PENGUICON.ORG

Penguicon 2011
Facilities Layout

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r110425.03

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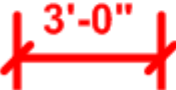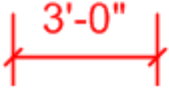
Overview

Equipment Overhead (max simultaneous use):

Tables (6x30):   52
Tables (6x18):   63
Tables (8x30):   14
Tables (8x18):   5
Tables (5' 6" Round):   11
Tables (High Top):   5
Table skirting: 89
Table round skirting: 11
Chairs: ~1280
Chairs (High):   30

Stage sections (4' x 6')   7
Stage steps: 4
Trash cans: 19
Telephone Drops: 1
Internet Drops: 1

Symbols:

Chair

TC   Trash Can

ELEC   Make sure there is power

Outlet (110)

3'-0"   Measurement for furniture placement

3'-0"   Room measurement

Exterior

Marriott Parking Garage
Please leave for attendees

Next Door Parking Garage
Staff Parking
DO NOT USE GROUND FLOOR

Main Entrance

Dealer's Room Entrance
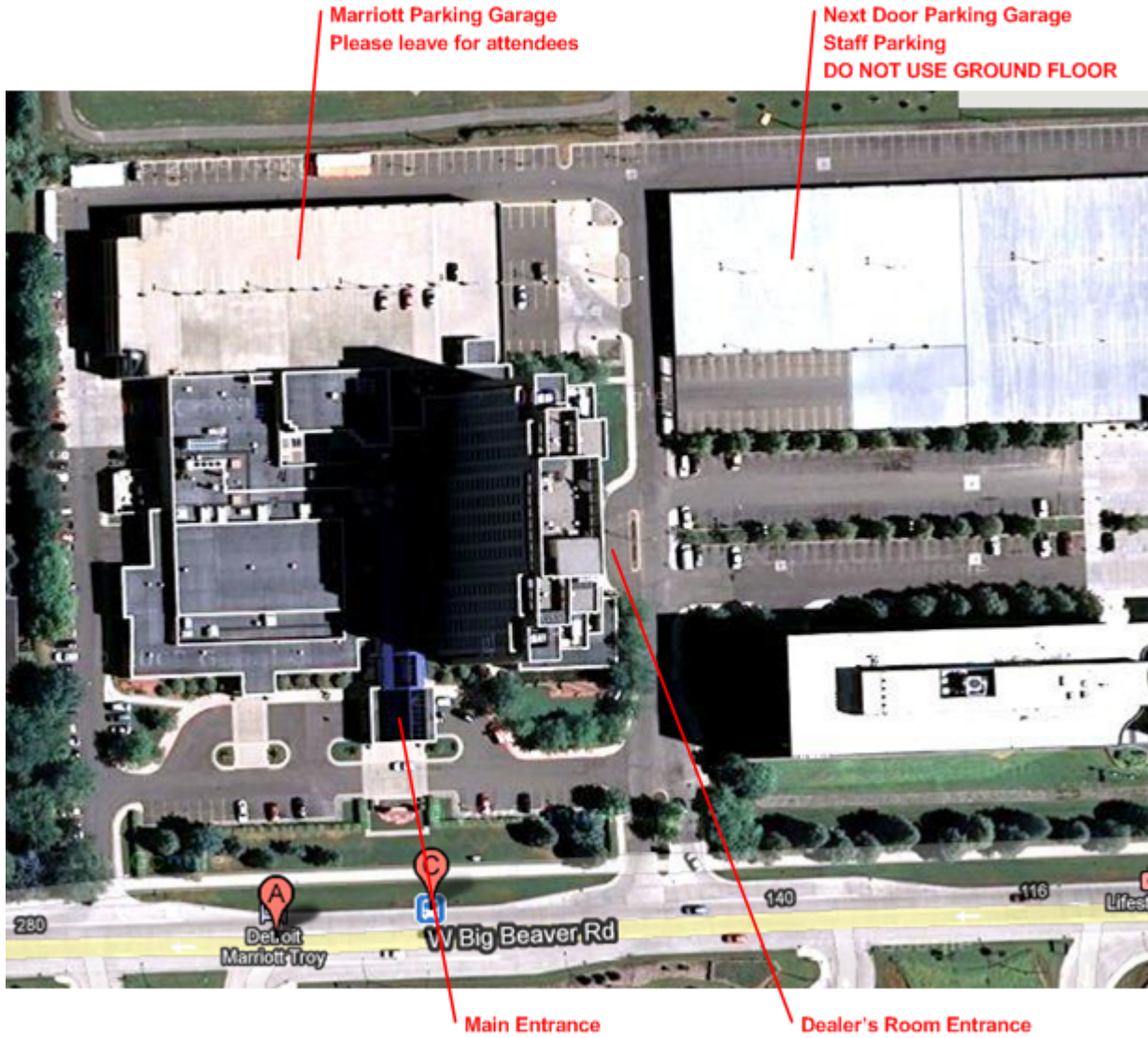
Room: Athens
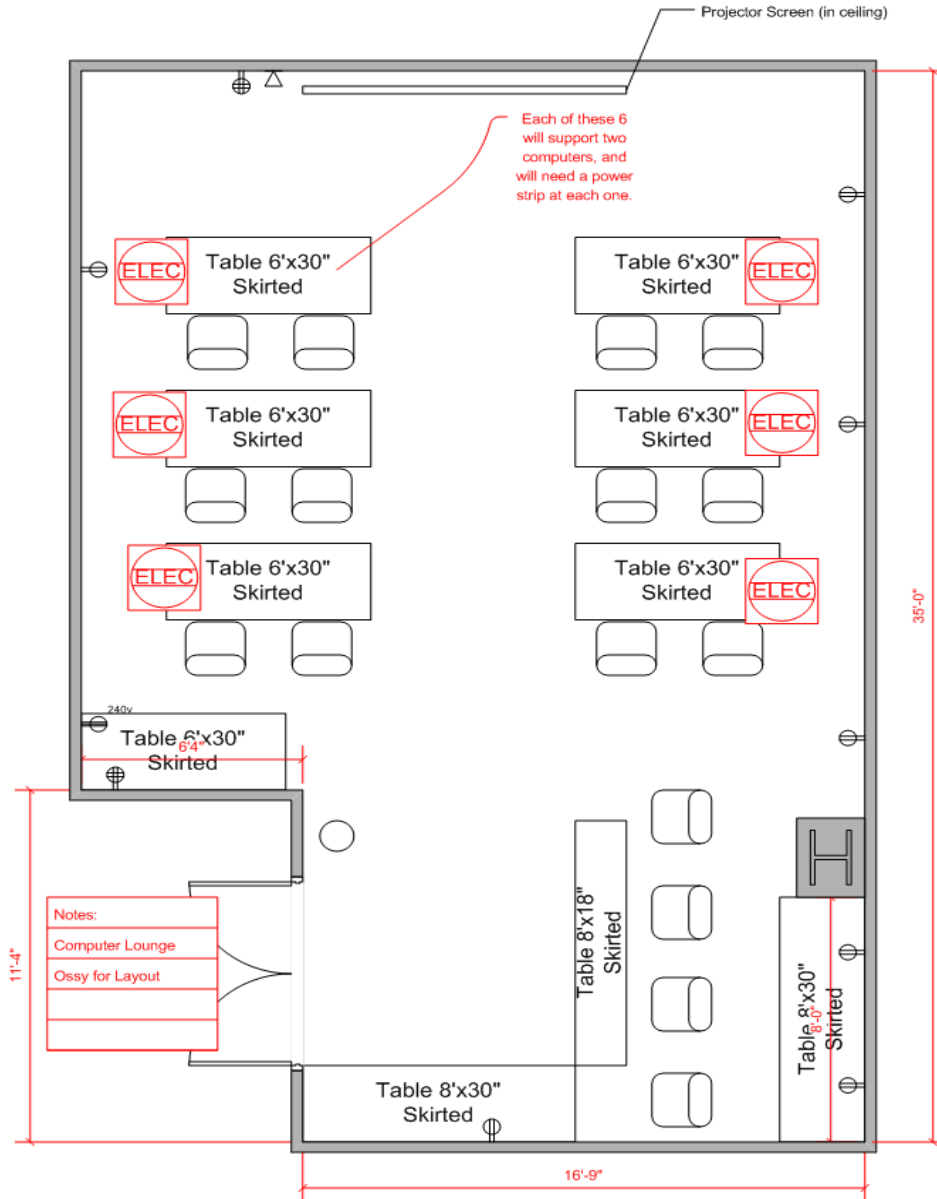# **Use:** Computer Lounge

Projector Screen (in ceiling)

Each of these 6 will support two computers, and will need a power strip at each one.

