

8. NEW YORK CITY FIRST! REGIONAL

The Columbia campus on Morningside Heights is located at Broadway and 116th Street in Manhattan. The competition site entrance is on West 120th Street, bordering streets are: Broadway to the West and Amsterdam Avenue to the East

8.1 Event Location

Marcellus Hartley Dodge Physical Fitness Center
Morningside Campus, Manhattan
120th Street
Columbia University
New York, NY

www.nycvisit.com

www.columbia.edu See below for parking options.

8.2 Directions: Marcellus Hartley Dodge Physical Fitness Center Building

From the North: Take the New York Thruway (I-87) or the New England Thruway (I-95) south to the Cross Bronx Expressway (I-95) in the direction of the George Washington Bridge. Take the exit for the Henry Hudson Parkway south (the last exit before the bridge.) Exit the Parkway at West 95th Street and Riverside Drive and follow the directions *From Riverside Drive and 95th Street*. (See below)

From the South or West: Take the New Jersey Turnpike north or I-80 east to the George Washington Bridge. As you cross the bridge, take the exit for the Henry Hudson Parkway south. Exit the Parkway at West 95th Street and Riverside Drive and follow directions *From Riverside Drive and 95th Street*. (See Below)

From Long Island: Take the Long Island Expressway or the Grand Central Parkway west to the Cross Island Parkway north. Cross the Throgs Neck Bridge onto the Cross Bronx Expressway (I-95 south) and proceed with directions *From the North*. (Above)

From Riverside Drive and West 95th Street: Go north on Riverside Drive to 116th Street. Turn right and go two blocks to Broadway and the University's main gate. Please note that the main gate is not open to traffic.

From LaGuardia Airport: Take the Grand Central Parkway east to the Whitestone Parkway (I-678.) Follow it across the Whitestone Bridge and onto I-95 south. Follow directions *From the North*. (Above)

Taxi service is available to the campus for about \$20. There is bus service directly from LaGuardia airport to Columbia. The M60 city bus is also available.

From Kennedy Airport: Take the Van Wyck Expressway (I-678) to the Whitestone Bridge and across. Get on I-95 south and follow the directions *From the North*. (Above)
Taxi service is available to the campus for at least \$40.

From Newark Airport: Follow directions *From the South or West*. (Above)

Parking: You may park on the street or use the SEAS Garage (School of Engineering and Applied Science) which is on 119th and Amsterdam. The College Walk Garage is on 116th between Broadway and Amsterdam. There is *very limited* parking available for \$6.00. *The price quoted is for the preceding parking facilities.* You can also call the Parking Office at (212) 854-5508. Please plan on having an alternate parking plan available due to limited parking availability. *For additional parking, go to www.columbia.edu to find additional available options.* The 512-520 Garage is located at the corner

of 112th Street and Amsterdam. The Riverside Church Parking Garage is located on 120th Street between Claremont Avenue and Riverside Drive.

By Train or Bus: Trains to New York arrive at Grand Central Station or Pennsylvania Station. Buses stop at the Port Authority Bus Terminal where you can take either public transportation or a taxi north to the campus.

By New York City Public Transportation: Five bus lines (M4, M5, M11, M60, M104) and one subway line (Numbers 1 or 9 local) serve the Columbia neighborhood. The M60 bus is a direct link between campus and LaGuardia Airport. The Columbia stop is 116th Street. Do *not* use IRT express trains #2 and #3 because they follow a different route and do not stop at Columbia U. If you do, be sure to transfer at 96th Street to the local #1 or #9.

8.3 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

8.3.1 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.

8.3.2 Making Reservations at FIRST Recommended Hotels

Step 1 Room Block Requests

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

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

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

Step 2 Team Rooming List

Team Rooming Lists are due by the *Rooming List Due Dates* listed for each hotel. Find these dates below

in *FIRST Recommended Hotels* or in the regional hotel information on the FIRST web site.

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

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

Step 3 Hotel Payment

Do the following upon receipt of Rooming List confirmation:

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

8.3.3 FIRST Recommended Hotels

All requests will be taken on a first come, first served basis. You will be able to start your regional hotel on-line registration process on November 15, 2000. Pay attention to the rooming list due date below. Refer to the *FIRST web site (www.usfirst.org)* for up-to-date Regional hotel information and airline discount tickets.

