

FIRST Robotics Load-In & Load-Out Details

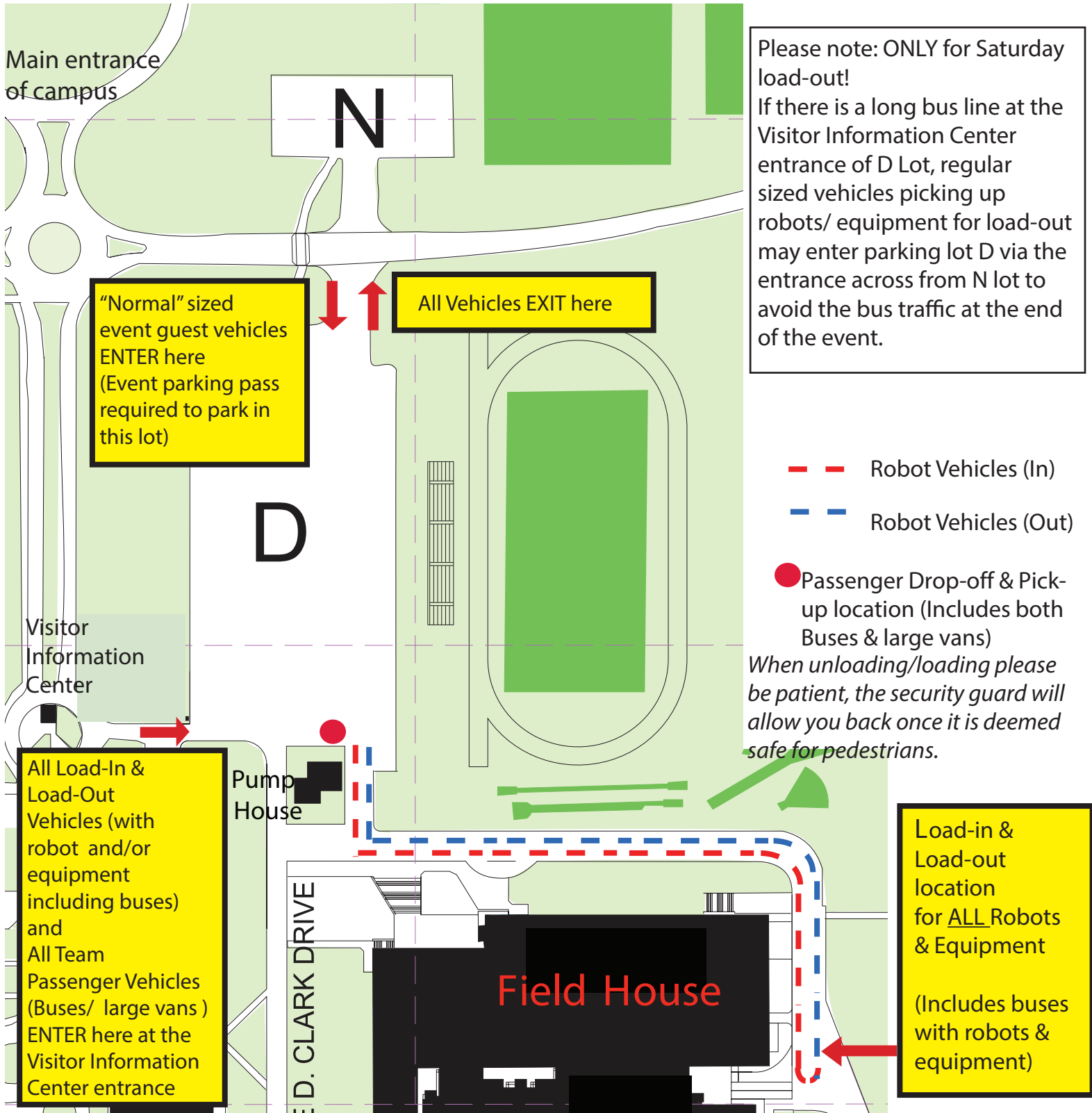
Team Load-in:

Wednesday, March 14 from 6:00 - 8:00 PM

Thursday, March 15 from 7:45 - 8:30 AM

Team Load-out:

Saturday, March 17 - Team load-out following alliance selections (approximately 12:30 pm).



***FIRST* Finger Lakes Regional
Robot/ Equipment Load-In & Load-Out Instructions
and
Team Passenger Drop-off & Pick-up Instructions**

Bus Drivers & Team Drivers please follow!

Robots & Equipment

Load-In days/ times: Wednesday 6:00 – 8:00 pm **AND** Thursday 7:45 – 8:30 am

Load-Out day/time: Saturday after Alliance Selection is complete (approximately 12:30 pm)

Load-In & Out Location: East-side-roll-up doors of the Field House

Team Passengers

Drop Off/ Pick Up Location: Pump House in D Lot

****See attached diagram for reference****

ROBOT & EQUIPMENT LOAD-IN RULES (includes ALL buses & normal sized vehicles)

- Teams dropping off robots (in bags) and equipment will be allowed 5 people, 1 over 18 years of age, into the building. One additional person will be needed to drive the vehicle away from the drop off point.
- Only one regular sized vehicle/ bus with robot/equipment per team may pull up to the Field House to unload.
- Parking personnel and Volunteers will be on hand to provide guidance and directions.
- Buses please note: be prepared to backup in order to get turned around and depart the load-in and load-out area.
- Vehicles must be moved before the pit can be set up.

