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**Tuesday, October 30, 2018 - Saturday, November 3, 2018**

**6:00 AM - 8:00 PM**

**Exhibitor Lounge Set Up**

**SDCC: Exhibitor Lounge, Lobby D**

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**Function Type:** Exhibits

**Room Set:** See Diagram

**Cost Center:** A-MO200-A705

**Billing Group:** Sfn Master

**Meeting Planner:** Allison Burns

**Post:** No

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## Contacts

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**Contact:** Allison Burns

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## Logistics

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### Setup - San Diego Convention Center

**Ready By:**

**Wednesday, October 31, 2018 @ 5:00 PM**

**Note**

Provide a few cocktail rounds and chairs per diagram to compliment the furniture provided by TEG.

(2) 6ft. draped tables for Food & Beverage Station

(1) 6ft. draped table for laptop computers

\*\*Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.\*\*

**Ready By:**

**Thursday, November 1, 2018 @ 5:00 PM**

**Note**

Please monitor room on a regular basis to empty trash cans. Vacuum room every day between 5:00pm - 6:00pm beginning Thursday, Nov. 1 - Wednesday, November 7, room is locked at 6:00pm.

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### General Contractor - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 31, 2018 @ 5:00 PM**

**Note**

Build walls per diagram - color white.

Please provide furniture per diagram. Leave space for cocktail rounds with chairs.

\*\*Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.\*\*

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### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Thursday, November 1, 2018 @ 2:00 PM**

**Note**

(1) Television with cart - set per diagram

\*\*Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.\*\*

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## Electrical - The Expo Group (TEG)

**Ready By:**  
**Thursday, November 1, 2018 @ 12:00 PM**

Note  
(2) 500 watt outlets for 1 TV and 2 laptop computers to be placed per diagram

\*\*Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.\*\*

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## Telecom - Smart City - SDCC

**Ready By:**  
**Thursday, November 1, 2018 @ 4:00 PM**

Note  
(1) Cable Television Connection set per diagram.

\*\*Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.\*\*

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## Computer - Atlantic Images & Sound (AIS) - Computers

**Ready By:**  
**Friday, November 2, 2018 @ 12:00 PM**

Note  
(2) Laptop computers with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

NOTE: Laptops will need to be locked down.

\*\*Remain as set on a 24-hour basis through Wednesday, November 7 at 8:00 pm\*\*

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## Food And Beverage - Center Plate - SDCC

**Ready By:**  
**Thursday, November 1, 2018 @ 12:00 PM**

Note  
(1) Water cooler with disposable cups. Replenish as needed throughout the week.

\*\*Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.\*\*

**Tuesday, October 30, 2018 - Thursday, November 8, 2018**

**7:00 AM - 12:00 PM**

**AIS Storage Room 2**

**SDCC: 21**

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**Function Type:** Office  
**Room Set:** See Diagram

**Cost Center:** A-MO200-A201  
**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** No

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### Contacts

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**Alt Contact:** Eric Berry

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### Logistics

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#### Setup - San Diego Convention Center

**Ready By:**  
**Tuesday, October 30, 2018 @ 7:00 AM**

Note  
(2) 6' tables w/ skirts  
(8) 8' tables No skirts  
(10) chairs  
(5) Keys  
\*\*Remain as set on an 24-hour basis through Thursday,  
November 8 at 12:00pm\*\*

**Tuesday, October 30, 2018 - Friday, November 2, 2018**

**8:00 AM - 5:00 PM**

**Press Room Set Up**

**SDCC: 15B**

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**Function Type:** Office

**Estimated Attendance:** 75

**Room Set:** See Diagram

**Cost Center:** A-MC200-P150

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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### Contacts

**Contact:** Lauren Wingfield

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### Logistics

#### Setup - San Diego Convention Center

**Ready By:**

**Tuesday, October 30, 2018 @ 4:00 PM**

Note

(16) 6'x30" tables as diagrammed

(2) 8'x30" tables as diagrammed

(22) Chairs as diagrammed.

(8) Banquet Rounds, with (8) chairs at each, spread evenly throughout the room.

(2) Easel

(8) Wastebaskets

(5) Keys

(1) Water cooler w/disposable cups. Refresh throughout the week.

