

# LOS ANGELES 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](mailto: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!**

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

# LOS ANGELES REGIONAL - SHIPPING / DRAYAGE

## 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.**

Circle one:    Robot Crate        Tool Crate

**CONSIGNEE Shipping Address:**

**Shepard Exposition Services  
c/o UPSF  
2747 S Vail Avenue  
Commerce, CA 90040**

**FedEx Pro Number  
Sticker Here**

***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](mailto: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: \_\_\_\_\_

Material Handling Charges for Overweight Crate or Shipping Charges provided by Shepard Exposition Services or Shepard Logistics, for any Regional, 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. By signing below you authorize Shepard to use this credit card for all Services provided at any of the *FIRST* Robotics 2011 Competition's including the Championship.

### 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](mailto: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.**