- **Step 1: DRIVERS** - Pull up your vehicle/ bus to the Pump House and check in with the volunteer. (Please refer to the attached diagram so you know which parking lot entrance to utilize when entering D Lot). Vehicles must be attended at all times and must not block the fire lane. Teams please DO NOT unload until you are instructed to by the parking personnel because it will shut down the flow of traffic. When unloading/loading please be patient, the security guard will allow you back once it is deemed safe for pedestrians.
- **Step 2: TEAM MEMBERS** - Please have your belongings gathered so you are ready to unload as soon as the bus/ vehicle stops. Make sure to have your robot lock-up form ready for inspection.
- **Step 3: TEAM MEMBERS** – NEW - Once you unload your robot / equipment AND your vehicle departs the drop-off area, you may set up your pit area. However teams may not work on their robot.
- **Step 4: DRIVERS** - Must depart immediately once the robot and equipment are unloaded.

ROBOT & EQUIPMENT LOAD-OUT RULES (includes ALL buses & normal sized vehicles)

- Load-out can begin after Alliance Selections is complete. (Approximately 12:30 pm)
- Teams picking up robots (in bags) and equipment will be allowed into the building. One additional person will be needed to drive the vehicle away from the loading point.
- Parking personnel and Volunteers will be on hand to provide guidance and directions.
- Buses please note: be prepared to backup in order to get turned around and depart the load-in and load-out area.
- Please note for Saturday load-out ONLY: if there is a long bus line at the Visitor Information Center entrance of D Lot, regular sized vehicles picking up robots/ equipment for load-out may enter parking lot D via the entrance across from N Lot to avoid the bus traffic at the end of the event.
- **Step 1: TEAM REPRESENTATIVES** - Move all your equipment and bagged robot to the load-out exit location on the eastside of the field house.
- **Step 2: TEAM REPRESENTATIVES** - Call your driver to pull up to the Pump House. THEN check in with the load out volunteer stationed at the field house eastern side exit to inform he/she you have called your driver.
- **Step 3: DRIVERS** - ONLY after your team representatives have called you, pull up to the Pump House and wait for approval from the volunteer to proceed to the load-out line in front of the field house. Please refer to the attached diagram so you know which entrance to utilize when entering D Lot. Drivers will be allowed to line up, single-file along the roadway in front of the field house. Vehicles must be attended at all times and must not block the fire lane. Vehicles are only permitted to load at the east-side-roll-up doors of the Field House (NOT at the lower level doors near the staircase). Only one vehicle per team may pull up to the Field House load-out area at a time to load.
- **Step 4: DRIVERS** - Must depart immediately once the robot and equipment are loaded.

TEAM PASSENGER DROP-OFF RULES (includes ALL buses & large vans transporting teams)

- **Step 1: TEAM COACHES** - If your team is riding a bus, you must get the cell phone number of your bus driver before you arrive to campus and unload.
- **Step 2: DRIVERS** - Pull up your vehicle/ bus to the Pump House. Please refer to the attached diagram so you know which parking lot entrance to utilize when entering D Lot. Check in with the volunteer positioned at the Pump House to gain approval to unload your passengers.
- **Step 3: TEAM MEMBERS** - Please have your belongings gathered so you are ready to unload as soon as the bus/ vehicle stops. Please unload safely yet quickly so as not to hold up the flow of traffic.
- **Step 4: DRIVERS** - Must depart immediately once the team is unloaded. All vehicles must exit D Lot at Andrews Drive. **Please adhere to the parking assignment instructions to avoid getting ticketed.** All buses must park in G, H lots and may not leave until they are called by their team coach for pick-up.

TEAM PASSENGER PICK-UP RULES (includes ALL buses & large vans transporting teams)

- Please note: If your school district is sending multiple buses please make sure to have a sign in the front window of the bus designating who they are picking up and the destination location.
- **Step 1: TEAM MEMBERS** - Being picked up by a bus or large shuttle van must all gather together first inside the field house.
- **Step 2: TEAM MEMBERS** - Gathered and ready to exit the building must call their driver to notify he/ she they are ready to be picked up at the pump house.
- **Step 3: DRIVERS** - ONLY after your team has called you, pull up the bus/ vehicle to the Pump House. Team must be ready for pick-up. The bus driver will not be able to wait in line for the team for more than 5 minutes. Please refer to the attached diagram so you know which parking lot entrance to utilize when entering D Lot.
- **Step 4: DRIVERS** - Must depart immediately once the team is loaded. All vehicles must exit D Lot at Andrews Drive.