

2009 MATE/MTS ROV Committee International ROV Competition
June 24 – 26, 2009
Massachusetts Maritime Academy (MMA), Buzzards Bay, MA

Shipping information

If you are shipping your ROV:

Please ship your ROV to arrive at the competition venue between Tuesday, June 16th and Tuesday, June 23rd. If your vehicle does not arrive by Tuesday, 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.

Ship to:
2009 MATE ROV Competition
Attn: Wayne Raulino
Massachusetts Maritime Academy
101 Academy Drive
Buzzards Bay, MA 02532

From:
Your school/team's name
Lead instructor
Your address
Contact phone # (preferably cell)

You are shipping your ROV to the facilities department at MMA. Facilities personnel will transport your ROV to a tented "holding area" outside the MMA Alumni Gymnasium the morning of Wednesday, June 24th. From there, it is your team's responsibility to transport your ROV up the stairs to your team's work station located in the gymnasium.

(Reminder: The team work station area and the pool venue are on different levels. **Teams must be able to hand-carry the vehicle and associated equipment up and down a flight of stairs.** Please let the competition coordinator know AS SOON AS POSSIBLE if your instructor or any member of your team is physically unable to manage a flight of stairs. Accommodations will be made.)

At the end of each competition day, you are welcome to transport your ROV to your MMA dorm room or to your off-campus housing location. You are also welcome to store it and any associated gear at your work station. The facilities will be locked securely at night.

NOTE: Closed-toed shoes and safety glasses are required at your team's work station 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. At the MMA facilities department your ROV will be stored inside; however, when your vehicle is transported to the gymnasium the morning of June 24th, it will be stored outside, in a tented area.

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

Prior to the competition, you will receive a map of campus highlighting the dorms and Alumni Gymnasium. You will be responsible for off-loading your vehicle at the dorms when you arrive OR at the Alumni Gymnasium on Wednesday, June 24th AFTER the opening ceremonies are completed. During the competition, you are welcome to store your ROV in your dorm room or at your work station.

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 Friday, June 26th. From the gymnasium, you will need to transport your ROV down the stairs to the tented holding area outside of the Alumni Gymnasium. From there, it will be transported to the facilities department and stored until your arranged carrier pick-up.

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 **COMPLETELY** fill out the form. In particular, make sure that you complete 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 is the same as the ship-to address (see above). Pick-up can be scheduled anytime on business days and between regular working hours (8:30am – 4:30pm) beginning on Monday, June 29th. Your ROV will be shipped at the rate that you indicate on your shipping/billing form.