

**2007 MATE/MTS ROV Committee International ROV Competition**

June 22 – 24, 2007

Memorial University

St. John's, Newfoundland, Canada

**Shipping information**

**If you are shipping your ROV:**

**Ship your ROV to arrive at the competition venue between Tuesday, June 12<sup>th</sup> and Thursday, June 21<sup>st</sup>.** If your vehicle does not arrive by Thursday, it will be your responsibility to contact your shipping carrier to 1) locate it and 2) make sure that it arrives in time for your *Engineering Evaluation* session. **Note that EXPLORER and RANGER class teams will be shipping to two DIFFERENT locations.**

**EXPLORER class**

**Ship to:**  
**National Research Council**  
**Sandpits Road**  
**Shipping/Receiving Door 3**  
**Memorial University, North Campus**  
**St. John's, NL Canada A1B 3T5**  
**Attn: Derek Yetman (709) 772-6001**

**From:**  
Your school/team name  
Lead instructor  
Your school's address

**RANGER class**

**Ship to:**  
**Marine Institute**  
**155 Ridge Rd.**  
**St. John's, NL Canada A1C 5R3**  
**Attn: Ellen Green (709) 778-0460**

**From:**  
Your school/team name  
Lead instructor  
Your school's address

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Both the National Research Council's Institute of Ocean Technology (IOT) and Memorial University's Marine Institute (MI) will receive and store shipments INDOORS.

EXPLORER class teams – your vehicles and any other packages that you shipped along with them will be waiting for you at your team's designated work station area at the IOT. Shuttles will transport you to the IOT following lunch at the MI on Friday (June 22<sup>nd</sup>).

RANGER class teams – your vehicles and any other packages that you shipped along with them will be waiting for you at your team's designated work station area at the MI. You can access your shipments after lunch at the MI on Friday (June 22<sup>nd</sup>).

**NOTE: Closed-toed shoes and safety glasses are required in the work station areas at all times. Closed-toed shoes are required on the pool decks at all times. NO**

EXCEPTIONS. Please plan accordingly. **Do not ship your safety glasses with your ROV and/or tool kit.** Make sure to have your safety glasses with you.

**Tips on shipping:**

Please make sure that your vehicle and any associated equipment and tools are NEATLY and SECURELY packed in crates or sturdy cardboard boxes. Neither the IOT nor the MI is responsible for any damaged or missing vehicles.

To help ensure your vehicle's ease of entry into Canada, your team will be provided with a letter from the Canadian Border Services Agency as well as a letter from the MATE Center detailing the competition and the vehicles that you are shipping. Your team should present these letters to your shipping courier.

All major shipping couriers (e.g. FedEx, UPS, DHL) can function as customs brokers and will do the necessary processing and charge for this service. The letters mentioned above, along with a detailed list of the contents of your shipping package, will help your courier with this process. (The letters will also help as your team members make their way through Canadian customs.) Teams from countries OTHER THAN CANADA AND THE U.S. may want to consider a carnet (see [www.chamber.ca/article.asp?id=261](http://www.chamber.ca/article.asp?id=261)). These teams should investigate this with their local customs agents.

**Note:** Your team should designate ONE member (e.g. the instructor) as the individual who takes responsibility for the vehicle and claims the shipment on his or her customs form (see [http://www.marinetech.org/rov\\_competition/2007/e311-06e\\_with\\_notes.pdf](http://www.marinetech.org/rov_competition/2007/e311-06e_with_notes.pdf)).

**If you are transporting your ROV via checked luggage or car/van:**

You will receive a map and directions to the IOT and the MI prior to the competition. You will be responsible for finding the appropriate facility and off-loading your vehicle on Friday, June 22<sup>nd</sup>, *after* the opening ceremony and in time for your **Engineering Evaluation** session. Note that the competition shuttle buses will have storage areas underneath. Each area is a minimum of 36 inches high and 53 inches wide and runs the width of the shuttle bus (about 6 feet).

To help ensure your vehicle's ease of entry into Canada, your team will be provided with a letter from the Canadian Border Services Agency as well as a letter from the MATE Center detailing the competition and the vehicles that you are transporting. Your team should present these letters to the customs agent as you proceed through customs.

**Note:** Your team should designate ONE member (e.g. the instructor) as the individual who takes responsibility for the vehicle and claims the vehicle on his or her customs form (see [http://www.marinetech.org/rov\\_competition/2007/e311-06e\\_with\\_notes.pdf](http://www.marinetech.org/rov_competition/2007/e311-06e_with_notes.pdf)). If the vehicle is traveling as several pieces of checked luggage, it may be necessary to designate more than one team member to take responsibility.

**Other key information:**

**\*\*\*Each team will need to cover its own shipping costs.\*\*\***

**Shipping your ROV back to your home institution after the competition:**

Please make sure that your vehicle is NEATLY AND SECURELY packed up and ready to be shipped back to your home institution by the end of the competition on Sunday, June 24<sup>th</sup>. **Bring your preferred carrier's shipping/billing form and any other necessary paperwork with you. Make sure to discuss which forms you will need with your shipper prior to the competition so that you will have these forms with you.** Make sure that you have filled out the billing information section or bring your billing information with you (i.e., a credit card or account number). Attach this form to your ROV's shipping container.

**YOU are responsible for scheduling a pick-up with your designated carrier. The pick-up location at the MI is the same as the ship-to address (see above). Pick-up time can be scheduled anytime Monday – Friday during regular working hours, 8:30am – 4:30pm.** Your ROV will be shipped at the rate that you indicate on your shipping/billing form.

**EXPLORER class teams** – if you need to return to the IOT in order to properly pack your vehicle, shuttles will transport you from the MI to the IOT on Sunday (June 24<sup>th</sup>) following lunch. **The pick-up location at the IOT is the same as the ship-to address (see above). Pick-up time can be scheduled anytime Monday – Friday during regular working hours, 8:00am – 4:00pm.** Your ROV will be shipped at the rate that you indicate on your shipping/billing form.