

Table of Contents

Wireless Internet Buyout	1
Escalator Schedule	2
First Aid Station	3
Decorator / Move In	4
Exhibit Management Office	5
Headquarters - Logistics & Program Office Set-up	6
SfN Booth	7

Monday, October 14, 2019 - Thursday, October 24, 2019

6:00 AM - 5:00 PM

Wireless Internet Buyout

McCormick Place

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

Telecom - McCormick Place

Ready By:

Monday, October 14, 2019 @ 8:00 AM

Note

Wireless Internet Buyout in all Meeting Rooms and Public Areas of North and South Buildings and in Exhibit Halls A and B (entire building)

SSID: Neuroscience

Additional requirements:

Local landing (redirect) page

4 Separate VLANs:

Wireless Buyout – All North and South Buildings

Neuroscience Meeting Planner Viewing Area

Convention Data Services (CDS) for registration

SfN Staff – Headquarters/Neurojobs/SfN Booth/Staff Work Room

Daily Reports for each VLAN detailing hourly concurrent users, unique devices and bandwidth consumption. LAN Statistics (bandwidth consumption) for NMP area of Hall A. Access to monitoring system to view real-time statistics throughout the day.

Frequencies for Public Space/Meeting Rooms – 2.4/5.0 GHz 802.11 g/n/ac

Exhibit Halls – 5.0 GHz only

Speed - 1.5Mbps up/down (throughout both buildings)

Access Points Connections - 200 Concurrent Connections per Access Point at 1.5Mbps per connection/device.

DHCP lease will be set 12 hours and will be adjusted according to load on system.

Wireless buyout to include Exhibit Halls A & B, all Meeting Rooms and Public Space in North and South Buildings, per discussions with McCormick Place.

NOTE: Scott Moore and Nelson Miranda have the authority to request restarts of the VLAN in the event we need to do so. No changes to the wireless buyout that have a financial consequence may be made without approval of Paula Kara.

Monday, October 14, 2019 - Friday, October 25, 2019

8:00 AM - 5:00 PM

Escalator Schedule

McCormick Place

Function Type: Other

Meeting Planner: Paula Kara

Post: No

Logistics

Monday, October 14, 2019 - Friday, October 25, 2019

8:00 AM - 5:00 PM

First Aid Station

McCormick Place: First Aid Station - Level 2.5 S

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

General Notes - McCormick Place

Ready By:

Monday, October 14, 2019 @ 6:00 AM

Note

The permanent First Aid room is equipped with furniture, AED and supplies.

SfN has been provided with the following phone number for the

Main Security line: 312-791-6060.

House Phone: 6060

Protocol is to call Security and they will contact EMT on-site.

**See attachment for the First Aid daily schedule.

(1) EMT will be scheduled from October 14 - 25, and an additional

(1) EMT will be scheduled October 18-23, when attendee capacity is greatest.

Monday, October 14, 2019 - Tuesday, October 15, 2019

9:00 AM - 6:00 PM

Decorator / Move In

McCormick Place: Hall A

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, October 15, 2019 @ 5:00 PM

Note

Exhibitor Move-in Hours:

Wed., Oct. 16 - Sat., Oct. 19, 8:00am - 6:00pm

General Notes - The Expo Group (TEG)

Ready By:

Tuesday, October 15, 2019 @ 5:00 PM

Note

Please add 3ft drape across Hall A entrance - only leave a small section open for security.

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 15, 2019 @ 8:00 AM

Note

(5) Electric Carts

(5) 8" x 5" signs with show logo for electric carts (signs are not on Paula's order) – Signs to read:

SfN - Paula

SfN - Paul

SfN - Allison

SfN - Jim

SfN - Laura

Ready By:

Tuesday, October 15, 2019 @ 5:00 PM

Note

Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths.

CARPET:

Black carpet in exhibit aisles

Blue Jay carpet in poster areas

Rain forest carpet in No Freight aisles

Set 10 X 10 booths as follows:

White Back drape
White Side rail

SIGNS:

Hang double sided aisle signs per drawings (on Paula's Banner order).