Table 6'x30" Skirted

Table 6'x30" Skirted

Table 6'x30" Skirted

Table 6'x30" Skirted

Table 6'x30" Skirted

Table 6'x30" Skirted

Table 6'x30" Skirted

Notes:
Computer Lounge
Ossy for Layout

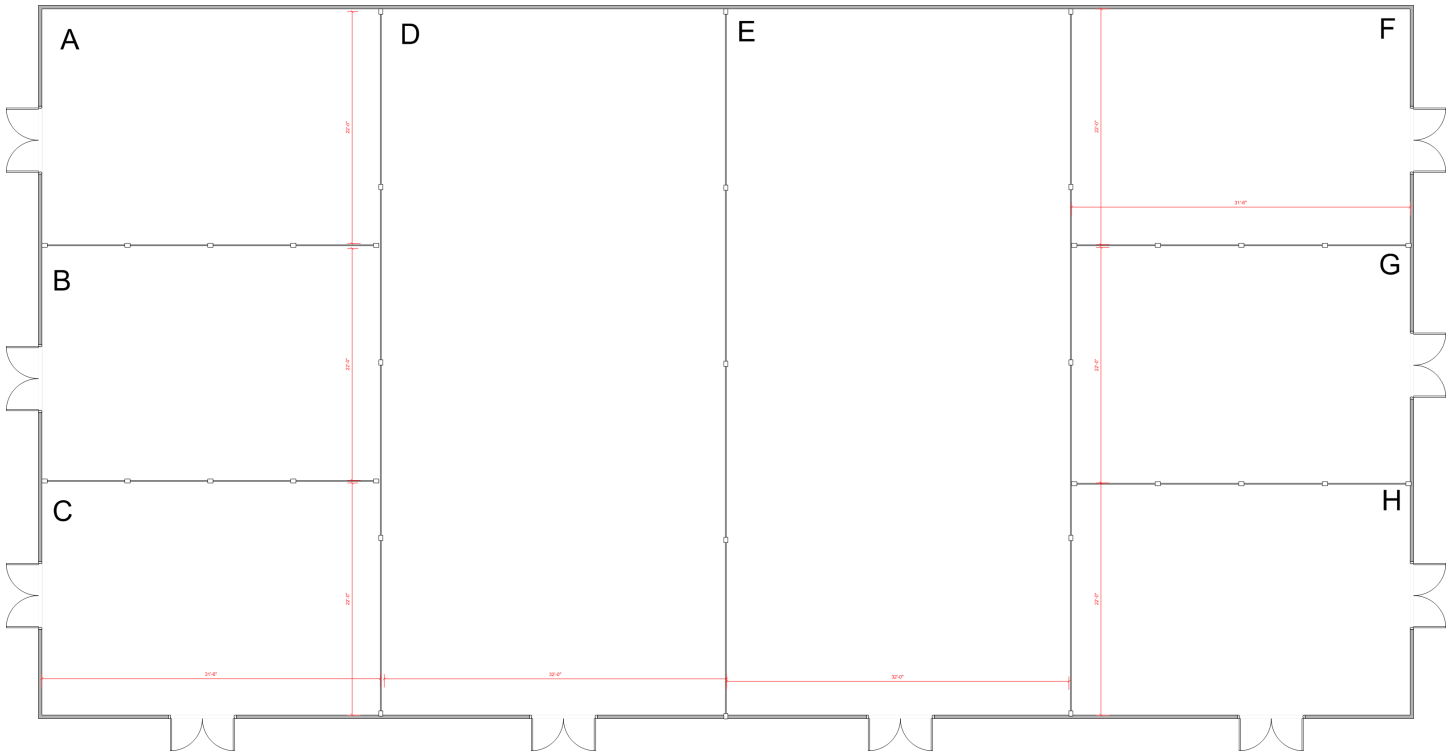Table 8'x18" Skirted

Table 8'x30" Skirted

Table 8'x30" Skirted

Equipment:

7 – Tables (6' x 30")
2 – Tables (8' x 30")
1 – Tables (8' x 18")
10 – Skirting
16 – Chairs
1 – Trash cans

Notes:

Power to classroom-style tables

Room: Ballrooms A through H
Use: Panels, Bigtop, Dance, etc

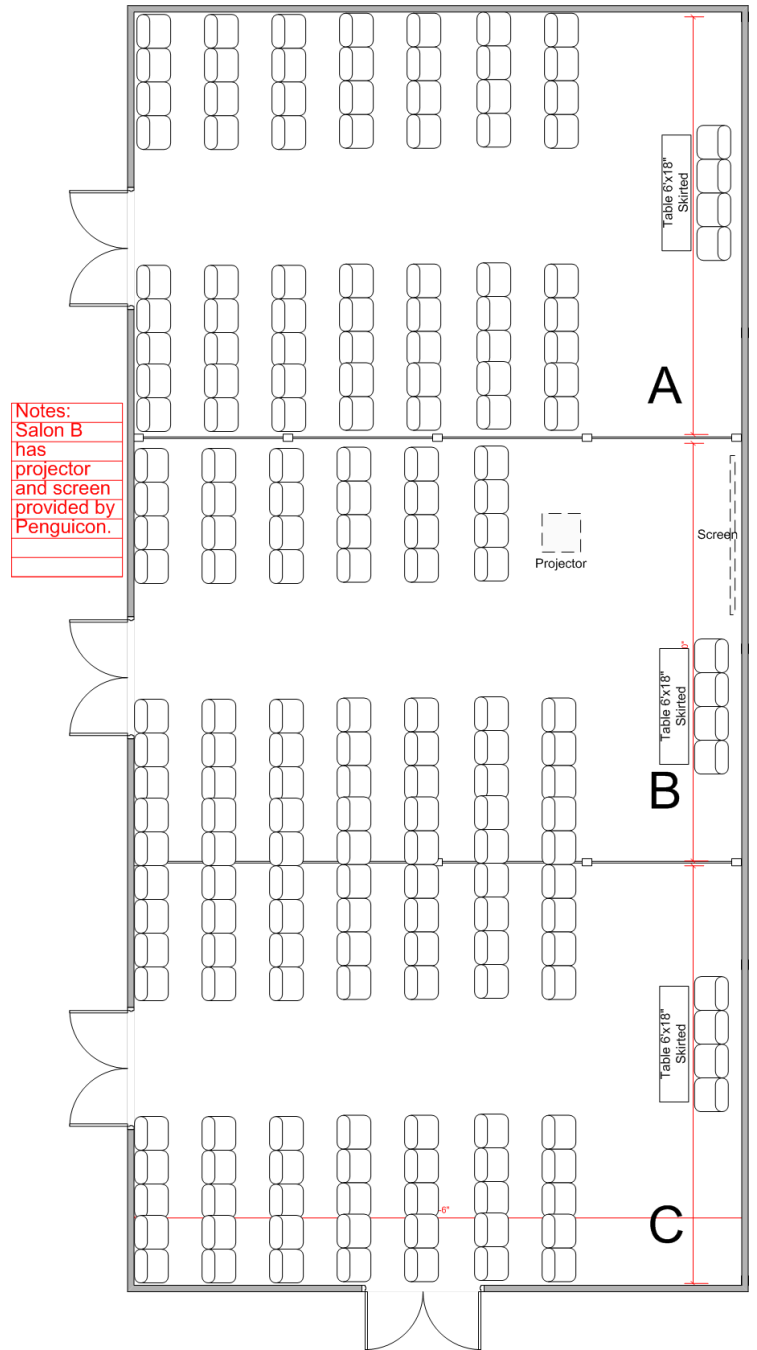
Notes:
This is detailed on later pages...

Room: Ballrooms A-C (Friday 1200 to Saturday 1100)
Use: Panel Discussions

Equipment:
~200 – Chairs
3 – Tables (6' x 18")
3 – Skirting

Notes:
Projector/Screen provided by Penguicon
Water service outside hallway doors

Room: Ballrooms A-C (Saturday 1200 to Saturday 2100)
Use: Panel Discussions, Author Signing

Equipment:
~150 – Chairs
2 – Tables (6' x 18")
5 – Tables (8' x 30")
8 – Skirting

Notes:
Projector/Screen provided by Penguicon
Water service outside hallway doors

