

1. KENNEDY SPACE CENTER SOUTHEAST REGIONAL

March 1-3, 2001

1.1 Event Location

Visitors Complex
Kennedy Space Center
SR 405
Kennedy Space Center, FL

http://www.kennedyspacecenter.com/html/ksc_map.html

1.2 Directions to Kennedy Space Center

From Orlando: Take SR 528 (State Road) east to the SR 407 exit going toward KSC and Titusville. Take SR 407 until it dead ends into SR 405. Turn right (east) onto SR 405 and follow signs for Kennedy Space Center. You will travel approximately 9 miles on SR 405. The KSC Visitors Complex will be on your right.

From the North: Take I-95 to Exit #78 (SR 50). Turn left (east) onto SR 50. The next intersection is SR 50 and SR 405. Turn right (east) onto SR 405 and follow signs for Kennedy Space Center. You will travel approximately 11 miles on SR 405. The Kennedy Space Center Visitor Complex will be on your right.

From the South: Take I-95 to Exit #79 (SR 407). Head east/north on SR 407 until it dead ends into SR 405. Turn right (east) onto SR 405 and follow signs to Kennedy Space Center. You will travel approximately 9 miles on SR 405. The KSC Visitor Complex will be on your right.

From Merritt Island: Take SR 3 North to signs for Kennedy Space Center.

1.3 Hotel 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.

1.3.1 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

1.3.2 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)

1.3.3 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. DOUBLETREE OCEANFRONT RESORT

2080 North Atlantic Avenue
Cocoa Beach, FL 32931

<http://www.cocoabeachdoubletree.com>

FIRST Robotics Competition discounted group rate: \$ 87/ night for S/D/T/Q. Rate is subject to 10% FL Rooms occupancy Tax

Rooming List Due Date: February 1, 2001

Breakfast Special: A discounted breakfast buffet will be available @ \$6.00 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 (800) 552-3224 Ext. 1061.

B. HILTON COCOA BEACH OCEANFRONT

1550 N. Atlantic Avenue
Cocoa Beach, FL 32931

<http://www.cocoabeachhilton.com>

FIRST Robotics Competition discounted group rate: \$ 82/ night for S/D/T/Q. Rate is subject to 10% FL Rooms occupancy Tax

Rooming List Due Date: January 28, 2001

Breakfast Special: A discounted breakfast buffet will be available @ \$6.50 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 (321) 799-0003 Ext. 7805.

1.3.4 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

1.4 Hardware / Electronics / Copy Facility Stores near Kennedy SC

The directions are from Kennedy Space Center Visitors Complex.

ACE HARDWARE Approximately 12 to 15 miles
Phone: (407) 452-3484
Address: 1005 North Courtenay Parkway
Directions: At the entrance/exit of the KSC Visitor's Complex, make a right hand turn (you will now be headed east). Take the first exit (before the overpass). At the bottom of the exit, make a right hand turn. This will put you on State Road 3, a.k.a. Courtenay Pkwy., heading south. You will stay on SR 3 for approximately 12 to 15 miles.
Hours: Monday - Saturday, 8am to 7pm

HOME DEPOT Approximately 3 miles past Ace Hardware. (15-18 miles)
Phone: (407) 453-5855
Address: 200 North Courtenay Parkway, Merritt Island 432953
Directions: Follow the above directions and continue on State Road 3. Home Depot will be approximately 3 miles past Ace Hardware.
Hours: Thursday, 6am - 9pm; Friday, 6am - 10pm; Saturday, 7am - 9pm

LOWES HARDWARE Approximately 15 to 16 miles

Phone: (407) 267-9221
Address: 4660 South Street, Titusville
Directions: At the entrance/exit of the Kennedy Space Center Visitor's Complex, make a left hand turn, you will now be heading west. Stay on State Road 405 until it intersects with Hwy. 50 (approximately 15 miles.) You will be able to see the Lowes sign. Lowes is behind the Ramada Inn/Denny's in Titusville. The easiest way to enter is to go through the 405/50 intersection. Once you cross over Highway 50, State Road 405 becomes South Street. Look for the turn lane for the Lowes entrance.
Hours: Monday - Saturday, 7am to 9pm

KINKO'S - 15 to 20 minutes

Phone: (407) 658-9518, Fax: (407) 380-2916, usa3996@kinkos.com
Address: 12215 University Boulevard, Orlando 32817

1.5 Drayage: Requirements & Instructions

Kennedy Space Center will not accept or store team robots or tool boxes. Freeman Decorating will deliver all freight to the competition site. Please read and follow the information and stipulations in the following sections to ensure proper shipment and delivery of your robot and equipment.

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. Freeman Decorating Company is the exclusive drayage contractor for the Kennedy Space Center Southeast Regional. Please note the stipulations listed below:

1. Freeman will receive only crated, boxed, or skidded materials at their warehouse.
2. Freeman will only receive shipments that are sent with freight charges *PREPAID*. *They cannot and will not accept collect shipments.*
3. All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise or weight. Shipments received without freight bills or specified unit counts on receipts will be delivered to team tables without guarantee of piece count or condition.
4. When receiving freight, Freeman Decorating requires that drivers submit *certified weight receipts*. Freeman reserves the right of refusal to unload such shipments unless they are presented with same.

NOTE: If there is no weight receipt, Freeman Decorating will estimate the weight. If actual scale weight figures are not submitted prior to the move out period, the estimated weight will be final and binding.

1.5.1 Freeman Decorating Contact Information

Freeman Decorating Company
2200 Consulate Drive
Orlando, FL 32837

Exhibitor Services Department
Phone: (407) 857-1500
Fax: (407) 850-9328

1.5.2 Freight Arrival Deadline

Freeman Decorating must receive all freight at its warehouse no later than Monday, February 26, 2001 in order to meet delivery deadlines to the competition site.

1.5.3 Shipment Labeling

Refer to Crate Identification section for letter/number specifications. Clearly label crate(s) with the following information: NOTE: Label continues to following page.

Team Number: _____

Team Name: _____

FREEMAN DECORATING COMPANY
Hold for: Southeast Regional Competition
Kennedy Space Center

2200 Consulate Drive, Orlando, FL 32837

1.5.4 Outbound Shipments

Outbound materials will be moved from the Pit area to the dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, Freeman Decorating Company will have personnel with labels, bills of lading, and shipping information available.

1.5.5 One Way Shipments - Outbound

If you intend to make your own return shipment arrangements, mark each crate "ONE WAY."

1.5.6 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.

1.5.7 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.*

1.6 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).*

1.6.1 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.

1.6.2 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 above specifications.*

1.6.3 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	Place Under team number

(Sponsor / School)	Use (2-3) inch letters.
• SITE LOCATION.	Place Under Team Name Use (2-3) inch letters.
• Read the drayage company section for a sample of their required label.	

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

1.6.4 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.

1.7 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.

1.7.1 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.

1.7.2 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.

1.7.3 “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

