

# Las Cruces Convention Center Contestant Guide

Required Steps for Flight Readiness to be completed at the Convention Center

**This document only covers the steps necessary to prepare the team and rocket for launch, it does not cover judging or payload requirements.**

## Step 1: Arrive at Las Cruces Convention Center (doors open Monday at 9am, Tuesday at 6am)

Teams have arrived in Las Cruces and made their way to the Convention Center with their rocket, materials for poster sessions, and all necessary documentation.

### Actions:

- **No energetics in the Convention Center!\***
- **Teams with equipment enter through one of the South Entrances (Area 1 on map)**
- Use the hallway immediately to the right of the South Entrance to enter the Exhibit Hall with your rocket and other necessary equipment – **stay out of the north hallway with rockets!**
- Keep the hallways clear – do not place or store items in the hallways at any time
- Do not loiter in the hallways or doorways – move to your assigned area as quickly as possible and stay out of traffic areas
- No outside food can be brought into the Convention Center – please use the outdoor patio areas for meals

## Step 2: Register

Team Leads will go through the registration process in the Ballroom. **NOTE: ONLY** the Team Lead (and one helper) can register, the rest of team will start setting up their area in the Exhibit Hall. The only exception to this is if the Team has an unregistered team member (new or replacing a registered team member who is unable to attend onsite) – if this is the case, the unregistered team member must go to Ballroom and register at Rocketeer Fees Cashier table (booth #35 on map) and have a name badge printed on the spot.

### Actions:

- **ONLY THE TEAM LEAD (and one helper) AT THE REGISTRATION AREA AND TABLE (Area 2 on map) – enter through the doors marked on map with green arrows on the East side of the Ballroom. Make sure to honor the time slot for registration that your team has been assigned.**
- Be prepared to verify all of the following items:
  - List of all Team members onsite
  - List of all Recovery Team members
  - Tripoli membership numbers
  - Spaceport America Cup liability waivers are complete
  - Payment of any remaining fees will be required at this time
- Name badges and swag bags including t-shirts are provided to the Team Lead for the entire team at end of the registration process
- Team Flyers of Record and Team Mentors also need to register at booth #27

NOTE: All students who have taken the Recovery Training should have a barcode printed on their name badge. If barcode is missing, please go to Davinci kiosk in Ballroom to have one printed out and affix to name badge.

## Step 3: Setup in Exhibit Hall

Teams may begin setting up in the Exhibit Hall (**Area 3** on map) as soon as they arrive at the Convention Center even before registration is complete. **Enter through the South Entrance (Area 1 on map) if you are carrying a rocket or other equipment. No energetics in the Convention Center!\***

### Actions:

- Set up display table in the Exhibit Hall (Area #3 on map)
- Tables are assigned by Team#/School Name. Do not rearrange tables.
- Prepare rocket and other materials necessary for the Flight Safety Inspection

## Step 4: Team Photo

Teams need to plan on gathering for a team photo.

- Have team picture taken (**Area 5 – Booth #38** – located in upper right corner of Ballroom on map). If you want to have your rocket in the team photo, the rocket must be taken from the Exhibit Hall, exit via the South Entrance and then and then enter the Ballroom through the doorway marked with the red arrow by Booth #38

## Step 5: Sign Up for Flight Safety Inspection

When Team is ready to have their project Inspected, one team member will need to sign up for the Flight Safety Inspection. (**Booth #2 by Area 4 near the South Entrance, left side of map**)

### Actions:

- One (1) team member proceeds to the desk outside the Flight Safety Inspection Room
- Sign up for Inspection and receive a pager (it will work anywhere in the Convention Center)
- Return to Team area to wait to be paged for the Flight Safety Inspection

**Result:** Teams will be given a restaurant style pager device that will alert them when they need to bring their rocket and all associated paperwork to the Flight Safety Inspection area. **They should wait in the Exhibit Hall with their team and not occupy the hallways.**

## Step 6: Flight Safety Inspection

Team undergoes a Flight Safety Inspection of their rocket. (Flight Safety Inspection room – **Area 4 on map**)

### Actions:

- The notification pager alerts them it is time for their Inspection
- Team proceeds to the Flight Safety Inspection Room. Only the team members necessary to explain the construction and operation of all components and subsystems of the rocket should attend the Inspection.
- Check in at the Flight Safety Inspection Desk (Booth #2) and return the pager at the desk (booth #2)
  - Bring the rocket and all hardware used in flight – recovery harnesses and parachutes, payload, electronics bays, trackers, etc.
  - Have printed copies of checklists:
    - used during Loading and Arming avionics at the pad,
    - used in case rocket needs to be dis-armed while vertical on the pad
    - used to disarm charges if there are un-fired charges after flight
- Undergo Safety Inspection

**Result:** Team will either pass the Flight Safety Inspection or be required to remediate build or address safety concerns. If there are remediation items, they need to be corrected and re-Inspected and cleared.

## (Step 7: Re-inspection if needed)

Team has completed the work required to address issues identified during the Flight Safety Inspection and is ready for re-inspection. Team must again register for the Flight Safety Inspection (Step 4 above) and then undergo another Flight Safety Inspection (Step 5 above)

### Actions:

- Team completes remediation activities
- Team completes steps 4 and 5 again
- Rocket is re-inspected

**Result:** Team passes Inspection or repeats the process

## Step 8: Mass Group Photo of all Teams and Volunteers

A mass group photo will be taken outside of the Convention Center at 4:30pm sharp.

### Actions:

- **Teams must be ready by 4:15pm at the Group Photo Area** in the parking area (red star area noted on map)
- Teams can bring rockets, but must exit the Convention Center via the South Entrance
- Teams are welcome to bring school and/or national flags. There will be two photos – one with school and/or national spirit and one without.

\***Energetics include: black powder or black powder substitutes, CO2 cartridges or other pressurized gas containers, e-matches, ignitors, propellant grains or assembled motors, etc.** This completes the flight ready steps required to be done at the Convention Center. The next steps are performed once Teams are at the Vertical Launch Area (VLA).

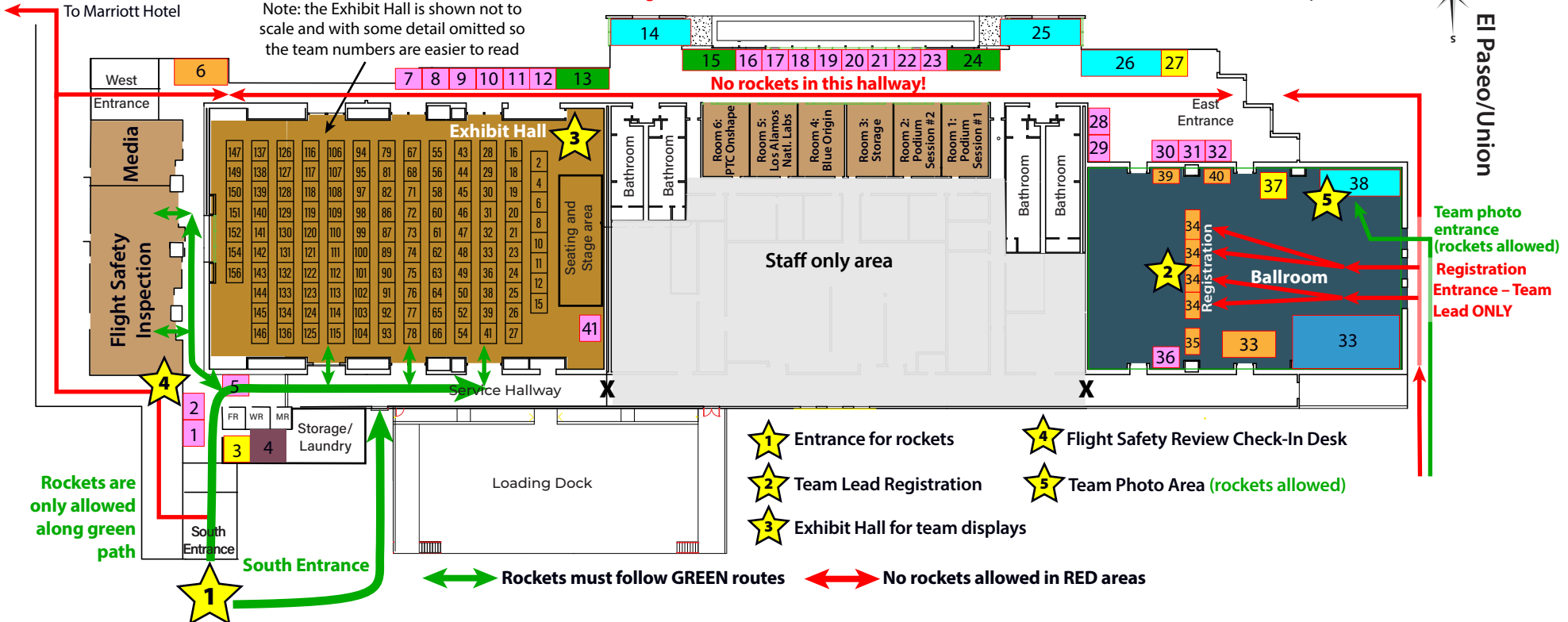
# Monday Check-in and Setup Guide

**No Energetics are allowed in the Conference Center!**

University Ave.



El Paseo/Union

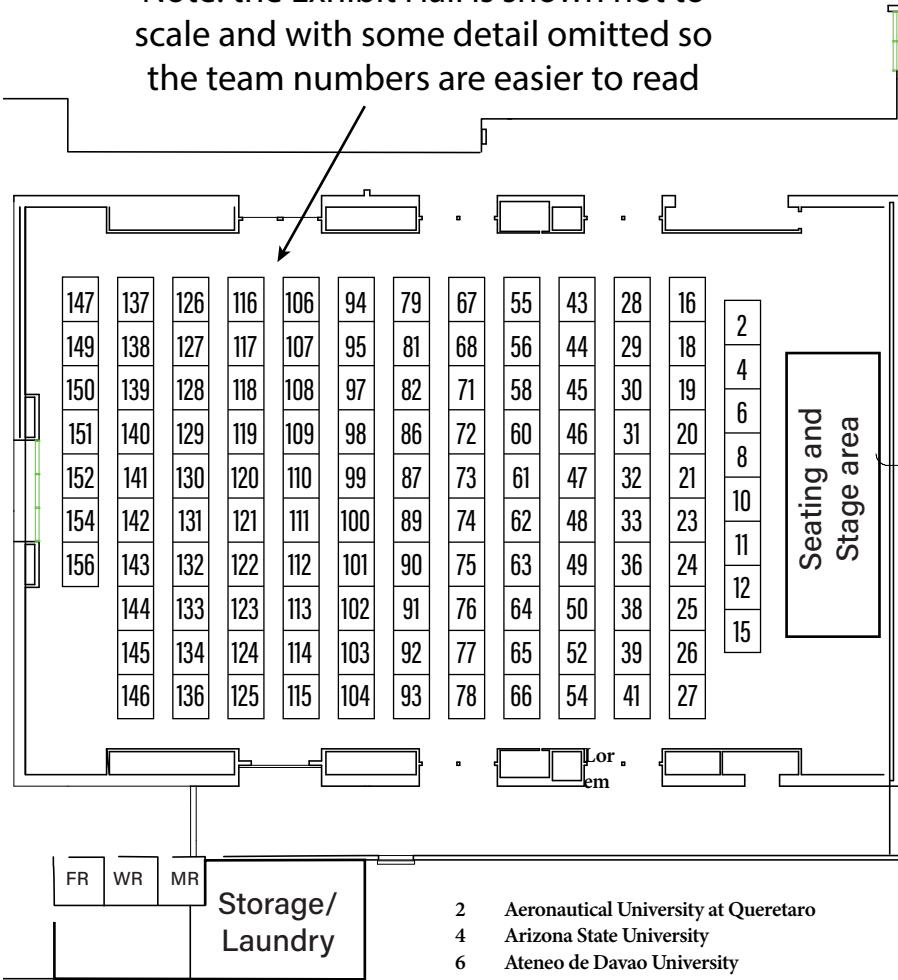


Booth #	Supporter Name	Booth #	Supporter Name	Booth #	Supporter Name	Booth #	Supporter Name
1	Women in Aviation Intl.	23	Northrop Grumman	9	3D SOLIDWORKS	28	NewSpace New Mexico
2	Flight Safety Inspection Desk	24	NMSA Merchandise	7	Ansys	29	NM Dept of Workforce Solution
3	NMSA Ticketing	25	Blue Origin	25	Blue Origin	24	NMSA Merchandise
4	NMSA storage Weaponized	26	Ice Cream Concession	37	Blue Origin	4	NMSA storage Weaponized
5	Fiore	27	ESRA Volunteer Check-in	Rm 4	Blue Origin	3	NMSA Ticketing
6	Los Alamos	28	NewSpace New Mexico	40	Contrail/Featherweight	23	Northrop Grumman
7	Ansys	29	NM Dept of Workforce Solution	36	Davinci	10	ProtoSpace Mfg.
8	Mountain View	30	FAA	15	ESRA Merchandise	14	PTC - Onshape
9	3D SOLIDWORKS	31	Sandia Labs	27	ESRA Volunteer Check-in	Rm 6	PTC Onshape
10	ProtoSpace Mfg.	32	Sierra LOBO	20	Estes Energetics	21	Relativity Space
11	Marotta Controls	33	FIDA USA- Soccer	30	FAA	35	Rocketeer Fees Cashier
12	Siemens	34	Team Registration	33	FIDA USA- Soccer	31	Sandia Labs
13	Visit Las Cruces	35	Rocketeer Fees Cashier	5	Fiore	12	Siemens
14	PTC - Onshape	36	Davinci	2	Flight Safety Inspection Desk	32	Sierra LOBO
15	ESRA Merchandise	37	Blue Origin	18	Honeywell	16	Space Dynamics Laboratory
16	Space Dynamics Laboratory	38	Team Photo Area	26	Ice Cream Concession	38	Team Photo Area
17	L3Harris Technologies	39	Wildman/AeroTech	41	Judges Table	34	Team Registration
18	Honeywell	40	Contrail/Featherweight	17	L3Harris Technologies	19	Tripoli Rocketry Association
19	Tripoli Rocketry Association	41	Judges Table	6	Los Alamos	22	Virgin Galactic
20	Estes Energetics	Rm 4	Blue Origin	Rm 5	Los Alamos National Labs	13	Visit Las Cruces
21	Relativity Space	Rm 5	Los Alamos National Labs	11	Marotta Controls	39	Wildman/AeroTech
22	Virgin Galactic	Rm 6	PTC Onshape	8	Mountain View	1	Women in Aviation Intl.

Sorted by Booth Number

Sorted by Sponsor Name

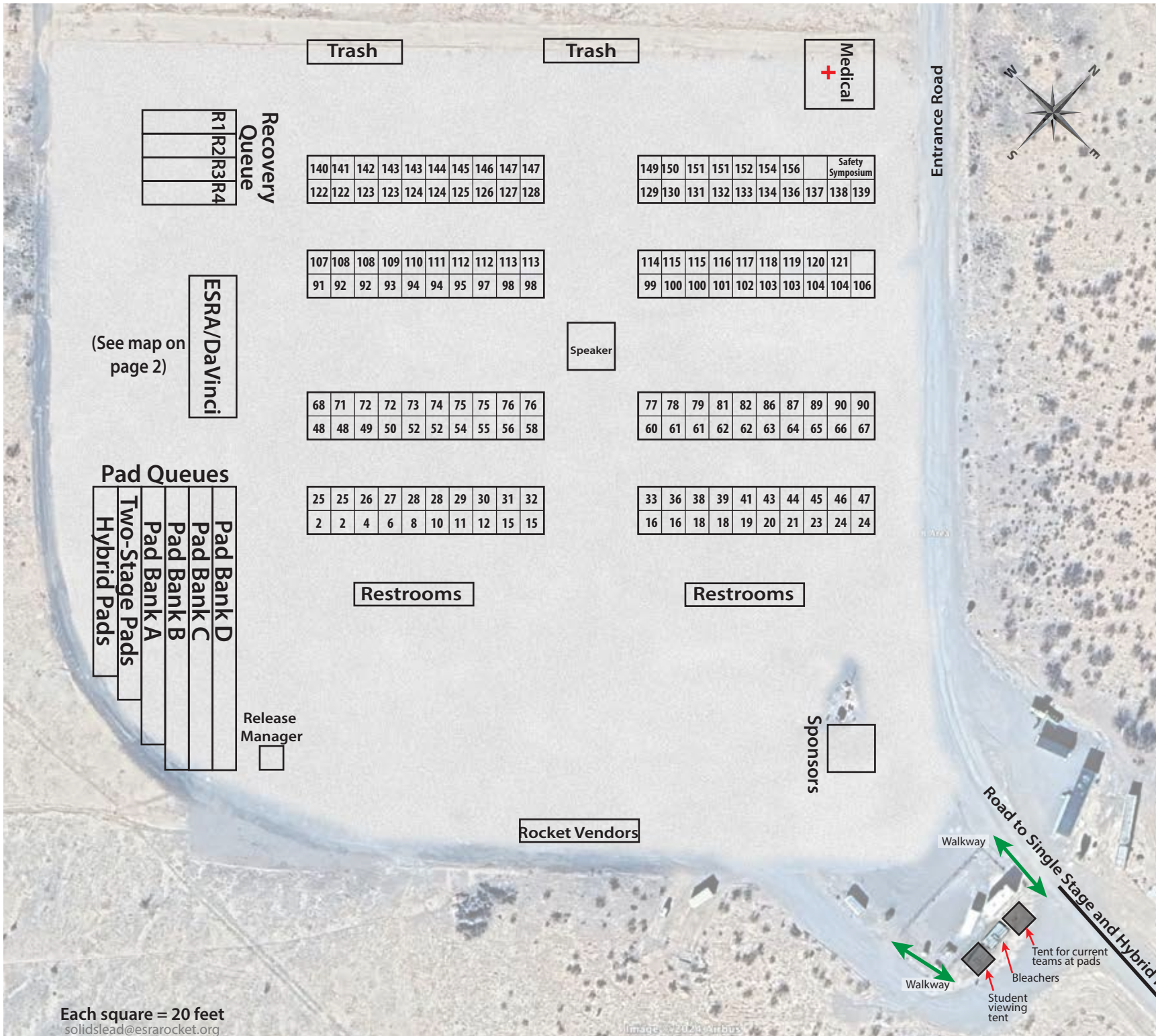
Note: the Exhibit Hall is shown not to scale and with some detail omitted so the team numbers are easier to read



