

**Friday, November 14, 2025- Wednesday, November 19, 2025**

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

**KiddieCorp Child Care**

**SDCC: 17B**

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**Function Type:** Other

**Estimated Attendance:** 20

**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

**Alt Contact:** Jannelle Mendoza

**Organizer Email:** jannelle@kiddiecorp.com

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### Logistics

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#### Setup - SDCC

**Ready By:**

**Thursday, November 13, 2025 @ 5:00 PM**

Note

Registration area - right outside the entrance of 17B:

- (1) 6'x30" skirted table (no pins) with (2) chairs
- (1) Small trash can next to table

Rear of Room 17B: (ages 6 months-2 years old)

- (1) Covered diaper pail or lined trash can with cover, with extra trash bags
- (1) Large trash can
- (4) 6'x30" skirted tables (no pins) placed against the wall
- (5) Chairs
- Tape or cover electrical outlets.
- Empty diaper pail every 2-3 hours

Front of Room 17B: (ages 3-12 years old)

- (3) 5' round tables (covered with taped down plastic)
- (8) Chairs around each table
- (4) 6'x30" skirted tables (no pins) placed against the wall
- (2) Large trash cans with extra bags
- Check trash twice a day. Vacuum each evening.

Outside Patio of Room 17B:

- (2) 5' Round tables
- (8) Chairs (4 chairs at each table)

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

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#### Setup - Vendor - Other

**Ready By:**

**Friday, November 14, 2025 @ 5:00 PM**

Note

Items provided by KiddieCorp:

- Rear of Room 17B: (ages 6 months-2 years old)
- (2) Cribs with bedding\*
- (2) High chairs\*
- (5) Large sheets\*

Bottle warmers\*

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## General Contractor - The Expo Group (TEG)

***Ready By:***

**Thursday, November 13, 2025 @ 5:00 PM**

**Note**

Cover the (3) 5' round tables with taped down plastic  
Rear of Room 17B:  
(2) Mini-refrigerators

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

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## Audio/Visual - Atlantic Images & Sound

***Ready By:***

**Thursday, November 13, 2025 @ 5:00 PM**

**Note**

Front of Room 17B:  
(1) Flip chart with paper and marking pens  
(1) TV/DVD Player

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

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## Electrical - The Expo Group (TEG)

***Ready By:***

**Thursday, November 13, 2025 @ 5:00 PM**

**Note**

Front of Room 17B:  
(4) power strips, one placed on each 6' table against the wall to charge devices

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

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## Telecom - SmartCity

***Ready By:***

**Thursday, November 13, 2025 @ 5:00 PM**

**Note**

Front of Room 17B:  
(1) Single line telephone  
Call hold and transfer service required. Local and 800 calls only.  
Phone: 619-525-5710

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

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## Food And Beverage - SDCC Catering

***Ready By:***

**Thursday, November 13, 2025 @ 5:00 PM**

**Note**

Rear of Room 17B:  
(1) Water station (ice, water, napkins, and paper cups)  
Front of Room 17B:  
(3) Tablecloths (5' round)

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

Friday, November 14, 2025- Wednesday, November 19, 2025

8:00 AM- 5:00 PM

Temporary Staff Lounge

SDCC: Temp Lounge, Sails

Function Type: Registration	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Stephanie Embrey
	Post: Yes
	Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:	Note
Thursday, November 13, 2025 @ 8:00 AM	Hours: Friday, November 14, 8:00 am - 5:00 pm
	Saturday, November 15 - Wednesday, November 19, 7:00 am - 5:00 pm

Setup - SDCC

Ready By:	Note
Thursday, November 13, 2025 @ 1:00 PM	(2) Banquet rounds with chairs
	(1) 6' table for beverage service
	(1) 6' table with (1) chair for phone/work area
	(1) Large trashcan
	**Remain as set through Wednesday, November 19 at 6:00 pm**

General Contractor - The Expo Group (TEG)

Ready By:	Note
Tuesday, November 11, 2025 @ 5:00 PM	Build room as diagrammed
	(1) Coat rack with hangers
	(1) Task Chair
	**Remain as set through Wednesday, November 19 at 6:00 pm**

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, November 13, 2025 @ 5:00 PM	Place one electrical drop at 6' table with telephone per diagram.
	**Remain as set through Wednesday, November 19 at 6:00 pm**

Food And Beverage - SDCC Catering

***Ready By:***  
**Saturday, November 15, 2025 @ 7:00 AM**

Note

Saturday through Wednesday: Serve coffee from 7:00 am - 8:00 am.  
Freshly Brewed Coffee & Decaffeinated Coffee @\$80.00++ per gallon

All prices are subject to 23.5% service charge and 8% taxes

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

**Friday, November 14, 2025**

**9:00 AM- 6:30 PM**

**Molecular and Cellular Cognition Society (MCCS) Symposium**

**SDCC: 2**

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**Function Type:** Satellite

**Estimated Attendance:** 200

**Room Set:** As Set

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A701

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**Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Tomas Ryan

**Organizer Email:** tomas.ryan@tcd.ie

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**Logistics**

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**Setup - SDCC**

**Ready By:**

**Friday, November 14, 2025 @ 8:00 AM**

Note

As set Saturday, November 15 at 12 p.m.

