

2024 *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 standard Load In line to the Loading Dock, read Section B.
- If your pit materials are arriving by freight in a team-built 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 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. All Team Reps must check in at the front desk of the Pits to obtain wristbands. Teams that have shipped their robot are granted early entry beginning at 7:00AM to quickly uncrate their robot. Teams that did not ship their robot will instead have access to the Pits starting at 9:00AM.
2. Team Reps of teams that have shipped their Robot may bring a single tote-sized container with tools for uncrating their robot through the front of the pits. Teams should expect that all items will be searched upon entry into the front doors of the venue and should have the tote ready to be inspected (i.e. don't have it zip-tied shut). All other materials may only load in 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 staff.

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 in their team vehicles may access the loading dock starting at 7:00 AM by checking in at the early check-in desk in the lobby to obtain a colored wristband to allow them access. These teams will not be allowed in the pits until 9:00 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, the Lead Contact for the truck must provide the issued arrival time from the *FIRST* Logistics Specialist to the handling freight company or truck driver. The truck will be expected during this arrival time. Any truck that arrives earlier or later 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. Each team is still limited to 6 team members per team.
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.
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.

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

Questions?

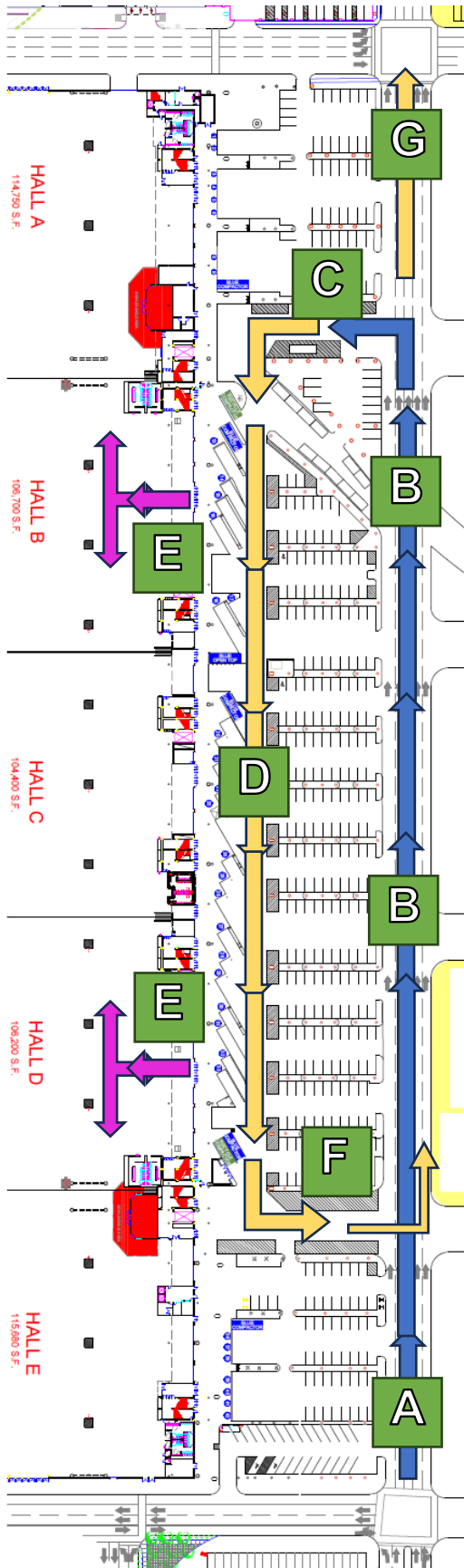
Have more questions?

- Email firstroboticscompetition@firstinspires.org

Questions at Championship?

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

Map



[A] – All team vehicles approach Chartres Street. Wait for instructions from Volunteers at the front entrance.

[B] – All Vehicles stay in lane and approach slowly. Follow all instructions from the Houston Police Department and Volunteers.

[C] – Once your team vehicle has been let into the Loading Dock area, the driver will be given a Dock Number. Follow the instructions from the Volunteers to enter the loading dock space and head only to the dock number provided.

DRIVE SLOW AND WATCH FOR PEDESTRIANS

[D] – Park at the provided dock space. Quickly and safely unpack your vehicle and move all items to the loading dock. Once all items are unloaded, move your vehicle through the loading dock.

[E] – Team Reps should stage their items at the loading dock and enter the closest open venue door. Once inside, then move items toward the team's pit.

[F] – Follow instructions from volunteers to exit back onto Chartres Street.

[G] – There is no reentry to the Loading Dock. Teams must complete all Load In operations with a single vehicle.

LOAD-IN VEHICLE

TEAM(S): _____

Driver Name: _____

Phone #: _____