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1. HOW TO CONTACT FIRST

FIRST can be reached via phone, fax, mail, email or on the web. FIRST offices are open Monday through Friday from 8:30 AM to 5:00 PM, EST. Please keep this in mind when calling with questions about the rules, control system, or administrative concerns.

1.1 Mailing Address and Telephone/Fax Numbers

FIRST
200 Bedford Street
Manchester, NH 03101
800-871-8326
603-666-3906
603-666-3907 (Fax)

1.2 Technical And Judicial Hotline

If at any point in the design process you run into technical difficulties or need clarification of any of the rules, please use the following contacts:

For any control system and general rules questions, contact:

John Cunningham or Eric Rasmussen
jgc1@usfirst.org ear@usfirst.org

For any general rules and playing field construction questions, contact:

Brian Farmer
bfarmer@usfirst.org

All questions and answers about the rules will be made public in a periodic series of postings on the FIRST web site. However, the identity of teams submitting the questions will not be made public unless they are posted by the team on the web.

1.3 Team Administrative Questions or Concerns

Lori Buckley or Theresa Clement
lbuckley@usfirst.org tclement@usfirst.org
or
Andrea Miers
amiers@usfirst.org

1.4 Corporate Sponsorship Questions or Concerns

Lynn Zuccarelli or Louisa Hanshew
lynnz@usfirst.org lhanshew@usfirst.org

2. FIRST WEB SITE

FIRST has a site on the World Wide Web. You can visit us at:
<http://www.usfirst.org/>

FIRST will periodically post rule updates and answers to rule questions in a special area of the site. This area is located at: <http://www.usfirst.org/1999comp/>

The web site also provides links to home pages setup by Teams involved in the FIRST Competition. If you have a school, company, or team-related web page that is not listed, please send email to webmaster@usfirst.org.

3. AVAILABLE VIDEOS

Videos can be obtained for the use of corporate sponsorship or volunteer recruitment. Teams may order videos by calling a team coordinator. There are limited quantities of the following videos which will be made available on a first come first served basis.

CBS Eye on America - 1996, 3 Minutes. Focuses on the shortage of skilled American workers, this tape introduces FIRST as a solution to the problem. It is an excellent tool for presentations and to send to possible sponsors.

Ramp n' Roll - 1995, 13 Minutes. Focuses on the 1995 game with excellent narration from Dean Kamen. Also features sound clips from President Clinton, President George Bush, FIRST team members, prominent corporate sponsors and Mike Bastoni, the 1998 Woodie Flowers Award recipient.

Disney Video - 1997, 5 Minutes. Focuses on the 1997 game. Features team spotlights, corporate sponsors and Dean Kamen. Excellent for use in recruiting team sponsors and gaining team enthusiasm.

4. PHOTO/VIDEO RELEASE STATEMENT

Photographs and video footage will be taken at The Competition - 1999 events. By choosing to attend or participate, you grant FIRST permission to the photographs and/or video footage.

5. FIRST LOGO USAGE

FIRST strongly encourages you to develop and wear team uniforms, including identifying hats and T-shirts that display company and high school team names and/or logos. This will help the audience, announcers, judges and spectators identify you and your robot. The FIRST Logo is a Trade Mark Item and must be treated as such. Teams may use the logo as long as they observe the following guidelines:

- The FIRST Logo may be used by teams for activities, promotions including fundraising, T-shirts, newsletters, identification on their robot, Web pages, etc.
- The FIRST Logo must be used in a manner that is positive and promotes FIRST.
- The FIRST Logo can not be modified and must be shown in its true form including its trademark colors (black & white are acceptable).
- It is acceptable to personalize the FIRST Logo for team use. However, this form must have the written approval of FIRST.
- Sponsors (corporate, university, etc.) can not use the logo in local or national advertising without the written approval of FIRST.

6. HOW TO VOLUNTEER FOR FIRST

Each Competition event depends on a multitude of volunteers to support the operating needs and demands. For information about volunteering at a regional or at the National Championship, please call K.C. Connors at 603-666-3906.