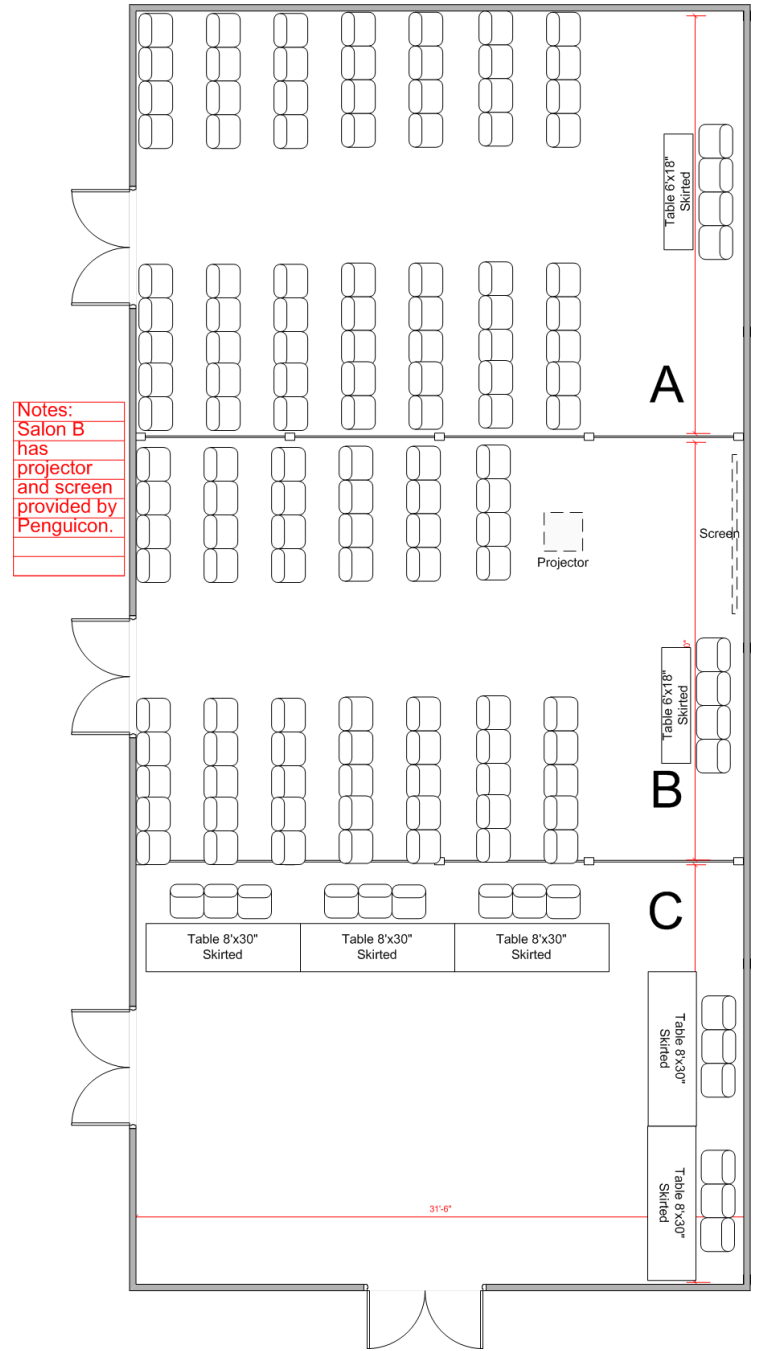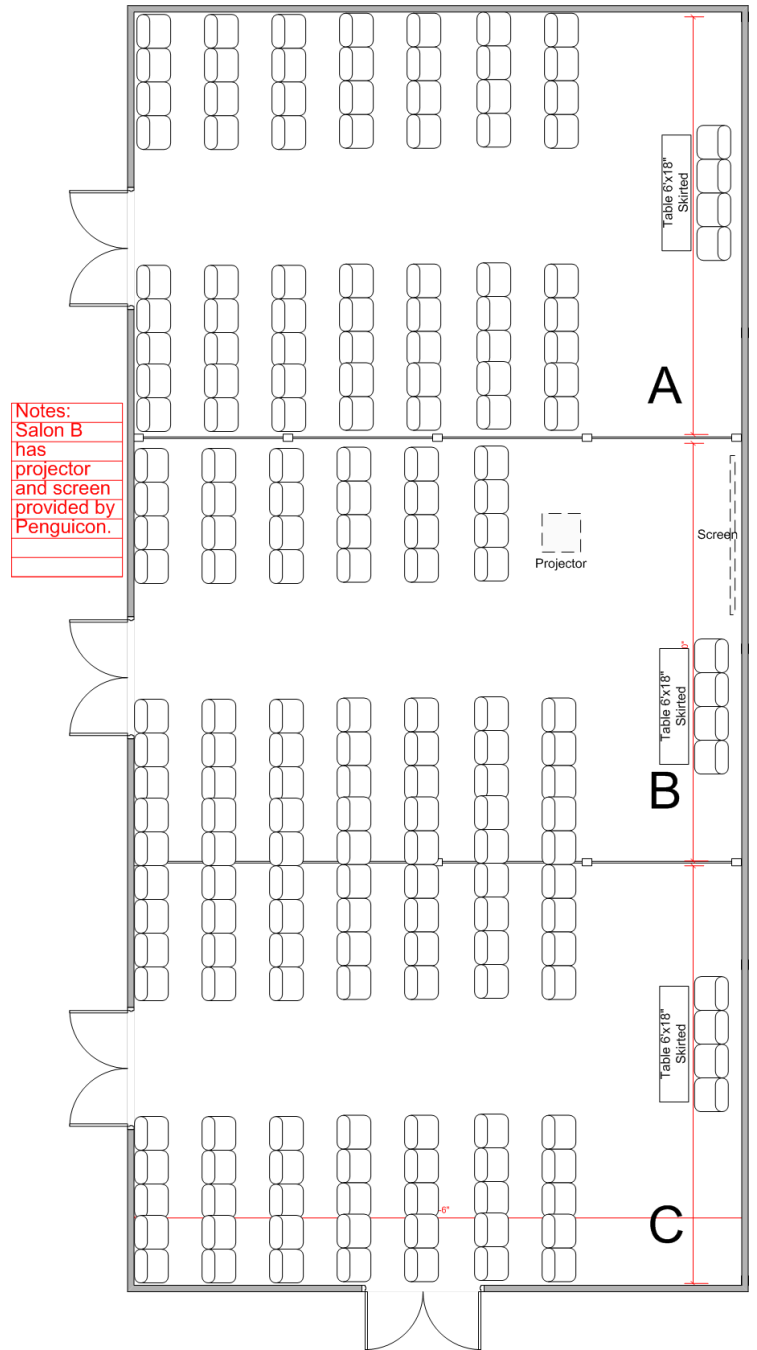# Room: Ballrooms A-C (Saturday 2200 to Sunday 1800)
Use: Panel Discussions

Equipment:
~200 – Chairs
3 – Tables (6' x 18")
3 – Skirting

Notes:
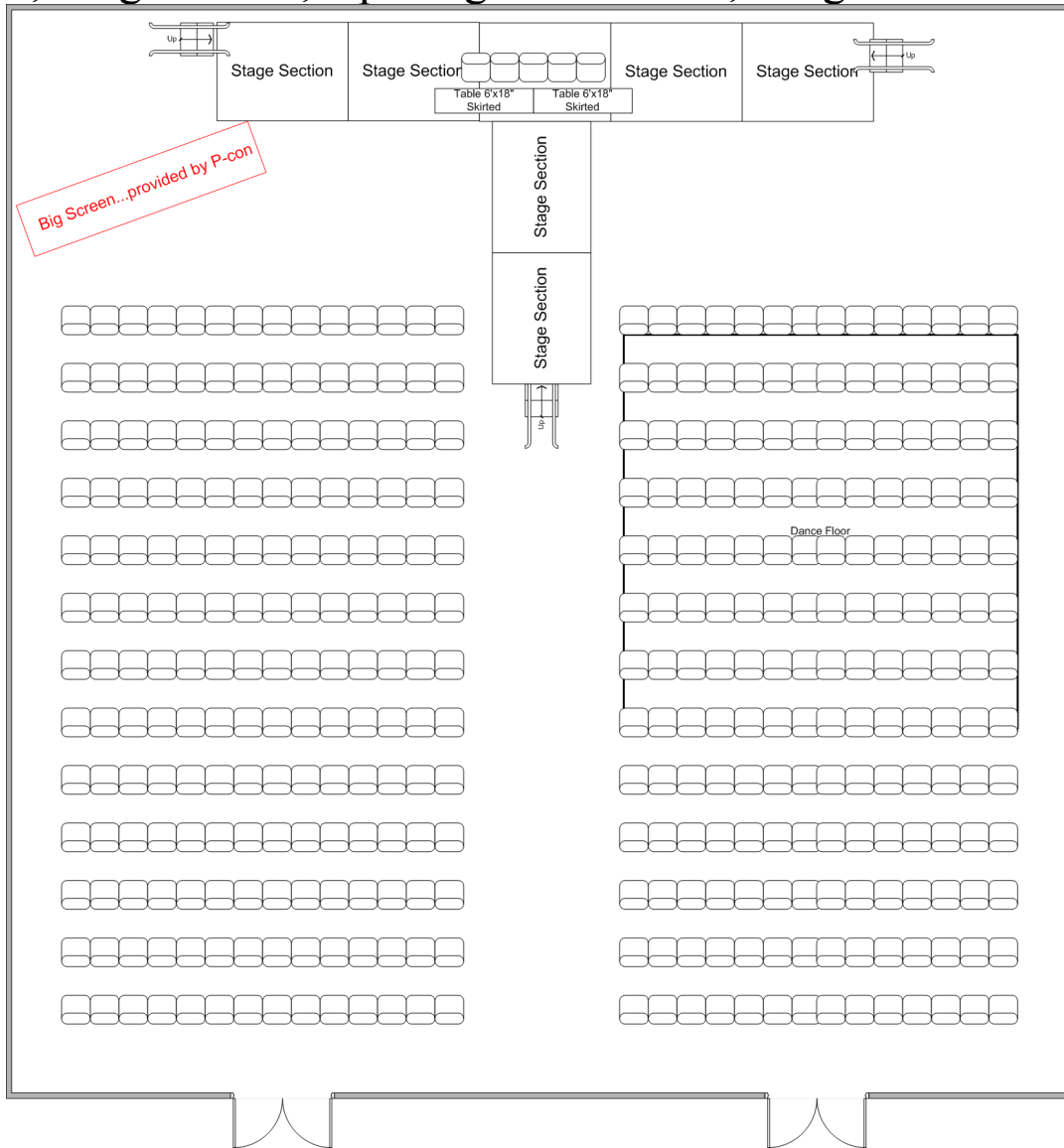Projector/Screen provided by Penguicon
Water service outside hallway doors

