

New Load in Procedure

Please note: We will be using an entirely different load-in process this season!

What is the same?

1. Teams will still load in their robots and set-up pits Wednesday night from 6:00pm to 8:00pm and Thursday morning 7:45 am to 8:30 am.
2. **A driver must stay with the vehicle at all times.** Only 5 people will be allowed in the pit for load-in and setup (at least one of the 5 must be a mentor)
For safety purposes, you can leave your robot in an optional Robot Holding Area so they are not in your pit during setup.
3. **The pits will close promptly at 8:00pm Wed.** When you complete pit setup you can move your robot back into your pit. Teams loading-in on Thursday morning will follow the same procedure beginning at 7:45am. Teams that finish pit setup on Wednesday will not be allowed back in the pits until 8:30am, Thursday. Please tell your students and appropriate mentors about these changes.
4. Also, **don't forget your safety glasses!** We have a very limited number this season so if you want friends and parents to attend the event, please bring your own personal glasses so those we do have can be provided to guests.

What is new?

1. **Teams will not be loading in through the ground level doors that we have used for years.**
2. Teams will **instead enter down a ramp (East 19th Place) off of Carnegie Avenue on the west end** of the Wolstein Arena, see map at the bottom.
This ramp will take you down to the loading area on the west end of the pit area at floor level. That's right, if teams follow instructions you are done with elevators!
3. The load-in area both outside and inside the building will be crowded at times so please be careful and courteous. It is **critical that you consolidate your materials and pack your vehicle so unloading can be done quickly and safely.** This will help reduce wait time for the other teams waiting in the queue to unload.
 4. Each team will be assigned a holding location on the loading dock where the team will unload its vehicle contents. When the team vehicle is unloaded it will need to leave the dock area. **When the team vehicle leaves the dock** area the team will be given a pit setup permit and the 5 person pit setup crew (including at least one adult) can take their pit contents into the pit area and work on pit setup. The driver can take the trailer to lot 43. The vehicle can remain in lot 43 as well until pit set up is over. After load in, only trailers and buses are allowed in this lot.
 5. Pit setup team members may place their team's robot in an optional temporary holding location in the dock area so they can have more room to setup. **Team members entering the facility are required to wear safety glasses.**
When pit setup is complete, the team will place their bagged robot in their pit, turn in their work permit to pit administration, and the pit setup crew will be required to leave the venue through the main concourse of the Wolstein Center on the Carnegie ave exit.
 6. Teams arriving late on Wednesday and not able to complete their pit setup by 8:00 pm will be given the opportunity to finish on Thursday morning between 7:45 and 8:30. Teams in this situation should keep

their pit work permit and use this to allow 5 team members to walk down the ramp to the loading dock to enter. (They will not drive down the ramp!) The rest of the team can enter via the concourse at 8:30. No work will be allowed on the robot during these load-in periods. You can not open your robot until Thursday morning when you receive approval by the inspectors and the announcement is made by pit admin at 8:30.

