

LOS ANGELES REGIONAL - SHIPPING / DRAYAGE

Complete Instructions/Information

Refer to the “FRC Competition Manual,” Section 4 “Robot Transportation” for specific instructions and information about the robot shipment process and related deadlines; the designated shipping “carrier;” detailed FedEx-donated shipment instructions and criteria; information about the drayage companies’ functions/services, and a helpful visual of the shipping/drayage loop as it pertains to *FIRST*. You will also find guidance for crate construction.

Shipping Your Robot & Equipment

Robots and equipment crates ship from event to event and home, using either the FedEx complimentary shipment or the Shepard Exposition Services (SES) designated carrier.

Teams cannot take crates home between or after the competitions.

NOTE: *FIRST* will not get involved with shipping/drayage problems associated with consecutive weekend events.

Crate(s) Arrival Deadline

Crate(s) must arrive at Shepard Exposition Services drayage terminal by

March 17, 2008.

Shepard Exposition Services

Contact Information

When contacting Shepard Exposition Services, be sure to tell the representative that you are a *FIRST* Robotics team and provide your team number. Include your team number and event you will attend in the subject line of any e-mail.

CONTACT INFORMATION	
Web site:	www.shepardes.com/first
Phone:	(704) 394-9140 8am to 5pm EST (704) 201-2058 after hours for western teams’ convenience
E-mail:	pmullis@shepardes.com Subject line: <i>FIRST</i> Team (number) and event
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 the 400-pound weight parameter, the team is responsible for paying the overage cost at the event. Contact Shepard Exposition Services Customer Service with questions regarding payment and deadline prior to your event

- Shepard Exposition Services rounds up to the nearest hundred pounds.
- Credit cards will be billed when the event is over.

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NEW Drayage Rates:

- The overweight crate rate is \$55.00 per hundredweight over 400 pounds.
- Teams pay \$55.00 *per hundredweight* for an additional crate.

EXAMPLE: If the crate is 505 pounds, the overage weight will be 200 pounds, cost = \$110.

Payment Authorization Form

Every team must completely fill out a Payment Authorization Form and provide it to Paula Mullis at Shepard in one of the following ways. Contact information provided in above table

Send, Fax, *OR* Scan and e-mail

Shepard Exposition Services 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.
- Credit cards for drayage overages will be charged post event.

SCHOOL CHECK: If your team must pay for drayage overage by school check, contact Shepard Exposition Services customer service *prior to the event* to make payment arrangements from 8:00 am –5:00 pm Monday - Friday.

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 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 Transportation” section of the “FRC Manual.”

FedEx Complimentary Shipments

Bill of Lading

If you plan to use your complimentary FedEx Freight Bill of Lading to ship from your event, remember to bring it with you. Your team will be responsible for paying shipping costs through the designated carrier if you forget it. There will be no Bill of Lading replacements.

Shipment Notes:

- The FedEx donation is for one crate to **ONE** Regional and one shipment back home.
- If you are registered for the Championship, the donation also includes **ONE** shipment to that event.
- You cannot substitute the shipment home for a free shipment to a second Regional.

Consignee Address Label

- Copy the address label below
- Fill in the requested information
- Make 3 more copies
- Cover each with clear plastic and staple or tape one to each side of your crate.

2008 Los Angeles Regional

Los Angeles Memorial Sports Arena
3939 S Figueroa Street
Los Angeles, CA 90037

CONSIGNEE Shipping Address:

**Shepard Exposition Services /
UPS Freight
2747 S VAIL AVE
Commerce, CA 90040**

***FIRST* Competition**

Team #: _____

School Name: _____

Contact Name: _____

Phone Number: _____



FIRST ROBOTICS COMPETITION

PAYMENT AUTHORIZATION

Please complete the information requested below and return this form.
We require your payment to be on file before we can receive your shipment.

You may choose to pay by:

- Credit card
- Check or
- Bank wire transfer

Team Name _____ Team # _____

Telephone _____ Fax _____

(Please print clearly)

Please charge my (check one): Mastercard VISA AMERICAN XPRESS

Account Number

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I also authorize charging any unpaid balance to my credit card

Expiration Date

--	--	--	--

 V-code

--	--	--	--	--

Cardholder's Name _____

Cardholder's Billing Address (Include Street, City, and Zip Code)

Authorized Signature _____

PLEASE RETURN PROMPTLY TO:
Customer Service
Phone 704 394-9140, Fax 704 398-0914

Shepard Exposition Services
5401- M Hovis Rd., Charlotte, NC 28208

Email - pmullis@shepardes.com

FRC Teams:

(Domestic Shipments within U.S. 48 Only)

Place this notice on your crate

FedEx Freight

Bill of Lading Required for Shipment

This is *not* an Express shipment.

NON-SPILLABLE BATTERY INSIDE (Non-DG)

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.