Room: Ballroom D & E (Thursday 1500 to Saturday 0200)
Use: Concert, Large Panels, Opening Ceremonies, Drag Show

Equipment:
2 – Tables (6' x 18")
~400 – Chairs
7 – Stage sections
3 – Stage steps
2 – Skirting
Dance floor

Notes:
Projector/Screen provided by Penguicon
A/V Service provided by Penguicon
Water Service in hall

Room: Ballroom D & E (Saturday 0900 to Saturday 1200)
Use: Large Panels

Equipment:
4 – Tables (6' x 18")
~400 – Chairs
5 – Stage sections
4 – Stage steps
4 – Skirting
Dance floor

Notes:
Projector/Screen provided by Penguicon
A/V provided by Penguicon
Water Service in hall

Room: Ballroom D & E (Saturday 1230 to Saturday 1330)
Use: Large Panels, Dance Panel

Equipment:
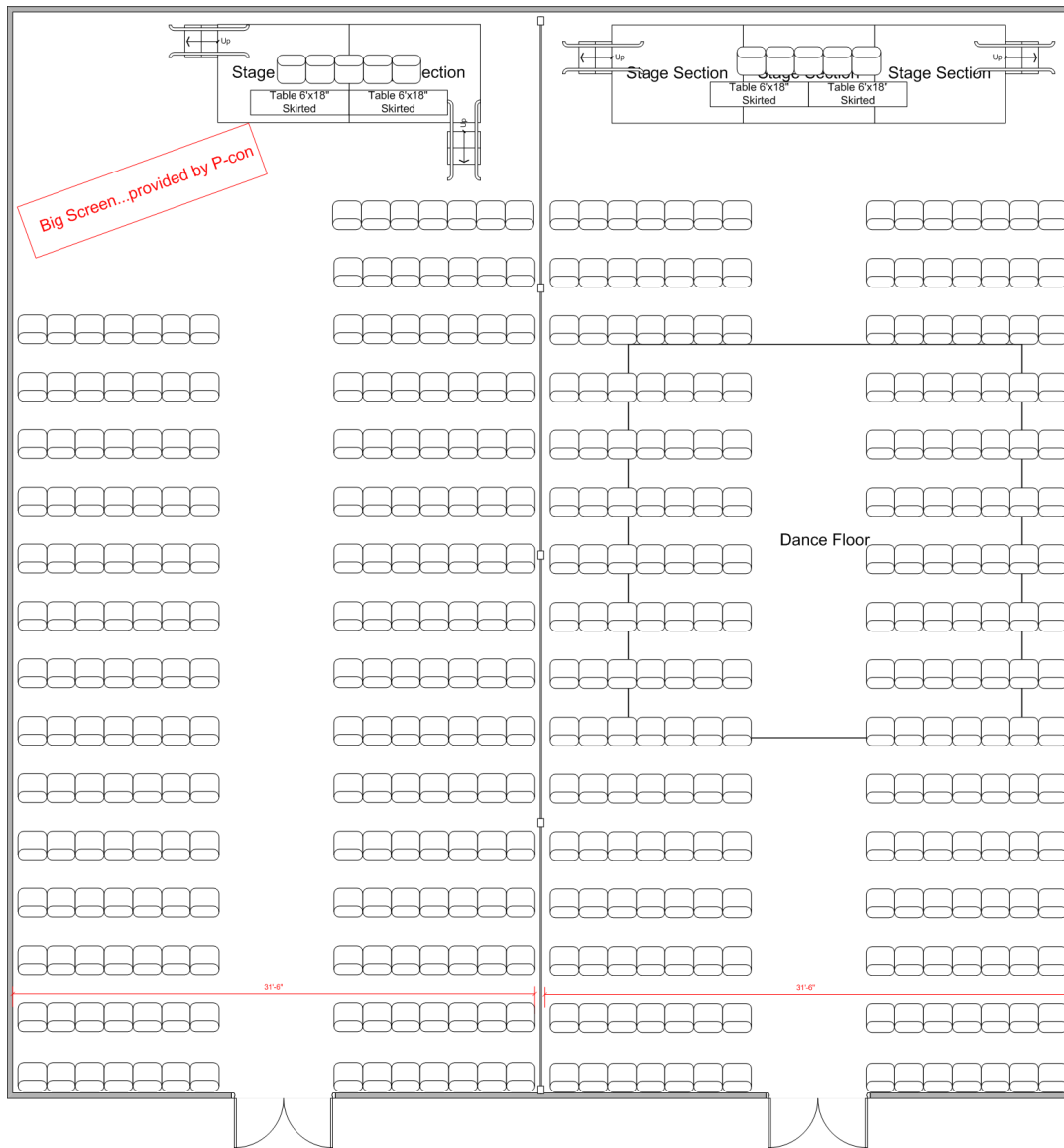4 – Tables (6' x 18")
~200 – Chairs
5 – Stage sections
4 – Stage steps
4 – Skirting
Dance floor

Notes:
Projector/Screen provided by Penguicon
A/V provided by Penguicon
Water Service in hall
Omit round tables from this setup, simply move chairs to the side walls for the duration.

