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1. DELIVERIES TO MERCEDES-BENZ WORLD

VEHICLE AND EQUIPMENT DELIVERIES

Teams have three options to deliver their vehicle and equipment to Mercedes-Benz World:

1. Delivery through Agility
2. Delivery through another freight forwarder
3. Drive equipment and vehicle to the event themselves

Delivery instructions vary according to which option the team has chosen.

1. DELIVERY THROUGH AGILITY

Deliveries will be made to Agility’s advanced warehouse between Friday, June 1 and Friday, June 22, 2019.

The delivery address is:
Agility Fairs & Events Logistics Limited
c/o Maritime Transport,
Portside Logistics Centre,
Unit 1, Fortress Distribution Park,
Ferry Road, Tilbury, Essex, RM18 7NH

Please mark all goods:
For: Shell Eco-marathon Europe 2019

All crates will be delivered to the teams’ garages in the paddock on Friday, June 28.

For any queries, you may contact Agility at SEMEstudents@agility.com.

On-site contacts for delivery:
Yasmin Jakobi: +44 (0) 7980 849 570
Steve Devereaux: +44 (0) 796 740 2285

2. DELIVERY THROUGH ANOTHER FREIGHT FORWARDER

If you are using another freight forwarding company, please read the following guidelines very carefully and make sure you communicate them clearly to your freight forwarder.

All deliveries must be made on Friday, June 28.
All pick-ups must be made on Saturday, July 6 ONLY.

The delivery address is:
Make the Future Live/Shell Eco-marathon Europe 2019
Mercedes-Benz World
Brooklands Drive
Weybridge
KT13 0SL
Geographic coordinates: 51.3549° N, 0.4680° W

No deliveries will be accepted before or after this date, so make sure your transporter is well aware of this. If your transporter turns up before or after this date, delivery will not be possible and the truck will have to turn back.

Agility will manage unloading and delivering all teams’ crates to their garages in the paddock on
Friday, June 28.

On-site contacts for delivery:
Yasmin Jakobi: +44 (0) 7980 849570
Steve Devereaux: +44 (0) 796 740 2285

3. TEAMS DRIVING TO LONDON THEMSELVES

If a team is driving their Shell Eco-marathon vehicle and equipment to the event themselves, carefully note the following information:

- Team arrivals and deliveries to the paddock will be accepted from 11:00 to 18:00 on Saturday, June 29 and from 09:00 to 18:00 on Sunday, June 30 ONLY.
  - Teams arriving after June 30 will have to contact shell-eco.marathon@shell.com for prior clearance. This is as the track will be utilised from July 1, thus making special arrangements necessary.
- It is preferable for teams to have their vehicle strapped to an open trailer or inside a van. If teams choose to use a crate, the crate must be small enough to remain within the garage for the duration of the event or be immediately returned to the trailer.
- Teams must keep the number of vehicles driving to Mercedes-Benz World to a strict minimum of two vehicles to reduce the time spent loading and unloading.
- Teams must separate camping gear and paddock equipment. The vehicle with camping gear can go straight to the campsite.
- You are discouraged to come in big vehicles (such as coaches/buses with trailers) as they will impede traffic flow for everyone. We will attempt to make arrangements for your team to unload, but depending on traffic conditions, this might need to be after check-in hours at 18:00.

The address is:
Make the Future Live the event/Shell Eco-marathon Europe 2019
Mercedes-Benz World
Brooklands Drive
Weybridge
KT13 0SL
Geographic coordinates: 51.3549° N, 0.4680° W

Teams must follow the traffic marshal’s directions and park the vehicle. Once parked, the team manager and present team members must proceed to participant check-in.

PACKING EQUIPMENT PROPERLY

DANGEROUS GOODS

Commercial transport of Dangerous Goods such as batteries, pressurised containers or flammable liquids is heavily regulated internationally as improper packing can have catastrophic consequences. As per Article 24i, Teams are required to seek early guidance regarding the commercial shipment of any Dangerous Goods from their commercial freight company or from our global freighting partner, Agility Fairs & Events. You may contact Agility at SEMEstudents@agility.com.

Please refer to Article 210 in the Shell Eco-marathon Europe 2019 Rules, Chapter II as well.
CAMPING EQUIPMENT

If a team who would like to camp is using commercial freight, they should separate their camping equipment and store it in specific boxes within their crate during packing. All camping equipment must be clearly tagged with the race number, team name and contact information. This will facilitate a quick transfer of the equipment to the campsite upon the team’s arrival to the venue.

