

Monday, November 10, 2025- Thursday, November 20, 2025

6:00 AM- 8:00 PM

Lincoln Security Cameras

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

General Notes - Lincoln Security

Ready By:  
Wednesday, November 12, 2025 @ 2:00 PM

Note  
EXACT LOCATIONS IN THE BELOW AREAS TBD ONSITE BY Lincoln Security.  
(1) Lobby D  
(1) Sails Pavilion Area near Attendee Services and Headquarters areas  
(1) Hall A (Hall D front or near SfN Booth)  
  
See Rosby Jones for exact locations.  
  
\*\*Remain as set through Wednesday, Nov. 19 at 5:00pm\*\*

Electrical - The Expo Group (TEG)

Ready By:  
Wednesday, November 12, 2025 @ 12:00 PM

Note  
EXACT LOCATIONS IN THE BELOW AREAS TBD ONSITE BY Lincoln Security.  
(1) Lobby D  
(1) Sails Pavilion Area near Attendee Services and Headquarters areas  
(1) Hall A (Hall D front or near SfN Booth)  
  
See Rosby Jones for exact locations.  
  
\*\*Remain as set through Wednesday, Nov. 19 at 5:00pm\*\*

**Monday, November 10, 2025- Friday, November 21, 2025**

**6:00 AM- 7:00 PM**

**Wireless Internet Buyout**

**SDCC**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

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## Contacts

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**Contact:** Paula Kara

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## Logistics

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### Telecom - SmartCity

**Ready By:**

**Monday, November 10, 2025 @ 6:00 AM**

Note

Wireless Internet Buyout for 10,000 in all Meeting Rooms and Public Areas and in Exhibit Halls A- H (entire building)

SSID: Neuroscience

Additional requirements: Local landing (redirect) page

5 Separate VLANs:

1. Wireless Buyout – Exhibit Floor and all SDCC
2. Maritz for registration
3. SfN Staff – Headquarters/SfN Booth/Staff Work Room
4. Session Moderator Wireless Network – no more than 30 connections, not broadcasting the SSID
5. Membership - Sales

Daily Reports for each VLAN detailing hourly concurrent users, unique devices and bandwidth consumption.

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

Exhibit Halls – 5.0 GHz only

Speed - 1.5Mbps up/down (throughout the entire convention center)

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-H, all Meeting Rooms and Public Space, per discussions with SmartCity.

NOTE: Scott Moore and Harjit Jathoul 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, November 10, 2025- Thursday, November 20, 2025**

**7:00 AM- 11:59 PM**

**First Aid Services**

**SDCC: Box Office G**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A202

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### Setup - SDCC

**Ready By:**

**Monday, November 10, 2025 @ 3:00 PM**

Note

Please give access to the First Aid Services Coastal Medix at 6 a.m.

(4) Keys for door. EMT's will obtain keys from the Security Office

**\*\*Remain as set through Thursday, November 20 at 11:59 p.m.\*\***

**\*\*Starting at 12:00 a.m. on Friday, November 21, First Aid Services Coastal Medix will be roaming/floating within the convention center until 6:00 p.m.\*\***

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

**Ready By:**

**Monday, November 10, 2025 @ 3:00 PM**

Note

Pipe and Drape a 10 x 10 area, closed on three sides in front of Box Office G with direct access to the Box Office.

Inside the Pipe and Drape:

(2) 6'x30" Tables

(10) Chairs

**\*\*Remain as set through Thursday, November 20 at 11:59 p.m.\*\***

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### Electrical - The Expo Group (TEG)

**Ready By:**

**Monday, November 10, 2025 @ 3:00 PM**

Note

(2) Power Strips

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### Telecom - SmartCity

***Ready By:***  
**Monday, November 10, 2025 @ 3:00 PM**

Note

(1) Single phone line and hand set, number per Telephone Roster. Calls for local calls only.  
Phone Number: 619-525-5703

**\*\*Remain as set through Thursday, November 20 at 11:59 p.m.\*\***

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## **Food And Beverage - SDCC Catering**

***Ready By:***  
**Monday, November 10, 2025 @ 3:00 PM**

Note

(1) Water cooler with cups. Refill as needed.

**\*\*Remain as set through Thursday, November 20 at 11:59 p.m.\*\***

Monday, November 10, 2025- Wednesday, November 19, 2025

9:00 AM- 5:00 PM

AIS Storage Room 2

SDCC: 21

Function Type: Office  
Room Set: See Diagram

Billing Group: SfN Master  
Meeting Planner: Katelyn Crume  
Post: No  
Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - SDCC

Ready By:  
Monday, November 10, 2025 @ 9:00 AM

Note  
(2) 6' tables w/ skirts  
(8) 8' tables No skirts  
(10) chairs

\*\*Remain as set through Wednesday, November 19 at 5:00pm\*\*

**Monday, November 10, 2025- Wednesday, November 19, 2025**

**9:00 AM- 5:00 PM**

**Early Staff Office**

**SDCC: Show Office D**

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**Function Type:** Office

**Estimated Attendance:** 5

**Room Set:** Banquet

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** No

**Cost Center:** A-MO200-A201

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## Logistics

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### Setup - SDCC

***Ready By:***

**Monday, November 10, 2025 @ 8:00 AM**

Note

(3) Banquet Rounds

(9) Chairs, 3 at each table.

