

## Team Load-Out Instructions

### Overview:

All *FIRST*<sup>®</sup> Robotics Competition teams must load-out Saturday, April 22<sup>nd</sup>, 2023.

Teams should pack and load-out as soon as they have finished competing in the Championship. Teams should follow instructions from volunteers to ensure a safe and smooth load-out process. Be patient as we have more than 600 team vehicles to load.

### Step 1 - All Teams to Visit the *FIRST* Ship Desk

An adult mentor must visit the *FIRST* Ship Desk prior to Saturday's load-out. The Ship Desk is open Thursday through Saturday, 9:00AM to 5:00PM. It is highly recommended to visit earlier rather than on Saturday.

- Teams shipping their robot on the FedEx Charitable Donation will receive their shipping documentation and a shipping specific Load-Out Ticket.
- Teams that carry their robots out to their team vehicles will receive a carry out specific Load-Out Ticket.

### Step 2 - Stage to Load-Out at Load-Out Desk

A Load-Out Desk will be available in the Pits of both Hall A and Hall E to manage load-out starting at 8:30 AM. Teams should visit the desk within the same Hall their pit is located in.

1. When your team is completely packed and ready to load-out: Empty your pit, bring all equipment to the Load-Out Desk, and provide the Load-Out Ticket to the volunteers.
  - Unless your team is competing in the Einstein matches, your pit must be cleared by 2:00 PM.
2. The volunteers at the Load-Out Desk will provide an Access Code. The team must share this code with the driver of their team vehicle.

### Step 3 – Team Vehicle to Enter Queue

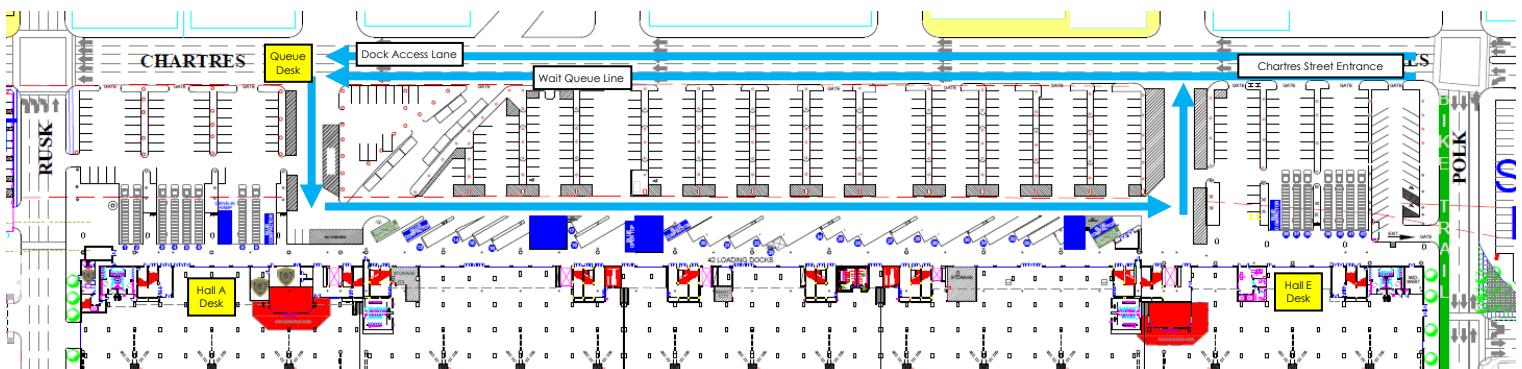
Provide the access code to the driver of the team vehicle.

1. There will be two lanes reserved on Chartres Street. The lane closest to the curb is for queue waiting only. There is no loading allowed while in any lane on Chartres Street.
2. Once a driver has received their release code, they may move to the 2<sup>nd</sup> lane and follow instructions from volunteers.
3. Drivers entering the 2<sup>nd</sup> lane without an access code will be sent back into the waiting line.

### Step 4 - Carry Out and Load

When the team has been confirmed to be ready and the team vehicle has entered the line and provided the access code, then and only then will the team and vehicle be allowed into the loading dock and dock space as selected by the volunteers.

- Drivers must stay with their vehicles at all times.
- Teams should load quickly and safely.
- The vehicle must leave the loading dock as soon as all loading has been completed.



# Load-Out Vehicle

**TEAM NUMBER(S)** \_\_\_\_\_

**ACCESS CODE** \_\_\_\_\_

**Driver's Phone Number** \_\_\_\_\_

**Place in left front of vehicle's dashboard or on the driver-side window**