- 2 Aeronautical University at Queretaro
- 4 Arizona State University
- 6 Ateneo de Davao University
- 8 Austin Community College
- 10 Baylor University
- 11 Brigham Young University
- 12 California State University, Chico
- 15 Carleton University
- 16 Case Western Reserve University
- 18 Chulalongkorn University
- 19 Clark College
- 20 Clarkson University
- 21 Clemson University
- 23 Concordia University
- 24 Cornell University
- 25 Duke University

- 26 Durham University
- 27 Duzce University
- 28 Ecole de Technologie Superieure
- 29 Ecole nationale polytechnique d'Oran -Maurice Audin-
- 30 Ege University
- 31 Embry-Riddle Aeronautical University, Daytona
- 32 Embry-Riddle Aeronautical University, Prescott
- 33 Federal University of Juiz de Fora
- 36 Firat University
- 38 Gebze Technical University
- 39 George Washington University
- 41 Houston Community College
- 43 Indian Institute of Technology Madras
- 44 Indian Institute of Technology, Bombay
- 45 Institute for Technology, Mahidol University
- 46 Instituto Politecnico Nacional - Guanajuato
- 47 Instituto Tecnologico de Buenos Aires
- 48 Iowa State University
- 49 Istanbul Technical University
- 50 Istanbul Technical University
- 52 Kent State University
- 54 Lenoir-Rhyne University
- 55 Liberty University
- 56 Manipal Institute of Technology, Manipal
- 58 McMaster University
- 60 Middle East Technical University
- 61 Mississippi State University
- 62 National Autonomus University of Mexico
- 63 National University Politecnica Bucharest
- 64 National Yang Ming Chiao Tung University
- 65 New Mexico Institute of Mining and Technology
- 66 New Mexico State University
- 67 Oklahoma State University
- 68 Oregon State University
- 71 Princeton University
- 72 Purdue University
- 73 Queen's University
- 74 Rensselaer Polytechnic Institute
- 75 Rice University
- 76 Rochester Institute Of Technology
- 77 Rowan University
- 78 Rutgers University
- 79 Saint Louis University
- 81 San Diego State University
- 82 San Jose State University
- 86 Southern Methodist University
- 87 Stanford University
- 89 Technical University Munich
- 90 Texas A&M University
- 91 Texas Tech University
- 92 The Ohio State University
- 93 The Pennsylvania State University
- 94 The University of Akron
- 95 The University of Arizona
- 97 The University of Melbourne
- 98 The University of Texas at Arlington
- 99 The University of Texas at Austin
- 100 The University of Texas at Dallas
- 101 TOBB University of Economics and Technology
- 102 Toronto Metropolitan University
- 103 Tufts University
- 104 Autonomous University of Baja California
- 106 Univeristy Laval
- 107 Polytechnic University of Catalonia
- 108 University at Buffalo
- 109 University of Alberta
- 110 University of British Columbia
- 111 University of Calgary
- 112 University of California Berkeley
- 113 University of California, Irvine
- 114 University of Canterbury
- 115 University of Central Florida
- 116 University of Florida
- 117 University of Georgia
- 118 University of Illinois Chicago
- 119 University of Louisiana at Lafayette
- 120 University of Manitoba
- 121 University of Maryland, College Park
- 122 University of Michigan - Dearborn
- 123 University of Minnesota, Duluth
- 124 University of Minnesota, Twin Cities
- 125 University of Missouri-Columbia
- 126 University of Nevada, Las Vegas
- 127 University of New Mexico
- 128 University of Newcastle
- 129 University of North Dakota
- 130 University of Pennsylvania
- 131 University of Pittsburgh
- 132 University of Queensland
- 133 University of Sao Paulo
- 134 University of Strathclyde
- 136 University of Texas at El Paso
- 137 University of Texas at San Antonio
- 138 University of Texas at the Rio Grande Valley
- 139 University of Utah
- 140 University of Virginia
- 141 University of Washington - Seattle
- 142 University of Western Ontario
- 143 University of Wisconsin-Madison
- 144 Utah State University
- 145 Vellore Institute of Technology, Vellore
- 146 Virginia Commonwealth University
- 147 Virginia Polytechnic Institute and State University
- 149 West Virginia University
- 150 Wichita State University
- 151 Worcester Polytechnic Institute
- 152 Wroclaw University of Science and Technology
- 154 Youngstown State University
- 156 University of Windsor