Room: Ballroom D & E (Saturday 1400 to Saturday 1800)
Use: Large Panels

Equipment:
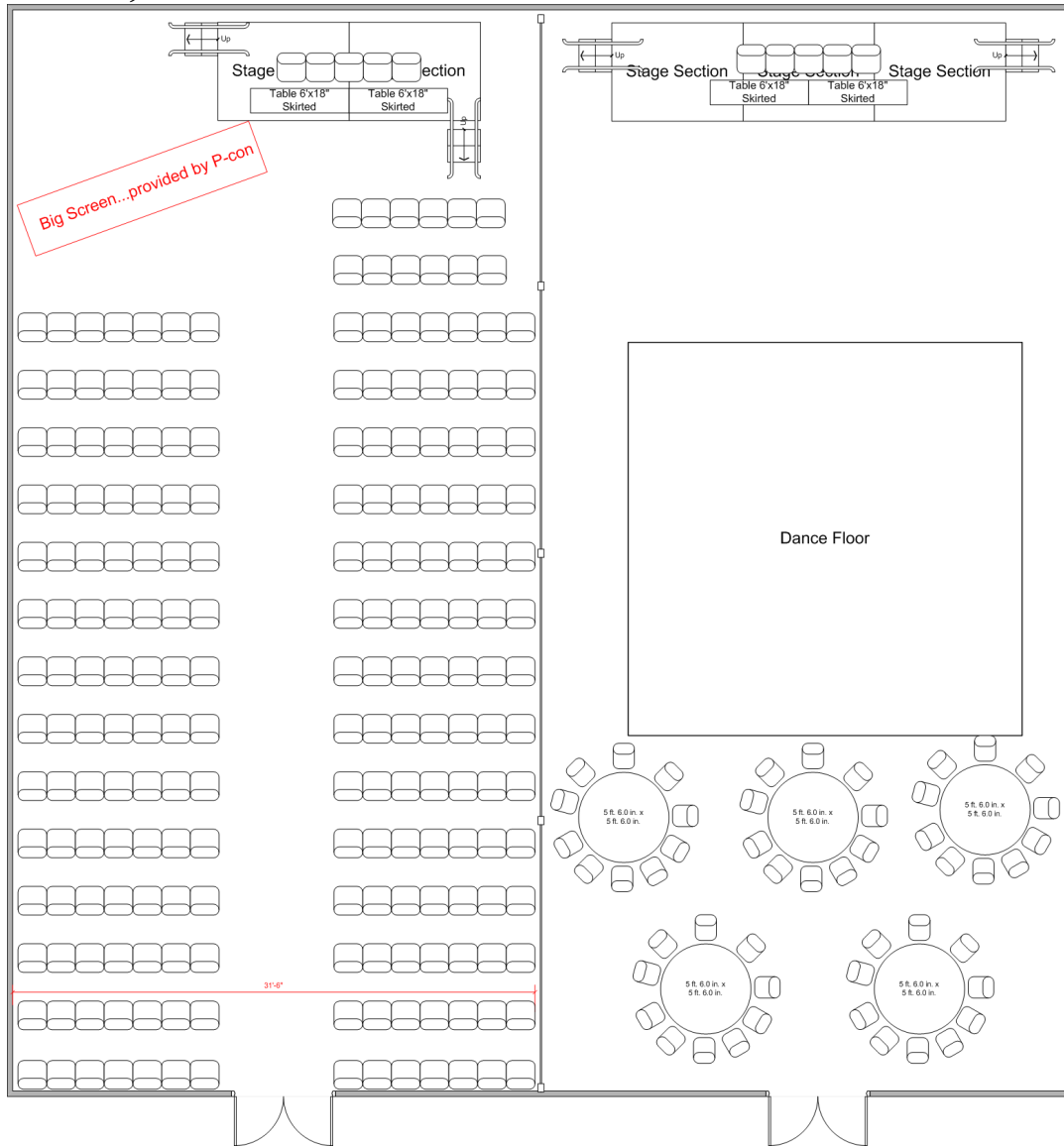4 – Tables (6' x 18")
~400 – Chairs
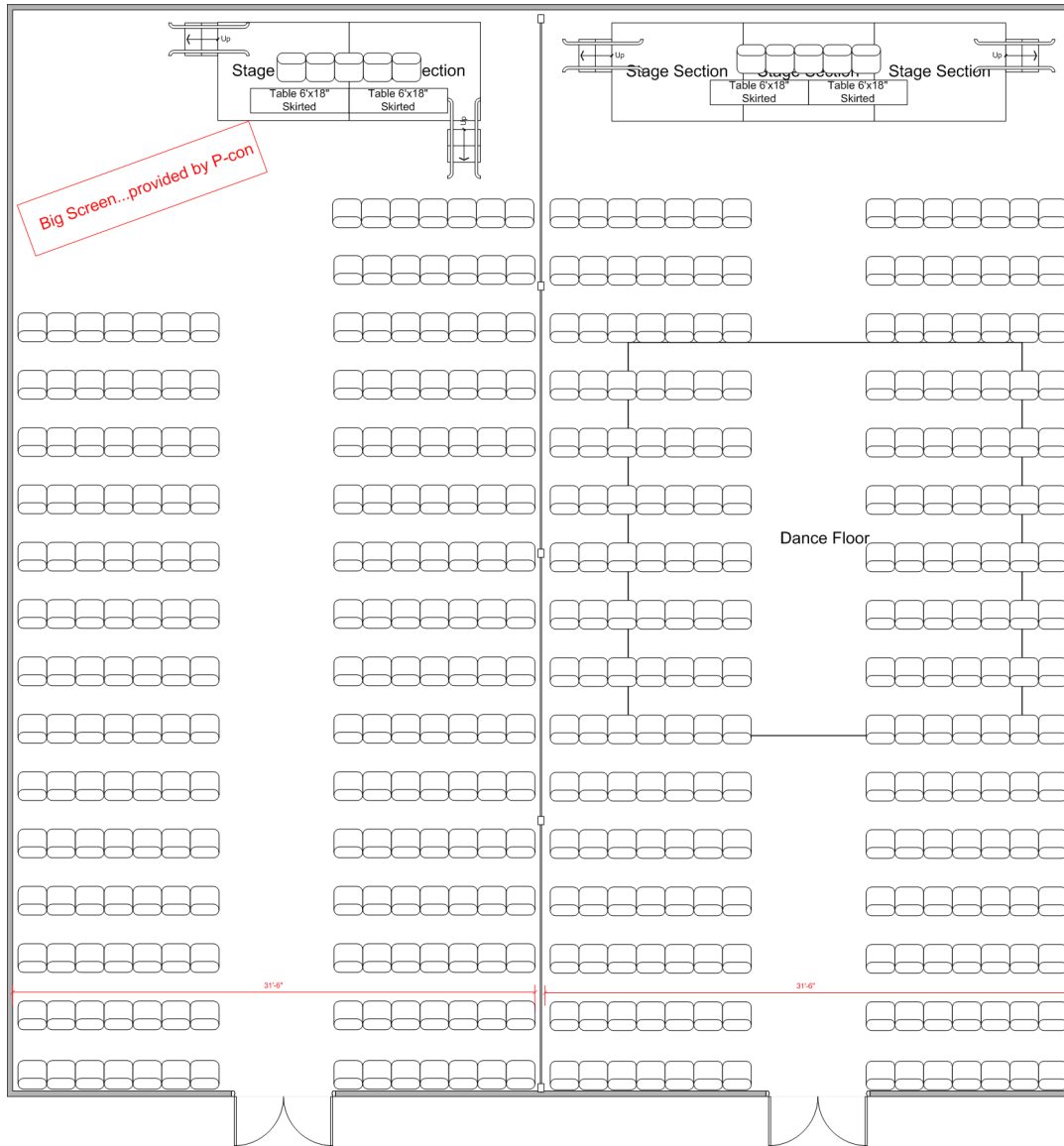5 – Stage sections
4 – Stage steps
4 – Skirting
Dance floor

Notes:
Projector/Screen provided by Penguicon
A/V provided by Penguicon
Water Service in hall

Room: Ballroom D & E (Saturday 1900 to Saturday 2200)
Use: Large Panels, Masquerade, Auction

Equipment:

2 – Tables (6' x 18")
~400 – Chairs
7 – Stage sections
3 – Stage steps
2 – Skirting
Dance floor

Notes:

Projector/Screen provided by Penguicon
A/V Service provided by Penguicon
Water Service in hall

Room: Ballroom D & E (Saturday 2230 to Sunday 0200)
Use: Dance

Equipment:

2 – Tables (6' x 18")
5 – Rounds (5' 6")
~50 – Chairs
5 – Stage sections
4 – Stage steps
2 – Skirting
5 – Round Skirting
Dance floor

Notes:

Projector/Screen provided by Penguicon
A/V provided by Penguicon
Water Service in hall
Ignore the setup in D. That doesn't have to be configured until Sunday at 9am.