Satellite organizer also requests the following items:

(2) 6' Skirted registration tables with (4) chairs at the entrance to the room.

(1) Easel

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**Audio/Visual - Atlantic Images & Sound**

**Ready By:**

**Friday, November 14, 2025 @ 8:00 AM**

Note

As set Saturday, November 15 at 12 p.m.

Satellite organizer will use the following existing items:

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

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**Audio/Visual - ON AV**

**Ready By:**

**Friday, November 14, 2025 @ 8:00 AM**

Note

As set Saturday, November 15 at 12 p.m.

Satellite organizer will use the following existing items:

(1) Lectern microphone

(3) Head table microphones

(1) DI under 6' table for computer

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**Food And Beverage - SDCC Catering**

**Ready By:**

**Friday, November 14, 2025 @ 8:00 AM**

Note

Please contact the organizer directly for food and beverage requirements. Organizer will pay SDCC Catering directly for all f/b costs.

**Friday, November 14, 2025**

**9:00 AM- 3:00 PM**

**Production Transport Staff Training Meeting**

**SDCC: 26B**

**Function Type:** Meeting

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Katelyn Crume

**Post:** Yes

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**Logistics**

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**Setup - SDCC**

*Ready By:*

**Friday, November 14, 2025 @ 8:00 AM**

Note

As set on Thursday, November 13

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**Audio/Visual - Atlantic Images & Sound**

*Ready By:*

**Friday, November 14, 2025 @ 8:00 AM**

Note

No mics are needed for this meeting

Friday, November 14, 2025  
9:00 AM- 1:00 PM  
Temporary Personnel Training  
SDCC: 1A, 1B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 100	Meeting Planner: Stephanie Embrey
Set For: 100	Post: Yes
Room Set: As Set	Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:	Note
Friday, November 14, 2025 @ 8:00 AM	As set on Saturday, November 15 at 12:00 pm

Audio/Visual - ON AV

Ready By:	Note
Friday, November 14, 2025 @ 8:00 AM	(1) Lectern microphone

**Friday, November 14, 2025- Wednesday, November 19, 2025**

**10:00 AM- 6:30 PM**

**Infant Care Room**

**SDCC: 17A**

**Function Type:** Other

**Estimated Attendance:** 10

**Room Set:** See Diagram

**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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### General Notes - SfN

**Ready By:**

**Friday, November 14, 2025 @ 9:00 AM**

Note

Infant Care Room Hours:

Friday, November 14: 10 a.m.- 6:30 p.m.

Saturday, November 15 - Wednesday, November 19: 7:00 a.m. - 6:30 p.m.

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### Setup - SDCC

**Ready By:**

**Thursday, November 13, 2025 @ 2:00 PM**

Note

**\*\*See Diagram\*\***

(1) Large Trash Can with Liner in common area

(1) Water Cooler with Cups -Do not plug in - water cannot be cold  
Refill as needed

Tape or cover electrical outlets except in the 2 cubicles

Empty diaper pails every 2-3 hours

Check trash twice a day. Vacuum each evening.

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

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

**Ready By:**

**Thursday, November 13, 2025 @ 12:00 PM**

Note

(2) 10'x10' Hard-walled cubicles (lockable from inside)

(2) Small Trash Cans w/liners - one in each cubicle

(6) Arm Chairs – 1 placed inside each cubicle, and 4 in the common area

(6) Vibe cubes – 1 placed inside each cubicle, and 4 in the common area

(3) Large diaper pails– (1) placed next to changing table in common area, (1) in each cubicle

(3) 6'x30" skirted tables in common area, see diagram for placement

(3) 6'x30" skirted tables. Install padding (extra padding) under white plastic tops before topping. Please be sure there are no staples, etc.

anywhere near the top or sides of the tables. Place one (1) padded table in each cubicle, and one (1) padded table in the common area next to the diaper pail.



