

IMPORTANT – 2010 MODEL SHIPPING INSTRUCTIONS

Date: January 4, 2010

From: Alex Underwood, FC National Program Coordinator, 703-684-2865, alexunderwood@futurecity.org

Model Shipping Requirements

Future City Competition will pay for the cost of shipping models via FEDEX to/from the National Finals

- **DO NOT SHIP MODEL PRIOR TO FEBRUARY 8, 2010**
- **DO NOT SHIP MODEL LATER THAN FEBRUARY 9, 2010**
- Each region must coordinate all shipping arrangements with the winning school on a timely basis.
- One standard hotel easel is provided. Have team bring their own if they need a special one. Enclosed is the pre-paid FEDEX air bill/shipping slip with shipping address: Hyatt Regency on Capitol Hill, Washington, DC.
- **You must use the enclosed FEDEX billing slip.** This is important for tracking and billing.
- **Ship model via FEDEX either February 8 or 9, 2010. No exceptions.**

PACKING INSTRUCTIONS

- Packing material may include balloons, only large Styrofoam blocks, bubble wrap, and crumpled newspaper.
- **Do not use Styrofoam “peanuts” or shaved Styrofoam.** The hotel will charge an additional clean up fee for the extra work required to clean up Styrofoam “peanuts” or shaved Styrofoam. The team will be responsible for paying this additional cost.
- Include glue gun and extension cord, canned air, packing tape, etc.
- **Future City staff will be moving the model repeatedly throughout the National Finals week so please be sure to secure all items to the model.** Future City Competition is not responsible for breakage.
- No model design changes are allowed after your regional competition--only reassembling and repairs.

SHIPPING CONTAINER SIZE AND WEIGHT RESTRICTIONS

- The shipping container for the model may not exceed: **30” (W) x 54” (L) x 24” (H)**
- The total weight of the model and shipping container **cannot exceed 75 pounds.** If the model and shipping container exceeds 75 pounds, you must clear the excessive weight first with Alex Underwood, FC National Program Coordinator, via phone or email (703-684-2865) or alexunderwood@futurecity.org prior to shipment. Failure to do so will result in your region and/or school being charged for the excessive weight shipping charges. Model and container will be weighed at the Finals
- Any package over 162” in combined length/girth will not be accepted. Girth is determined by (L + 2 W + 2 H)
- Models must be packed in a heavy cardboard shipping container.
- **No models are to be shipped in wooden crates. Models shipped in wooden crates will not be accepted.**
- Local packing companies can build shipping containers. Professionally packed models are less prone to breakage during shipping.
- The team or Future City regional coordinator must pay for the construction of the shipping container

SHIPPING DETAILS

- Use a new box that has as little extra space as possible, but large enough to allow for a cushion of protection
- Wooden struts or blocks to bolster the corners and to facilitate fork lift pick up
- A piece of light plywood, such as Luan plywood (1/4 inch) , across the top of the model --inside the container-- will be permissible to help reduce shifting of the model in transit.
- Be sure to fill any extra space around your item --this will prevent shifting and will provide extra protection
- To help with model tracking, please affix to each shipping container (4) orange self adhesive labels provided.
- **SPECIAL NOTE:** In the unlikely event that the FedEx billing slip should be torn from the container in transit, please write **inside** and **outside** on the box in black magic marker the following information:

To: Bill Knight
Future City Competition
Hyatt Regency on Capitol Hill
Attn: Robyn Graff
400 New Jersey Avenue, NW, Washington, DC 20001
202-737-1234

SHIPPING DATES

- We have a guarantee of a 2-day delivery.
- **Do not ship model prior to February 8, 2010.**
- **Do not ship model later than February 9, 2010**
- Models must arrive between February 10 and 12, 2010 due to hotel space limitations.
- FedEx Phone # : 1-800-463-3339