

2010 MATE/MTS ROV Committee International ROV Competition
June 24 – 26, 2010
University of Hawaii at Hilo on Hawaii's Big Island

Shipping information

If you are shipping your ROV:

Please ship your ROV to arrive at the competition venue between Tuesday, June 15th and Tuesday, June 22nd. 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:

**ROV Competition – TEAM NAME
c/o UH Hilo Student Center
200 West Kawili Street
Hilo, HI 96720-4091**

From:

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

You are shipping your ROV to the University of Hawaii at Hilo's (UHH) Student Life Center where it will be stored indoors within a concrete shed next to the swimming pool. You will NOT have access to your vehicle until AFTER the opening ceremonies on Thursday, June 24th. Once you retrieve your vehicle from the storage shed, it is your team's responsibility to transport your ROV to your team's work station located in the gymnasium.

At the end of each competition day, you are welcome to transport your ROV to your UHH dorm room or to your off-campus housing location. You are also welcome to store it and any associated gear at your work station in the gymnasium. 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.

If you are transporting your ROV via checked (or carry-on) luggage or car/van:

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

Note: If you are transporting your ROV via checked (or carry-on) luggage, it is recommended that you make personal contact with a TSA representative ASAP. There is no guarantee, but it may be possible to arrange a special screening at the airport the day of your travel to (hopefully) avoid delays (or worse, wires being snipped). Regardless, be sure to label **EVERYTHING** and have a parts list on hand and within the luggage that contains your ROV. Do **NOT** pack batteries, fluids, or other potentially hazardous materials.

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 Saturday, June 26th. From the gymnasium, you will need to transport your ROV to the storage shed next to the pool where it can be picked up by your carrier.

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 28th. Your ROV will be shipped at the rate that you indicate on your shipping/billing form.