Hang double sided signs to read:

PUBLISHERS ROW - hang in front section of booths

INSTITUTES/NONPROFITS - two signs, one in front and one in back section of booths

Exhibit Hall Directory (8' H x 10' W with Exhibit Guide bins) locations are listed below. SEE DIAGRAM FOR EXACT LOCATIONS.

- 1 - Exhibit Hall at Banner Wall Entrance 1
- 2 - Exhibit Hall at Banner Wall Entrance 2
- 3 - Exhibit Hall at Banner Wall Entrance 3
- 4 - Entrance to Hall B

Caution Tape:

Please cordon off aisles in four sections, see diagram.

Saturday at 11:00 am, put caution tape around exhibit areas and then remove the caution tape beginning at 9:20 am Sun morning. Sunday after exhibit closing put caution tape around exhibit areas at 5:00 pm and take down at 9:20 am Monday morning. Repeat this for Mon - Wed.

****Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00 pm****

Monday, October 14, 2019 - Thursday, October 24, 2019

9:00 AM - 4:00 PM

Exhibit Management Office

McCormick Place: Exhibit Management Office - Hall A

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Monday, October 14, 2019 @ 8:00 AM

Note

Exhibit Management Office Hours:

Mon., Oct. 14 - Sat., Oct. 19, 8:00 am - 6:00 pm

Sun., Oct. 20 - Tues., Oct. 22, 7:00 am - 6:00 pm

Wed., Oct. 23, 7:00 am - 10:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Monday, October 14, 2019 @ 3:00 PM

Note

Install walls per diagram. Walls are to be white.

Please put low drape around the exterior of the office, so attendees cannot sit and lean on walls.

(4) Keys - Need to ensure lock and keys work properly

Set per diagram

(3) Executive Desks

(1) Merlin Table (46") draped in the front and sides for Receptionist

(5) Executive Chairs (note: 2 chairs go to Floor Managers desk)

(5) Wastebaskets

(15) Armchairs

(1) 6'x30" skirted table

(1) small draped table to put laptop computer on behind the receptionist's desk

2020 floor plan with board to be attached to the wall opposite the Floor Manager's Desk

*Remain as set on a 24-hour basis through Thursday, October 24 at 10:00 am**

Audio/Visual - McCormick Place

Ready By:
Tuesday, October 15, 2019 @ 12:00 PM

Note

(1) Standing Microphone to make daily announcements in exhibit hall.

Remain as set on a 24-hour basis through Thursday, October 24 at 10:00 am

Electrical - The Expo Group (TEG)

Ready By:
Monday, October 14, 2019 @ 5:00 PM

Note

(5) 1000 Watt Outlet with 25 ft. Multi Strip/each - (1) at Receptionist desk/70" HD Monitor and laptop, (1) at Floor Manager Desk, (1) at Jennifer's desk, (1) at Allison's desk and (1) at printer/laptop at table

Note: Will be plugging in 1 small heater at Allison's Desk (back right), will need enough power for that as well.

**Remain as set on a 24-hour basis through Thursday, October 24 at 10:00 am*

Telecom - McCormick Place

Ready By:
Monday, October 14, 2019 @ 5:00 PM

Note

(4) Multi Lines, unrestricted, with instrument rollover feature. Extensions per Telephone Roster for Receptionist, Jennifer, Allison, Jim/Laura (floor manager)

(1) Internet drop on SfN Staff VLAN
Place internet drop at 6' table with printer.

AIS staff to network laptop computers and printer, including SfN laptops.