(3) Changing pads - place one (1) pad on top of table in each cubicle, and one (1) pad on top of the table in the common area next to the diaper pail.  
Keyed lockers - placed along wall in common area

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

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

***Ready By:***

**Thursday, November 13, 2025 @ 7:00 AM**

Note

(2) Electrical outlets - place one (1) in each cubicle

(2) Power cords - place one (1) in each cubicle

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

**Friday, November 14, 2025**

**10:00 AM- 11:30 AM**

**Staff Tour**

**SDCC**

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**Function Type:** Other

**Estimated Attendance:** 50

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** No

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

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## Logistics

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### General Notes - SDCC

***Ready By:***

**Friday, November 14, 2025 @ 9:30 AM**

Note

Staff tours will be conducted at the following times:

Thursday, 4:00 pm

Friday, 10:00 am

Please ensure all escalators are turned on.

**Friday, November 14, 2025**

**11:30 AM- 2:30 PM**

**Staff Meal Room**

**SDCC: Staff Meal Rm, Sails**

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**Function Type:** Other

**Estimated Attendance:** 70

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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

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## Contacts

**Contact:** Dawn Keane

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## Logistics

### Food And Beverage - SDCC Catering

***Ready By:***

**Friday, November 14, 2025 @ 11:15 AM**

**Note**

Replenish as needed throughout the day:

(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

SL6 @ \$40++ per person

CASUAL ITALIAN

Caesar Salad Bar: Romaine, Parmesan Croutons (V), Shaved Parmesan, Baby Tomatoes, Roasted Cauliflower & Pine Nuts. Traditional Caesar (GF) and Roasted Pepper-Lemon Vinaigrette (GF/Vegan)

Cucumber and Tomato Salad with Charred Red Onion and Italian Parsley Vinaigrette (GF/Vegan)

Baked Orecchiette and Italian Sausage Pomodoro with Fresh Basil, Roasted Vegetables and Quattro Formaggi

Vegan Orecchiette Pomodoro with Fresh Basil and Roasted Vegetables (Vegan)

Garlic Asiago Breadsticks (V)

Pear Tarts (GF/V)

Cannoli (V)

Please label all food for vegetarian, vegan, gluten free, dairy free, and any allergens

Assorted Canned Soda @ \$5.00++ each, charged on consumption

Please have Coke products available

All prices are subject to 23.5% service charge and 8% sales taxes.

Friday, November 14, 2025- Wednesday, November 19, 2025

12:00 PM- 5:00 PM

Badge Pick Up

SDCC: Badge Pickup Lobby D

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:  
Tuesday, November 11, 2025 @ 5:00 PM

Note  
Hours for Badge Pick-Up  
Fri., Nov.14 - 12:00 pm - 5:00 pm  
Sat., Nov. 15 - Wed., Nov. 19 - 7:30 am - 5:00 pm  
  
\*\*Note: Please have three counters with scanner/printers and one Customer Services kiosk open for Exhibitor Badge Pick-Up on Wednesday 11/12 & Thursday 11/13, 8 am - 6 pm each day. Must be ready to print badges at 8 am Wednesday morning\*\*  
  
\*\* Note: Please have four counters and two Customer Service Kiosks open for Short Course participants and exhibitors on the morning of 11/14.\*\*  
  
\*\*NOTE: PLEASE KEEP ONE COUNTER OPEN FOR THE SATURDAY NIGHT 11/15 POSTER SESSION UNTIL 8:00 PM. AREA WILL BE MANNED BY A TEMP.\*\*

General Contractor - The Expo Group (TEG)

Ready By:  
Monday, November 10, 2025 @ 2:00 PM

Note  
Hall D Lobby  
Counters 1-5  
Signage on Structural Rendering: BADGE PICK-UP  
Scan & Go Counters  
(5) Counters to accommodate eleven laptops, five printers and ten orbital scanners, facing outward  
3' high black pipe and drape or rope to create lines in front of counters  
Rope and stanchion to create serpentine waiting line  
(1) High stool for line monitor  
(2) High stools, one at each end of counter  
  
Counters 6-10  
Signage on Structural Rendering: BADGE PICK-UP  
(5) Counters to accommodate eleven laptops, five printers and ten

