280 FOR APPROXIMATELY 1 MILE, TAKE 7TH STREET EXIT. TURN RIGHT AT THE OFF-RAMP AND FOLLOW 7TH STREET.

FROM SANTA CRUZ: 880 (17) NORTHBOUND

EXIT 17 (880) AT 280 SOUTH (DOWNTOWN SAN JOSE). FOLLOW 280 FOR ABOUT 5 MILES AND TAKE THE 7TH STREET EXIT. TURN LEFT AT THE LIGHT FROM THE OFF-RAMP.

FROM MORGAN HILL/GILROY: 101 NORTHBOUND

FROM 101, TAKE 280 NORTH. FOLLOW 280 FOR APPROXIMATELY 1 MILE, TAKE THE 7TH STREET EXIT. TURN RIGHT AT THE OFF-RAMP AND FOLLOW 7TH STREET.

FROM SAN FRANCISCO: 101 SOUTHBOUND

EXIT 101 AT GUADALUPE PARKWAY. CONTINUE ON GUADALUPE PARKWAY THEN TAKE THE SAN CARLOS STREET EXIT. TURN LEFT ON SAN CARLOS AND FOLLOW TO 7TH STREET. TURN RIGHT AND FOLLOW 7TH STREET.

10.2 FIRST RECOMMENDED HOTELS **NASA AMES REGIONAL**

***ATTENTION DESIGNATED TEAM TRAVEL COORDINATORS:**

LISTED BELOW ARE THE **FIRST**-RECOMMENDED HOTELS FOR YOUR REGIONAL COMPETITION. TO MAKE RESERVATIONS FOR YOUR TEAM AT ONE OF THE HOTELS LISTED BELOW, **FIRST** REQUESTS THAT YOU CONTACT “**THE MEETING COMPANY**” TO RESERVE YOUR TEAM ROOMS. PLEASE **DO NOT** CALL THE HOTELS LISTED BELOW DIRECTLY FOR YOUR INITIAL TEAM ROOM RESERVATIONS. **NOTE: ONLY** THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH TEAM HAS BEEN GIVEN CONTACT INFORMATION FOR **THE MEETING COMPANY**. ONLY THE DESIGNATED TEAM TRAVEL COORDINATOR MAY CONTACT **THE MEETING COMPANY** ON BEHALF OF YOUR **FIRST** TEAM. PLEASE BE AWARE THAT **THE MEETING COMPANY** WILL BEGIN CONTACTING THE DESIGNATED TEAM TRAVEL COORDINATOR FOR EACH REGISTERED **FIRST** TEAM IN MID-NOVEMBER TO DISCUSS THEIR REGIONAL **FIRST**-RECOMMENDED HOTEL SELECTION. SHOULD YOU WISH TO STAY AT A HOTEL NOT LISTED BELOW, YOU WILL NEED TO MAKE YOUR OWN HOTEL ARRANGEMENTS.

RADISSON PLAZA HOTEL

HOTEL LOCATION:

1471 NORTH 4TH STREET • SAN JOSE, CA 95112
2.0 MILE TO COMPETITION SITE

ROOM RATE: • \$99/NIGHT S/D/T/Q • RATE IS SUBJECT TO 10% CA ROOMS OCCUPANCY TAX

RESERVATION CUT-OFF DATE: FEBRUARY 22, 2000

THE ABOVE DISCOUNTED RATE IS **THE FIRST ROBOTICS COMPETITION GROUP RATE**. AFTER YOU RECEIVE YOUR TEAM BOOKING CONFIRMATION FROM **THE MEETING COMPANY**, ALL RESERVATION CHANGES, HOTEL QUESTIONS AND ANY REQUESTS SHOULD BE HANDLED DIRECTLY WITH THE HOTEL BY CALLING **(408) 452-0200**

PLEASE SEE **FIRST** WEBSITE (www.usfirst.org) FOR UP TO DATE REGIONAL INFORMATION AND AIR TRAVEL DISCOUNTS.