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**APPENDIX A: SUPPLIER CONTACT
INFORMATION**

<p>Air Logic 5102 Douglas Avenue Racine WI 53402-2097 Phone: 800-558-5950 Fax: 414-639-5996</p>	<p>AMP Incorporated 470 Friendship Road MS 176-42 Harrisburg, PA 17111 Phone: 717-564-0100 Fax: 717-780-4022</p>
<p>Associated Power Products Mr. Steven Dworkin 44 Oak Street Newton Upper Falls, MA 02164 Phone: 617-928-1919 Fax: 617-928-9881 Email: Ap2Steve@pwrsupply.com</p>	<p>Associated Spring Raymond Customer Service P.O. Box 586 1705 Indianwood Circle Maumee OH 43537-0586 Phone: 1-800-228-1156</p>
<p>Autodesk, Inc. Ms. Laura London Education Department 111 McInnis Parkway San Rafael CA 94903 Phone: 415-507-6418 Fax: 415-507-6113</p>	<p>Brevan Electronics Mr. Stewart Schuster 6 Continental Blvd. Merrimack NH 03054 Phone: 603-429-1900 Fax: 603-429-1001</p>
<p>CH Products 970 Park Center Drive Vista CA 92083 Phone: 619-598-2518 Fax: 619-598-2524</p>	<p>CP Clare Corporation For reed switches contact: Newark Electronics Phone: 800-463-9275 Web: www.newark.com</p>
<p>Digi-Key Corporation 701 Brooks Avenue South Thief River Falls, MN 56701-2757 Phone: 800-344-4539 Fax: 218-681-3380 Web: www.digi-key.com</p>	<p>Golden Pacific Electronics, Inc. 560 South Melrose Street Placentia, CA 92670 Phone: 714-993-6970 Fax: 714-993-6023</p>
<p>Hitec RCD Servos For additional Servos call Hobby House 1769 Thief Road Madison, WI 53704 Orders: 800-604-6229 Information: 608-241-3491</p>	<p>Honeywell - Microswitch Division 11 West Spring Street A2-140 Freeport, IL 61032 Phone: 815-235-6616</p>

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<p>Kee Industrial Products P.O. Box 6186 Nashua, NH 03063-6186 Phone: 800-851-5181 Fax: 603-880-0962</p>	<p>McMaster-Carr Supply Co. Mr. Bruce Crystal 473 Ridge Rd., POB 317 Dayton NJ 08810 Phone: 908-329-6666 Fax: 908-329-3772</p>
<p>Parallax, Inc. 3805 Atherton Road Suite 102 Rocklin, CA 95677 Phone: 916-624-8333 Fax: 916-624-8003</p>	<p>SERPAC Contact: Michelle 619 Commercial Ave. Covina CA 91723 Phone: 626-331-0517 Fax: 626-331-8584</p>
<p>Skyway Recreation Products Mr. Bart Weems 4451 Caterpillar Road Redding CA 96003 Phone: 800-332-3357 Fax: 916-243-5104</p>	<p>SMC Pneumatics Inc. P.O. Box 26640 Indianapolis, IN 46226 Phone: 317-899-4440</p>
<p>Small Parts, Inc. 13980 NW 58th Court Miami Lakes FL 33014 Phone: 305-820-9371 Fax: 800-423-9009</p>	<p>Snap-Action, Inc. Mr. Robert Kuczynski 1260 Route 22 West Mountainside NJ 07092 Phone: 908-654-4380 Fax: 908-654-7322 12 piece minimum orders only</p>
<p>Sport Fun, Inc. Mr. Dave Jackson 4621 Sperry Street P.O. Box 39150 Los Angeles, CA 900039-0150 800-423-2597</p>	<p>S.S. Mills, Inc. P.O. Box 1568 Dalton, GA 30722 Phone: 800-241-4013 or 706-277-3677</p>
<p>Stanley Hardware Division Mr. Andy Ryiz P.O. Box 1308 [H] New Britain, CT 06050 Phone: 860-827-5691</p>	<p>S-V Power Tool Company 20 Truman Drive South Edison, NJ 08817 Phone: 908-572-5009 Fax: 908-572-9587</p>
<p>Tekin Electronics, Inc. Mr. Kevin Orton President 940 Calle Negocio San Clemente, CA 92673-6201 Phone: 714-498-9518 Fax: 714-498-6339</p>	<p>Thomas & Betts Electrical Components Division 1555 Lynnfield Road Memphis, TN 38119 Phone: 901-682-7766 or 800-888-0211 Fax: 800-888-0790</p>

