

CHAMPIONSHIP - SHIPPING / DRAYAGE

Teams are required to ship their robots to and from this event.

Complete Instructions/Information

Refer to the **FRC Competition Manual, Section 4: Robot Transportation** for complete rules on shipping your robot. You can download Section 4 here:

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

You can also find examples of how to fill out your shipping paperwork on our website here:

<http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=3570>

Keep in Mind

- 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.
- Teams are only allowed to remove their robots themselves from Bag and Tag events and Michigan District Events. Any exception requests must be made through the exception request process outlined in Section 4 of the 2010 Manual.

Crate Arrival Deadline

All robot and tool crates must arrive at the drayage warehouse by the Monday prior to the event. However, all robots must ship on or before Robot Ship Day.

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.

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

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.” See Section 4.4.2.3 of the Manual for complete details on drayage costs.

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- SES rounds up to the nearest hundred pounds, so keep your crate weight as low as possible.
- Credit cards will be charged when the event is over.

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.

SCHOOL CHECK: If your team must pay for drayage overage/additional charges by school check, contact Shepard Exposition Services customer service *prior to the event* to make payment arrangements.

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. Refer to the Robot Shipping web page for crate building suggestions.

Shipping with the FedEx Donation

Each FRC team attending the Championship will receive 1 FedEx shipping document to ship your robot home. These will be distributed in the team packet each team receives upon checking in on the first day of the Championship.

When you are ready to ship home or to your next event, complete a Shepard Exposition Services bill of lading and your FedEx bill of lading. Indicate that you will be shipping via FedEx, not SES. An SES representative will contact FedEx to arrange pickup of your robot from the drayage warehouse.

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

Consignee Address Labels (2)

- Shipping within the contiguous 48 states:** Fill in each of the two Consignee Labels below and make another copy of each. Affix the Bill of Lading sticker to the proper labels.
- Shipping into/out from the contiguous 48 states:** Fill in *ONLY* the Consignee Label **without** , the sticker indication, and make more three copies. Discard the other Consignee Label.

Affix labels. Use a plastic sleeve or cover each label with clear plastic and staple or tape one to each side of your crate.

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Circle one: Robot Crate Tool Crate

CONSIGNEE Shipping Address:

**Shepard Exposition
Services
1531 Carroll Drive NW
Atlanta, GA 30318**



***FIRST* Championship**

Team #: _____

School Name: _____

Contact Name: _____

Phone Number: _____

CHAMPIONSHIP - SHIPPING / DRAYAGE

Circle one: Robot Crate Tool Crate

CONSIGNEE Shipping Address:

**Shepard Exposition
Services
1531 Carroll Drive NW
Atlanta, GA 30318**

***FIRST* Championship**

Team #: _____

School Name: _____

Contact Name: _____

Phone Number: _____

CHAMPIONSHIP - SHIPPING / DRAYAGE

your
SUCCESS



is our
SUCCESS

2010 *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.

FRC Teams:

(Domestic Shipments within U.S. 48 Only)

***Place this notice on your crate if using the
FedEx Donation for this shipment***

FedEx Freight

Bill of Lading Required for Shipment

This is not an Express shipment.

NON-SPILLABLE BATTERY INSIDE

(Not Restricted)

K 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