

## Attachment # 1

# 2017 PALMETTO REGIONAL TEAM LOAD-IN OF ROBOT/PIT MATERIALS AND TEAM PARKING Wednesday Evening (March 1<sup>st</sup>) and Thursday Morning (March 2<sup>nd</sup>)

In an effort to facilitate each team participating in the Palmetto Regional, the following procedures and times have been established.

**CHECK THIS OUT** at our website at: [www.myrtlebeachfirstrobotics.com](http://www.myrtlebeachfirstrobotics.com) and view the short video on **Team LOAD-IN under the TEAM NEWS tab....**or catch it on YouTube at: [http://www.youtube.com/watch?v=N49Cx0\\_2J\\_E&feature=youtu.be](http://www.youtube.com/watch?v=N49Cx0_2J_E&feature=youtu.be)

### Parking Instructions

Team parking is located in a designated lot (FRC Team /Vendor Parking) directly behind the loading docks in the rear of the Myrtle Beach Convention Center. Each team will be able to park their vehicles and/or trailers for the duration of the event. Please understand that the Convention Center is not responsible for trailers left overnight. There is no cost for Team Parking.

**Remember:** All team members entering the Pit area must have safety glasses. Safety glasses will not be issued by the Convention staff.

### Wednesday: March 1<sup>st</sup>

**6:00 p.m. – 8:00 p.m.** – Teams that arrive on Wednesday, March 1st, should enter at the main entrance to the Convention Center (off Oak Street), turn left at the third driveway and proceed to the rear of the Convention Center loading docks. There you will be directed by staff to your off-loading position, park in the circular drive, and off-load your robot and pit materials. When you finish off-loading, please move your vehicle/trailer to the designated Team Parking Lot, located behind the loading docks.

**Note:** Teams will be able to set up their Pits during this designated time, however, teams will not be allowed to “un-bag” their robot until the Pits open at 8:30 a.m. on Thursday, March 2nd. Five (5) team members will be allowed to deliver your Robot and Pit materials directly to your assigned Pit through the loading dock doors. Each of the five (5) team members will be given a wrist band as they enter into the Pit area. Should they need to return to the loading docks or parking lot to bring in additional pit material, they will gain re-entry by displaying their wrist band.

It is recommended that each team move their robot into the Pit area utilizing their Robot transport device and leave their Robot on their transport device overnight. Each team should insure that their “Robot Lockout Form” accompanies their robot. Robot Inspectors will be verifying this. Please advise staff should **you not need** the use of the table located in the pit. Convention staff will be glad to remove it.

**The Pit area will close at 8:00 p.m. All team members will leave the Pit area regardless of where they are in their Pit assembly.**

### Thursday: March 2<sup>nd</sup>

**7:45 a.m. – 8:30 a.m.** – Teams that did not deliver their Robot and Pit materials on Wednesday evening, March 1<sup>st</sup>, should enter at the main entrance to the Convention Center (off Oak Street), turn left at the third driveway and proceed to the rear of the Convention Center loading docks. There you will be directed by

staff to your off-loading position, park in the circular drive, and off-load your robot and pit materials. When you finish off-loading, please move your vehicle/trailer to designated Team Parking Lot, located behind the loading docks. .

**Note:** Teams will be able to set up their Pits during this designated time, however, teams will not be allowed to “un-bag” their robot until the Pits open at 8:30 a.m. Five (5) team members will be allowed to deliver your Robot and Pit materials directly to your assigned Pit through the loading dock doors. Each of the five (5) team members will be given a wrist band as they enter into the Pit area. Should they need to return to the loading docks or parking lot to bring in additional pit material, they will gain re-entry by displaying their wrist band. Each team should insure that their “Robot Lockout Form” accompanies their robot. Robot Inspectors will be verifying this.

**NOTE:** It is recommended that those teams that delivered their Robot and Pit Materials on Wednesday, March 1<sup>st</sup> wait until the Pits open at 8:30 a.m. to arrive at the Convention Center. Should they need to bring in any additional Pit material prior the scheduled Pit opening, they will need to display their wrist band(s) to gain entry to the pits.

**8:30 a.m. – Pits Open.** All outside entrance doors to Myrtle Beach Convention Center will be opened for team members to enter. **TEAMS !!! DO NOT UN-BAG YOUR ROBOT *until* a Robot Inspector has checked your “Robot Lockout Form” and cleared it.** Please advise staff should **you not need** the use of the table located in the pit. Convention staff will be glad to remove it.

Remember the rules of **FIRST** regarding what can and cannot be brought into any venue. Refer to your team competition manual for a complete listing.

As soon as possible, each team should send a representative to the Pit Administration table to pick up their team packet and registration materials. **Don't forget to turn in your Team Rosters, Consent and Release forms, if applicable, and your Team Trivia form.**

**THANK YOU FOR YOUR COOPERATION!!!  
GOOD LUCK**