**Monday, November 10, 2025- Saturday, November 15, 2025**

**9:00 AM- 6:00 PM**

**Exhibit Hall Move In**

**SDCC: Halls B-H**

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**Function Type:** Exhibits

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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

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## Logistics

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### General Notes - SfN

**Ready By:**

**Monday, November 10, 2025 @ 8:00 AM**

Note

DECORATOR MOVE-IN

Mon., Nov. 10 - Sat., Nov. 15

EXHIBITOR MOVE-IN

Wed, Nov. 12 - Sat, Nov. 15, 8:00 a.m. - 6:00 p.m.

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### Setup - The Expo Group (TEG)

**Ready By:**

**Tuesday, November 11, 2025 @ 8:00 AM**

Note

(1) Business Suites (Ste. 1) on the exhibit floor with white hard walls and locked door.

Each suites comes with 10 x 10 grey carpet and (1) 22" x 28" door sign.

Note: exhibitor will order all furnishings, electrical and internet (if needed) for their suite at exhibitor cost.

STE 1 - Neuroscience Associates will contact TEG to rent furnishings

**\*\*Remain as set through Wednesday, November 19 at 5:00pm\*\***

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

**Ready By:**

**Monday, November 10, 2025 @ 12:00 PM**

Note

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

SIGNS TO READ:

SfN Allison

SfN #1

SfN #2

SfN #3

SfN Floor Manager

**Ready By:**

**Tuesday, November 11, 2025 @ 5:00 PM**

Note

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

CARPET:

Blue carpet in exhibit aisles

Pepper carpet in poster area

Bluejay carpet in Graduate School Fair area

#### BOOTHS

Set 10' X 10' booths as follows:

White Back drape

Gold Side rail

#### GRADUATE SCHOOL FAIR BOOTHS

Set 8' X 10' booths as follows:

White Back drape

Gold Side rail

#### SIGNS:

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

(1) Double-sided sign to read: INSTITUTES/NONPROFITS (on Paula's Banner order).

#### CAUTION TAPE:

Please cordon off the aisles into two sections (see diagram). Aisles 300-1100, 1200 - 2600 and Aisles 2700 - 4000.

Saturday at 11:00 a.m., put caution tape around the exhibit area sections and remove the caution tape beginning at 9:20 a.m. (Sunday, Monday, Tuesday, and Wednesday).

After the exhibit hall closes at 5:00 p.m. (Sunday, Monday, and Tuesday) put caution tape around the exhibit.

NOTE: Please do not put tape around the product theater at the 1200 aisle, this area will have a session on Saturday, November 15 from 2:00 p.m. - 3:30 p.m. Caution tape can be added at beginning at 4:00 p.m. and follow the above schedule starting on Sunday.

**\*\*Remain as set through Wednesday, November 19 at 5:00pm\*\***

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#### Other - SDCC

##### *Ready By:*

**Friday, November 14, 2025 @ 8:30 PM**

##### Note

Vacuum all booths. (One time only)

NOTE: Please do not vacuum until after the Saturday night poster session ends at 9:30pm.



Monday, November 10, 2025- Thursday, November 20, 2025

9:00 AM- 5:00 PM

Freight/Shipping

SDCC: Show Office C

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paul Troxell

Logistics

Setup - SDCC

Ready By:

Monday, November 10, 2025 @ 8:00 AM

Note

(2) 6' tables w/ skirts

(1) 6' tables No skirts

(4) chairs

\*\*Remain as set through Thursday, November 20 at 8:00pm\*\*

Monday, November 10, 2025- Thursday, November 20, 2025

9:00 AM- 5:00 PM

Security Office

SDCC: Show Office B

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-5505-A705

Contacts

Contact: Rosby Jones

Logistics

Setup - SDCC

Ready By:  
Monday, November 10, 2025 @ 6:00 AM

Note  
SET PER DIAGRAM  
(8) 6ft. Skirted tables around the perimeter of the room  
(1) 6ft. Round and (10) chairs in the center  
  
\*\*Remain as set through Thursday, November 20 at 5:00 p.m.\*\*

Electrical - The Expo Group (TEG)

Ready By:  
Monday, November 10, 2025 @ 7:00 AM

Note  
(1) 120v 20 amp drop  
  
\*\*Remain as set through Thursday, November 20 at 5:00 p.m.\*\*

Telecom - SmartCity

Ready By:  
Monday, November 10, 2025 @ 7:00 AM

Note  
(1) Single phone line and hand set, number per Telephone Roster at table in front of room. Calls for local and 800 calls only.  
  
\*\*Remain as set through Thursday, November 20 at 5:00 p.m.\*\*

Monday, November 10, 2025- Thursday, November 20, 2025

10:00 AM- 3:00 PM

AIS Storage Room 1

SDCC: 8

Function Type: Office	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Katelyn Crume
	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - SDCC

Ready By:  
Monday, November 10, 2025 @ 8:00 AM

Note  
8 - 6' tables w/ skirts  
15 - 6' tables No skirts  
18 - Chairs

\*\*Remain as set through Wednesday, November 19 at 11:00 pm\*\*

Monday, November 10, 2025- Wednesday, November 19, 2025

10:00 AM- 5:00 PM

Push to Talk Microphones

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, November 10, 2025 @ 10:00 AM

Note

Please ensure that all the push to talk microphones set to “push to talk, push to turn off” not “hold to talk”.

Audio/Visual - ON AV

Ready By:

Monday, November 10, 2025 @ 10:00 AM

Note

Please ensure that all the push to talk microphones set to “push to talk, push to turn off” not “hold to talk”.