

7. LONE STAR REGIONAL

March 15-17, 2001

7.1 Event Location

Reliant Arena (Formerly the AstroArena)
Reliant Park
8400 Kirby Drive
Houston, TX 77054

<http://www.houston-guide.com>

7.2 Directions to Reliant Arena Complex, Houston Astrodome

The main entrance for the Reliant Arena is accessible from Kirby Drive. The direct entrance to the Reliant Arena and the FIRST event on Fannin Street. Both are accessible from the 610 loop.

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

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

7.3 Hotel / Reservation Information

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

7.3.1 Team Travel Coordinator Responsibilities

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

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

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

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

7.3.2 Making Reservations at FIRST Recommended Hotels

Step 1 Room Block Requests

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

- Fill out *Group Room Block Request Form* for each team and each Regional Competition your team(s) will attend. This is done using a hidden URL via the web. You must use this URL every time you want to access this form. (This hidden URL was provided to all Designated Travel Coordinators in an e-mail in early November. It is not posted for public view.)
- Submit the *Group Room Block Request Form* as an e-mail attachment to The Meeting Company. There will be a direct link e-mail address for this submission purpose. *Do NOT submit this form directly to the hotel.* While The Meeting Company prefers e-mail attachments, you may phone or fax your room block request. This information is contained in the November e-mail sent to all Designated Travel Coordinators

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

Step 2 Team Rooming List

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

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

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

Step 3 Hotel Payment

Do the following upon receipt of Rooming List confirmation:

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

7.3.3 FIRST Recommended Hotels

All requests will be taken on a first come, first served basis. You will be able to start your regional hotel on-line registration process on November 15, 2000. Pay attention to the rooming list due date below.

Read Section 7.3 with regard to The Meeting Company's role in making reservations. *Refer to the FIRST web site (www.usfirst.org) for up-to-date Regional hotel information and airline discount tickets.*

A. HOLIDAY INN ASTRODOME- .5 mile to competition site

8111 Kirby Drive
Houston, TX 77001

<http://www.hotelhoustontexas.com>

FIRST Robotics Competition group rate, \$69 per night S/D/T/Q. Rate is subject to 17% TX Rooms occupancy Tax

Rooming List Due Date: February 7, 2001

Special: Breakfast buffet coupons are available in advance for \$9.95 per person. The coupons are non-refundable if not used.

Once your Team Travel Coordinator has provided The Meeting Company with the team rooming list and have received the team booking confirmation, he or she may call hotel directly for changes, additions, hotel questions. Call (713) 797-1110.

B. RADISSON HOTEL ASTRODOME CONVENTION CENTER - Directly across the street from competition site.

8686 Kirby Drive
Houston, TX 77054

<http://www.hotel-houston.com>

FIRST Robotics Competition group rate \$69 /S /D/T/Q. Rate is subject to 17% TX Rooms occupancy Tax

Rooming List Due Date: February 5, 2001

Once your Team Travel Coordinator has provided The Meeting Company with the team rooming list and have received the team booking confirmation, he or she may call hotel directly for changes, additions, hotel questions. Call (713) 795-8407.

7.3.4 Making Reservations at Other Hotels

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

7.4 Directions to Hardware and Electronics Stores near the Reliant Arena

The directions are from the Reliant Arena Complex, 8400 Kirby Drive, Houston, TX.

HOME DEPOT

Phone: (713) 662-3950

Address: 5445 West Loop , South Houston
Directions: Go out 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

RADIO SHACK

Phone: (713) 665-7491
Address: 2240 West Holcombe, Houston
Directions: Take Fannin Street from the Reliant Arena. Make a left on Fannin for
Approximately 1.5 miles. Holcombe intersects Fannin. Make a left
on Holcombe. Radio Shack is on the right in a strip shopping center.
Hours: Monday - Friday, 9:00am - 7:00pm • Saturday, 9:00am - 6:00pm

BIG K 4 miles from Reliant Arena

Phone: (713) 661-4441
Address: 300 Meyerland Plaza, Houston, TX 77096
Directions: Go south on Kirby Drive towards S. Loop Freeway. Turn right on S.
Loop Freeway W. Turn slight left to take the I-610 W ramp. Merge
onto I-610 W, stay straight to go onto W. Loop Freeway N. Take
Beechnut St. exit, turn left on Beechnut St. and left onto Meyerland
Plaza Mall.
Hours: 8 am to 10 p.m.

OFFICE DEPOT 1 mile from Reliant Arena

Phone: (713) 660-8667
Address: 8202 Kirby Dr., Houston, TX 77054
Directions: Go north on Kirby Drive towards Old Spanish Trail/Main Street.
Before reaching Old Spanish Trail, turn left at Office Depot.
Hours: M-F, 7 am to 9 p.m.; Sat 9 am to 9 p.m.; Sun 10 am to 6 p.m.

7.5 Drayage: Services, Requirements, and Instructions

The Reliant Arena will not receive or store materials. In order for FIRST to ensure that teams meet “robot out-of-hands” deadlines and to ensure on-time arrivals and “trackability,” FIRST requires teams to use the drayage services stipulated for each event. Sullivan Transfer, a Freeman Decorating Company, is the exclusive drayage contractor for the Lone Star Regional event.

- Clearly mark all crates to include the following information. Refer to Crate Identification section for specific letter/number size.

TEAM NUMBER: _____
TEAM NAME: _____

SULLIVAN TRANSFER COMPANY
(a Freeman Decorating Company)

HOLD FOR: Lone Star Regional

**Reliant Park, Reliant Arena
6802 Irvington Boulevard
Houston, TX 77022**

- Please ship all crates to the above address

7.5.1 Contact Information

6802 Irvington Boulevard
Houston, TX 77022

Exhibitor Services Department
Phone: (713) 699-1200

7.5.2 Material Handling Information

- All shipments made by local teams and/or out of state teams must be delivered to Sullivan Transfer. No C.O.D. charges will be accepted.
- Sullivan Transfer 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.
- Freight shipments should be made on straight Bills of Lading and should be carefully prepared to show:
 - 1) numbers of pieces
 - 2) weight
 - 3) classification, etc.
- Shipments made other than Bills of Lading should be accompanied by a delivery ticket showing number of pieces, weight, classification, etc.
- Sullivan Transfer will weigh team's material and charge accordingly if accurate weight is not provided.
- All shipments received at the warehouse and show site are subject to re-weigh

7.5.3 Sullivan Transfer Services

- Complete handling at warehouse for unloading your shipments and hauling to the Competition site.
- Unloading at competition site docks and dropping equipment at specified team table.
- Storage of empty crates or cases once team has emptied crates.
- Return of empty crates
- Assist team to reload material onto vehicle.

7.5.4 Outbound Freight

- Mark all crates "ONE WAY" if your team intends to make its own return arrangements.
- Please fill out bills of lading, routing, etc. and give to Sullivan Transfer any time before departing the Competition.
- Sullivan Transfer will provide a shipper at the site on the final day of the event. Company personnel will have labels, bills of lading, and shipping information.
- All shipping charges must be *PREPAID* by the team at the time of shipping.

7.5.5 Cost Paid by FIRST

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

7.5.6 Cost Paid by Teams

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

7.6 Crate Information -

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

7.6.1 Crate Size and Weight Specifications

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

7.6.2 Allowed Number of Crates

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

7.6.3 Crate Identification

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

• TEAM NUMBER	Place within the top 12 inches of crate. Use six (6) inch numbers.
• OFFICIAL TEAM NAME (Sponsor / School)	Place Under team number Use (2-3) inch letters.
• SITE LOCATION.	Place Under Team Name Use (2-3) inch letters.
Read the drayage company specifics to see if there are additional requirements or specific label style	

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

7.6.4 Crate Contents

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

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

7.7 Shipping Your Robot & Equipment

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

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

7.7.1 Shipping Charges

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

7.7.2 Yellow Freight

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

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

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

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

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

A. If this is Your Initial Regional Event:

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

Arrival at drayage site deadline: Your robot, it must be delivered to the designated drayage company by 5p.m. on Monday, March 12, 2001.

- You have three shipping options:

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

B. If Team is Competing in Multiple Events:

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

Arrival at drayage site deadline: Your robot must arrive at the drayage company by 5p.m. on Monday, March 12, 2001.

- You have two “robot out-of-hands” shipping options:
 1. Ship the robot from one event to the next. Ship by 5 p.m. on the last day of the regional event

OR

 2. Take the robot “home.” *It must be out of your hands by 5p.m. local time on the Tuesday following the event.*
- Refer to above table for shipping and “out-of-hands” verification options.