



MATE ROV Competition World Championship

June 22-24, 2023

(Check-in and safety inspections June 20-21)

St. Vrain Valley School District

Longmont, CO, USA

Shipping information

If you are shipping your ROV:

You must ship your ROV to arrive at the St. Vrain Valley School District's Innovation Center no later than **MONDAY, JUNE 19**. If your vehicle does not arrive by Monday, it will be your responsibility to contact your shipping carrier to locate it.

SHIP TO:

Innovation Center
33 Quail Rd.
Longmont, CO 80501
ATTN: MATE World Championship
(303) 702-8200

From:

Your school/team name
Lead instructor
Your school's address

IMPORTANT!!! E-mail your tracking information to wilcox_nathan@svvsd.org with the words **ROV TRACKING** in the subject line.

Your shipment will be kept safe and secure at the Innovation Center. **NOTE: You are responsible for retrieving your shipment from the Innovation Center during normal business hours, which are Monday – Friday, 8am – 3pm. Email wilcox_nathan@svvsd.org to coordinate a pick-up time.**

NOTE: Closed-toed shoes and safety glasses are required in the workstation area at all times. NO EXCEPTIONS. Please plan accordingly.

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. St. Vrain Valley School District is not responsible for any damaged or missing vehicles.

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

You will receive a map and directions to Silver Creek High School (SCHS) marked with competition event locations. You will be responsible for finding SCHS and off-loading in time for your safety inspection.

NOTE: To offload your vehicle, aim to park on the southside of the main parking lot, which is

located off of Nelson Road. From there it is a short walk to the check in area (located in the F Wing Crescent), safety inspections (located in the E Wing Classrooms) and team workstations (located in the gymnasium).

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.

Please also see the “Letter for helping your team through customs” located on the [World Championship webpage](#). It is addressed to the Transportation Security Administration (TSA) agents.

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 at the end of your second and final product demonstration run. Once securely packed, transport your shipment to the designated area near the restrooms near the F Wing Crescent. Your ROV will be picked up and stored at the Innovation Center until it is picked up by your preferred carrier. The School District will not make shipping arrangements for you.

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. Use the following address for your shipping company when you arrange for pickup:

**Innovation Center
33 Quail Rd.
Longmont, CO 80501**

Be sure to include your school name and destination information so that your ROV can be matched to the shipping order.

The pick-up time can be scheduled for any time AFTER 8am on Tuesday, June 27th and during normal business hours – Tuesday – Thursday, 8am – 3pm. Email a confirmation of the pick-up date, time, and carrier name to wilcox_nathan@svvsd.org. Your ROV will be shipped at the rate that you indicate on your shipping/billing form.