- A. QUALITY HOTEL ON BROADWAY** - 1.4 miles to competition site
215 West 94th Street
New York, NY 10025

<http://www.bestnyhotels.com/html/quality.html>

FIRST Robotics Competition group rate, \$149 per night S/D/T/Q. Rate is subject to 13.25% state/local Rooms occupancy tax

Rooming List Due Date: January 18, 2001. *Please note early registration date.*

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 (212) 866-6400.

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- B. PARK CENTRAL HOTEL** - 3.6 miles to competition site
870 Seventh Avenue
New York, NY 10019

<http://www.parkcentralny.com/index.htm>

FIRST Robotics Competition group rate, \$169 per night S/D/T/Q. Rate is subject to 13.25% state/local Rooms occupancy tax

ATTENTION: There is a union-required, one-time baggage charge of \$4.30 per person or per bag, whichever is greater. This is required even if you do not use the staff to bring your bags to the room. It is suggested that individuals limit themselves to one bag. Each team will need to pay a separate check *in advance* to the hotel for baggage.

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

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 (212)541-8506.

8.3.4 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.

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

ACADEMY HARDWARE

Phone: 212-222-3060
Address: 2869 Broadway Avenue, bet 111 & 112th Streets, NY, NY10025
Hours: M-F 8:30a.m. to 7:15, Sat. 9a.m.-7p.m., Sun 11a.m. -5p.m.

GRAND METRO HARDWARE

Phone: 212-749-4140
Address: 2524 Broadway, between 94th & 95th Streets, NY, NY 10025
Hours: M-S 9a.m. to 6:30p.m., Sun 10a.m. - 5:30p.m.

KINKO'S About four blocks.

Phone: (212) 316-3390, Fax: 212) 316-3795, usa0210@kinkos.com
Address: 2872 Broadway, Corner of 112 St., New York, NY 10025
Hours: Open 24 hours

COLUMBIA COPY CENTER

Phone: 212-865-1212
Address: 2790 Broadway, between 107th & 108th Streets, NY, NY 10025
Hours: M-F 8a.m. - 11p.m., Sat 9a.m.-10p.m., Sun 11a.m.-10p.m.

RADIO SHACK

Phone: 212-662-5115
Address: 2800 Broadway, near 108th Street, NY, NY 10025
Hours: M-F 9a.m. - 8:45, Sat 9a.m.-7:45a.m., Sun 11a.m.-6:45p.m.

DUANE REED PHARMACY

Phone: 212-662-5115
Address: 2800 Broadway, near 108th Street, NY, NY 10025

8.5 Drayage: Requirements & Instructions

In order for FIRST to ensure that teams meet “robot out of hands” deadlines and to ensure on-time arrivals and “trackability,” FIRST requires teams to use the drayage services stipulated for each event. Suddath Transportation is the exclusive drayage contractor for this regional. Drayage companies serve as robot storage companies for all teams, and they deliver the robots/crates to the competitions.

8.5.1 Contact Information

Suddath Transportation
10 Dunnigan Drive
Suffern, NY 10901

Contact Person: Cathy Eschbacher
Phone: (888) 614-7271 Ext. 121 or (845) 357-6500
Fax: (845) 357-4822

8.5.2 Services Provided by Suddath Transportation

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

8.5.3 Requirements / Stipulations

- Shall not be responsible for damage to uncrated materials, materials improperly packed, any concealed damages, loss or theft of materials after same have been picked-up for loading-out of competition site.
- Freight shipments must have:
 1. Straight bills of lading showing number of pieces, weight, classification, etc. Shipments made on other than straight bills of lading should be accompanied by a delivery ticket.
 2. Show numbers of pieces, weight, classification, etc.
 3. Show correct weight. If accurate weight is not provided, the drayage company will weigh team’s material and charge accordingly
- Address all shipments exactly as follows:

TEAM NUMBER: _____

TEAM NAME: _____

HOLD FOR:
FIRST at Columbia University, New York, NY

C/O Suddath Transportation
10 Dunnigan Drive, Suffern, NY 10901

8.5.4 Cost Paid by FIRST

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

8.5.5 Cost Paid by Teams

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

8.6 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).*

8.6.1 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.

8.6.2 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.*

8.6.3 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.

8.6.4 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.

8.7 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.

8.7.1 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.

8.7.2 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.

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

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

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

A. If this is Your Initial Regional Event:

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

- *Arrival at drayage site deadline:* Your robot must be delivered to the designated drayage company by 5p.m. on Monday, March 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 shipping company must deliver your robot to 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.