\*\*Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm\*\*

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#### General Contractor - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 31, 2018 @ 3:30 PM**

Note

(1) Poster Board with push pins

(1) Executive Desk

(5) Junior Executive Swivel Chairs

(2) Coat Racks

(1) Book Case w/ 3 shelves

\*\*Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm\*\*

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#### Electrical - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 31, 2018 @ 4:00 PM**

Note

(1) 110 V AC drop under each table with computers and at the desk.

(1) 120V outlet for copier/printer/scanner - one small office machine.

Power at each of the round tables with a power strip.

(2) Extra power strips to staff - please give to staff.

AC for water cooler if not near an outlet.

\*\*Remain as set on a 24-hour basis through Wednesday, November 7 at 5:00pm\*\*

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## Telecom - Smart City - SDCC

**Ready By:**

**Thursday, November 1, 2018 @ 12:00 PM**

Note

(1) VLAN with (2) drops. See diagram for locations. On the SfN Staff VLAN  
SfN staff to provide secured wireless network.  
AIS staff to network computers and printers.

(1) CDS VLAN drop

(2) Multi lines with instruments, unrestricted, at desk.  
(1) Single line, no instrument, unrestricted at scanner machine.  
(1) Single line with instrument, restricted and 800, placed at table along perimeter of the room as diagrammed

Phone numbers per Telephone Roster, see diagram for placement.

\*\*Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm\*\*

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## Computer - Atlantic Images & Sound (AIS) - Computers

**Ready By:**

**Thursday, November 1, 2018 @ 1:00 PM**

Note

(6) Computer and monitor with with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

(1) Black & White Printer  
(1) Color Printer in staff area  
Please network as requested by Press Room staff on Friday, November 2.

(1) Multifunctional printer/scanner/fax

AIS staff to network computers and printers.  
SfN staff to provide secured wireless network.

\*\*Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm\*\*

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## Other - Convention Data Services (CDS)

**Ready By:**

**Thursday, November 1, 2018 @ 3:00 PM**

Note

(1) CDS terminal  
(1) CDS printer

**Tuesday, October 30, 2018 - Wednesday, November 7, 2018**

**8:00 AM - 6:00 PM**

**Staff Work/Storage Room**

**SDCC: Staff Work Rm, Sails Pavilion**

**Function Type:** Office  
**Room Set:** See Diagram

**Cost Center:** A-MO200-A201  
**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** No

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### Contacts

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**Contact:** Dawn Keane

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### Logistics

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#### General Contractor - The Expo Group (TEG)

**Ready By:**  
**Tuesday, October 30, 2018 @ 11:00 AM**

Note  
Build wall with interior door per diagram.  
(8) 6'x30" Skirted Tables  
(10) Chairs  
(1) Storage Cabinet with lock for supplies in Work area.  
(3) Storage Cabinets with locks in Storage area.  
(4) Wastebaskets  
(2) Coat Racks  
  
\*\*Remain as set on an 24-hour basis through Wednesday,  
November 7 at 5:00pm\*\*

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#### Electrical - The Expo Group (TEG)

**Ready By:**  
**Tuesday, October 30, 2018 @ 2:00 PM**

Note  
(6) Quad Boxes, see floor plan for placement.  
Note: One is for copier, need to ensure we have enough power.  
  
Please provide five power strips for charging devices.  
  
\*\*Remain as set on an 24-hour basis through Wednesday,  
November 7 at 6:00pm\*\*

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#### Telecom - Smart City - SDCC

**Ready By:**  
**Tuesday, October 30, 2018 @ 2:00 PM**

Note  
Staff Work Room  
(2) SfN Staff VLAN drops - one for computers and one at copier  
location (with SMTP capability)  
(9) additional IP addresses  
  
\*\*Remain as set on an 24-hour basis through Wednesday,  
November 7 at 6:00pm\*\*

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#### Computer - Atlantic Images & Sound (AIS) - Computers

**Ready By:**  
**Tuesday, October 30, 2018 @ 5:00 PM**

Note

Staff Work Room

NOTE: Please be sure to add Dreamweaver software to order for all computers in this room.

(6) Computers and monitors with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Pro, Quicktime and Flash Software, Dreamweaver.

The USB ports must be located in the front of the CPU.

(2) iMAC computer w/Adobe Creative Cloud for Teams

NOTE:: Please ensure software is loaded in advance of delivery (trial license is okay)

(1) Printer - network all computers in the workroom to this printer. AIS to network all computers to printer.

**\*\*Remain as set on an 24-hour basis through Wednesday, November 7 at 6:00pm\*\***