



## 2023 *FIRST*<sup>®</sup> Championship

George R. Brown Convention Center, Houston, TX

# Team Load-In Instructions

### Overview:

All *FIRST*<sup>®</sup> Robotics Competition teams must load-in Wednesday, April 19<sup>th</sup>, 2023.

Teams need to pack efficiently and follow instructions from volunteers to ensure a safe and smooth load-in process. Be patient as we have more than 600 team vehicles to unload.

### Team Load-In Representatives

A team may bring six (6) representatives to load-in their team materials during load-in time on Wednesday. Only after the *FIRST* Robotics Competition Pits open to the public will all members of a team be allowed in.

- Of the six (6) team representatives, two (2) must be adults. One (1) of those adults must remain with the team vehicle at all times.
- The four (4) other representatives may be either students or adults.
- Team members not in the queue line and entering from the main entrance must check in at the front of the Pits to be allowed into the Pits for access to the loading dock.

*Note:* Pedestrians and team members will not be allowed to walk in the Hall B or Hall D loading dock entrances on Chartres Street. Please use the entrances at the front of the George R. Brown Convention Center.

### 8:30AM to 10:00AM, Central Time

#### Team Vehicles start to enter Load-In Queue (Map on Page 2)

1. Team vehicles access the queue line on Chartres Street.
  - Team vehicles cannot be parked or left unattended once inside the queue line.
  - Team vehicle load-in is only allowed at the loading dock, accessible through the queue line.
  - No team may offload materials onto Chartres Street.
2. Drivers will receive a Load-In Tag when arriving to the queue and will fill out the required information. The Tag should be placed in the vehicle window or dash, visible to queue volunteers.
3. At the direction of volunteers, the team vehicle will use the Gate B entrance to enter the loading dock and be given a specific numbered dock space.
4. The team will use that dock space to unload materials quickly and safely onto the loading dock.
5. Teams that unload prior to 10:00AM must remain with their materials staged on the loading dock until the doors open at 10:00AM. Materials cannot be left unattended.

### 10:00AM, Central Time

#### Pits Open to Team Representatives and Load-In Begins

1. Doors to Halls B, C, and D will open to teams and full load-in starts. Teams already unloaded on the loading dock will be able to enter the Pits and move through the designated traffic lanes to reach the Pits. Volunteers will be available to help direct teams to the location of their Pit.
2. Team vehicles will continue to enter the queue line, be directed into the loading dock, and unload at a designated location.
  - Teams cannot leave their vehicles parked or unattended at the loading dock or on Chartres Street.
  - Teams locking the entrance of another team trying to unload will be asked to move immediately by the Houston Police Department or Event Staff.
  - Teams are required to bring their own safety gear and equipment (e.g., safety glasses, gloves, etc.)
3. It cannot be guaranteed that teams will be assigned a dock space with close proximity to their pit.

### 2:00PM to 7:30PM, Central Time

#### Pits Open to the Public and all Team Members

*Note:* *FIRST* Robotics Competition Practice Matches are between 5:00PM and 7:00PM.

## Gracious Professionalism®:

- Teams should display their Gracious Professionalism® at all times.
- Help us help you toward a quick, smooth, and safe team load-in experience.
  - Follow instructions from Event Staff, volunteers, and Houston Police Department.
  - Practice patience toward other teams and their load-in needs.

## Safety Reminders:

- It is our goal to ensure a safe event for everyone. Therefore, it is imperative that *FIRST* Robotics Competition Teams follow the safety glasses requirements and safety procedures.
- Safety glasses are required when handling robots or heavy machinery.
- We recommend teams have their pit materials on wheels or bring wheeled carts for transporting materials for load-in (i.e., a hand cart or dolly).

## Safety Glasses:

- During a short time period in the morning of Wednesday load-in, team members entering the pits for the purpose of accessing the loading dock will be excused from having their safety glasses on them.
- Team members need to unpack and wear their safety glasses prior to beginning any work.
- Safety glasses will be required for all entrants to the pits, with no exceptions, starting at 11:00AM.

## Load-In Map:

