

3. SBPLI LONG ISLAND REGIONAL

March 8-11

3.1 Event Location

Sports Convention Center
Suffolk Community College, West Campus
Wicks Road
Brentwood, NY 11717

(631) 851-6700
<http://www.licvb.com>

3.2 Directions to The Sports Convention Center

From Nassau: Take the (L.I.E) Long Island Expressway (RT. 495) to Exit 52; follow service road to second light, right on Crooked Hill Road, 1 mile to campus entrance on left

OR

Use Wicks Road exit, turn right at light onto Wicks Road. Campus entrance on your right.

From Riverhead: Take the Long Island Expressway (L.I.E). to exit 53 (Wicks Road). Left onto Motor Parkway and left at next traffic light onto Wicks Road, cross under L.I.E. overpass and proceed 1/2 mile campus entrance on your right.

From North Shore: Take Sunken Meadow/Sagtikos Parkway South to Exit S-1 (New York, West, Long Island Expressway); bear right to Crooked Hill Road, then turn left on Crooked Hill Road, 1 mile to campus entrance on left.

From South Shore: Take Sagtikos Parkway North to Exit S-2. At the stop sign make a left to traffic light. Cross over Crooked Hill Road to parking lot entrance on left side.

3.3 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

3.3.1 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.

3.3.2 Making Reservations at FIRST Recommended Hotels

Step 1 Room Block Requests

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

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

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

Step 2 Team Rooming List

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

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

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

Step 3 Hotel Payment

Do the following upon receipt of Rooming List confirmation:

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

3.3.3 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. HOLIDAY INN RONKONKOMA** - 5.7 Miles to competition site
3845 Veterans Memorial Highway
Ronkonkoma, NY 11779

<http://www.holiday-inn.com/ronkonkoma>

FIRST Robotics Competition discounted group rate: \$119 per night
Single/Double/Triple/Queen. Rate is subject to 9% NY Rooms occupancy Tax

Rooming List Due Date: February 2, 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 (516) 585-9800.

B. WYNDHAM WIND WATCH - 8.1 miles to competition site
1717 Motor Parkway
Hauppauge, NY 11788

<http://www.wyndham.com/newyork>

FIRST Robotics Competition discounted group rate: \$139 per night
Single/Double/Triple/Queen. Rate is subject to 9% NY Rooms occupancy Tax

Rooming List Due Date: January 13, 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 (631) 232-9815.

3.3.4 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

3.4 Directions: Hardware, Electronics, Copy Center Stores near SCCC

HOME DEPOT

Phone: (631) 462-5300
Address: 5025 Jericho Turnpike, Commack, NY 11725
Directions: When exiting the college, make a right on Wicks Road, then make a right at the next light on Community College Road (west). Make a right at the next light on Crooked Hill Road (north.) Get on Sagkitos Parkway (north) and get off at the Jericho Turnpike exit westbound. The store is on the right about 2 miles down.
Hours: M-Sat 5a.m.-12a.m., Sun 8-12 a.m.-

RADIO SHACK Marketplace at Brentwood (approximately 2 miles)

Phone: (631) 434-3573
Address: 51 Wicks Road, Brentwod, NY 11717.
Directions: When exiting the college, make a right on Wicks Road (south)and travel south approximately 2 miles.
Hours: M- F 10 a.m. - 9p.m., Sat 10a.m.-6p.m., Sun 11a.m.-5p.m.

RADIO SHACK

Phone: (631) 499-8932
Address: 40 Veterans Highway, Comack, NY 11725

Directions When exiting the college, make a right on Wicks Road (south). Make a right at the next light on Community College Road (west) and then a right at the next light on Crooked Hill Road (north.) Take Sagkitos Parkway (north) and get off at exit SM 2. Make a left onto Harned Road, a left on Veterans Highway. The store is on the left about a half mile down.
Hours: M-F 10 a.m. - 9 p.m., Sat. 10 a.m. - 8 p.m., Sun. 11 a.m.-6 p.m.

TARGET

Phone: (631) 462-8969
Address: 98 Veterans Highway, Commack, NY 11725
Directions When exiting the college, make a right on Wicks Road (south). Make a right at the next light on Community College Road (west), and then a right at the next light on Crooked Hill Road (north.) Get on Sagkitos Parkway (north) and get off at exit SM2. Make a left on Harned Road and a left on Veterans Highway. The store is on the right about half a mile down.
Hours: Mon.-Sun. 8 a.m. - 10 p.m.

KINKOS

Phone: (631) 232-6500, Fax: (631) 232-6565
Address: 330 Wheeler Road, Hauppauge, NY

3.5 Drayage: Services, Requirements, and Instructions

In order for FIRST to ensure that teams meet “robot out-of-hands” deadlines and to ensure on-time arrivals and “trackability,” FIRST requires teams to use the drayage services stipulated for each event. Festo Corporation is the exclusive drayage contractor for the Long Island Regional.

3.5.1 Contact / Address Information

Festo Corporation
395 Moreland Road
Hauppauge, NY 11788

Richard Day
Phone: (631) 435-0800 x 255, Fax: (631) 435-8026

3.5.2 Services Provided by Festo Corporation

If not labeled properly, uncrated or loose shipments can be refused at the warehouse.

- 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. There will be no access to the containers once they are removed from the Pit.
- Storage of empty boxes, crates, or cases once team has set up table
- Return empty crate to specified Pit table after competition

3.5.3 Inbound Shipments

All shipments must be *PREPAID*. No COD shipments.

All shipments must have a Bill of Lading or Delivery receipt showing the following:

- Number of items, weight, and description of merchandise
- Label all items as follows:

TEAM NUMBER: _____

TEAM NAME: _____

HOLD FOR:

LI FIRST at Suffolk County Community College, NY

FESTO CORPORATION
395 Moreland Road, Hauppauge, NY 11788

3.5.4 Outbound Shipments

- *Teams must make arrangements for outbound shipments prior to the event. Arrange to have your crate picked up on Saturday after the event, or at Festo Corporation on the Monday after the event.*
- All outbound shipping charges must be *PREPAID* with either cash, check, or credit card.
- Label each crate and ensure that it is fit for travel
- You must make arrangements with the carrier of your choice to pick up your freight by the close of each event.

3.5.5 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.

3.5.6 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.*

3.6 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).*

3.6.1 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.

3.6.2 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.*

3.6.3 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.

3.6.4 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.

3.7 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.

3.7.1 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.

3.7.2 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.

3.7.3 “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 5, 2001.

- You have three shipping options:

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

B. If Team is Competing in Multiple Events:

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

Arrival at drayage site deadline: Your shipping company must deliver your robot to the drayage company by 5p.m. on Monday, March 5, 2001.

- You have two “robot out-of-hands” shipping options:
 1. Ship the robot from one event to the next. Ship by 5 p.m. on the last day of the regional event
- OR**
- 2. Take the robot “home.” It must be out of your hands by 5p.m. local time on the Tuesday following the event

 - Refer to above table for shipping and “out-of-hands” verification options.