10.3 DIRECTIONS - HARDWARE/ELECTRONICS STORES

NASA AMES REGIONAL **FROM SAN JOSE STATE UNIVERSITY EVENT CENTER** **290 SOUTH 7TH STREET • SAN JOSE, CA**

ORCHARD SUPPLY

PHONE: (408) 297-7173

ADDRESS: 720 WEST SAN CARLOS STREET, SAN JOSE

DIRECTIONS: TURN RIGHT ON WEST SAN CARLOS. FOLLOW FOR APPROXIMATELY 1½ MILES PASSING UNDER THE FREEWAY 87 OVERPASS. LOOK FOR THE INTERSECTION OF BIRD STREET (L) AND MONTGOMERY STREET (R). AS YOU PASS THROUGH THE INTERSECTION - YOU WILL TAKE A LEFT ON ROYAL AVENUE. STORE IS ON LEFT HAND SIDE. (IF YOU HAVE MISSED YOUR LEFT TURN - AND SEE RAILROAD TRACKS - YOU HAVE GONE TOO FAR!)

HOURS: MONDAY - FRIDAY, 7:00AM TO 9:00PM • SATURDAY, 8:00AM TO 8:00PM

RADIO SHACK

PHONE: (408) 295-6056

ADDRESS: 1228 SOUTH BASCOM AVENUE

DIRECTIONS: FOLLOW DIRECTIONS ABOVE - HOWEVER YOU WILL CONTINUE ON WEST SAN CARLOS TO BASCOM AVENUE. TAKE A LEFT ONTO BASCOM AVENUE. RADIO SHACK WILL BE APPROXIMATELY 1 MILE ON THE LEFT.

HOURS: MONDAY - FRIDAY, 9:00AM TO 9:00PM • SATURDAY, 9:00AM TO 6:00PM

10.4 LOGO SUBMISSIONS

TEAM LOGO REQUIREMENTS FOR THE 2000 FIRST COMPETITION PROGRAM BOOKS:

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DEADLINE FOR MATERIALS: Please submit your logo **as soon as possible - please do not wait until January!!** Team logos must be received by **9am on Friday, January 14, 2000. BE SURE TO WRITE YOUR TEAM # ON ALL DISK LABELS/FAXES/HARD COPIES !!!** Again, this year's team logos are being submitted directly to Hannaford Design, **NOT** to **FIRST**.

IF YOU CANNOT EMAIL YOUR TEAM LOGO, THEN MAIL YOUR LOGO ON A COMPUTER DISK (with a printed hard copy)

**TO: Joe Hannaford
Hannaford Design
36 Hickory Lane
Bedford, NH 03110
Attn: FIRST Team Logo**

(DISKS WILL NOT BE RETURNED UNLESS A SELF-ADDRESSED POSTAGE PAID ENVELOPE IS INCLUDED)

10.5 DRAYAGE - CALIFORNIA

NASA AMES REGIONAL
SAN JOSE STATE UNIVERSITY
SAN JOSE, CA
MARCH 30- APRIL 1, 2000

DRAYAGE COMPANY: **PRESTIGE EXPOSITION SERVICES, INC.**
CONSOLIDATED FREIGHTWAYS
390 COMMERCIAL STREET
SAN JOSE, CA 95112

MATERIAL HANDLING INFORMATION:

ALL SHIPMENTS MADE BY LOCAL TEAMS AND OUT OF STATE TEAMS MUST BE DELIVERED TO PRESTIGE EXPOSITION'S WAREHOUSE AT THE ADDRESS ABOVE. THE WAREHOUSE WILL BE OPEN FOR DELIVERY 8:00AM TO 4:00PM, MONDAY - FRIDAY. PLEASE CALL PRESTIGE EXPOSITION SERVICES AT (408) 395-0593 TO CONFIRM RECEIPT OF YOUR SHIPMENT. WE WILL PROVIDE THE FOLLOWING SERVICES SHOWN BELOW:

- A. COMPLETE HANDLING AT THE WAREHOUSE FOR UNLOADING YOUR SHIPMENTS AND HAULING TO THE COMPETITION SITE.
- B. PRESTIGE ALSO AGREES TO FURNISH (40) 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 **PRESTIGE EXPOSITION** TO DO SO.
- F. ASSIST TEAMS WITH RELOADING MATERIAL ONTO VEHICLE.
- G. **PRESTIGE 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. **PRESTIGE EXPOSITION** WILL WEIGH TEAM'S MATERIAL AND CHARGE ACCORDINGLY IF ACCURATE WEIGHT IS NOT PROVIDED.

- **ALL SHIPMENTS MUST BE ADDRESSED EXACTLY AS FOLLOWS:**

TEAM NAME: _____ **TEAM NUMBER** _____

HOLD FOR:
FIRST/NASA AMES REGIONAL
C/O PRESTIGE EXPOSITION SERVICES, INC.
CONSOLIDATED FREIGHTWAYS

10.6 CRATING - CALIFORNIA

REQUIREMENTS

DUE TO PAST LIMITATIONS IN PIT AREAS, ALL CRATES MUST HAVE A FOOTPRINT **OF 4' X 4' AND 6' FEET HIGH OR SMALLER AND WEIGH 400 POUNDS OR LESS**. THIS RULE WILL BE STRICTLY ENFORCED. **FIRST** USES THE SIZE AND WEIGHT PROVIDED BY THE DRAYAGE COMPANY TO DETERMINE IF A CRATE MEETS THE REQUIRED REGULATION SIZE. IF A CRATE EXCEEDS THIS SIZE, **FIRST** WILL NOT GUARANTEE SECURITY OR DELIVERY OF THE CRATE.

FIRST WILL PAY FOR THE DRAYAGE COST OF ONE CRATE WEIGHING 400 POUNDS OR LESS AND MEASURING 4'X4'X6' OR LESS. **IF THE MEASUREMENT AND WEIGHT EXCEED THESE REGULATIONS, THE TEAM WILL BE HELD RESPONSIBLE FOR ALL ADDITIONAL DRAYAGE CHARGES INCURRED BECAUSE OF THE EXCESS WEIGHT**. TEAMS WILL BE EXPECTED TO PAY FOR ANY ADDITIONAL DRAYAGE CHARGES BY THE END OF THE COMPETITION.

IN ORDER TO KEEP PIT EGRESSSES CLEAR AND TRAFFIC TO A MINIMUM, FIRST RECOMMENDS THAT TEAMS DO NOT SEND MORE THAN TWO CRATES TO A COMPETITION SITE. TEAMS THAT SHIP MORE THAN ONE CRATE ARE RESPONSIBLE FOR ALL DRAYAGE COSTS PERTAINING TO THE ADDITIONAL CRATE(S). AS WELL, ALL ADDITIONAL CRATES MUST MEET THE REGULATION SIZE STATED ABOVE.

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1 ROBOT

1 CONTROL SYSTEM (COMPLETE)

2 BATTERIES:

WHEN SHIPPING BATTERIES, THEY MUST BE UNPLUGGED AND PACKAGED SEPARATELY FROM THE REST OF THE MACHINE. A SMALL BOX INSIDE YOUR CRATE IS RECOMMENDED.

10.7 SHIPPING - CALIFORNIA

TEAMS COMPETING IN MULTIPLE COMPETITIONS

TEAMS COMPETING IN THE NEW ENGLAND REGIONAL OR THE NASA AMES REGIONAL AND THE NATIONAL CHAMPIONSHIP:

IF YOU ARE COMPETING IN ONE OF THE LAST REGIONAL EVENTS (CT OR CA) AND THE NATIONAL CHAMPIONSHIP (EPCOT, FL), YOU ARE REQUIRED TO SHIP YOUR CRATE ON SATURDAY, APRIL 1 WITH THE DESIGNATED SHIPPER ON SITE, PROVIDED BY FIRST. FIRST WILL HAVE A TRUCK DESIGNATED SPECIFICALLY TO TRANSPORT ALL CRATES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA FOR THE NATIONAL CHAMPIONSHIP. ALL TEAMS COMPETING AT EITHER OF THESE SITES AND AT THE NATIONAL CHAMPIONSHIP MUST HAVE THEIR CRATE ON THE DESIGNATED TRUCK BY 5 PM ON SATURDAY, APRIL 1.