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<p>Torrington Bearings For additional bearings call Motion Industries, Inc. P.O. Box 1097 Earth City, MO 63043-0097 Phone: 314-770-2600 Fax: 314-770-2272</p>	<p>UVEX Safety, Inc. Mr. Moe Cournoyer Customer Service Manager 10 Thurber Blvd. Smithfield RI 02917 Phone: 401-232-1200 or 800-343-3411</p>
<p>Value Plastics, Inc. Sales Office 3350 Eastbrook Drive Fort Collins CO 80525 Phone: 970-223-8306 Fax: 303-223-0953</p>	<p>Velcro USA, Inc. 406 Brown Avenue #1 P.O. Box 5218 Manchester, NH 03103 Phone: 603-669-4892 Fax: 603-669-8991</p>

APPENDIX B: CALENDAR OF CRITICAL DEADLINES

January, 1999 1999 Robotics Competition - Critical Dates & Deadlines						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
					1999 Robotics Competition Kick-Off in Manchester, NH	
10	11	12	13	14	15	16
	Profiles & Team Logos due to L. Buckley - FIRST					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 1999 1999 Robotics Competition - Critical Dates & Deadlines						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
					Team attendee #'s for NASA Ames & Motorola Midwest Regional must be provided to FIRST by 5pm EDT	
14	15	16	17	18	19	20
				Chairman's Award Submission due at FIRST offices by 5pm EDT	Team attendee #'s for Kennedy Space Center Regional must be provided to FIRST by 5pm EDT	
21	22	23	24	25	26	27
	Teams participating in Regionals MUST SHIP MACHINES by 5pm EDT		Teams participating solely in the National Championship MUST SHIP MACHINES by 5pm EDT	NASA Ames Regional Feb. 25 - 27		
		Motorola Midwest Regional Feb. 25 - 27				
		Team attendee #'s for Philadelphia Regional must be provided to FIRST by 5pm EDT				
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March 1999 1999 Robotics Competition - Critical Dates & Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		If you attended the NASA Ames or Motorola Midwest Regionals and are competing in another event, MACHINES MUST BE SHIPPED OUT BY 5pm EDT		Kennedy Space Center Regional March 4 - 6		
					Team attendee #'s for New England & Mid-Atlantic Regional must be provided to FIRST by 5pm EST	
7	8	9	10	11	12	13
		If you attended the Kennedy Space Center Regional and are competing in another event, MACHINES MUST BE SHIPPED OUT BY 5pm EDT		Philadelphia Alliance Regional March 11 - 13		
					Team attendee #'s for the Great Lakes Regional must be provided to FIRST by 5pm EDT	
14	15	16	17	18	19	20
		If you attended the Philadelphia Regional and are competing in another event, MACHINES MUST BE SHIPPED OUT BY 5pm EDT		UTC New England Regional March 18 - 20		
				Johnson & Johnson Mid-Atlantic Regional March 18 - 20		
21	22	23	24	25	26	27
		If you attended the UTC NE or the J & J Mid-Atlantic Regionals and are competing in another event, MACHINES MUST BE SHIPPED OUT BY 5pm EDT		Great Lakes Regional March 25 - 27		
28	29	30	31			
		If you attended the UTC Great Lakes Regional and are competing in another event, MACHINES MUST BE SHIPPED OUT BY 5pm EDT				

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April 1999 1999 Robotics Competition - Critical Dates & Deadlines						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
					Team attendee #'s for National Championships must be provided to FIRST by 5pm EDT	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
				NATIONAL CHAMPIONSHIPS EPCOT, WALT DISNEY WORLD APRIL 22 - 24		
25	26	27	28	29	30	