

## **13. SILICON VALLEY REGIONAL**

March 22-24, 2001

### **13.1 Event Location:**

San Jose State University  
Event Center  
290 South 7<sup>th</sup> Street  
San Jose, California 95192

<http://www.sanjose.org>

### **13.2 Directions to San Jose State University Event Center**

#### **From Oakland; 17 (880) Southbound**

Exit 17 (880) at 1<sup>st</sup> Street. Turn left at the off-ramp. Follow 1<sup>st</sup> Street south to Hedding Street. Turn left on Hedding and follow to 10<sup>th</sup> Street. Turn right on 10<sup>th</sup> Street. Follow 10<sup>th</sup> Street to East San Salvador and turn right. Follow East San Salvador to 7<sup>th</sup> Street.

#### **From Walnut Creek/Concord/Pleasanton/Sacramento: 680 Southbound**

680 becomes 280 at 101. Follow 280, then take the 7<sup>th</sup> Street exit. Turn right at the off-ramp and follow 7<sup>th</sup> Street.

#### **From Salinas/Monterey: 101 Northbound**

From 101 take 280 north. Follow 280 for approximately 1 mile, take 7<sup>th</sup> Street exit. Turn right at the off-ramp and follow 7<sup>th</sup> Street.

#### **From Santa Cruz: 880 (17) Northbound**

Exit 17 (880) at 280 south (Downtown San Jose). Follow 280 for about 5 miles and take the 7<sup>th</sup> Street exit. Turn left at the light from the off-ramp.

#### **From Morgan Hill/Gilroy: 101 Northbound**

From 101, take 280 North. Follow 280 for approximately 1 mile, take the 7<sup>th</sup> Street exit. Turn right at the off-ramp and follow 7<sup>th</sup> Street.

#### **From San Francisco: 101 Southbound**

Exit 101 at Guadalupe Parkway. Continue on Guadalupe Parkway then take the San Carlos Street exit. Turn left on San Carlos and follow to 7<sup>th</sup> Street. Turn right and follow 7<sup>th</sup> Street.

### **13.3 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](http://www.usfirst.org)

**NOTE:** San Jose hotel availability is at a minimum and hotel costs are higher than the FIRST standard rates. Make reservations early to ensure room availability.

#### **13.3.1 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.

### **13.3.2 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)

### **13.3.3 FIRST Recommended Hotel**

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](http://www.usfirst.org)) for up-to-date Regional hotel information and airline discount tickets.

**HYATT SAN JOSE** - 2.9 Miles to competition site  
1740 North First Street  
San Jose, CA 95112

[http://www.hyatt.com/usa/san\\_jose/hotels/hotel\\_sjcsj.html](http://www.hyatt.com/usa/san_jose/hotels/hotel_sjcsj.html)

**FIRST Robotics Competition Group Rate:** \$149 per night S/D/T/Q  
Rate is subject to 10% CA Rooms occupancy Tax and a \$0.05 CA Tourism Tax

**Rooming List Due Date:** January 18, 2001

**Reservation Changes:** 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 (408) 793-3976.

---

### **13.3.4 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

## **13.4 Directions: Hardware / Electronics / Copy Facility / Variety Stores**

The directions are given from San Jose State University Event Center.

### **ORCHARD SUPPLY**

Phone: (408) 297-7173  
Address: 720 West San Carlos Street, San Jose  
Directions: Turn right on West San Carlos. Follow for approximately 1½ miles passing under the Freeway 87 overpass. Look for the intersection of Bird Street (L) and Montgomery Street (R). As you pass through the intersection - you will take a left on Royal Avenue. Store is on left hand side. (If you missed your left turn and see railroad track, you have gone too far!)

Hours: Monday - Friday, 7:00am to 9:00pm; Saturday, 8:00am to 8:00pm

### **RADIO SHACK**

Phone: (408) 295-6056  
Address: 1228 South Bascom Avenue  
Directions: Follow directions above - however you will continue on West San Carlos to Bascom Avenue. Take a left onto Bascom avenue. Radio Shack will be approximately 1 mile on the left.  
Hours: Monday - Friday, 9:00am to 9:00pm; Saturday, 9:00am to 6:00pm

### **KINKO'S** Close enough to walk, about a mile.

Phone: (408) 295-4336  
Address: 93 East San Carlos Street (Cross street is 3<sup>rd</sup> Street)  
Directions: Go Northwest on N 7<sup>th</sup> St., turn left on E. Julian, left on N 4<sup>th</sup> St., right on E. San Carlos St.

Hours: Open 24 hours

**WALGREEN** 5 minute ride, about 2.5 miles total driving.

Phone: (408) 971-3090

Address: 1399 West San Carlos Street (Cross street is Meridian)

Directions: Turn right and go (.2 mi.), turn left onto E. Julian St. (1.6 mi.), turn left onto the Alameda/CA 82, turn right on Park Ave., turn left onto Meridian, left onto W. San Carlos Street.

Hours: Open 24 hours.

### **13.5 Drayage: Requirements & Instructions**

San Jose University will not accept or store team robots or tool boxes. Freeman Decorating will deliver all freight to the site on Wednesday, March 21, 2001. Please read and follow the information and stipulations in this section 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 is the exclusive drayage contractor for this 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 arrive at the Freeman Decorating warehouse by Monday, March 19, 2001.
4. 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.
5. 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.

#### **13.5.1 Contact Information**

Freeman Decorating C/O Roadway Express  
730 East Capital Avenue  
Milpitas, CA 95035

Exhibitor Services Department

Phone: (415) 536-0900

#### **13.5.2 Freight Arrival Deadline**

Freeman Decorating must receive all freight at its warehouse no later than Monday, March 19, 2001 in order to meet delivery deadlines to the Kennedy Space Center.

#### **13.5.3 Shipment Labeling**

Clearly label all crates, boxes, or skids. The team number must be six (6) inch numbers and placed within the top 12 inches of the crate. The team name should be three(3) inch letters. The rest of the information should be about two inches:

**Team Number:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_

## FREEMAN DECORATING COMPANY

**Hold for: Silicon Valley Regional  
San Jose State University, Event Center**

**730 East Capital Avenue  
Milpitas, CA 95035**

### 13.5.4 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.

### 13.5.5 One Way Shipments - Outbound

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

### 13.5.6 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.

### 13.5.7 Cost Paid by Teams

If the measurement or weight of crate exceeds the regulations, 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.

## 13.6 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).*

### 13.6.1 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.

### 13.6.2 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.*

### 13.6.3 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. <b>Use six (6) inch numbers.</b>
• 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.

### **13.6.4     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.

## **13.7   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.

### **13.7.1     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.

### **13.7.2     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](http://www.YellowFreight.com) to make arrangements and track their shipment.

### **13.7.3     “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, Ericka-Leigh Smith (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 19, 2001.
- You have three shipping options:

<b>Shipping Options</b>	<b>“Robot Out-of-hands” Verification</b>
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 19, 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.