Remain as set on a 24-hour basis through Thursday, October 24 at 10:00 am

Computer - Atlantic Images & Sound - AV

Ready By:
Tuesday, October 15, 2019 @ 12:00 PM

Note

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

1 - exhibit space assignments at floor managers desk, will need to be networked to printer (will need setup Sunday afternoon no later than 12:00 pm)

1 - application submissions near printer

1 - reception desk will need to connect to 70" monitor via HDMI (or other compatible cable). Will need a long enough cable (25'-50') to wrap around the walls (see floor plan) so there is not a cable in the middle of the carpet.

NOTE: Allison and Jen will bring own laptops – will need to be networked to printer.

(1) 70" HD Monitor w/dual post floor stand. Will need to connect to laptop computer at receptionist desk.

(2) iPads for receptionist and Laura

(3) 22" Monitors to connect to laptops (Allison, Jen, Floor

Managers)

(4) Keyboards and mice

(1) Printer - network laptops to this printer.

AIS staff to network laptop computers and printer, must be hardwired.

Remain as set on a 24-hour basis through Wednesday, October 23 at 8:00 pm

Monday, October 14, 2019 - Tuesday, October 15, 2019

9:00 AM - 5:00 PM

Headquarters - Logistics & Program Office Set-up

McCormick Place: Headquarters Office - Hall A

Function Type: Office
Room Set: See Diagram

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

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Monday, October 14, 2019 @ 5:00 PM

Note

HEADQUARTERS:

Install walls per attached diagram. The walls on both sides of the center two offices AND the back of offices facing Reception Area are to be smoke plexi on the top half.

Please put low drape around the exterior of the build-outs.

NOTE - Need to lock doors between offices and staff meal room.

(11) Keys - NOTE: Need to ensure lock and keys work properly

Logistics Office:

- (16) Executive desks with drawers that lock.
- (16) Executive swivel chairs
- (22) Chairs (2) in front of desks as drawn on diagram
- (1) Conference table with (6) chairs
- (17) 6'x30" skirted tables
- (3) Chairs - along wall for waiting area
- (17) Wastebaskets

NOTE: (65) Clear literature pockets mounted on the wall facing registration.

SIGN ROOM

Build room w/door per diagram.

- (3) 6'x30" Skirted Tables
- (1) Wastebasket
- (20) Two-way radios on repeater

Remain as set on a 24-hour basis through Wednesday, October 23 at 7:00 pm

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, October 15, 2019 @ 10:00 AM

Note
(15) 120v/15 amp drops, see diagram for placement.

Note: If possible, please don't install breaker boxes in offices.

Remain as set on a 24-hour basis through Wednesday, October 23 at 7:00 pm

Telecom - McCormick Place

Ready By:
Tuesday, October 15, 2019 @ 3:00 PM

Note
(1) VLAN with (2) drop locations per diagram in Paula's area and Program Staff area on the SfN Staff VLAN
(14) additional IP addresses

(1) CDS VLAN drop at Stephanie's area

NOTE: SfN staff will create secured wireless network and network all computers and printers

(7) Multi-lines, unrestricted, with instruments and rollover, numbers per attached Telephone Roster. See diagram for placements

Remain as set on a 24-hour basis through Wednesday, October 23 at 7:00 pm

Computer - Atlantic Images & Sound - Computers

Ready By:
Tuesday, October 15, 2019 @ 5:00 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 for: Sharon and Alisa

Please provide a mouse for each laptop.

(2) Printers - Black & White near Allison M's desk,
Color near Paula's desk

SfN staff to network all computers to printers.

(6) iPads for advance of meeting and onsite.
Note: iPads with Data Plan for: Dawn, Allison B, Allison M, Alisa, Jennifer G, & TS

NOTE: BY Sept 24th - send iPads to the SfN office

Remain as set on a 24-hour basis through Wednesday, October 23 at 7:00 pm

Monday, October 14, 2019 - Wednesday, October 23, 2019

9:00 AM - 5:00 PM

SfN Booth

McCormick Place: SfN Booth #1005

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Paula Kara
Post: Yes
Cost Center: A-MK200-A108

Contacts

Contact: Petra Charters

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 17, 2019 @ 12:00 PM

Note

IMPORTANT:

- AIS & TEG will coordinate mounting brackets for monitors: AIS was told not to provide stands or brackets for the hanging monitors/screens because TEG will take care of mounting them. Please confirm that this is correct.
- Please ensure that all counters/cabinets include shelving underneath for storage.
- Please ensure all cabinets can be locked. NOTE ADDITIONAL LOCKABLE AREAS REQUIRED FOR CASH BOXES IN MEMBERSHIP AND SfN STORE (see specs below).
- Please note which cabinets are glass (with display lighting), as diagrammed on rendering.
- Install carpet and extra padding per diagram ONLY AFTER internet and video cables are in place. (SfN staff to arrive by Monday, October 14 at 9:00 AM for internet cable placement.)
- Please place small vases with flowers on counters throughout the booth.

Membership - facing front of hall

**** IMPORTANT: MEMBERSHIP MUST HAVE ENCLOSED, HARDWALL, LOCKABLE AREA FOR CASH BOX. ****

- (2) High stools
- (2) Accordion literature stands
- (2) Wastebaskets
- (1) Mounting bracket for plasma screen - Please coordinate with AIS.

Meet-the-Editors

Signage Placement: The two arches around the Meet-the-Editors area where plasma screens are mounted should display a sign with the journal name above imagery: "eNeuro" and "JNeurosci".

- (2) Journal distribution bins
- (3) High cocktail rounds

- (6) High stools – 2 at each table
- (1) Bench
- (1) Wastebasket
- (2) Mounting brackets for plasma screens - Please coordinate with AIS. - Please mount both vertically (portrait), one on each arch.

Scientific Publications

Note: Small counter closest to membership section should be glassed-in shelves with display lighting.

- (3) High stools
- (1) Round ottoman – near bookcase
- (1) Square ottoman – near bookcase
- (1) Accordion literature stand
- (1) Wastebasket
- (1) Mounting bracket for plasma screen - Please coordinate with AIS. - Please mount horizontally (landscape).

Ready By:

Thursday, October 17, 2019 @ 12:00 PM

Note

SfN Store

**** IMPORTANT: STORE MUST HAVE AN ENCLOSED, HARDWALL, LOCKABLE AREA FOR CASH BOXES. ****

Note: Store counter and cabinet next to store should have lockable glassed-in shelves with display lighting. Please make the top of the counter wood instead of glass.

- (2) High stools
- (2) Wastebaskets
- (2) Bag holder stands
- (2) Mannequins – headless torsos
- (4) Shelves installed on back and side wall of booth, behind store counter (2 rows per wall)

Rope and stanchion - place in the draped storage area so that it can be accessed and set up easily when we see how traffic flows and lines form.

Advocacy - facing posters

Signage Placement: There are 2 separate signs over the Scientific Training/Advocacy side of the booth. Please note placement (should be reversed from 2018):

- LEFT SIDE (as you face the Scientific Training/Advocacy counter — i.e., the side nearest BrainFacts & Professional Development): "Scientific Training"
- RIGHT SIDE (as you face the Scientific Training/Advocacy counter — i.e., the side nearest store & Scientific Publications): "Advocacy"

- (2) High stools
- (1) Wastebasket
- (1) Side table (to hold Advocacy wheel)
- (1) Floor model iPad stand placed next to side table. Please coordinate with AIS to ensure stand fits iPad model/size.

Scientific Training

Signage Placement: See note above under "Advocacy."

- (2) High stools
- (1) Wastebasket

Ready By:
Thursday, October 17, 2019 @ 12:00 PM

Note

Outreach & BrainFacts.org
Signage Placement: "Public Outreach and BrainFacts.org" sign mounted on counter kick panel
(3) High stools
(1) Accordion literature stand
(1) Wastebasket
(1) ~2' high stand (to give extra height to a pull-up banner that will be displayed behind the counter)
(1) Mounting bracket for plasma screen
• Should extend out/pull monitor away from structure (so it's easier to reach the touchscreen)
• Please coordinate with AIS.
(2) Floor model iPad stands
• Please coordinate with AIS to ensure stand fits iPad model/size.
• Place both to the left of the BrainFacts counter (the side closest to the store).