(See map on page 2)

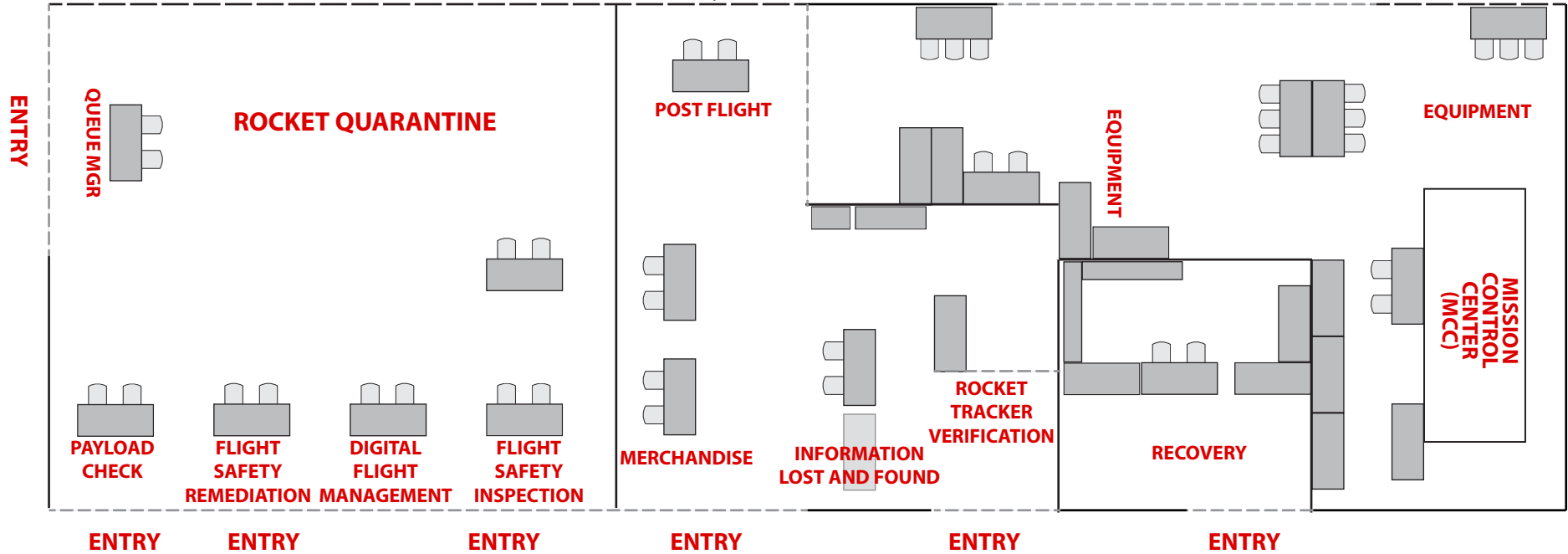
Each square = 20 feet  
 solidslead@esrarocket.org

Image ©2018 Airbus

**ESRA**

**ESRA/  
DAVINCI**

15'





# 2024 Spaceport America Cup Single stage solids Parking and Pad Layout

