



2024 **FIRST**[®] Championship

George R. Brown Convention Center, Houston, TX

Load Out Guide

START HERE!

How did your Robot arrive?

- If you shipped your robot to Championship using the FedEx Voucher, read Section A.
- If you freight shipped your robot or materials **and did not** use the FedEx Voucher, read Section B.
- If you brought your Robot to Championship with your own vehicle, read Section C.
- If your robot arrived through a Community 53' Truck Trailer, read Section D.

How do you want to return your Robot?

- To ship your robot back in its crate, read Section E.
- To carry your robot back to your transportation vehicle, read section F.

PREPARE FOR LOAD OUT BEFORE SATURDAY

A – Shipped to Championship on the FedEx Voucher

1. Visit the *FIRST*[®] Ship Desk to build shipping documentation for your Robot Crate.
2. The *FIRST* Ship Desk will be open Thursday, Friday, and Saturday from 9:00AM to 5:00PM. There is usually no line on Thursday and Friday. We encourage you to come early and avoid the rush!
3. Bring the return address for the Robot Crate and contact information for onsite personnel with you.
4. Prepare for Saturday's Load Out using the included Load Out Sign and give it to your team vehicle driver. This sign should be displayed on the vehicle's Dashboard.

Important Notes:

- All teams who shipped their robot using the FedEx Voucher must visit the *FIRST* Ship Desk before Saturday Load Out, even if the robot is not shipping back with the FedEx Voucher.
- The FedEx Voucher is only available for your Competition Robot. Tool Crates or a Robot Crate retrofitted to ship only pit materials must use a separate service using Section B below.

We want to extend a heartfelt thank you to FedEx for their generous donation. With contributions like theirs, we can make a meaningful impact and create positive change. Thank you, FedEx, for being a valued partner in our mission.

B – Shipped to Championship without FedEx Voucher

1. Visit the Shepard Desk near the *FIRST* Ship Desk. Shepard staff will review outstanding fees, if any.
2. Any return shipping documents you have already prepared should be shared with Shepard to confirm pickup coordination. If you do not have return documents or freight pickup set, Shepard has access to freight options and will work with you to coordinate.
3. Follow instructions provided by Shepard staff for preparing the crate for shipping during Load Out.
4. Fill out and give the included Load Out Sign to your team vehicle driver to have for Load Out.

C – Brought Robot to Championship with you

1. Teams that hand-carry their Robot with their own vehicle must also return their Robot this way too.
2. Teams that brought their Robot to Championship do not have any tasks prior to Saturday Load Out. These teams do not need to see the *FIRST* Ship Desk.
3. Fill out and give the included Load Out Sign to your team vehicle driver to have for Saturday Load Out, to be displayed on the Load Out vehicle's dashboard.



D – Brought Robot to Championship on a Community 53' Trailer

1. Teams that hand-carry their Robot with a Community Trailer must also return their Robot this way too.
2. Teams shipping on a Community 53' Trailer do not have any tasks prior to Saturday Load Out. These teams do not need to see the *FIRST* Ship Desk.
2. Communicate with your Community Trailer's Lead Contact to ensure preparations for Saturday are set.
3. The included Load Out Vehicle Sign is not needed and can be disregarded.

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

HOW TO LOAD OUT ON SATURDAY

Important Notes:

- A Load Out Desk opens on Saturday in each Pit where the Spare Parts/Machine Shop is located. Hall E Load Out Desk will close at 2:00PM while Hall A is open all evening. Hall E teams should Head to Hall A after 2:00PM
- Any team vehicle that arrives to Chartres Street without their Access Code will be turned away from the line.
- **Do not approach Chartres Street until your team has received their Access Code.**

E – Ship Robot, and Load Out Pit Materials

1. Begin the process of Load Out only when your team is no longer competing.
2. Robot Crates can be requested at the Robot Crate Service Desk which opens Saturday morning.
3. Crate your Robot securely. Follow all provided instructions from the *FIRST* Ship Desk.
4. Teams that complete their shipping paperwork will receive a Load Out Ticket. Bring this Ticket to the Load Out Desk within your team's pit when your team is fully packed and ready to leave.
5. Confirmed teams will receive an Access Code at the Load Out Desk. Message the Access Code to your team vehicle driver, and the driver may enter Chartres Street for Loading Dock access.
6. When your Driver has parked in the Loading Dock, your team may bring your pit materials out to the loading dock and into your vehicle.

