



RoboBoat 2024 Competition Shipping Guidelines

Shipping Plan Template – Shipping plans should contain the following information.

- 1) Organization name
- 2) Team name
- 3) Shipping POC
- 4) Shipping POC mobile number
- 5) Shipping POC e-mail
- 6) Number of crates
- 7) Dimensions for each crate
- 8) Estimated shipping date
- 9) Shipping company
- 10) Type of shipment – Air, ground, ocean
- 11) Has initial pick-up or drop off been scheduled – include date of pick-up or drop off
- 12) Is this a dangerous good shipment? If so, has a dangerous goods shipment been arranged?
- 13) Have you scheduled your outbound shipment pick-up or drop off? Provide pick-up details (date/time) for any pick-up from the hotel.
- 14) Additional information for shipment, if needed.

Shipping to the Competition – Shipments should be sent to the Ameniti Bay Sarasota Hotel & Suites using the shipping label below. **Shipments cannot arrive prior to February 1st.** The Ameniti Bay does not have a loading dock so all delivery trucks must have a lift gate.

Storage at the Hotel – Crates can be stored at the hotel from **February 1 – 5** and then must be moved to your room or Team Village. Crates can be left at the hotel on **February 10 – 12** for outbound shipping pickup. Any crates being left at the hotel outside of these dates will be charged a storage fee.

Outbound Shipping – **Begin working on your outbound shipping arrangements now! Batteries are exceptionally difficult to ship.**

Shipments must be picked up from the hotel **BEFORE** the team departs or shipments must be dropped off at a local shipping facility. The Hyatt Place does not have a loading dock, so all trucks picking up shipments must include a truck with a lift-gate. If shipping from the hotel, pre-arrangements must be made with Cheri Koch or annotated in the shipping plan. All shipments must be pre-paid – **NO EXCEPTIONS.**



LOCAL SHIPPING OUTLETS:

Fed Ex Office Print and Ship Center

1901 S Tamiami Trail, Suite A
Sarasota, FL 34239

DHL Service Point - PostNet

11161 SR 70 E, Suite 110
Lakewood Ranch, FL 34202
(941) 751-2070

The UPS Store

8374 Market Street
Lakewood Ranch, FL 34202
(941) 907-2227

HAZARDOUS SHIPPING: LIPO Batteries

FedEx Dangerous Goods

1-800-463-3339 x 81
E-mail: dghotline@fedex.com

FedEx Dangerous Goods Drop-off Location (12 miles from Nathan Benderson Park)

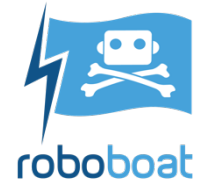
Fed Ex Ship Center
4605 18th Street E
Bradenton, FL 34203

A pick-up for a dangerous goods shipment must be coordinated through FedEx prior to dropping off. Team must create a label and arrange a dangerous shipment prior to dropping off. This must be done Monday – Friday 9:00 am – 5:00 pm. It will be very difficult if not impossible to schedule this pick-up on the weekend, so make arrangements early!!!



Inbound Shipping Label:

FROM: School Name
Address
City, State, Zip
Country




Ameniti Bay Sarasota Hotel & Suites
Attn: RoboBoat / School Name
5985 Brookhill Boulevard
Sarasota, Florida 34232

On-site Team POC Name:

Phone:



Outbound Shipping Label:

FROM: School Name / Team Name 5985 Brookhill Boulevard Sarasota, Florida 34232	
School Name c/o School POC Address City, State, Zip Country	
Team POC Name:	Phone:

If you have questions or need assistance, please contact Cheri Koch at ckoch@robonation.org / 850-642-0536.

Cheri

CHERI KOCH

SR. EVENTS MANAGER

ROBINATION, INC.

ADDRESS: 3100 Clarendon Boulevard, Suite 1200, Arlington, VA 22201

OFFICE: 571.482.3201 | **CELL:** 850.642.0536

EMAIL: ckoch@robonation.org

WWW.ROBINATION.ORG

RoboNation, Inc. | 3100 Clarendon Boulevard | Suite 1200 | Arlington, VA 22201

www.robonation.org