Social Media Area

Signage Placement: "Join the Conversation #SfN19" sign mounted above plasma screen
(1) Round ottoman – near monitor tower
(1) Square ottoman – near monitor tower
(1) Mounting bracket for plasma screen
• Please coordinate with AIS.
• Note that a laptop to operate the plasma screen will be stored inside the tower structure (rather than in the cabinet).

Professional Development

(1) High stool
(1) Wastebasket

Neuronline

Note: Small counter closest to membership section should be glassed-in shelves with display lighting.
(2) High stools
(1) Wastebasket
(1) Mounting bracket for plasma screen - Please coordinate with AIS. - Please mount horizontally (landscape).

Neuroscience 2020 - in 2019 this area was branded for sfn.org.
Signage Note: Wraparound signage and kick panel will be Neuroscience 2020 logo.

(2) High stools
(1) Wastebasket

Center of Tower

(3) Tall bookcases/shelving units (for store inventory)
(3) 6' tables (for computers)
(3) Chairs

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 PM

Ready By:
Friday, October 18, 2019 @ 11:00 AM

Note

Neuronline
(1) Handheld audio recording device – cost center:
A-DN200-P112. Give to Nelson Miranda.

Screens included in computer rental section.

**Remain as set on a 24-hour basis through Wednesday,
October 23 at 5:00 PM**

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 16, 2019 @ 2:00 PM

Note

NOTE: SfN will provide its own power strips.

Please advise if there are ways to revise the electrical order to
reduce expenses.

Membership

(3) 120v 20 amp drops, as diagrammed
Power for 5 laptops, 1 plasma screen

Meet-the-Editors

(5) 120v 20 amp drops, as diagrammed
Outlets at each cocktail round (for editors to power their personal
laptops)
Power for editors' personal laptops, 2 plasma screens

Scientific Publications

(1) 120v 20 amp drops, as diagrammed
Power for 1 laptop (+ 3 staff personal laptops), 1 plasma screen,
2 iPads

SfN Store

(3) 120v 20 amp drops, as diagrammed
Power for 2 iPad stations, 2 credit card readers, 2 receipt printers

Advocacy

(1) 120v 20 amp drop, as diagrammed
Power for 1 laptop (+ 2 staff personal laptops), 1 monitor, 2
iPads

Scientific Training

(1) 120v 20 amp drop, as diagrammed
Power for 1 laptop (+ 2 staff personal laptops), 1 monitor, 1 iPad

Outreach & BrainFacts.org

(2) 120v 20 amp drops, as diagrammed
Power for 1 laptop (+ 2 staff personal laptops), 1 plasma screen,
2 iPads

Social Media Area

Will use power from the BrainFacts area for 1 laptop, 1 plasma
screen

Professional Development

(1) 120v 20 amp drop, as diagrammed

Power for 1 laptop, 1 monitor

Neuronline

(1) 120v 20 amp drop, as diagrammed

Power for 3 laptops, 1 monitor, 1 plasma screen, 1 recording device

Neuroscience 2020

(1) 120v 20 amp drop

Power for 2 staff personal laptops

Center of Tower

(1) Quad box in the large center tower

(1) 120v 20 amp in the smaller section behind the membership counter

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 PM

Telecom - McCormick Place

Ready By:

Monday, October 14, 2019 @ 9:00 AM

Note

(22, possibly 24) Additional IP addresses

(1) VLAN drop (in center tower)

- Must be in place by 9:00 AM Monday, October 14, in order to run cables before the carpet is laid.

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 PM

Computer - Atlantic Images & Sound - AV

Ready By:

Friday, October 18, 2019 @ 12:00 PM

Note

Outreach & BrainFacts.org

(1) 40" plasma screen (for displaying BrainFacts.org) - touchscreen and extending arm NOT needed this year.

