

SAN DIEGO REGIONAL - SHIPPING / DRAYAGE

This event is a traditional Regional Event. Teams are required to ship their robots to and from this event.

YOU MUST SHIP OR LOCK UP YOUR ROBOT ON OR BEFORE FEBRUARY 22, 2011

Complete Instructions/Information

Refer to the FRC Competition Manual, Section 5: Robot Transportation for complete rules on shipping your robot. You can download Section 5 here:

<http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=452>

Keep in Mind

- If your team attends events on consecutive weekends, you must make arrangements with Shepard Exposition Services (SES) to ship between them. **There is not enough time to ship FedEx.**
- **There will be no FedEx Bills of Lading or Air Waybills at traditional Regional events. You must bring the shipping paperwork you received at Kickoff.**
- If you fail to provide proper shipping paperwork to the Shipping Desk at the event, your team will be liable for any shipping costs incurred. SES is not responsible for shipments misdirected due to incorrect paperwork.
- If your team needs a special request to remove your robot from the event for a future Bag and Tag event please contact frcteams@usfirst.org ***immediately!***
- Find examples of how to fill out your shipping paperwork on our website: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=3570>

Shepard Exposition Services

Contact Information

When contacting SES, tell the representative that you are a *FIRST* Robotics Competition team and provide your team number. Include your team number and event you will attend in the subject line of any e-mail. **DO NOT SHIP YOUR ROBOT HERE!**

Web site:	www.shepardes.com/first
Phone:	(704) 394-9140 - 8am to 5pm EST Western teams may call after hours until 10 PM Eastern Time at (704) 201-2058
E-mail:	pmullis@shepardes.com Subject line: <i>FIRST</i> Team [number] for [event name]
Fax:	(704) 398-0914
Address:	Paula Mullis - <i>FIRST</i> Robotics Shepard Exposition Services 5401-M Hovis Road Charlotte, NC 28208

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Crate Overage Rates

If your crate exceeds 400 pounds, or if you send a tool crate, the team is responsible for paying an “overage fee.” SES rounds up to the nearest hundred pounds, so keep your crate weight as low as possible

Payment Authorization Form (Page 5) and Payment Information

Every team must completely fill out a *Payment Authorization Form* and provide it to Paula Mullis at Shepard Exposition Services. Mail, Fax, *OR* e-mail the completed form. See above for contact information.

SES will determine overage charges based upon the certified weight ticket from the carrier. If there is no ticket, Shepard will weigh it at the Advance Warehouse.

- The Payment Authorization form will remain valid for all events.
- Every team must pay all overages within 15 days after the Regional event(s) in which it participated.

If You Ship Batteries in Your Crate:

- Copy the “Non-spillable Battery Inside” sheet below so you have **6 copies**.
- Attach one to each of the four (4) sides of the crate and use the other 2 to mark the two sides of the mandatory battery box you build inside your crate.

Remember that teams outside the contiguous 48 states, using the FedEx complimentary shipment, cannot ship batteries in their robot crates.

Consignee Shipping Address:

Please print 4 copies of this document for yourself and for the robot crate. These documents are vital to be able to track your robot should shipping go astray. **Please verify your team’s pro-sticker numbers and keep copies of these numbers for shipping reference.**

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Circle one: Robot Crate Tool Crate

CONSIGNEE Shipping Address:

**Shepard Exposition Services
c/o Forward Air
7365 Mission Gorge Rd, Ste E
San Diego, CA 92120**



***FIRST* Robotics Competition**

Team #: _____

School Name: _____

Contact Name: _____

Phone Number: _____

your
SUCCESS



2011 *FIRST* Robotics Competition

Paula Mullis
Shepard Exposition Services

Team# _____

5401-M Hovis Road
Charlotte, NC 28208
Phone: 704-394-9140
Cell: 704-201-2058
Fax: 704.398-0914
E-Mail: pmullis@shepardes.com

Regional Attending (1) _____

Regional Attending (2) _____

Regional Attending (3) _____

Regional Attending (4) _____

Payment Authorization

School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone # _____

E-Mail Address: _____

Charges for Overweight Crate or Shipping, provided by Shepard Exposition Services or Shepard Logistics, for every Regional attended, will be applied to this credit card. If paying by check, payment must be received before the close of each Regional Competition or charges will be applied to the credit card below.

CREDIT CARD TYPE

____ AMERICAN EXPRESS

____ MASTERCARD

____ VISA

Card Number: _____

Expiration Date: _____ V-Code: _____

Authorized Signature: _____

We require your Payment Authorization form to be fully completed and on file by every team before we are able to receive your Freight.

NON-SPILLABLE BATTERY INSIDE (Not Restricted)

MK Powered, Small Sealed Line Batteries: www.info@mkbattery.com
The batteries are non-spillable, electric storage, conform to and meet the requirements of the International civil Aviation Organization, (ICAO) Technical Instructions for the safe Transport of Dangerous goods by Air, Special Provision **A67 and Packing Instruction 806.**