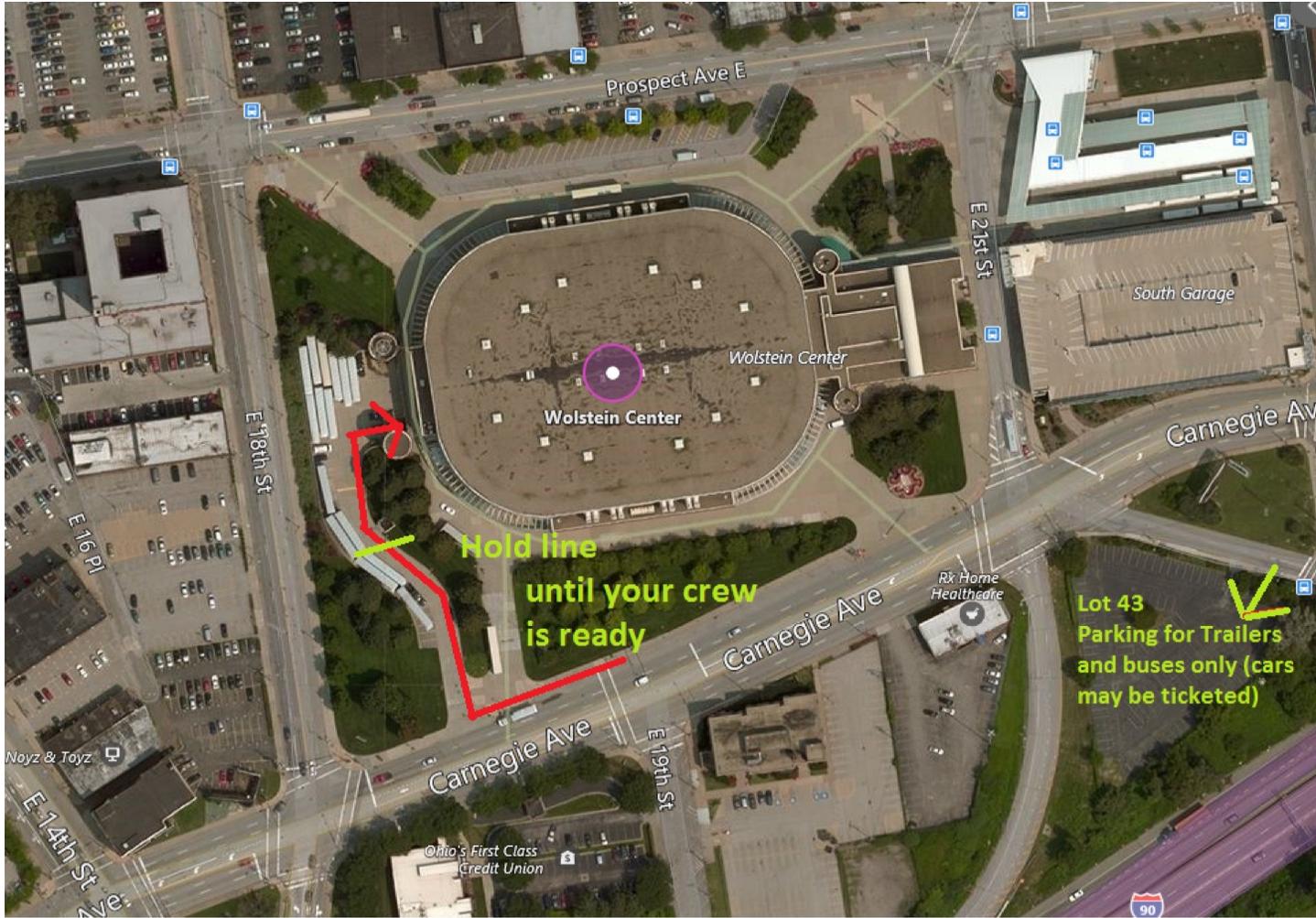
7. The same process will be followed Thursday morning for those teams not loading in Wednesday evening.

Load-out

1. There will be 6 waiting stalls designated in the dock area.
2. When a team is **ready to load out** i.e. all materials packed and consolidated, they will **tell pit administration** that they are ready to load out.
3. Pit administration will **assign the team an open stall** on the dock.
4. The team will move their materials to the designated open stall and either the driver will go to their vehicle and drive back to the dock or preferably, they will call their driver to come to the ramp to pick them up. **To avoid congestion the driver should not enter the ramp/dock area until the team is on the dock ready to go.**
5. Once the team's vehicle arrives on the dock, the team needs to **promptly load** their vehicle and the vehicle must **depart promptly**. The driver should stay with the vehicle at all times.
6. When a stall is empty, the attendant will radio to pit administration to say stall X is open to be reassigned.
7. Pit administration will give that stall to the next team waiting to load-out.

NOTE: This process has been in practice successfully at other regionals in the Midwest for several years.

Critical to the process are consolidated packing of pit materials, prompt unloading and loading, abiding by the process, and being graciously professional to volunteers and fellow teams.



**Hold line
until your crew
is ready**

**Lot 43
Parking for Trailers
and buses only (cars
may be ticketed)**