

Wednesday, November 12, 2025- Wednesday, November 19, 2025

7:00 AM- 5:00 PM

Scooter Storage

SDCC: Box Office A

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:
Friday, November 14, 2025 @ 12:00 PM

Note
There is no room setup.

Scooters and wheelchairs will be stored in this room from Wednesday, November 12 through Wednesday, November 19 at 6 p.m.

Electrical - The Expo Group (TEG)

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

Note
(4) Power cords to charge electric scooters

Wednesday, November 12, 2025- Wednesday, November 19, 2025

8:00 AM- 6:00 PM

Exhibitor Lead Retrieval

SDCC: Lead Retrieval, Hall B

Function Type: Exhibits

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Logistics

General Notes - SfN

Ready By:

Tuesday, November 11, 2025 @ 5:00 PM

Note

Hours: Thurs., Nov. 13 - Sat, Nov. 15, 8:00 am - 6:00 pm

Sun., Nov. 16, - Tues, Nov. 18, 8:30 am - 5:00 pm

Wed., Nov. 19, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

Set-up per diagram.

Headers to read: LEAD RETRIEVAL

(3) Counters

(6) Chairs

(2) 6' x 30" draped tables

STORAGE AREA Setup per diagram.

(2) 6' x 30" draped tables

(8) 6' x 30" tables - no drape

(2) Chairs

****Remain as set through Wednesday, November 19 at 9:00 pm****

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(4) 20 amp drops - (1) inside Storage Room, (1) under each counter

All circuits should be 24-hour dedicated.

****Remain as set through Wednesday, November 19 at 9:00 pm****

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(1) Single line with instrument. Restricted and 800 calls only, number per Telephone Roster.

***** (1) Physical CAT5 cable drop with DHCP internet service*****

****Remain as set through Wednesday, November 19 at 9:00 pm****

Wednesday, November 12, 2025- Wednesday, November 19, 2025

9:00 AM- 6:00 PM

Headquarters Office

SDCC: Headquarters Office, Sails

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A201

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 11, 2025 @ 12:00 PM

Note

SET PER DIAGRAM

Install walls per 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 all doors between offices and staff meal room. Please ensure all the locks are working properly.

HEADQUARTERS and LOGISTICS OFFICE:

(33) 6' skirted tables with white drape, (16) to be used as desks

(17) Behind the desks, as drawn on diagram

(16) Executive swivel chairs

(23) Chairs (2) in front of desks and (3) Chairs - along wall for waiting area

(16) Wastebaskets

CONFERENCE ROOM

(1) 6' draped round table to make Conference Table, per diagram

(6) chairs

(1) Wastebasket

TRUNK / SIGN ROOM

Build room w/double wide opening per diagram.

(3) 6'x30" Skirted tables with white drape

(1) Wastebasket

(2) Coat Racks with hangers

(2) Rolls of Caution Tape for use in the Lecture Hall

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

See Diagram

(15) 120v/15 amp drops

(2) Power Strips per Diagram.

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

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

Telecom - SmartCity

Ready By:

Tuesday, November 11, 2025 @ 5:00 PM

Note

See Diagram

(1) VLAN with (2) static drop locations per diagram in Paula's area and table behind Kim P. on the SfN Staff VLAN

(15) additional dhcp IP addresses

(1) Maritz VLAN drop at Stephanie's area

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

(3) Multi-lines, unrestricted, with instruments and rollover, numbers per Telephone Roster at the desks for: Mary, Stephanie C, Kim P

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

Computer - Atlantic Images & Sound

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(1) iPad (please deliver to Headquarters, when computers are delivered).

(1) Black & White Printer behind Kim P. desk (See Diagram)

(1) Color Printer on the corner of Paula's desk

SfN staff to network all computers to printers.

iPad is for Tim P.

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

Wednesday, November 12, 2025- Wednesday, November 19, 2025

9:00 AM- 5:00 PM

Staff Work Room

SDCC: Staff Work Rm, Sails

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 11, 2025 @ 5:00 PM

Note

(11) 6'x30" Skirted Tables

(22) Chairs

(4) Wastebaskets

****Remain as set through Wednesday, November 19 at 6:00pm****

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(6) Quad Boxes, see floor plan for placement.

NOTE: (1) is for copier, need to ensure we have enough power.

(6) Power strips for charging devices.

****Remain as set through Wednesday, November 19 at 6:00pm****

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(2) SfN Staff VLAN drops - (1) for computers/printer and (1) at copier location (with SMTP capability allowing port 25 and 587 for copier drop)

(10) additional DHCP IP addresses

****Remain as set through Wednesday, November 19 at 6:00pm****

Computer - Atlantic Images & Sound

Ready By:

Wednesday, November 12, 2025 @ 10:00 AM

Note

(1) Desktop computer and monitor with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

(1) B/W Printer - SfN staff to network all computers in the workroom to this printer.

****Remain as set through Wednesday, November 19 at 6:00pm****

Wednesday, November 12, 2025- Friday, November 14, 2025

11:00 AM- 5:00 PM

Press Room Set Up

SDCC: 15B

Function Type: Office
Estimated Attendance: 60
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Setup - SDCC

Ready By:
Wednesday, November 12, 2025 @ 10:00 AM

Note
(17) 6'x30" tables as diagrammed
(20) Chairs as diagrammed.
(6) Banquet Rounds, with (8) chairs at each, spread throughout the room.
(2) Easels
(8) Wastebaskets

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

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note
(1) Poster Board with push pins
(5) Task Chairs
(1) Coat Rack

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

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 2:00 PM

Note
(4) 110 V AC drops - (1) under each table with computers or printer and (1) at the U shaped staff area.

Please add (2) additional power strips with each electrical drops near the computers for people to charge laptops.

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

Please do not tape electrical fully down until approved by Matt Windsor on Thursday 11/13

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

Telecom - SmartCity

Ready By:

Thursday, November 13, 2025 @ 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 and to network computers and printers.

(1) Single line with instrument, unrestricted, at staff area.
Phone numbers per Telephone Roster, place at the staff table

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

Computer - Atlantic Images & Sound

Ready By:

Thursday, November 13, 2025 @ 4:00 PM

Note

(3) Laptops with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

(1) Black & White Printer
(1) Color Printer in staff area

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

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

Food And Beverage - SDCC Catering

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

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

****Remain as set through Wednesday, November 19 at 6:00 p.m.****