F – Carry Robot and Load Out Pit Materials to your Vehicle

1. Begin the process of Load Out only when your team is no longer competing.
2. Visit the Load Out Desk only when your team is fully packed and ready to leave the door. Teams will only have access to enter the Loading Dock once.
2. Confirmed teams will receive an Access Code at the Load Out Desk. Message the Access Code to your team vehicle driver, and the driver may enter Chartres Street for Loading Dock access.
3. When your Driver has parked in the Loading Dock, your team may bring your pit materials out to the loading dock and into your vehicle.
4. Teams shipping though a Community 53' Trailer may only access the Loading Dock once all teams on that Trailer are no longer competing. Each Community Trailer is responsible for having their loading out workforce ready at the time all teams have been staged to load out and the truck is docked. There are no volunteers available to assist with Community 53' Trailer Load Out.

EXTRA RESOURCES

Have more questions?

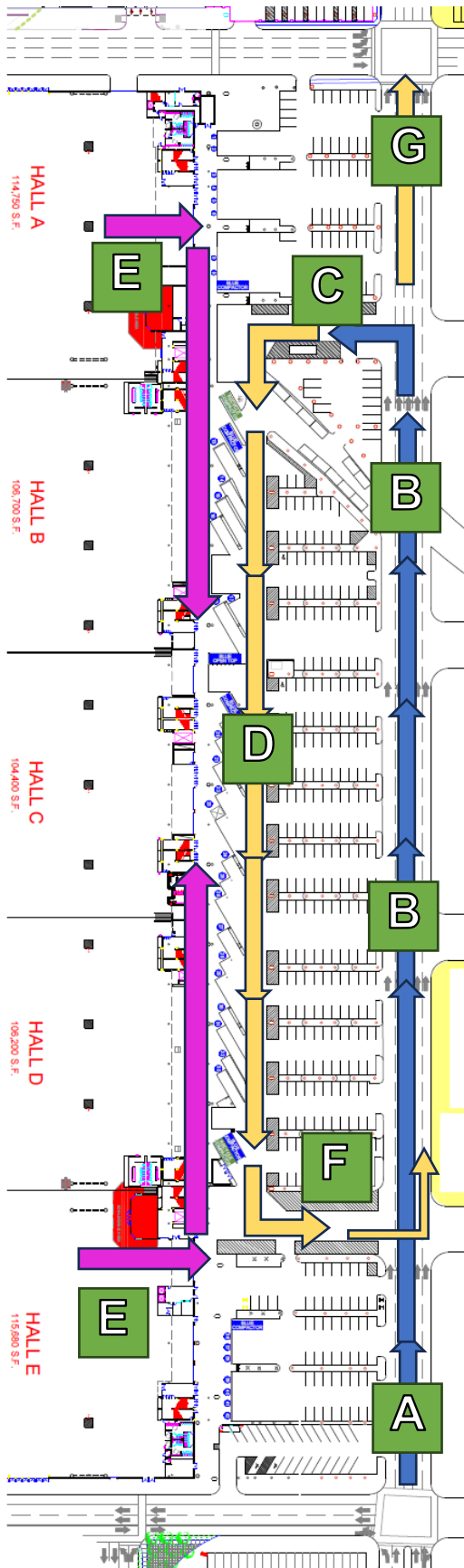
- Email firstroboticscompetition@firstinspires.org

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.

During Load Out, only Vehicles that have Access Codes obtained at the Load Out Desk will be allowed to enter the waiting line to Load Out.

[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. Contact the Team Reps inside the venue to come out to the dock space provided.

[E] – Team Reps take all items out and load them into the vehicle.

[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 Out operations with a single trip to the line.

LOAD-OUT VEHICLE

TEAM(S): _____

Driver Name: _____

Phone #: _____