orbital scanners

3' high black pipe and drape or rope to create lines in front of counters

Rope and stanchion to create serpentine waiting line

(2) High stools for line monitor

(4) High stools, one at each end of counter

Counters 11-13

Signage on Structural Rendering: CUSTOMER SERVICE

(3) Counters to accommodate six computers and three printers facing inward each

(7) Task chairs, (2) Behind each counter and (1) for admin on back counter

(3) Tables behind the kiosks for admin laptops and printers

3' high black pipe and drape or rope to create lines in front of counters

Rope and stanchion to create serpentine waiting line

(1) High stool for line monitor

(2) High stools, one at each end of counter

Attendee Look Up Counter

(1) 6' Skirted table

**\*\* Please place several trash cans/recycle bins in this area.\*\***

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

***Ready By:***

**Wednesday, November 12, 2025 @ 12:00 PM**

Note

SET PER DIAGRAM

(1) Sticker Stop Counter with one ADA side

(2) Acrylic holders back-to-back on each counter

Meeting Associate will monitor and replace stickers as needed

(1) ACCORDION LITERATURE STAND NEXT TO STICKER STOP COUNTER

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

***Ready By:***

**Thursday, November 13, 2025 @ 12:00 PM**

Note

SET PER DIAGRAM

Bag Pick-up 1

(1) 1M Counter

(1) 6' behind counter

(1) Stool for Temp Staff

(2) Bag racks in front of counter

Bag Pick-up 2

(1) 1M Counter

(1) 6' behind counter

(1) Stool for Temp Staff

(2) Bag racks in front of counter

**\*\*Remain as set through Wednesday, November 19 at 5:00 p.m.\*\***

***Ready By:***  
**Monday, November 10, 2025 @ 5:00 PM**

Note  
Badge Pick Up - Total AMPS (104)  
2 AMPS = 44 and 6 AMPS = 60  
Total Quad Boxes: 10  
Place quad boxes with power strips under each counter.  
  
Customer Service (Attendee/Exhibitor-Total AMPS (34)  
2 AMPS = 16 and 6 AMPS =18  
Total Quad Boxes: 4  
Place quad boxes with power strips under each counter and back table  
  
\*\*Remain as set through Wednesday, November 19 at 5:00 pm.\*\*

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## Telecom - SmartCity

***Ready By:***  
**Monday, November 10, 2025 @ 5:00 PM**

Note  
(4) Maritz VLAN drops  
  
Additional access points may be needed in Lobby D for the Maritz office and the scanners. There have been issues with the wifi in this area in the past.  
  
\*\*Remain as set through Wednesday, November 19 at 5:00 pm."

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## Computer - Maritz

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

Note  
Hall D Lobby - Counters 1-10  
(2) Maritz Admin Terminals  
(20) Maritz Self-Registration Terminals  
(20) Orbital Scanners  
(10) Maritz Printers for Badges  
(5) Scan & Go Handheld Scanners  
  
Customer Service - Counters 11-13  
(6) Maritz Workstations  
(6) Orbital Scanners  
(2) Maritz Admin Terminal  
(3) Maritz Printers for Badges  
(1) Receipt Printers  
(1) Abstracts Online Terminal  
  
Attendee Lookup Table  
(1) Workstation  
(1) Orbital Scanner  
  
\*\*Remain as set through Wednesday, November 19 at 5:00 pm."

Friday, November 14, 2025- Wednesday, November 19, 2025

12:00 PM- 5:00 PM

SfN Information Booth

SDCC: Info Booth, Lobby D

Function Type: Other  
Room Set: See Diagram

Billing Group: SfN Master  
Meeting Planner: Dawn Keane  
Post: Yes  
Cost Center: A-MO200-A201

Contacts

Contact: Egle Derkintyte

Logistics

General Notes - SfN

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

Note  
Fri, Nov 14, 12:00pm - 6:00pm  
Sat, Nov 15 - Tues, Nov 18, 7:30am - 6:00pm  
Wed, Nov 19, 8:00am - 5:00pm

General Contractor - The Expo Group (TEG)

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

Note  
(1) Information Booth per diagram. Please provide cabinet space for staff personal items.  
  
Header copy: Annual Meeting Information  
  
(4) Stools  
(2) Wastebaskets  
  
\*\*Remain as set through Wednesday, November 19 at 5:00pm\*\*

Electrical - The Expo Group (TEG)

Ready By:  
Thursday, November 13, 2025 @ 12:00 PM

Note  
Electrical for computer and monitor.  
  
(1) Power strip  
  
\*\*Remain as set through Wednesday, November 19 at 5:00pm\*\*

Computer - Atlantic Images & Sound

Ready By:  
Friday, November 14, 2025 @ 11:00 AM

Note  
(1) Computer with wireless card and monitor set on the counter.  
  