MACHINES MUST BE OUT OF TEAM HANDS BY 4 PM STANDARD TIME ON MONDAY, FEBRUARY 21, 2000 AND ENROUTE TO THE DESIGNATED DRAYAGE COMPANY FOR THE **FIRST COMPETITION** IN WHICH YOUR TEAM WILL BE COMPETING. AT THIS TIME, TEAMS ARE REQUIRED TO PROVIDE **FIRST** WITH DOCUMENTATION SHOWING PROOF OF RECEIPT BY THE DRAYAGE COMPANY OR SHIPPING VENDOR. PLEASE FAX DOCUMENTATION TO YOUR **FIRST** TEAM COORDINATOR AT 603/666-3907 OR 603/666-0043 BY 5 PM STANDARD TIME ON FEBRUARY 21, 2000.

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ANY TEAM COMPETING IN MULTIPLE REGIONALS IS **REQUIRED TO SHIP THEIR CRATE BY 5 PM ON THE LAST DAY OF THE REGIONAL (SATURDAY)** TO THE DRAYAGE COMPANY ASSIGNED TO THE REGIONAL IN WHICH THE TEAM WILL COMPETE NEXT. THE DRAYAGE COMPANY DELIVERS ALL CRATES TO COMPETITION SITES.

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AS USUAL, TEAMS ARE RESPONSIBLE FOR THE SHIPPING CHARGES FROM CONNECTICUT AND CALIFORNIA TO FLORIDA. **FIRST** WILL PRESENT EACH TEAM WITH A BILL FOR THE SHIPPING CHARGES AT THE BEGINNING OF THE NEW ENGLAND AND NASA AMES REGIONALS. **TEAMS MUST BE PREPARED TO PAY THIS BILL ON SITE BY SATURDAY, APRIL 1.** **FIRST** WILL LET TEAMS KNOW THE SHIPPING COST BEFORE THE EVENT OCCURS. SINCE THESE ARE BULK SHIPMENTS, THE SHIPPING COST WILL BE A FAIR AND REASONABLE RATE.

11. NATIONAL CHAMPIONSHIP, APRIL 6 - 8, 2000

THE NATIONAL CHAMPIONSHIP WILL BE HELD AT EPCOT, WALT DISNEY WORLD. TO RESERVE OVERNIGHT ACCOMODATIONS AND TO OBTAIN GENERAL INFORMATION, PLEASE SEE THE TABBED SECTION TITLED “**NATIONAL CHAMPIONSHIP.**”

ALSO INCLUDED IN THIS SECTION, PLEASE FIND THE DISNEY CONSENT, RELEASE AND HOLD HARMLESS FORM. THIS FORM **MUST** BE PHOTOCOPIED AND COMPLETED BY EACH TEAM MEMBER ATTENDING THE NATIONAL CHAMPIONSHIP.

12 EVENT INFORMATION

12.1 EVENT ATTENDEES

FIRST MUST RECEIVE AN ESTIMATED NUMBER OF ATTENDEES (INDIVIDUAL NAMES ARE NOT NECESSARY) FOR EACH REGIONAL IN WHICH YOU ARE SCHEDULED TO COMPETE AT AND AN ESTIMATED NUMBER OF ATTENDEES FOR THE NATIONAL CHAMPIONSHIP - NO LATER THAN FEBRUARY 22, 2000 (5:00PM, EDT). IF YOU ARE COMPETING AT THE FOLLOWING REGIONALS; KSC/FL - NASA LANGLEY/VCU/VA - PHILADELPHIA ALLIANCE/PA - LONG ISLAND/NY OR UTC-NE/CT, PLEASE FORWARD YOUR INFORMATION TO LORI BUCKLEY EITHER BY EMAIL, (lbuckley@usfirst.org), CALL (800) 871-8326, EXT. 433, OR FAX (603) 666-3907.

