

6. JOHNSON & JOHNSON MID-ATLANTIC REGIONAL

March 15-17, 2001

6.1 Event Location

Rutgers, The State University of New Jersey
College Avenue Gymnasium
New Brunswick, NJ 08903

(732) 445-2766

<http://www.newbrunswick.com/>

6.2 Directions To College Avenue Gymnasium

From NJ Turnpike: Turn off at 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 St. and bear right at the end of the exit ramp. Follow George St. to its conclusion and enter the jug-handle for Route 18 north, then bear to the left instead of actually going onto the highway. You will now be at a traffic light on Huntington St.. Take Huntington St. one block to College Ave. and make a left turn at the traffic light. The College Ave. Gymnasium will appear 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 St./Rutgers U., New Brunswick." Make a right at the light onto Huntington St. and then make a left at the next light onto College Ave. The College Ave. Gymnasium will appear 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 campuses 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 campuses as you would from the New Jersey Turnpike.

6.3 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

6.3.1 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.

6.3.2 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)

6.3.3 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. **HILTON EAST BRUNSWICK** - 3.2 miles to competition site.
Three Tower Center Boulevard

East Brunswick, NJ 08816

<http://www.hilton.com/hotels/EWRBHHH/index.html>

FIRST Robotics Competition Group Rate, \$95 per night S/D/ /Q. Rate is subject to 6% NJ 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 (732) 628-4216.

B. MADISON SUITES HOTEL - 4.2 miles to competition site

11 Cedar Grove Lane
Somerset, NJ 08873

<http://www.madisonsuites.com>

FIRST Robotics Competition Group Rate, \$85 per night Single/Double/Triple/Quad
Rate is subject to 6% NJ Rooms occupancy Tax

Rooming List Due Date: February 14, 2001

Special: All rooms include an executive continental breakfast for all occupants.

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 (732) 563-1000 Ext. 123.

6.3.4 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.

6.4 Directions to Hardware and Electronics Stores near Rutgers U.

The directions are from Rutgers University College Avenue Gymnasium, New Brunswick.

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 on ramp for Route 18 South. Once you are on Route 18 South go approximately one mile (two traffic lights). Stay in right hand lane. Make 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 East Mill Drive traffic light. Make a right turn 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. 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. 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, take 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

KINKO'S

Phone: (732) 249-9222, Fax: (732) 249-9315

Address: 212 Route 18, East Brunswick, NJ 08816

6.5 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.

6.5.1 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

6.5.2 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

6.5.3 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 Rutgers University, New Brunswick, NJ

C/O Suddath Transportation

10 Dunnigan Drive, Suffern, NY 10901

6.5.4 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.

6.5.5 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.

6.6 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).*

6.6.1 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.

6.6.2 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.

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.

6.6.3 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.

6.7 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.

6.7.1 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.

6.7.2 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.

6.7.3 “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 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.