

Tuesday, November 11, 2025- Wednesday, November 19, 2025

8:00 AM- 6:00 PM

Maritz Office

SDCC: Maritz Office, Lobby D

Function Type: Registration

Estimated Attendance: 5

Set For: 5

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: No

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

Build office as diagrammed
Door needs to lock - (3) keys
(6) 6'x30" skirted tables
(6) Chairs
(3) Wastebaskets

Remain as set through Wednesday, November 19 at 7:00 pm

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(2) Dedicated 20-amp circuits with quad box with stringer for perimeter of the office.

Remain as set through Wednesday, November 19 at 7:00 pm

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(2) Internet drops on the Maritz VLAN
(3) Public Static IP Addresses to run Registration Area
Maritz will create local network for registration

Remain as set through Wednesday, November 19 at 7:00 pm

Tuesday, November 11, 2025- Thursday, November 20, 2025

9:00 AM- 12:00 PM

Exhibit Management Office

SDCC: Exhibit Management Office, Lobby D

Function Type: Office

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, November 10, 2025 @ 12:00 PM

Note
Exhibit Management Office Hours:
Wed., Nov. 12 - Sat., Nov. 15, 8:00 a.m. - 6:00 p.m.
Sun., Nov. 16 - Tue., Nov. 18, 7:00 am - 6:00 p.m.
Wed., Nov. 19, 7:00 am - 8:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 11, 2025 @ 12:00 PM

Note
SET PER DIAGRAM
(5) 6’ x 30” skirted tables with white drape
(1) 4’ x 30” skirted table with white drape for Reception
(4) Executive Swivel Chairs
(5) Wastebaskets
(12) Armchairs

*Remain as set through Thursday, November 20 at 6:00 am**

Audio/Visual - ON AV

Ready By:
Tuesday, November 11, 2025 @ 12:00 PM

Note
SEE DIAGRAM FOR LOCATION
(1) Standing Microphone to make daily announcements in the exhibit halls
A - H.

*Remain as set through Thursday, November 20 at 6:00 am**

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, November 11, 2025 @ 12:00 PM

Note
(5) 1000 Watt Outlet with 25 ft. Multi Strip/each
(1) Allison’s Desk, (1) Jen’s desk, (1) Trevor's desk (1) Katelyn's Desk and
(1) printer table

NOTE: Will plug in (1) small heater at Allison’s Desk, will need enough

power for that as well.

*Remain as set through Thursday, November 20 at 6:00 am**

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 4:00 PM

Note

(1) Internet drop on SfN Staff VLAN with 2 dhcp addresses. Place internet drop at 6' table with printer.

(2) Multi Lines, unrestricted, with instrument rollover feature. Extensions per Telephone Roster for Katelyn and Jennifer.

SfN staff to network laptop computers and printer, including SfN (Allison Jen and Katelyn) laptops.

*Remain as set through Thursday, November 20 at 6:00 am**

Computer - Atlantic Images & Sound

Ready By:

Monday, November 10, 2025 @ 2:00 PM

Note

(2) 22" Monitors to connect to Jen and Allison's laptop

(1) Printer (b/w) - network laptops to this printer.

SfN staff to network laptop computers (Allison, Jen and Katelyn) and printer.

*Remain as set through Thursday, November 20 at 6:00 am**