\*\*Remain as set through Wednesday, November 19 at 5:00pm\*\*

**Friday, November 14, 2025**  
**1:00 PM- 5:30 PM**  
**RCR Short Course**  
**SDCC: 16A, 16B**

<b>Function Type:</b> Workshop	<b>Billing Group:</b> SfN Master
<b>Estimated Attendance:</b> 180	<b>Meeting Planner:</b> Jennifer Gross
<b>Room Set:</b> See Diagram	<b>Post:</b> Yes
	<b>Cost Center:</b> A-AT200-A174

**Contacts**

**Contact:** Eiman Abdelgadir

**Logistics**

**Setup - SDCC**

<b>Ready By:</b> <b>Thursday, November 13, 2025 @ 10:00 AM</b>	<b>Note</b> Set per diagram  Set rounds of 10 for (180) Stage 24’ x 8’ x 24’’ with steps and railing (2) 8' Head Tables on stage with (6) chairs (1) Standing Lectern on stage (2) Easels (2) 6'x30" Skirted Registration/Materials tables at entrance with (4) chairs (1) 6'x30" skirted AV Tech table with (2) chairs (2) Wastebaskets, placed outside room by registration table Water for speakers at head table  **Remain as set through Wednesday, November 19 at 5:00pm**
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**General Contractor - The Expo Group (TEG)**

<b>Ready By:</b> <b>Thursday, November 13, 2025 @ 12:00 PM</b>	<b>Note</b> (1) 6'x18"x42' table, white top/black skirt set perpendicular between head table and standing lectern  **Remain as set through Wednesday, November 19 at 5:00pm**
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**Audio/Visual - Atlantic Images & Sound**

<b>Ready By:</b> <b>Thursday, November 13, 2025 @ 2:00 PM</b>	<b>Note</b> (2) Screen (6.75' x 12') (2) Data Projectors (1) 4x1 switcher (1) Laser Pointer (1) Speaker Timer  **Remain as set through Wednesday, November 19 at 5:00pm**
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**Audio/Visual - ON AV**



***Ready By:***

**Friday, November 14, 2025 @ 12:00 PM**

**Note**

- (1) Lectern microphone
- (3) PTT Table microphones at head table
- (2) Floor microphones
- (1) Audio DI @ lectern

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

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

***Ready By:***

**Thursday, November 13, 2025 @ 10:00 AM**

**Note**

- Wall outlets run by Local #122
- (2) Power strips @ head table

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

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**Computer - Atlantic Images & Sound**

***Ready By:***

**Friday, November 14, 2025 @ 12:00 PM**

**Note**

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

Friday, November 14, 2025- Wednesday, November 19, 2025

2:00 PM- 5:00 PM

Attendee Seating Areas & Public Spaces

SDCC

Function Type: Other  
Room Set: See Diagram

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

Logistics

Setup - SDCC

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

Note  
Please place as many tables and chairs as possible in public areas as seating areas for attendees. Seating should be placed in areas not already utilized and so that they don't interfere with traffic flow.  
  
Specific areas include: rooms 23-27 corridor, Hall H lobby.  
  
\*\*Remain as set through Wednesday, November 19 at 5:00pm\*\*

**Friday, November 14, 2025- Wednesday, November 19, 2025**

**2:00 PM- 5:00 PM**

**Exhibitor Directory, Lanyard Pickup and Badge Recycle Locations**

**SDCC**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** No

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## Logistics

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### Setup - SDCC

**Ready By:**

**Wednesday, November 12, 2025 @ 7:30 AM**

Note

SEE DIAGRAM FOR EXACT LOCATIONS

(3) Large trash cans. Placed next to lanyard bins in Lobby D.

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

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### Setup - The Expo Group (TEG)

**Ready By:**

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

Note

SEE DIAGRAM FOR EXACT LOCATIONS

LANYARD BINS

(3) Lobby D

Please place 150 lanyards in bin (between Exhibit Management Office and Info Counter)

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

**Ready By:**

**Thursday, November 13, 2025 @ 7:30 AM**

Note

LANYARD BINS

Please fill (1) lanyard bin (between Exhibit Management Office and Info Counter)

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

**Ready By:**

**Friday, November 14, 2025 @ 10:00 AM**

Note

Please fill (3) lanyard bins with lanyards and monitor these bins and refill as needed.

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

**Ready By:**

**Monday, November 17, 2025 @ 7:30 AM**

Note

SEE DIAGRAM FOR EXACT LOCATIONS

BADGE RECYCLE BIN (locked)

(2) Lobby D

(1) Lobby B

(1) Lobby C

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

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

***Ready By:***

**Friday, November 14, 2025 @ 10:00 AM**

Note

SEE DIAGRAM FOR EXACT LOCATIONS

EXHIBIT HALL DIRECTORY PROGRAM and EXHIBIT GUIDE

PICK-UP

(8' H x 10' W with Exhibit Guide bins)

(1) Lobby D near exhibit hall doors

(1) Sails Pavilion

(1) Hall E, inside entrance along the wall

(1) Hall C/D, inside entrance along the wall

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