

# Vehicle Shipping Procedures

## 2012 Formula Hybrid Competition

New Hampshire Motor Speedway  
Monday, April 30 – Thursday, May 3, 2012

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

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.

Recommendation - Ship early to be sure your vehicle arrives in time for the competition.

SAE and/or Formula Hybrid staff can not give advice on shipping, customs regulations or visas.

## New Hampshire Motor Speedway (NHMS) Shipping Requirements

### 1 - Incoming Shipments

**Earliest Delivery Date** – April 23, 2012 (a member 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. Do **not** ship your vehicle with either the organizer or competition site listed as the receiving party. Neither Formula Hybrid nor NHMS will execute customs or shipping documents of any type.

### **Shipping Address**

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

Receiving Hours: Monday – Friday 07:30 am -3:30 pm

Phone Contact: Tom Blanchette 603-513-5724 or Wanda Dumas 603-513-5728.

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 and not accepted. This also goes for post event shipments. NHMS will not be responsible for receiving or shipping any package that does not have the proper paperwork attached. All packages and containers should have labeling which includes the owners name and 24 hour a day, contact information. Any post event, package or container which is not shipped prior to May 5, 2012 at 3:30pm will result in a \$35.00 per day storage fee which will be billed to your team.

**Customs & Shipping Paperwork** - All paperwork, documentation and/or forms required for inbound/outbound shipping or customs clearance must be completed and supplied by the school/university. New Hampshire Motor Speedway staff cannot prepare any shipping documents for inbound or outbound shipments.

Paperwork is the sole responsibility of the team.

**Customs Regulations** - It is the responsibility of the team to adhere to all US Customs regulations. All inbound shipments are subject to US Customs inspections.

**Team Contact** - To provide support services for inbound / outbound shipments, and especially to resolve any problems that might arise, each team must provide the names and cell phone numbers of two (2) contact people - preferably the team captain and the faculty advisor.

**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.

## **2 - 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.

### **3 - Outgoing Shipments**

**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.

**Important Notice** - If your shipment is not removed from NHMS by the date and time specified above you will be charged for storage and handling. Fees assessed are a minimum of US \$35.00 per whole or partial day.

**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).