IF YOU ARE COMPETING AT GREAT LAKES/MI - MID ATLANTIC/NJ - LONE STAR/TX - MOTOROLA MIDWEST/IL OR NASA AMES/CA, PLEASE FORWARD YOUR INFORMATION TO THERESA CLEMENT EITHER BY EMAIL, (tclement@usfirst.org), CALL (800) 871-8326, EXT. 432, OR FAX (603) 666-3907.

12.2 MASCOTS AND UNIFORMS - REGIONAL EVENTS

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.

* “**DISNEY**” - SEE **NATIONAL CHAMPIONSHIP SECTION**

12.3 BEFORE YOU COME TO THE COMPETITION

12.3.1 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.

USE OF LOUD AUDIO SYSTEMS ARE NOT 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.

READ THE PIT RULES!

12.4 PIT RULES:

- P-1. ALL TEAM MEMBERS, WHEN IN THE PIT, ARE REQUIRED TO WEAR SAFETY GOGGLES!**
- P-2. TEAMS ARE NOT ALLOWED TO DO ANY GRINDING OR PAINTING AT THEIR PIT STATIONS. THERE WILL BE GRINDING AND PAINTING STATIONS AVAILABLE.**
- P-3. WELDING AND BRAZING ARE NOT ALLOWED AT THE PIT STATIONS. THIS MUST BE UNDERTAKEN IN THE MACHINE SHOP.**
- P-4. NO OPEN FLAMES ARE ALLOWED AT THE PIT STATIONS.**
- P-5. THE BATTERY MUST BE REMOVED TO BE CHARGED.**
- P-6. CHARGE THE SEALED LEAD ACID BATTERY IN AN OPEN, WELL VENTILATED AREA.**
- P-7. DO NOT CHARGE THE SEALED LEAD ACID BATTERY NEAR EQUIPMENT WHICH MAY PRODUCE SPARKS.**
- P-8. DO NOT CHARGE THE SEALED LEAD ACID BATTERY IN AN INVERTED POSITION.**
- P-9. DO NOT CHARGE THE SEALED LEAD ACID BATTERY NEAR AN OPEN FLAME.**
- P-10. DO NOT USE SMOKING MATERIALS IN THE SEALED LEAD ACID BATTERY CHARGING AREA.**
- P-11. ROBOTS MUST OPERATE ON TETHER-ONLY IN PIT AREA.**
- P-12. TWO- WAY RADIOS ARE NOT ALLOWED AT THE COMPETITION.**
- P-13. WHISTLES AND BLOW HORNS ARE NOT ALLOWED!**

12.5 TEAM CHECKLIST

***THIS LIST IS PROVIDED BY VETERAN TEAMS (IT IS A SUGGESTED LIST - NOT MANDATORY)**

TOOL BOX ITEMS

SAFETY GLASSES!!!

Adjustable crescent wrench
Allen wrenches
Ball driver set / nut driver set
Batteries and charger
Box cutter
C-Clamp, large, medium, small
Cutters
Deburring tool
Dremel tool/accessories
Drill bit set
Drill - cordless w/charger
Duct tape
Electrical tape
Flashlight
Flat screwdriver, large - medium - small
Hacksaw and blades
Hammer (ball pean & brass)
Heat gun
"Leatherman" tool
Lithium grease, spray can
Lock tight
Magnet on a stick
Needle nose pliers - medium, small
Open end and boxed end wrenches
Paint brush
Phillips screwdriver, medium - small
Pliers, - large, small
Power Outlet Strip / extension cord (2)
Power screwdriver
Saber saw/wood & metal blades
Sandpaper - various grit
Screws - nuts - washers
Shrink tubing
Small level
Socket set - 1/4", 3/8" drive
Soldering iron, solder, solder wick, flux
Spare parts
Square - small, medium
Tap & die set/assorted taps
Tape measure / ruler
Tie wraps /connectors
Tin snips
Tweezers / scissors
Vice grip - large, small
Volt meter
WD-40 / Lithium grease, spray can
Wire terminal crimpers / wire strippers
X-acto knife and blades

ADDITIONAL ITEMS

SAFETY GLASSES!!!

