***LOAD-IN GENERAL INFORMATION***

**Load-In: Wednesday, 6:00 p.m. - 8:00 p.m. and Thursday, 7:45 a.m. - 8:30 a.m.**

The intention for load-in hours is to allow teams to find their pit space, place their robot and tools in their pit space, and begin assembling their pit. There is **no work allowed on robots** until the pits open to all on Thursday at 8:30 a.m.

The La Crosse Center loading area is located under the covered area just off Front Street on the west (river) side. A maximum of five individuals will be allowed access to the venue for load-in. One individual must be an adult mentor on the team 18+ years of age and cannot be a high school student. In all cases, **the driver must stay with the vehicle at all times - no exceptions.** Load-in vehicles should exit the loading zones as soon as possible after the contents have been emptied to allow other teams into the load zones.

Team members other than the load-in crew are not to enter the building through the loading area. They should instead enter the La Cross center from the front (east) entry doors.

Pits close promptly at 8 pm the evening of load-in.

***LOAD-IN PROCESS***

**Trailer Queue** – Refer to the attached map of the queue area. As you arrive in La Crosse, take Jay Street west to Front Street. Turn north on Front Street and drive toward the La Crosse Center where the street passes under the La Crosse Center expansion. A Queue Director wearing a safety vest will be stationed here to provide additional information and guide you into the Load Zones as they open up. As more vehicles arrive the queue will form south on Front Street and also on Jay Street if needed. An additional queue area on Front Street south of Jay Street is available if necessary.

**Load Zones** – Refer to the load zone map the Queue Director will provide you. As spots open up the Queue Director will tell you to proceed in. A Traffic Director wearing a safety vest will be in the load zone area to help guide you to one of four numbered spots. Once parked, your load team of up to five members should immediately unload your equipment and move it toward the entry doors with as few trips as possible. Please be aware of other trailers and teams moving within the load zone. As soon as the trailer is unloaded the driver should leave the load zone by proceeding forward onto Front Street. There is a map showing the location of free trailer and bus parking on the reverse side of the load zone map handout.

**Entering pits** – Proceed into either Door 1 or Door 2 depending on which one is closest and/or least congested. Both lead to the pits. As you enter the pit area the Pit Director wearing a safety vest will give you a pit map and help direct your team to the appropriate spot.

***LOAD-OUT PROCESS***

**Load Out: Saturday 12:30 - 3:30 pm, 4:30 – 6:00 pm for alliance teams**

[Important note: the initial load out period from 12:30-3:30 pm is for teams not involved in playoff matches. All teams involved in playoff matches will load out from 4:30-6:00 pm.]

**Load Out Time Sign Up** – We will be using a time block system to synchronize the arrival of trailers with their pit load out teams. **When a team is getting ready to pack up, a representative from that team must contact the Load Manager to schedule a 15-minute block of time for load-out.** Provide team number, home city, vehicle description, driver name, and driver cell phone number to the Load Manager, who will maintain the load-out list. The team should consider how long it will take to get their equipment ready to move and also how much time they expect for their driver to arrive before selecting a load out time.

**Coordinate with Your Driver** – Once you have decided on your load out time, communicate with your driver and confirm when they need to arrive at the load zone. (Make sure your driver knows your team number.) If your team is not ready at the selected time, we will slot you into the next available 15-minute block. Be aware that during the busiest load out times there may several teams ahead of you so please make your best efforts to make your original time slot.

**Pack Up Your Pit** – As you approach your load out time slot, have your pit completely packed up and ready to go. **Before moving anything contact the Pit Director.** He/she will confirm with the Load Manager the location and readiness of your trailer driver via cell phone if possible. Once he/she has confirmed your driver is parked in the loading zone, the Pit Director will notify your load team to bring your equipment out. He/she will tell you which door to exit from so you will be near your rig.

**Exit and Load Quickly** – Please exit the building in an orderly manner and move your equipment directly to your trailer in the load zone. Be aware of other teams and vehicles moving in the load zones. Load your trailer quickly and exit the load zone immediately when finished. Be safe!

Map

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