- Please mount horizontally (landscape).

- Please coordinate with TEG — TEG to install mounting bracket.

(1) Laptop to operate plasma

(2) iPads in floor stands

- TEG to provide floor stands — please coordinate with TEG to ensure iPad size/model fits stands.

- Both should be placed on the side nearest the SfN store.

Social Media Area

(1) 40" plasma screen (for displaying social media feed)

- Please mount horizontally (landscape).

- Please coordinate with TEG — TEG to install mounting bracket.

(1) Laptop (must be a newer model) to operate plasma

- Will be stored inside the structure (rather than inside the cabinet)

Professional Development

(1) 32" monitor with swivel capability, facing outward

(1) Laptop to operate monitor

Neuronline

- (1) 40" plasma screen, w/
 - USB (for PPT display)
 - Please mount horizontally (landscape).
 - Please coordinate with TEG — TEG to install mounting bracket.
- (1) Laptop to operate plasma
- (1) 32" monitor with swivel capability, facing outward, w/
 - Speakers
- (1) Laptop to operate monitor, w/
 - (1) Mouse
 - (1) Keyboard with long cord
- (1) Additional laptop

Neuroscience 2020

none

Ready By:

Friday, October 18, 2019 @ 12:00 PM

Note

NOTE:

- Please send network cable in advance, by October 7.
- Order for cables to be placed by Nelson Miranda.
- AIS to network computers.
- All computers require:
 - o Microsoft Windows 10 Pro
 - o Office 2016 Pro
 - o Adobe Acrobat Reader
 - o Quicktime
 - o Flash
 - o USB ports

Membership

- (1) 40" plasma screen, w/
 - USB
 - Please mount horizontally (landscape) on tower wall behind counter.
 - Please coordinate with TEG — TEG to install mounting bracket.
- (1) Laptop to operate plasma, w/
 - (1) Mouse
- (3) Laptops (for staff processing renewals), w/
 - (3) Mice
 - (3) Keyboards
 - Software: Personify
 - SfN (ISBA) will provide numeric keypads for attendees to enter credit card numbers.
- (1) Laptop (for displaying membership directory and/or chapter video challenge videos), w/
 - (1) Mouse

Meet-the-Editors

- (2) 40" plasma screens
 - Both w/USB
 - Please mount both vertically (portrait), one on each arch.
 - Please coordinate with TEG — TEG to install mounting brackets.

Scientific Publications

- (1) 40" plasma screen (for History of Neuroscience PPT) w/
 - Speakers
 - USB

- Please mount horizontally (landscape).
- Please coordinate with TEG — TEG to install mounting bracket.
- (1) Laptop to operate plasma, w/
- (1) Mouse
- (2) iPads in swivel stand secured to the counter

SfN Store

N/A: Equipment provided by [VENDOR TBD].

Advocacy

- (1) 32" monitor w/ swivel capability, facing outward
- (1) Laptop to operate monitor, including:
 - (1) Mouse
 - (1) Keyboard
- (1) iPad in swivel stand secured to the counter
- (1) iPad in floor stand
 - TEG to provide floor stand — please coordinate with TEG to ensure iPad size/model fits stand.

Scientific Training

- (1) 32" monitor w/ swivel capability, facing outward
- (1) Laptop to operate monitor, including:
 - (1) Mouse
 - (1) Keyboard
- (1) iPad in swivel stand secured to the counter

Other - Convention Data Services (CDS)

Ready By:
Friday, October 18, 2019 @ 10:00 AM

Note
 (7) Lead retrieval machines
 Included on order from Stephanie Embrey, do not duplicate.

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 pm

Food And Beverage - Savor

Ready By:
Thursday, October 17, 2019 @ 3:00 PM

Note
 Center of Tower
 (1) Water cooler with cups — refill as needed

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 p.m.