



2025 **FIRST**® Championship

George R. Brown Convention Center, Houston, TX

Load In Guide

START HERE!

How is your Robot getting to Championship?

- If you shipped your robot to Championship using the FedEx Voucher, read Section A and B.
- If you are bringing your robot with you in your own vehicle, read Section B.

How are your Pit Materials getting to Championship?

- If your pit materials are arriving via the Loading Dock, read Section B.
- If your pit materials are arriving via a Tool Crate, read Section C.
- If your pit materials are shipping via a Community 53' Trailer, read Section D.

LOAD IN DIRECTIONS

Team Load In Representatives (Team Reps)

- A team may bring six (6) representatives for loading in their team materials during Early Load In. All other team members will be let into the FIRST Robotics Competition Pits once they open to the public at 2:00PM.
 - Two (2) Team Reps must be adults. Of those two, one (1) adult must remain with their team vehicle in the loading dock. The four (4) remaining Team Reps may be either students or adults.
 - Team Reps that do not ride with their team vehicle must check in at the front entrance of the Pits for loading dock access. Pedestrians will not be given entry into the Chartres Street loading dock gate.

A – Early Access to Robot Crate

1. Team Reps can check-in starting at 7:00 AM to the front of the Pits to obtain wristbands for access to their team pit.
2. Team Reps of teams that have shipped their Robot may bring with them through the front of the pits a single tote-sized container with tools for uncrating their robot. All other materials may only load in materials through the Loading Dock.
3. Once the robot is uncrated, move the crate to a clear location on the outside of the pit walkway for collection by event labor.

B – Standard Loading Dock Access

1. Team vehicles carrying team and pit materials may begin to queue on Chartres Street starting at 7:00 AM. Team Reps not on their team vehicles may access the loading dock via the Pits from the front entrance starting at 7:00 AM.
2. Vehicle drivers must follow instructions from Event Security and the Houston Police Department.
3. Vehicle drivers will be given a dock space to park and unload their vehicle to stage items at the venue doors. Team Reps must follow instructions and safety guidance from Event Staff and Volunteers while on the dock.
4. The doors to the Venue will open at 9:00 AM. Team Reps may enter from the Loading Dock into the Pits to load their materials.
5. All team members and the public will be allowed to enter the Pits starting at 2:00 PM.

C – Tool Crate Handling with Shepard

1. Teams that shipped a Tool Crate must visit the Shepard Desk near the FIRST Ship Desk to review outstanding fees, if any.
2. Teams that plan on return shipping their Tool Crate can prepare return documents at this time.



D – Community 53' Trailer Load In Process

1. Ahead of FIRST Championship, provide the issued arrival time to the handling freight company or truck driver. The truck will be expected during this arrival time. Any truck that arrives earlier than its issued arrival time risks being temporarily turned away or staged to a Loading Dock lot.
2. All teams on the Trailer should plan to bring their Team Reps to the Hall A loading dock at the same issued arrival time.
3. When the truck and Team Reps have both arrived, the trailer can be unloaded to the Hall A loading dock. Each team is responsible for bringing an acceptable workforce to handle Load In. Do not expect to have access to available volunteers.
4. Once the truck's trailer is unloaded, movement of team materials can move from the loading dock and into the Pits.

Important Notes:

- Only Community 53' Trailers that have received official permission from FIRST will be allowed to unload their trailer at the time provided. Any 53' Trailer that arrives and did not receive permission will be held for unload until after all other Community 53' Trailers have finished unloading.
- FIRST is not responsible for any fees or additional charges issued from their freight forwarder or freight company. Communicate ahead of time that waiting times may be experienced to avoid holding/wait fees.

EXTRA RESOURCES

For more information on the Community 53' Trailer, refer to the [Community 53' Trailer Rules and Information](#) document.

Not at Championship yet? Email firstroboticscompetition@firstinspires.org

At Championship? Visit the *FIRST* Ship Desk, Thursday through Saturday 9:00AM to 5:00PM.