If a team is driving to the event themselves, they should pack their equipment in a logical order. For example, if they intend to unload at the paddock first, the paddock equipment should be at the front and the campsite equipment at the back.
2. GETTING TO MERCEDES-BENZ WORLD

The official address for the event is:
Make the Future Live the event/Shell Eco-marathon Europe 2019
Mercedes-Benz World
Brooklands Drive
Weybridge
KT13 0SL
Geographic coordinates: 51.3549° N, 0.4680° W

BY CAR
From Junction 10 of the M25 follow the A3 towards London taking the first exit and turn left at the roundabout onto the A245 (signposted Weybridge). Continue along the A245 for approximately 1.5 miles. At the second roundabout turn right onto Sopwith Drive. Continue straight over two roundabouts. You will then arrive at Mercedes-Benz World.

BY PUBLIC TRANSPORT
The nearest train station is Weybridge, which is about a mile from Mercedes-Benz World. Weybridge station is easily accessible on the London Waterloo to Portsmouth and Staines to Weybridge train lines. From Weybridge Station, bus route 436 (operational Monday to Saturday) brings you to Brooklands Hotel, right outside Mercedes-Benz World.

BY PARTICIPANT SHUTTLE
Shuttle buses will be available between the campsite and Mercedes-Benz World. Seats on the shuttles will be on a first come first served basis and teams should consider this when planning their arrival and departure from the venue. The transfer will take approximately 30 mins, given regular traffic conditions. The timings below are subject to change and the confirmed schedule will be available on-site.

<table>
<thead>
<tr>
<th>Date</th>
<th>Timing</th>
<th>Shuttle frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, June 29</td>
<td>10:30 – 20:00</td>
<td>Every 15 mins</td>
</tr>
<tr>
<td>Sunday, June 30 – Thursday, July 4</td>
<td>06:00 – 10:00</td>
<td>Every 15 mins</td>
</tr>
<tr>
<td></td>
<td>10:00 – 18:00</td>
<td>Every hour</td>
</tr>
<tr>
<td></td>
<td>18:00 – 22:30</td>
<td>Every 15 mins</td>
</tr>
<tr>
<td>Friday, July 5</td>
<td>06:00 – 10:00</td>
<td>Every 15 mins</td>
</tr>
<tr>
<td></td>
<td>10:00 – 18:00</td>
<td>Every 30 mins</td>
</tr>
<tr>
<td></td>
<td>18:00 – 22:30</td>
<td>Every 15 mins</td>
</tr>
</tbody>
</table>

Note: The team manager and drivers will be given priority for transfers each morning to ensure arrival in time for the mandatory briefing from July 1 – 5.

For reasons relating to safety and security, do not walk between the campsite and Mercedes-Benz World.
3. ACCOMMODATION

Teams have the choice between two accommodation options:
1. The free Shell Eco-marathon Campsite
2. Hotels

CAMPSITE

The official address of the campsite is:
Barrsbrook Farm
A320 Guildford Road
Chertsey, Surrey
KT16 9LQ

Please follow available signage once you’re close to the location.

ACCESS

Teams may access the campsite from Saturday, June 29 at 09:00.
Teams must clear the campsite before Saturday, July 6 at 12:00.

All members camping must collect a wristband from the student liaison office. The wristband is to be worn throughout your stay at the campsite. Teams will be given the number of wristbands as per the number of registered members they have, up to a maximum of 20 wristbands.

TENTS AND CAMPERVANS

- The campsite allows tents and a limited space for campervans/caravans. Spaces will be allocated on a first come first served basis.
  - If a team wishes to stay in the “Under 18” area of the campsite or if they intend to come with a campervan, they must have notified shell-eco.marathon@shell.com.
  - Please note only real camper vans/caravans will be authorised on the campsite. Vans or cars manually transformed into camping vehicles will not be authorised. Participants also cannot sleep inside their own vehicles in the carpark. The campsite does not provide the necessary infrastructure to dispose of wastewater.
- All tents, campervans and trailers should be marked with a red tag indicating your team’s race number.
- Please leave a 3m gap between each tent.
- Do not camp in the fire lanes.
- Large tents must be securely pegged down such that they will not blow over in the wind. If high winds are forecast, the campsite team might ask you to remove these tents for safety reasons.
PARKING

Teams will be able to park their vehicles (under 3.5 tonnes) in the carpark at the campsite.

GETTING YOUR CAMPING EQUIPMENT FROM THE CARPARK TO THE CAMPSITE

<table>
<thead>
<tr>
<th>Porterage</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, June 29</td>
<td>09:00 – 22:00</td>
</tr>
<tr>
<td>Sunday, June 30</td>
<td>09:00 – 22:00</td>
</tr>
<tr>
<td>Friday, July 5</td>
<td>12:00 – 22:00</td>
</tr>
<tr>
<td>Saturday, July 6</td>
<td>09:00 – 12:00</td>
</tr>
</tbody>
</table>

The porters are available to help you move your camping equipment. They will only deliver between the loading points in the car parks and the drop point in the centre campsite. Porterage is first-come-first-served and there may be a wait at busy times.

Camping equipment in trailers

The campsite team is able to arrange towage of your trailer onto the campsite, to avoid the need to wait for the porters to move your kit. Instructions are as follows:

1. If you haven’t done so already, visit the student liaison office and get your team’s camping accreditation and parking permits.
2. Park your vehicle in a space in the campsite car park (on the grass) as directed by the traffic marshalls.
3. Uncouple your trailer and push it into a space next to your vehicle so it isn’t blocking the car park lanes. If necessary, turn it around so it’s ready to be towed out.
4. Walk onto the campsite and work out where you’d like to set up your camp. Note that trailers will need to be parked next to the fire lanes, so pick a spot near one of these. Use the camping zone colour codes to help you.
5. Once you know where you’d like to camp, ask for a trailer tow at campsite office. They’ll find someone to pick you up, collect your trailer from the car park and tow it down to your campsite.
6. Note that we’ll only allow trailers onto the campsite if the ground is hard enough, and the trailer is not too big or heavy. If the ground is too soft (for example, because of recent rain), you may have to unload the trailer in the car park and use the porterage service.
7. At the end of the event, we’ll tow your trailer off the campsite on request. Once a trailer has left the site, we won’t tow it back in – it’ll have to stay in the campsite car park.

Agility deliveries

If your camping equipment is being transferred from the paddocks to the campsite by Agility, it will be dropped off at the Agility Service Point, next to the porterage drop point in the middle of the campsite.
AMENITIES

- Electricity is available at the campsite. As a standard, all electrical sockets will be 2-pin European sockets as seen below (a UK version is available upon request). Once you have set up camp, register for an electrical connection at the campsite office if you would like one.

- The campsite will be equipped with showers, bathrooms and drying rooms.
- Teams will be able to cook in the cooking tent (equipped with microwaves, kettles, electric cooking hubs, tables and benches).
- There will also be a barbecue area for teams bringing their own barbecuing equipment. Charcoal barbecues must only be used in this barbeque area. The barbeque must be raised above the ground to avoid burning the grass. Should you have a gas barbeque, please leave the gas bottle outside your tent where it is visible.

HEALTH AND SAFETY

- Do not use electrical heaters in the tents.
- There should be no consumption of alcohol after midnight.
- Noise levels are to be kept to a minimum after 23:00.
- Drones are not allowed to be operated anywhere on the campsite, including on the car parks.
- Do not touch the electrical distribution boxes. If there is an issue with your power, please report it at the campsite office and someone will come and help you.
- Wear appropriate footwear at all times.
- Insect repellent and sun cream should be applied liberally.
- Medics and security staff will be available on site around the clock. Should you require medical assistance and the medical office appears closed, please enquire with security.

Breaches on any of the above rules may be subject to the penalties as laid out in Article 206 of the Shell Eco-marathon Europe 2019 Rules, Chapter II.

HOTELS

Hotels in the area are available at your own cost. A list of recommended hotels and hostels might be obtained from shell-eco.marathon@shell.com.
4. **CHECK-IN AND CHECK-OUT PROCEDURES**

**PARTICIPANT CHECK-IN**

1. Participant check-in will open at Mercedes-Benz World on Saturday, June 29 at 11:00.

2. The entire team as present must go to the check-in area.

3. The team manager/representative must come to the first cabin, where we will check if you have correctly submitted all mandatory documents. We will issue participant badges and lanyards as per the number of participants currently present, the team checklist and vehicle passes (if a team is driving)
   
   a. We will not be able to give out accreditation for members not yet present. They will need to collect their own accreditation upon their arrival.

4. All team members should proceed to the next cabin for a mandatory safety induction. Each participant in attendance will receive a non-detachable wristband that will need to be kept on for the duration of the event. Please ensure you wear your badges and wristbands throughout the event as it will allow you to access the participant-only areas of the site.

5. The team manager/representative can proceed to the last cabin to collect the team’s goodie bags. Teams will be given goodie bags as per the number of people they have registered, up to a maximum of 10 goodie bags per team.

6. If you have driven your equipment yourself, the whole team should follow the traffic marshals’ instructions and drive from the cabin to the paddock area to unload their vehicle. There will be pump trucks available.

7. If your equipment has been delivered in a crate, please proceed via the pedestrian route to the paddock area.

**CAMPSITE CHECK-IN**

1. The campsite will open on Saturday, June 29 at 09:00. Team managers must check-in at the welcome desk. A strict maximum of 20 people per team are allowed to camp. Teams must bring their own camping gear.

2. Teams may start unloading their camping gear. Staff will be there to help with buggies and trailers.

3. Placement at the campsite works on a first come, first served basis. There will be a separate area for camper vans, caravans etc. and for under-18 teams. Please let the welcome desk know if you have requested to be placed in these areas.

**TRANSPORTING CAMPING EQUIPMENT FROM MERCEDES-BENZ WORLD TO THE CAMPSITE**

- All team crates will be delivered directly to their garage in the paddock area

- Upon arrival, teams should open their crate and take out their camping equipment. If not already packed neatly in another box/crate, they need to consolidate and place all the equipment in suitable container(s).

- Teams must clearly mark these container(s) with their race number, team name and contact information. Any poorly packed or unlabelled equipment will not be transported to the campsite by Agility.
Once complete, they should notify a member of the Agility staff that they wish to get their camping equipment delivered to the campsite. Agility will then advise them as to where they should bring their equipment to for pick-up.

Agility cannot and will not be held responsible for loss of any camping equipment.

Teams may also use the free shuttle buses to transport certain camping equipment. The coach company will not allow petrol/diesel/cooking oil or anything that can spill and anything that is flammable such as gas cylinders. Other camping equipment is authorised as long as it fits easily in the hold and does not cause any damage to the coach itself.

**PARTICIPANT CHECK-OUT**

- If you are planning on taking a ferry back home, we recommend booking it on Saturday, July 6, and not for the night of Friday, July 5, as we cannot guarantee your team will leave in time to catch the ferry.
- UrbanConcept teams that have not qualified for the Drivers’ World Championship & Prototype teams upon request will be able to check out on Thursday, July 4. Return of borrowed equipment will be available from 15:00 to 18:00. Movement of vehicles is only allowed after the track closes in the evening from 18:00 to 22:00.
- Check-out is available for all teams on Friday, July 5. Return of borrowed equipment is available from 09:00 to 18:00. Movement of vehicles is only allowed after the track closes in the evening from 18:00 to 22:00. All teams must be checked out and off-site before 22:00.
- Teams must follow these steps to check-out:
  1. Return all technical equipment such as transponders, telemetry equipment, joulemeters, etc. to technical inspection. Make sure your team checklist is stamped.
  2. Pack up your equipment and clean your garage. Garages must be left clean and tidy with all rubbish disposed of in the appropriate bins.
  3. Come to the participant information desk with your team checklist.
  4. A member of the student liaison team will come with you to your garage and proceed to check that everything in the garage is intact and damage free.
  5. If everything in the garage is in order, we will issue exit authorisations that will allow you to either ask Agility to move your crates to your garage for packing, or allow you to drive your vehicle to the paddock for loading.
  6. If you’re transporting all your equipment yourself, you need to load ALL of your equipment into your vehicle safely but quickly. Keep the exit authorisation behind your vehicle windshield at all times as without it, the traffic marshals will not allow you to leave.
  7. Teams who are transporting their competition vehicle commercially by air must undergo a Dangerous Goods check by a certified professional as employed by the Organisers.
TRANSPORTING CAMPING EQUIPMENT FROM THE CAMPSITE TO MERCEDES-BENZ WORLD

If you are camping on the night of Friday, July 5:

- Teams must make sure that their crates in the Paddock are completely packed (but left unsealed) by the night of Friday, July 5.
- Teams must pack up all their camping equipment, consolidate it all in a suitable container that is easy to transport by Saturday, July 6, 09:00. This container needs to be clearly labelled with their race number, contact information and team name.
- Agility will take the campsite boxes, place them in the crates as labelled by race number, and seal the crates. The last Agility van doing this will leave the campsite at 09:00. Any items left after 09:00 will have to be hand carried by the team back home. Any items left without claim to ownership after 12:00 will be destroyed.
- Teams utilising the procedure described are taken to grant Agility the right to place the campsite boxes in the crates and to seal the crates without liability for any loss or damage to crates or equipment.

Under NO circumstances will access to the paddock by teams be allowed on Saturday, July 6.
5. SITE AMENITIES

PADDOCK AREA
The paddock area will be closed between 22:30 and 06:30. No one will be authorised to stay inside during this time. For safety and security of all participants, the power will also be cut in the paddock area overnight while it is closed.

All non-UK teams will have EU 2 pin sockets (type C) in their garage.
All UK teams will have UK 3 pin sockets in their garage.

Each team will have an individual garage of 4m x 4m. Each garage is equipped with:

- 2 x chairs
- 1 x 2m x 0.8m table
- 1 x waste paper bin
- 2 x 10A 240V socket

- 4 x spotlights
- 1 x Locker
- Free wifi

IMPORTANT INFORMATION ON-SITE

- The participant information desk is located at the student amenities area. Should you have any queries, please come to the desk and a member of the student liaison team will be happy to assist you.
- Several screens around technical inspection and at the participant information desk will show important information every day including the track schedule.
- Participants will also receive emails/text messages directly on their phones to inform them of any important changes or events. Please ensure that your contact information on the registration site is accurate and up to date.
- The mandatory daily briefing will take place at the student amenities area.

FOOD AND CATERING

- There will be a dedicated, closed off area for participants to relax in, with tables and chairs to prepare cold food and eat. There will not be any microwaves or other cooking facilities on-site.
- There will not be any food facilities on site for general purchase.
  - Teams who have pre-purchased food vouchers from the Shell Eco-marathon E-shop will be able to redeem their meals at the catering tent.
  - There will be a limited number of vouchers (80 per day per meal) available for sale on site at the E-Shop counter. One voucher (=1 meal for 1 person) costs 12.75 GBP.
- There is a Tesco Extra and a Marks and Spencer in the vicinity of the event site.

WALKIE-TALKIES AND WIFI

Wifi will be available in the paddock area. There will not be wifi all around the track.

If you are planning on using walkie-talkies on-site, no license is needed for public channels but there may be interference given the large number of teams. If you do not wish to use a public channel, you must apply for a license here.
6. **HEALTH AND SAFETY**

The organisers are determined to achieve GOAL ZERO, NO HARM, NO LEAKS. Goal Zero means carrying out the event safely so that we ensure that there is no harm to people, no damages to assets, and no detriment to the environment.

The *Shell Eco-marathon Europe 2019 Official Rules, Chapter II* provides all the HSSE requirements which will apply for the event. Detailed below is a reminder of the key requirements:

- UK law strictly forbids the possession, distribution and the consumption of illegal drugs;
- Alcohol is strictly prohibited at any time in the paddock area. No alcohol consumption is allowed at the campsite after midnight. Access to the paddock area is strictly prohibited for anyone under the influence of alcohol;
- Knives and/or blades are not permitted on the festival site at any time;
- Good housekeeping practices will be required; garages must be kept clean and tidy at all times;
- Secure any cords or cables lying on the pit floor;
- Hot works (drilling, cutting, or grinding work) may only be carried out in the designated area;
- No welding work is to be carried out in the paddocks. Teams are not authorised to bring their own welding equipment to the Event Site or the campsite. Any welding equipment found will be confiscated for the duration of the event. Welding must be done outside by the designated professionals provided by the Organisers in the designated area:
  - The welding service is only for minor modifications or repairs and not intended for teams to have their vehicle completed only upon arrival at the event. All teams must go through Technical Inspection before accessing welding services. Vehicles requiring major modifications must have Technical Director approval;
- Fire blankets or battery bags should be used when charging batteries (please refer to Article 24h in the Chapter I rules);
- Food/drink and hazardous (toxic/noxious/flammable/solvent) products should be clearly separated. Flammable products must be stored in a closed metal box; and
- Food preparation is strictly forbidden in the paddock area. Teams will have a dedicated area near the paddock to prepare food.
- Drones are not allowed to be operated anywhere on the event site.

Teams share responsibility for safety matters and are required to provide adequate safety gear (‘Personal Protective Equipment’) including but not limited to the following for use at the event:

- Gloves for general work: leather or canvas; participants are required to wear protective gloves at all times when moving/pushing their vehicle;
- Gloves for handling fuel or motor oil: chemical resistant material (nitrile gloves are recommended);
- Safety glasses for all participants (disposable types are permitted) or impact-resistant glasses or goggles when necessary;
- Hearing protection for all participants (approved ear plugs or muffs);
- Dust masks when required for work generating airborne particles; and
Closed shoes must be worn at all times in the paddock and track area (sandals and flip-flops will not be permitted).

FIRST AID

- First aid points will be open throughout the entire duration of the event;
- Due to the restrictions on access to the venue, if you need urgent medical attention, please contact a member of the safety team so that the correct instructions can be given to the emergency services if required and access arranged.
- The team manager is responsible for taking care of his/her team members. The team manager is:
  - The contact person for the hospital and the first aid centre or medical centre at the campsite.
  - The supervisor at the hospital.
  - The supervisor for bringing your team member back to the paddock/campsite.
7. COMPETITION

THE TRACK
For more information about the track, visit the Important Information page online.

ACCESS TO TECHNICAL INSPECTION AND COMPETITION
- During technical inspection, four people are authorised to join: the two drivers, the team manager and one assistant.
- During both test runs and the competition, three people are authorised to enter the pit-lane: the team manager, one driver and one assistant.
8. PROVISIONAL EVENT SCHEDULE

Note: In compliance with the competition rules, the organisers reserve the right to make any changes to the schedule that may prove necessary. The final schedule for the day will be confirmed every morning during the mandatory morning briefing. If you have any doubts, please check at the participant information desk.

SATURDAY, JUNE 29

<table>
<thead>
<tr>
<th>START</th>
<th>END</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00</td>
<td>23:59</td>
<td>Campsite reception open</td>
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<tr>
<td>10:30</td>
<td>20:30</td>
<td>Shuttle transfers between campsite and Mercedes-Benz World (variable frequency)</td>
</tr>
<tr>
<td>11:00</td>
<td>18:00</td>
<td>Participant Check-in open</td>
</tr>
<tr>
<td>11:00</td>
<td>20:00</td>
<td>Team Paddocks open for checked-in participants</td>
</tr>
<tr>
<td>11:00</td>
<td>20:00</td>
<td>Participant Information Desk open</td>
</tr>
<tr>
<td>20:00</td>
<td>06:30 (+1)</td>
<td>Venue and Team Paddocks closed</td>
</tr>
</tbody>
</table>

SUNDAY, JUNE 30

<table>
<thead>
<tr>
<th>START</th>
<th>END</th>
<th>EVENT</th>
</tr>
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<tbody>
<tr>
<td>06:00</td>
<td>22:30</td>
<td>Campsite reception open</td>
</tr>
<tr>
<td>06:30</td>
<td>22:00</td>
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<td>Team Paddocks open for checked-in participants</td>
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<td>09:00</td>
<td>18:00</td>
<td>Participant Check-in open</td>
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<td>09:00</td>
<td>22:00</td>
<td>Participant Information Desk open</td>
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<tr>
<td>13:00</td>
<td>18:00</td>
<td>Technical Inspection open</td>
</tr>
<tr>
<td>22:00</td>
<td>06:30 (+1)</td>
<td>Venue and Team Paddocks closed</td>
</tr>
</tbody>
</table>

MONDAY, JULY 1

<table>
<thead>
<tr>
<th>START</th>
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<tbody>
<tr>
<td>06:00</td>
<td>22:30</td>
<td>Campsite reception open</td>
</tr>
<tr>
<td>06:30</td>
<td>22:00</td>
<td>Shuttle transfers between campsite and Mercedes-Benz World (variable frequency)</td>
</tr>
<tr>
<td>08:00</td>
<td>18:00</td>
<td>Team Paddocks open for checked-in participants</td>
</tr>
<tr>
<td>09:00</td>
<td>10:00</td>
<td>Technical Inspection open</td>
</tr>
<tr>
<td>09:00</td>
<td>22:00</td>
<td>Mandatory technical and safety briefing (team manager and drivers only)</td>
</tr>
<tr>
<td>09:00</td>
<td>22:00</td>
<td>Participant Information Desk open</td>
</tr>
<tr>
<td>10:30</td>
<td>12:00</td>
<td>Track walk for students</td>
</tr>
<tr>
<td>13:00</td>
<td>18:00</td>
<td>Practice on main track – by category</td>
</tr>
<tr>
<td>18:00</td>
<td>19:00</td>
<td>Opening Ceremony and Family Photo</td>
</tr>
<tr>
<td>22:00</td>
<td>06:30 (+1)</td>
<td>Venue and Team Paddocks closed</td>
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### TUESDAY, JULY 2

<table>
<thead>
<tr>
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<tr>
<td>24 hrs</td>
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<td>Campsite reception open</td>
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<td>06:00</td>
<td>22:30</td>
<td>Shuttle transfers between campsite and Mercedes-Benz World (variable frequency)</td>
</tr>
<tr>
<td>06:30</td>
<td>22:00</td>
<td>Team Paddocks open for checked-in participants</td>
</tr>
<tr>
<td>08:00</td>
<td>08:30</td>
<td>Mandatory technical and safety briefing (team manager and drivers only)</td>
</tr>
<tr>
<td>08:00</td>
<td>18:00</td>
<td>Technical Inspection open</td>
</tr>
<tr>
<td>09:00</td>
<td>22:00</td>
<td>Participant Information Desk open</td>
</tr>
<tr>
<td>09:00</td>
<td>12:00</td>
<td>Practice on main track – by category</td>
</tr>
<tr>
<td>13:00</td>
<td>18:00</td>
<td>Practice on main track – by category</td>
</tr>
<tr>
<td>22:00</td>
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### WEDNESDAY, JULY 3

<table>
<thead>
<tr>
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<td>24 hrs</td>
<td></td>
<td>Campsite reception open</td>
</tr>
<tr>
<td>06:00</td>
<td>22:30</td>
<td>Shuttle transfers between campsite and Mercedes-Benz World (variable frequency)</td>
</tr>
<tr>
<td>06:30</td>
<td>22:00</td>
<td>Team Paddocks open for checked-in participants</td>
</tr>
<tr>
<td>08:00</td>
<td>08:30</td>
<td>Mandatory technical and safety briefing (team manager and drivers only)</td>
</tr>
<tr>
<td>09:00</td>
<td>22:00</td>
<td>Participant Information Desk open</td>
</tr>
<tr>
<td>09:00</td>
<td>11:30</td>
<td>Competition on main track – by category</td>
</tr>
<tr>
<td>12:30</td>
<td>15:30</td>
<td>Competition on main track – by category</td>
</tr>
<tr>
<td>16:30</td>
<td>18:00</td>
<td>Competition on main track – by category</td>
</tr>
<tr>
<td>22:00</td>
<td>06:30 (+1)</td>
<td>Venue and Team Paddocks closed</td>
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### Thursday, July 4

<table>
<thead>
<tr>
<th>START</th>
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<tbody>
<tr>
<td></td>
<td>24 hrs</td>
<td>Campsite reception open</td>
</tr>
<tr>
<td>06:00</td>
<td>22:30</td>
<td>Shuttle transfers between campsite and Mercedes-Benz World (variable frequency)</td>
</tr>
<tr>
<td>06:30</td>
<td>22:00</td>
<td>Team Paddocks open for checked-in participants</td>
</tr>
<tr>
<td>08:00</td>
<td>08:30</td>
<td>Mandatory technical and safety briefing (team manager and drivers only)</td>
</tr>
<tr>
<td>09:00</td>
<td>22:00</td>
<td>Participant Information Desk open</td>
</tr>
<tr>
<td>09:00</td>
<td>12:30</td>
<td>Competition on main track – by category</td>
</tr>
<tr>
<td>13:30</td>
<td>15:30</td>
<td>Competition on main track – by category</td>
</tr>
<tr>
<td>15:00</td>
<td>18:00</td>
<td>Participant Check-out: Return of technical items</td>
</tr>
<tr>
<td>16:00</td>
<td>18:00</td>
<td>Competition on main track – by category</td>
</tr>
<tr>
<td>17:30</td>
<td>18:00</td>
<td>Awards Ceremony (UrbanConcept)</td>
</tr>
<tr>
<td>18:00</td>
<td>22:00</td>
<td>Participant Check-out: Vehicle movements allowed</td>
</tr>
<tr>
<td>20:00</td>
<td>22:00</td>
<td>Student Party</td>
</tr>
<tr>
<td>22:00</td>
<td>06:30 (+1)</td>
<td>Venue and Team Paddocks closed</td>
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### Friday, July 5

<table>
<thead>
<tr>
<th>START</th>
<th>END</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24 hrs</td>
<td>Campsite reception open</td>
</tr>
<tr>
<td>06:00</td>
<td>22:30</td>
<td>Shuttle transfers between campsite and Mercedes-Benz World (variable frequency)</td>
</tr>
<tr>
<td>06:30</td>
<td>22:00</td>
<td>Team Paddocks open for checked-in participants</td>
</tr>
<tr>
<td>08:00</td>
<td>08:30</td>
<td>Mandatory technical and safety briefing (team manager and drivers only)</td>
</tr>
<tr>
<td>09:00</td>
<td>22:00</td>
<td>Participant Information Desk open</td>
</tr>
<tr>
<td>09:00</td>
<td>18:00</td>
<td>Participant Check-out: Return of technical items</td>
</tr>
<tr>
<td>09:00</td>
<td>11:00</td>
<td>Competition on main track – prototype</td>
</tr>
<tr>
<td>11:00</td>
<td>11:45</td>
<td>DWC Grand Finals Practice</td>
</tr>
<tr>
<td>12:00</td>
<td>15:00</td>
<td>Competition on main track – prototype</td>
</tr>
<tr>
<td>15:30</td>
<td>16:30</td>
<td>DWC Grand Finals</td>
</tr>
<tr>
<td>17:15</td>
<td>17:45</td>
<td>Awards Ceremony (DWC Grand Finals, Prototypes and Off-track Awards)</td>
</tr>
<tr>
<td>17:30</td>
<td>22:00</td>
<td>Participant Check-out open (UrbanConcept and approved Prototypes)</td>
</tr>
<tr>
<td>18:00</td>
<td>22:00</td>
<td>Participant Check-out: Vehicle movements allowed</td>
</tr>
<tr>
<td>22:00</td>
<td></td>
<td>Venue and Team Paddocks closed</td>
</tr>
</tbody>
</table>
9. AFTER THE COMPETITION

TRAVEL ALLOWANCE
Teams present at the competition in the event will receive their travel allowance via bank transfer, on the bank account indicated in the invoice completed during Phase 3. Please allow a few months for the transfer to go through as this takes time to process.

RESULT CERTIFICATES
Teams will be able to download their result certificates from the registration system in the week following the competition.
10. WHO’S WHO?

The following table provides an overview of the Shell Eco-marathon Europe 2019 organisers and their roles and responsibilities.

<table>
<thead>
<tr>
<th>AREAS OF RESPONSIBILITY</th>
<th>DETAILED RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Care</td>
<td></td>
</tr>
<tr>
<td>Zhi-Ying Ho</td>
<td>Arrival to departure care</td>
</tr>
<tr>
<td>Priscila Gerhard</td>
<td>Contact for any questions (at the Participants Information Desk in the Paddock)</td>
</tr>
<tr>
<td>Technical</td>
<td></td>
</tr>
<tr>
<td>Gilles Vanier</td>
<td>Ensure enforcement of technical rules from start to finish</td>
</tr>
<tr>
<td></td>
<td>Ensure compliance of the vehicle with Shell Eco-marathon rules during technical inspection</td>
</tr>
<tr>
<td></td>
<td>Fuel tank filling and measurements</td>
</tr>
<tr>
<td></td>
<td>Calculation of results</td>
</tr>
<tr>
<td>Safety</td>
<td></td>
</tr>
<tr>
<td>Kirsteen Meldrum</td>
<td>Ensure enforcement of safety rules off track, especially in the Paddock area</td>
</tr>
<tr>
<td></td>
<td>Contact for questions on safety in the Paddock area</td>
</tr>
<tr>
<td>Track and competition</td>
<td></td>
</tr>
<tr>
<td>Jeroen Frieman and Ron Mooi</td>
<td>Ensure the safety on track and, pit-lane, finish area, test track and pit-board zone</td>
</tr>
<tr>
<td></td>
<td>Ensure the respect of the on-track rules for fair competition</td>
</tr>
<tr>
<td></td>
<td>Manage the rescue vehicle on track</td>
</tr>
<tr>
<td></td>
<td>Tow broken down vehicles from track to drop-zones close to Paddock</td>
</tr>
<tr>
<td></td>
<td>Please report any questions on the competition to the race director at the Race Control Tower opposite the finish line</td>
</tr>
<tr>
<td>Campsite and parking</td>
<td></td>
</tr>
<tr>
<td>Max Heller</td>
<td>Ensure rules about Campsite detailed above and in the official Shell Eco-marathon Europe 2019 Rules, Chapter II are followed</td>
</tr>
</tbody>
</table>
11. MAKE THE FUTURE LIVE

Make the Future Live is a global programme with events in Asia, the Americas and Europe. The festivals bring bright energy ideas in action together and are a platform for conversation, collaboration and innovation around the global energy challenge: how to generate more energy, while producing less CO2 emissions.

At Shell, we want to inspire individuals, communities, governments, and businesses across the world to come together and drive change in a responsible way. You can find out more about Make the Future at our event site.
12. THANK YOU

The Shell Eco-marathon Europe Team would like to thank you all for contributing to a great event. Special thanks to:

- All Participants: without whom Shell Eco-marathon Europe would not be possible;
- All Shell volunteers coming from all over Europe and beyond to work at the event;
- Everyone working at Mercedes-Benz World; and
- Our global partners, Agility, Altair, HP, Linde and SwRI.

And don’t forget to follow our updates and news from the competition:

- Follow @shell_ecomar on Twitter
- Enter the Shell Eco-marathon Europe Facebook group
- Join the conversation in social media with #shellecomarathon and #makethefuture