

2. UTC NEW ENGLAND REGIONAL

March 1-3, 2001

2.1 Event Location

The Meadows Music Theatre
61 Savitt Way
Hartford, CT 06120

<http://www.enjoyhartford.com>

(860) 548-7370

2.2 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 left off the exit on Trumbull Street. Go left on Windor and make an immediate right on Pleasant. At next light, go left on Market Street. You are on the R.A. Moody overpass. Meadows will be on your left once you go over the overpass.

From I-84 West:

Take Exit 50 (Main Street). Take a right at the end of ramp on Market Street which becomes the R.A. Moody overpass. You will cross over the overpass. Meadows will be on your left.

2.3 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

2.3.1 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.

2.3.2 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 Designated 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)

2.3.3 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. CROWNE PLAZA HARTFORD DOWNTOWN - 1.3 Miles to competition site
50 Morgan Street
Hartford, CT 06120

http://www.basshotels.com/crowneplaza?_franchisee=BDLCC

FIRST Robotics Competition group discount rate Room Rate: \$85/night S/D/T/Q. Rate is subject to 12% CT Rooms occupancy Tax

Rooming List Due Date: January 7, 2001

Special: Vouchers for breakfast buffet available in advance for \$7.95 per person inclusive of tax and gratuity.

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 (860) 549-2400.

B. SHERATON HARTFORD HOTEL - 2.6 Miles to competition site

100 East River Drive
East Hartford, CT 06108

<http://www.sheraton.com/property.taf?prop=1272&lc=en>

FIRST Robotics Competition group discount rate Room Rate: \$79 /night S/D/T/Q. Rate is subject to 12% CT Rooms occupancy Tax

Rooming List Due Date: January 22, 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 (860) 528-9703.

2.3.4 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

2.4 Directions: Hardware / Electronics / Copy Facility / Variety Stores

The directions start at the Meadows Music Theatre.

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

RADIO SHACK

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

KINKO'S

Approx. 3.1 miles, 8 minutes.
Phone: (860) 233-8245, Fax: (860) 233-3402, usa0184@kinkos.com

Address: 544 Farmington, Hartford, CT 06105
Directions Go east on Savitt, turn right on Weston Park Road. Go right on Reverend Moody (becomes Market St.) Turn right on Trumbull St. Take I-84 WEST towards Waterbury. Merge onto US-6 W /I-84W. Take exit 48 towards Asylum St. Stay straight, go on Spring St. Turn right on Asylum Ave. Go straight and go on Farmington.

KMART About 7 miles from site
Phone: (860) 643-5122
Address: 239 Spencer Street, Manchester, CT 06040

WAL-MART
Phone: (860) 644-5100
Address: 420 Buckland Hills Drive, Manchester, CT 06040

2.5 Drayage: Requirements & Instructions

Phoenix Exposition Services, Inc. is the official material handling services contractor for the 2001 New England Regional event.

2.5.1 Contact Information for Phoenix Exposition Services

Phoenix Exposition Services, Inc.
12 Plymouth Street
Worcester, MA 01608

John La Plante
Phone: (508) 792-1900, Fax: (508) 792-1445

2.5.2 Requirements & Instructions for Shipments to the Drayage Site

- All shipments must be *PREPAID*, collect shipments will not be accepted
- All shipments must arrive at the Advance Warehouse
- All shipments must arrive with a Weight Ticket and Bill of Lading
- You must complete the authorization (following page) and return it 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
- Label each piece as follows. Refer to Crate Identification section for lettering specifics.

Team Name: _____ Team Number: _____

**FIRST Robotics Competition - New England
C/O Phoenix Exposition Services, Inc.
12 Plymouth Street, Worcester, MA 01608**

2.5.3 Requirements & Instructions for Outbound Shipments

- All shipments must be *PREPAID*
- All orders are subject to *Liability and Insurance Bulletin* and the terms and conditions
- Properly label each piece

2.5.4 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.

2.5.5 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.*

MATERIAL HANDLING ORDER FORM

FIRST Robotics Competition 2001
Meadows Music Theatre
Hartford, CT
March 1-3, 2001

Shipping From _____ Carrier _____

Description _____

Arrival Date _____ / _____ /2001 Number of Pieces _____

Total Weight _____

OUTBOUND MATERIAL HANDLING (After Competition)

- Please check the proper box below

We will use the designated event carrier

Freight arrangement will be handled by team

Team Number _____ Team Name _____

Team Address _____

City _____ State _____ zip _____

Telephone _____ Fax _____

E-mail _____

Signature _____ Date _____ / _____ /2001

- You must complete this authorization and return it to:

Phoenix Exposition Services, Inc.
12 Plymouth Street
Worcester, MA 01608

2.6 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).*

2.6.1 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.

2.6.2 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.* Teams that ship an extra crate are responsible for all drayage costs pertaining to the additional crate. *The extra crate must also meet the specifications stated above.*

2.6.3 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.

2.6.4 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.

2.7 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.

2.7.1 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.

2.7.2 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.

2.7.3 “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:

Arrival to drayage site deadline: Your robot must be delivered to the designated drayage company by 5p.m. on Monday, February 26, 2001.

Your robot must be either en route to the drayage company via a shipping company, or at the drayage company designated for that event by 5p.m. local time on Tuesday, February 20, 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

- Obtain receipt from your Shipper. Make sure your receipt clearly shows the date and “out of hands” time

OR If you drive your robot to the drayage site, obtain receipt from the drayage company Put your team number on the receipt and, within 24 hours, fax it to FIRST, Lori Ragas (603) 666-3907 or (603) 666-0043.