



MATE ROV Competition World Championship

June 20-22, 2024

(Check-in and safety inspections June 18-19)

Shipping information

If you are shipping your ROV:

You must ship your ROV to arrive at the MeadowView Conference Center no later than **MONDAY, JUNE 17th**. If your vehicle does not arrive by Monday, it will be your responsibility to contact your shipping carrier to locate it.

SHIP TO:
MeadowView Conference Center
ATTN: MATE ROV COMPETITION
1901 MeadowView Pky.
Kingsport, TN 37660
423-578-6600

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

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

Your shipment will be kept safe and secure at the MeadowView Convention Center. **NOTE: You are responsible for retrieving your shipment from the MeadowView during normal warehouse business hours, which are Monday – Friday, 8am – 4pm.**

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. The MeadowView 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 the MeadowView Convention Center marked with competition event locations. You will be responsible for finding the MeadowView and off-loading in time for your safety inspection.

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 cooperative bonus mission run. Once securely packed, transport your shipment to MeadowView Convention Center. Your ROV will be stored at the MeadowView until it is picked up by your preferred carrier. The MeadowView 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:

**MeadowView Conference Center
ATTN: MATE ROV COMPETITION
1901 MeadowView Pky.
Kingsport, TN 37660**

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 Monday, June 24th and during normal business hours Monday – Friday, 8am – 4pm. Your ROV will be shipped at the rate that you indicate on your shipping/billing form.