



2024 *FIRST*® Championship

George R. Brown Convention Center, Houston, TX

Community 53' Trailer Rules and Information

Overview

The George R. Brown Convention Center loading dock space allows access to 53' trailers, and *FIRST*® can offer teams the option to use them for Load In and Load Out in 2024. Multiple teams can collaborate and pool resources toward ordering a large trailer to transport all robots and pit materials to the *FIRST* Championship.

The ability for *FIRST* to provide this option cannot be guaranteed for any future *FIRST* Championship, including those at the same venue. Applicants should always review the rules and requirements each year.

Rules and Requirements

1. **A Lead Contact must be identified.** The Team, Community, Region, or District must have and appoint a Lead Contact to communicate between the freight company and *FIRST*. This Lead Contact must be present at the Convention Center during Load In Wednesday and Load Out Saturday of the event.
2. **A minimum of 10 teams per Trailer.** The trailer must transport ten (10) or more *FIRST*® Robotics Competition team pit materials and/or robots that are competing in the event. Groups with fewer than ten teams may apply but may be denied if truckload operations are high.
3. **Teams Load In and Load Out the same way.** All Teams utilizing a Community 53' Trailer must both Load In and Load Out using the same Community 53' Trailer and cannot use additional vehicles at the loading dock.
4. **Acceptance of Risks.** *FIRST* is not responsible for additional fees or charges issued by the freight company and cannot guarantee any flexibility in the competition schedule for delayed deliveries. While *FIRST* and venue staff will work diligently to prevent holding fees or other charges being levied, the parties using the Community 53' Trailer option must prepare for the potential additional costs.
5. **Get approval from *FIRST*.** Any trailer without approval will be held for Load In or Load Out until all other approved trailers have been accepted are given their access times and those transporting on unapproved trailers risk additional penalties.
1. **6. Follow all Truck Requirements and Best Practices.** Details listed on Page 2.

Application for Approval

Interested parties must apply for acceptance of their Community 53' Trailer option. Email all below information directly to Evan Raitt at eraitt@firstinspires.org, *FIRST* Robotics Competition Logistics Specialist.

- Lead Contact's Name
- Lead Contact's Email
- Lead Contact's Cell Phone number while at *FIRST* Championship.
- Lead Contact's Team Number, if any.
- Name of Freight Company or Freight Forwarder
- Team Number list of confirmed and potential Teams traveling with the Trailer. The final list of participating teams for a Community 53' Trailer is due April 10th.

The deadline for application is April 1st, 2024. Please note that the capacity to handle Community 53' Trailers and the number of teams being added to a trailer is the primary determining factor for approval.



Truck Requirements and Best Practices

Load and Trailer Specifications

- Teams must be able to load and unload the trailer by hand and by themselves. Volunteers cannot be expected to be available on site.
- Pallet Jacks are **not allowed** on the Loading Dock or inside the venue.
- Teams will not be given access to forklift or pallet jack assistance from venue operations.
- Trailers must be able to unload at a fixed dock height of 48". Dock levers are not available.
- Truck Drivers must be able to arrive during the specified timeframe provided. Early arrivals may be turned away or held in Hall A lot spaces.

Best Practices

- We recommend teams that ship their Robot via the FedEx Voucher should consider having access to a set of hand-tools to uncrate their robot separate from the tools in their Community Trailer.
- We recommend teams review 53' Trailer options with a freight forwarder with specialization or experience in Event or Trade Show services. These groups typically do not issue holding fees.
- We recommend ordering a truck with e-clip tracks and either purchase or request the trailer provide e-clip ratchet straps to secure freight in transit.
- We strongly recommend teams have all materials have wheels or be moved by wheeled carts.
- We strongly recommend teams do not use pallets to ship their items.

Load In and Load Out Timelines

Load In

1. At least 1 week prior to *FIRST* Championship, *FIRST* will provide a 60-minute arrival time slot for each Trailer. Lead Contacts must notify their time slot to their freight company and request the driver arrive at that time only.
2. Team Reps may check in starting at 7:00AM and will be let into the Hall A loading dock at 9:00AM.
3. Team Reps and the Truck Driver must both arrive at the Hall A Loading Dock at the arrival time.
4. Team Reps unload the trailer to the inner Hall A space quickly. Once all items have been unloaded, Team Reps can begin moving the pit materials throughout the *FIRST* Robotics Competition Pits to each team's pit. The unloading of all items must be done first to avoid delays and holding fees.
5. The Pits are open to the public starting at 2:00PM until 7:30PM. Between 9am and 2pm, only 6 members per team should be in the pit.

Load Out

1. As each team has finished competing on Saturday, Community 53' Trailer teams must fully pack all of their pit materials and visit the Hall A Load Out Desk. The desk volunteers will allow the team to stage their materials at the designated area in Hall A, where the Hall A practice fields were.
 - Teams on Community 53' Trailers no longer need to visit the *FIRST* Ship Desk. Teams must still visit the Hall A Load Out Desk.
2. Once **all** teams for that Trailer have been confirmed to be staged for Load Out, the Lead Contact must notify the freight driver to arrive to the Hall A loading Dock.
3. Team representatives must be available at the time the trailer parks to the Loading Dock to load the trailer in full quickly and without delay.
 - Trailers will not be allowed to enter the loading dock temporarily to load half-way. All teams must finish competing and the teams must provide the people to load their trailer at any potential time during the competition day.
4. Load Out must be completed quickly and swiftly, mindful of venue closures.

Map

[A] - Trucks should enter Chartres Street, following instructions from Volunteers.

[B] – Hall A Gates will open for approved Trucks.

[C] – Teams will wait for their Truck to park and be prepared to unload at the Hall A loading dock doors.

[D] – Trucks will be instructed on site to park in a given dock location. Actual dock space will vary depending on the time of day and access.

[E] – Trucks leaving the Dock will be let back out onto Chartres Street.