1st Aid Kit
Banner / Corp. signs & flags
Cart for robot
Clear / masking / duct tape
Clock
Dirt Devil - vacuum
Disposable camera / extra film
Drop light
Epoxy
File folder box for paperwork
Hand truck
Laptop / software / cables / floppies
Medical Release Forms
Message Board - dry erase marker set
Notepads / spiral notebook / clipboard
Paper / Post It Notes
Paper towels / rags
Pens / pencils / sharpies / markers
Permission Slips
Pit work schedule and clean up
Portable printer
Registration Papers
Rubber bands
Rule Book and updates
Schedule to set up and break down
Small foldable seats
Small trash can
Spray cleaner
Stapler / staples
Storage box - trinkets & trash (buttons)
Super glue / stick glue
Team roster
Trash bags
Upright storage bins
Water cooler / cups or water bottles
Ziploc bags

1ST AID KIT / ESSENTIALS

Safety Glasses!!!

Advil / Tylenol
Alcohol Prep Pads / 3M First Aid tape
Band-Aids / Blister kit
Cough drops / sore throat medicine
Extra - toothbrushes/hairbrushes/combs
Extra - travel size deodorant/razors
Eye wash and drops
Hand sanitizer / Liquid Soap
Ice Bag
Insect sting medicine / OFF spray
Kleenex/Cotton Balls/Wet ones/Q-Tips
Neosporin
Pepto-Bismol / Imodium AD
Small Sewing Kit
Sunscreen / Sunburn Spray /Aloe Vera

12.6 ESTIMATED SCHEDULE OF EVENTS

ALL REGIONALS

<u>DAY 1</u>	TEAM ARRIVAL, REGISTRATION AND PRACTICE, OFFICIAL WEIGH-IN AND INSPECTION
<u>DAY 2</u>	QUALIFYING MATCHES CELEBRATION PARTY (FOLLOWING QUALIFYING MATCHES)
<u>DAY 3</u>	QUALIFYING MATCHES ELIMINATION MATCHES AWARDS

NATIONAL CHAMPIONSHIP

<u>DAY 1</u>	TEAM ARRIVAL, REGISTRATION AND PRACTICE, OFFICIAL WEIGH-IN AND INSPECTION
<u>DAY 2</u>	QUALIFYING MATCHES AT EPCOT ARENA
<u>DAY 3</u>	QUALIFYING MATCHES ELIMINATION MATCHES AWARD CEREMONY AT EPCOT ARENA WRAP PARTY - LOCATION IS TBD

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:

- RECEIVE YOUR PRACTICE TIMES
- RECEIVE YOUR QUALIFYING MATCH LIST
- RECEIVE AN ORIENTATION PACKET TO THE EVENT SITE AND YOUR PIT STATION
- INFORM **FIRST** WHERE THE MACHINE WILL BE AFTER THE COMPETITION
- SUBMIT A PHOTO OF YOUR MACHINE TO A **FIRST** STAFF MEMBER
 - 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.

PRACTICE

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.

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-SERVE 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.

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

QUALIFYING MATCHES

EACH TEAM WILL COMPETE IN QUALIFYING MATCHES AS DESCRIBED IN THE GAME SECTION OF THE MANUAL.

ELIMINATION MATCHES

EACH TEAM WILL COMPETE IN ELIMINATION MATCHES AS DESCRIBED IN THE GAME SECTION OF THE MANUAL.

