



# Vehicle Shipping Procedures

## 2019 FORMULA HYBRID COMPETITION

New Hampshire Motor Speedway

### Important Dates and Times

<b>Competition Dates</b>	Monday, April 29, 2019 – Thursday May 2, 2019
<b>Extra Electrical Tech Day</b>	Sunday, April 28, 2019
<b>Vehicle arrival</b>	<b>On or After</b> Monday, April 22, 2019
<b>Vehicle removal</b>	No later than 3:30 PM, Thursday, May 2, 2019
<b>NHMS Receiving hours</b> Primary Contact: Nick Duggan 603-842-0654	Monday – Friday 07:30 AM - 3:30 PM

These procedures are only a starting point - Check with your shipper or freight forwarder to make sure your shipment meets all requirements.

**IMPORTANT:** Shipping any vehicle may be considered hazardous by the Federal Aviation Administration (FAA). It may be inspected and must be signed off by someone trained in HazMat shipping. Ensure that all fluids are drained from your vehicle and make sure you inform your shipper/freight forwarder of the contents of your shipment to avoid any issues.

SAE and/or Formula Hybrid staff cannot give advice on shipping, customs regulations or visas. Neither Formula Hybrid nor NHMS will execute customs or shipping documents of any type. It is the responsibility of the team to adhere to all US Customs regulations. All inbound shipments are subject to US Customs inspections.

### New Hampshire Motor Speedway (NHMS) Shipping Requirements

#### **1 - Incoming Shipments: refer to “Vehicle Arrival” for dates**

**A representative of your team must be there to receive the vehicle.**

**Receiving Organization** - All labels and documents associated with the shipment **must** list the team or university as the receiving party. You may not ship your vehicle with either the organizer or competition site listed as the receiving party. **Receiving Hours:** Refer to table for “*NHMS Receiving Hours*”

#### **Shipping Address:**

Name of University  
c/o Formula Hybrid  
New Hampshire Motor Speedway  
1122 Route 106 N  
Loudon NH 03307 USA



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## (Incoming Shipments: Continued)

**Required Information for Shipments** - To provide support services for inbound / outbound shipments, and especially to resolve any problems that might arise, you **must** email the information below to Formula Hybrid at [info@formula-hybrid.org](mailto:info@formula-hybrid.org) at **least one (1) week before your shipment is scheduled for delivery:**

- 1. Contact Information** - The names and cell phone numbers of two (2) team members or advisors who can be contacted concerning the shipment.
- 2. Outgoing Shipment Carrier** - The name and contact information of the carrier picking up your outgoing shipment.
- 3. Consequence** - If you do not provide this information we will be unable to contact you if any questions or issues arise concerning your shipment.

### **Shipment Information - Required**

University Name

Team Captain Name

Captain's Cell Number & Email

Faculty Advisor Name

Faculty Advisor's Cell Number & Email

### **Inbound Shipment**

Shipping company

Shipping company contact name

Phone number & Email

Scheduled arrival date/time for inbound shipment:

Shipment/shipper identification number:

Action: Email this form to [info@formula-hybrid.org](mailto:info@formula-hybrid.org)



# Vehicle Shipping Procedures

## 2 - General

NHMS does not have a loading dock. All shipments must be on solid pallets or in containers which do not exceed 3,800 lbs. and can be moved by forklift. All containers must be free of Hazardous Materials and have the appropriate DOT Paperwork required to certify that the container is free from Hazardous Materials. All International Shipments must have the proper customs paperwork included. Shipments without the proper customs paperwork will be refused. This also goes for post event shipments. All packages and containers should have labeling which includes the owners name, and 24 hour a day, contact information.

Teams will NOT be allowed to enter the interior premises or garages of the New Hampshire Motor Speedway prior to the competition. If teams intend on working on their car they may be allowed a space outside of NHMS in a parking lot at the discretion of the NHMS staff. Teams are responsible for bringing their own tools and tent (the event is in the rainy season) if they want to work on cars in the lot.

Teams that would like to participate in the optional Tech Day on Sunday, April 28, 2019 and require assistance, such as a fork-lift, will need to arrive the week before to handle their vehicle. See the New Hampshire Motor Speedway **receiving hours** on page 1.

## 3 - Shipping Crates/Containers

**Shipping Crates/Containers** - Shipping crates/containers **must** have hi-low fork lift access from ends and sides. The shipping crate/container must fully enclose the car. The base of the crate/container must be strong enough to support the entire weight of the shipment when it is being picked up, rotated and moved by a fork lift or similar equipment.

**Weatherproof** - Be aware that crates are likely to be stored outside and should be weatherproof.

**Wood Crates/Containers** - Wood crates/containers must be of insect resistant or treated materials suitable for international transportation. Wood crates, containers and pallets should be screwed or bolted together.

**Crate/Container Marking** - All shipping containers **must** have the school's name permanently and clearly marked.

**Crating & Uncrating** - Crating and uncrating is the sole responsibility of the team.

*Important Reminder - Do not pack the tools you need to open the crate inside the crate itself.*

**Unloading & Loading** - Loading and unloading is the responsibility of the teams. NHMS has a forklift available during business hours for loading/unloading.

**Damaged Shipments** - Inspecting shipments and reporting and documenting damage to the shipment is the sole responsibility of the receiving team. Neither NHMS nor Formula Hybrid is responsible for damage to your shipment from any cause including negligence.



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## 4 - Outgoing Shipments

**Important Notice** - Any post-event package or container which is not shipped prior to **May 2, 2019 at 3:30pm** will result in a \$175.00 per day storage fee which will be billed to your team.

**General** : All shipments must be packed and the crates properly sealed and labeled before the team leaves the site on Thursday. It is each university's responsibility to schedule the pick-up of your outgoing shipment and prepare all the paperwork required for the shipment. All shipping and customs forms must be filled out by team/university representatives. NHMS personnel are not allowed to make arrangements for import or export shipping and scheduling.

**Outgoing Carrier**: Teams must provide the name of the carrier that will pick up your outgoing shipment. See **Required Information for Shipments** on page 2 for details.

### **Outbound Shipment**

Shipping company

Shipping company contact name

Phone number & Email

Scheduled date/time for outbound pick-up

Shipment/shipper identification number:

**Expedited Shipments**: Any shipment expedited from NHMS at the request of a school must be accompanied by the team's chargeable account number (Fed Express/ DHL).

### **Pre- and Post Event Safety**

Teams traveling to and from the event should ensure that vehicles transported or shipped in the safest form possible:

- Fuel tanks should be drained. Provision for fuel disposal is available at the track.
- Accumulators, batteries and cells should be isolated and segmented as much as possible.
- Lithium cells should be transported at the lowest state of charge recommended by the manufacturer.