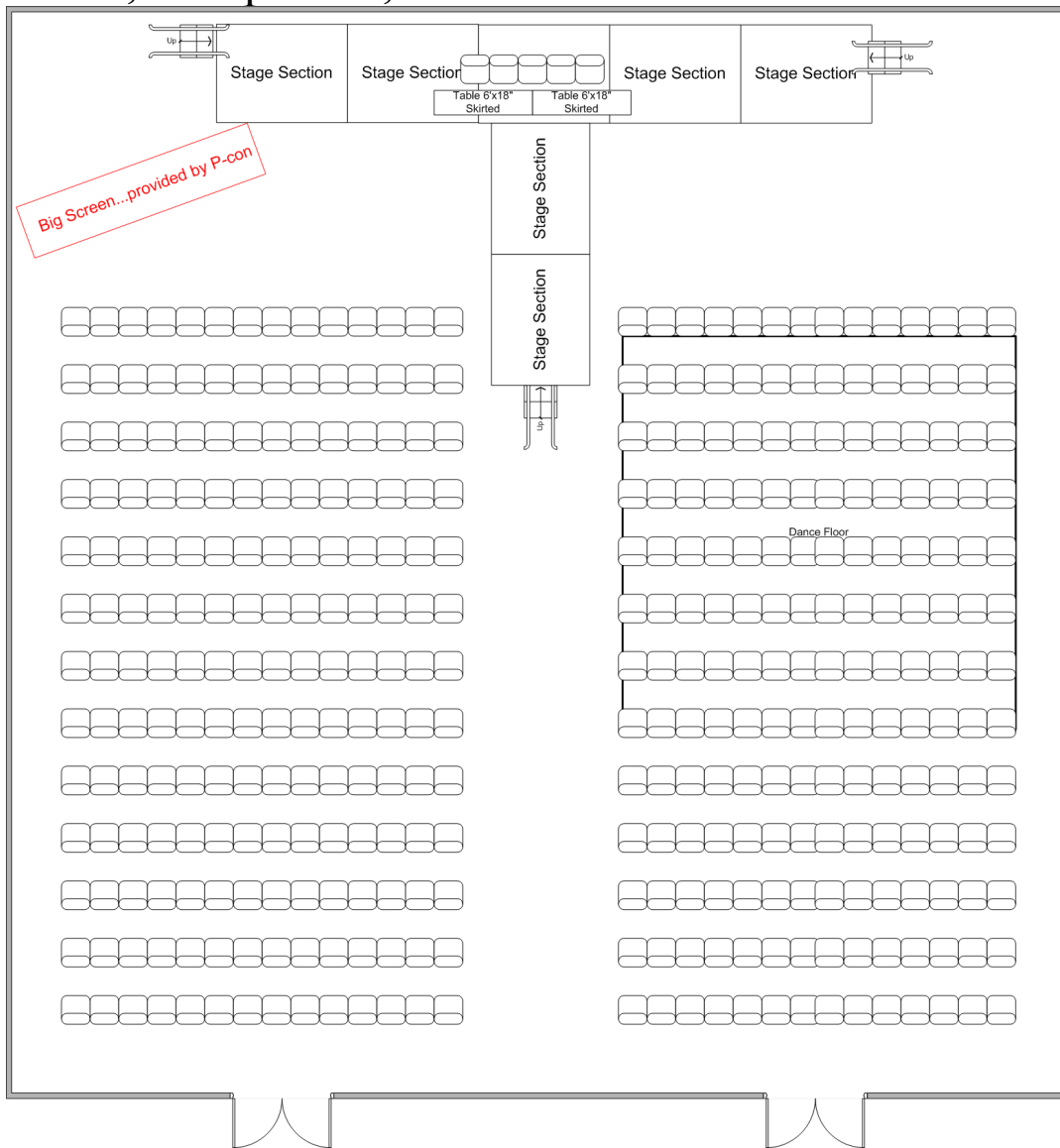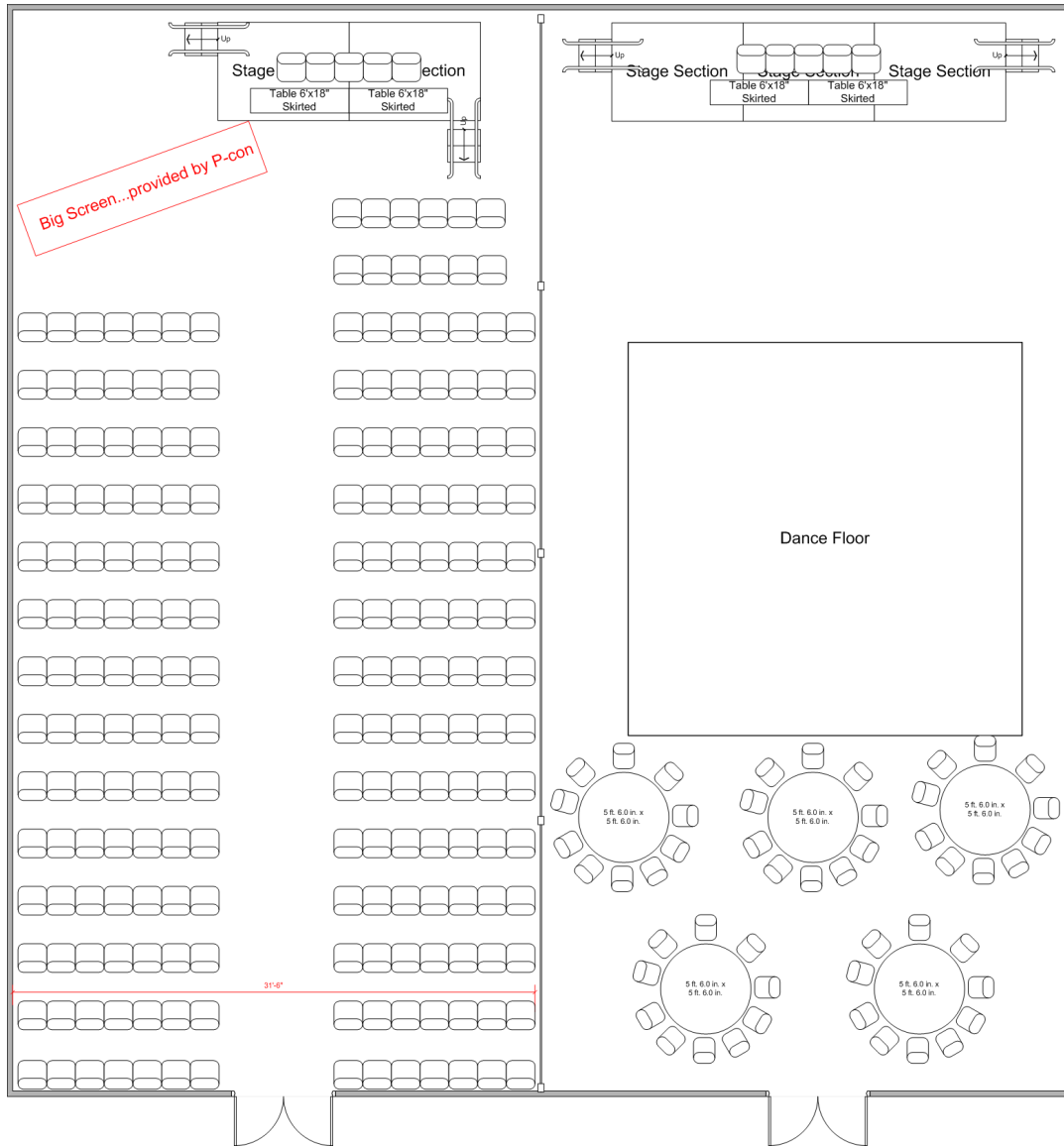# Room: Ballroom D & E (Sunday 0900 to Sunday 1300)
Use: Large Panels
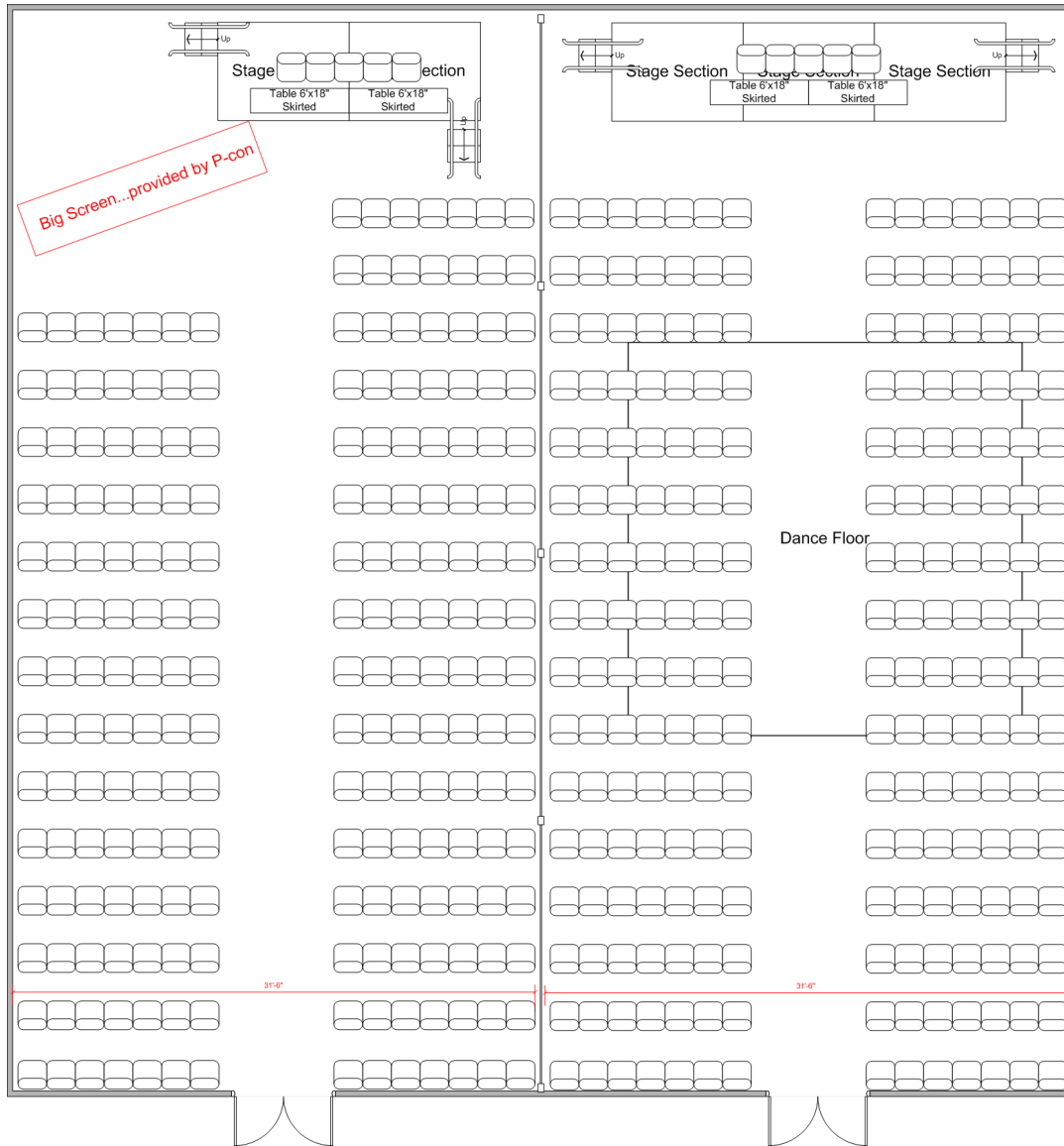
Equipment:
4 – Tables (6' x 18")
~400 – Chairs
5 – Stage sections
4 – Stage steps
4 – Skirting
Dance floor

Notes:
Projector/Screen provided by Penguicon
A/V provided by Penguicon
Water Service in hall

Room: Ballroom D & E (Sunday 1400 to Sunday 1800)
Use: Closing Ceremonies

Equipment:

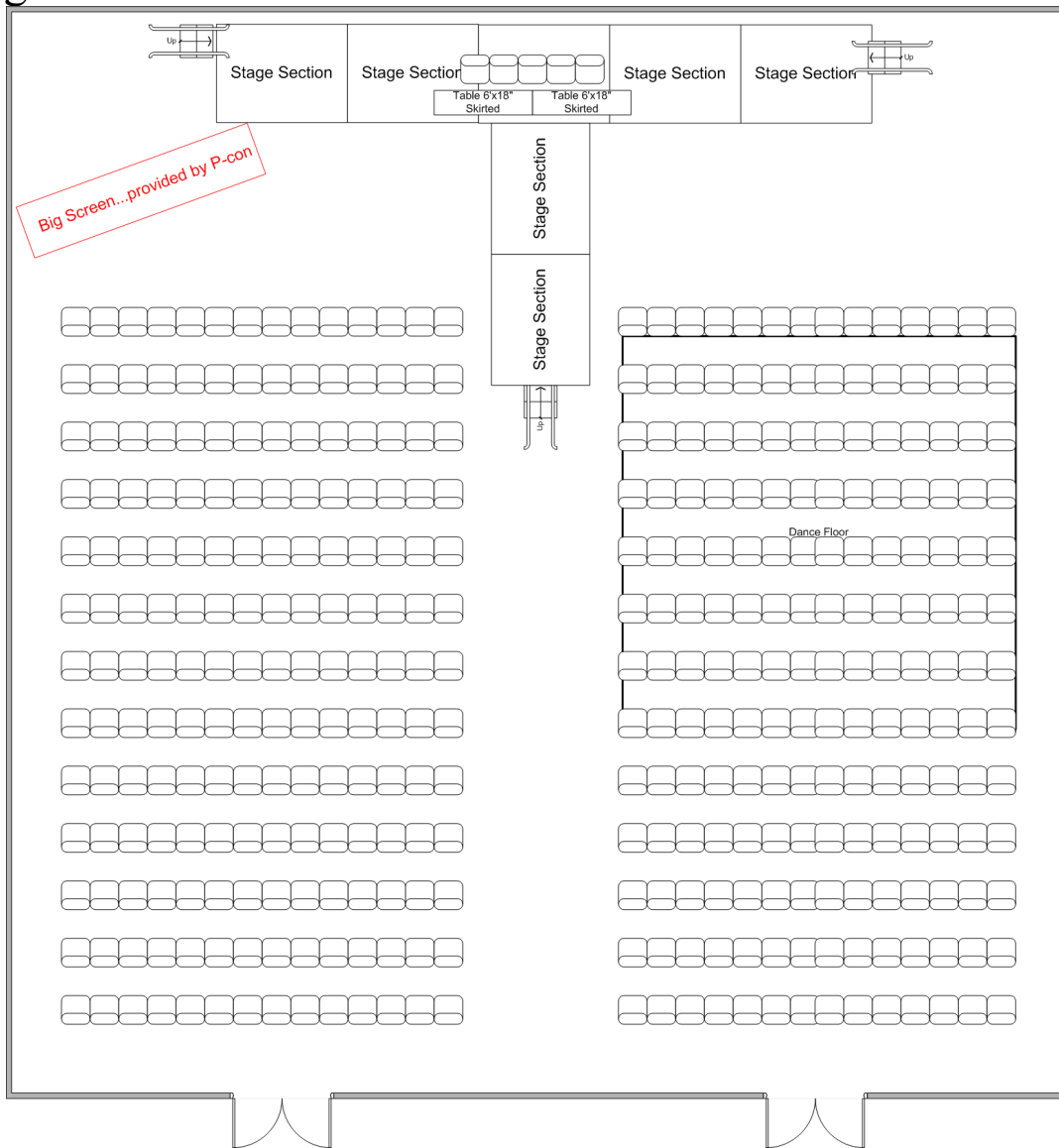2 – Tables (6' x 18")
~400 – Chairs
7 – Stage sections
3 – Stage steps
2 – Skirting
Dance floor

Notes:

Projector/Screen provided by Penguicon
A/V Service provided by Penguicon
Water Service in hall

Room: Ballrooms F - H
Use: Panel Discussions

Equipment:
~200 – Chairs
3 – Table (6' x 18")
3 – Skirting

Notes:
Projectors/Screens provided by Penguicon
Water Service in hall
Aside from water service, F/G/H hallway should be left clear
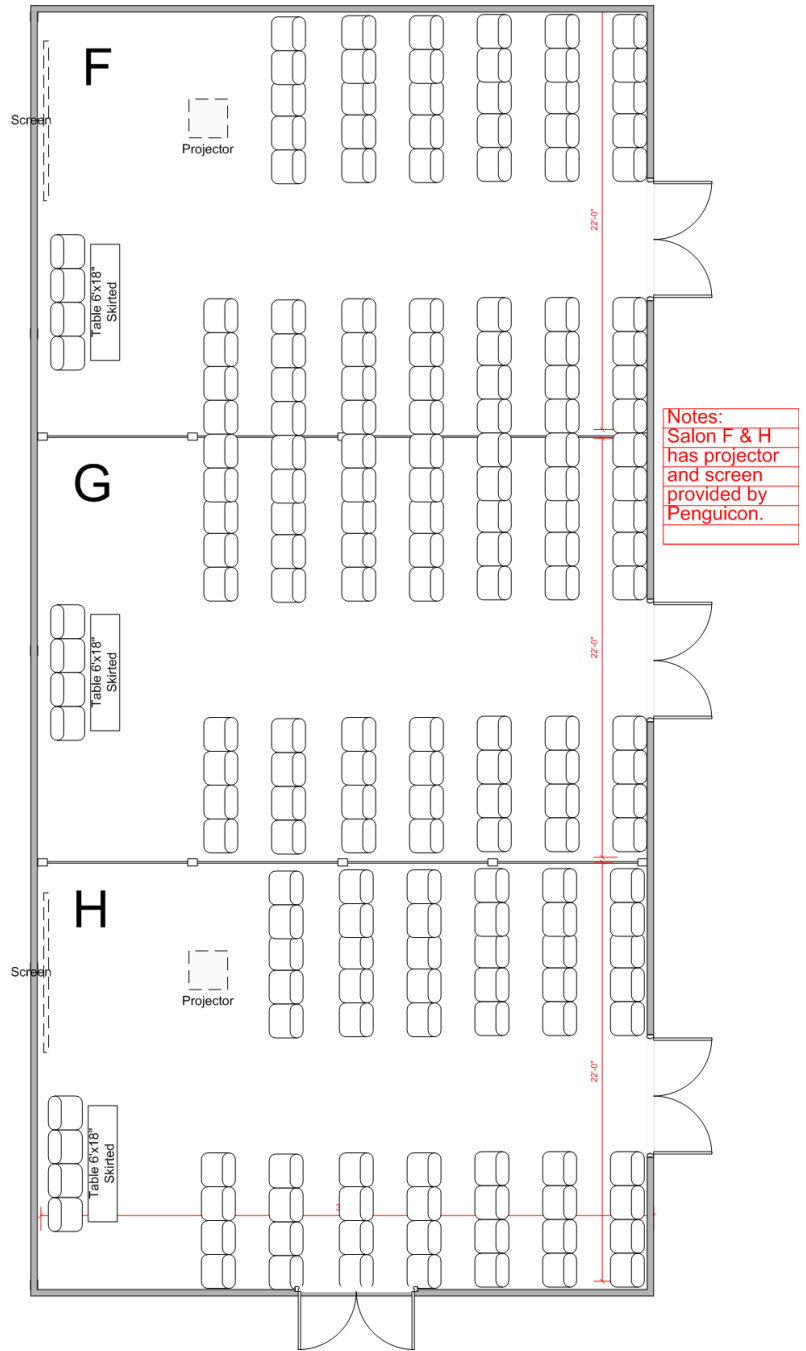
Room: Boardroom
Use: Writer's Workshop, Birds of a Feather

Notes:

Equipment:
None extra

Room: Dennison I
Use: Medium Panels

Notes:

Seats 55

24"
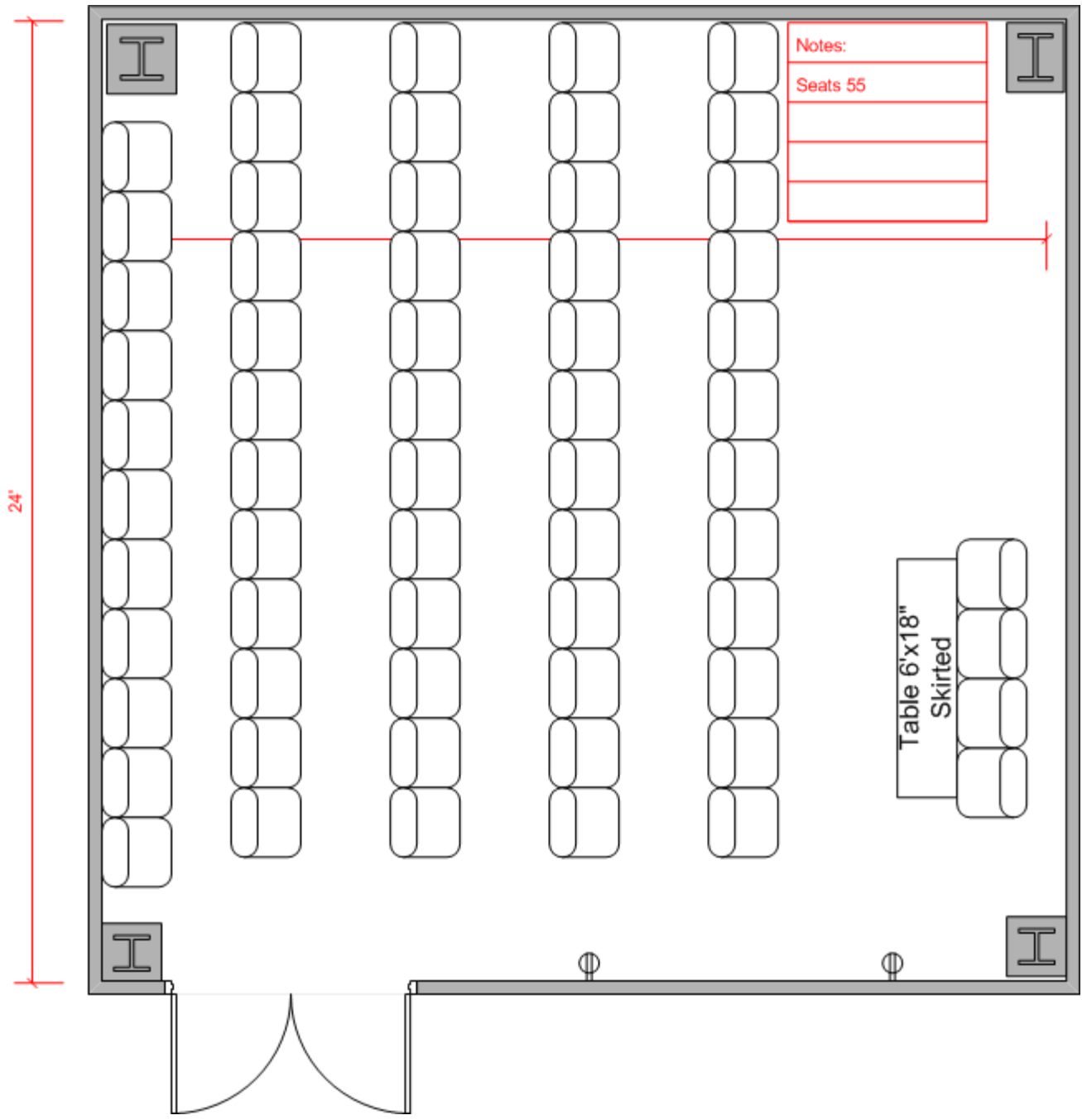
Table 6'x18"
Skirted

Equipment:
~60 – Chairs
1 – Table (6' x 18")
1 – Skirting

Notes:

Room: Dennisons II - IV
Use: Gaming

Notes:
No A/V
Seats 20 at rounds
Seats 70 at rectangles
24-hour open

A 6'x18" unskirted stacked upon a 6'x30" unskirted

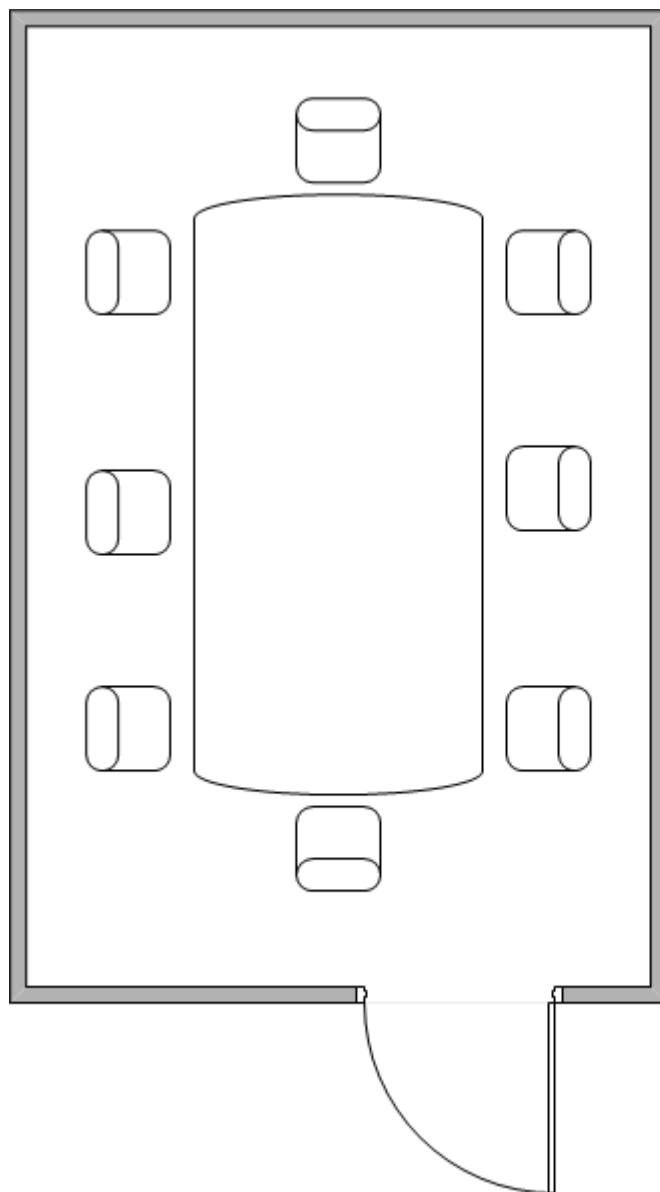This door will be closed and blocked from the outside.
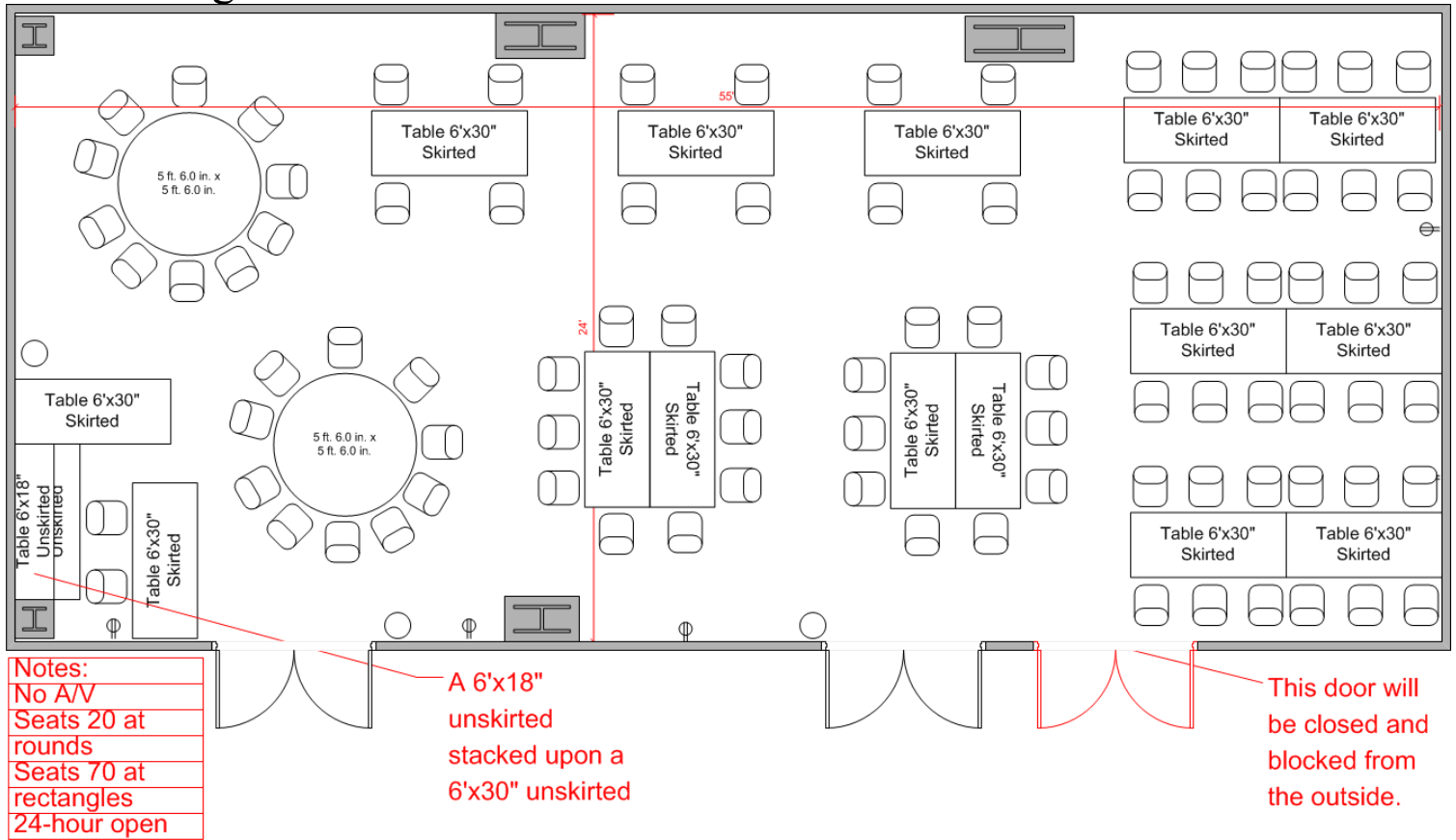
Equipment:
~90 – Chairs
16 – Tables (6'x30")
1 – Table (6'x18")
2 – Round (5' 6")
14 – Skirting
2 – Round Skirting
3 – Large trash cans

Notes:
Open 24 hours
Water service outside entrance
Door nearest the end of the hall will be closed, locked, and blocked from the outside

Room: Dennison Hallway
Use: Open Gaming
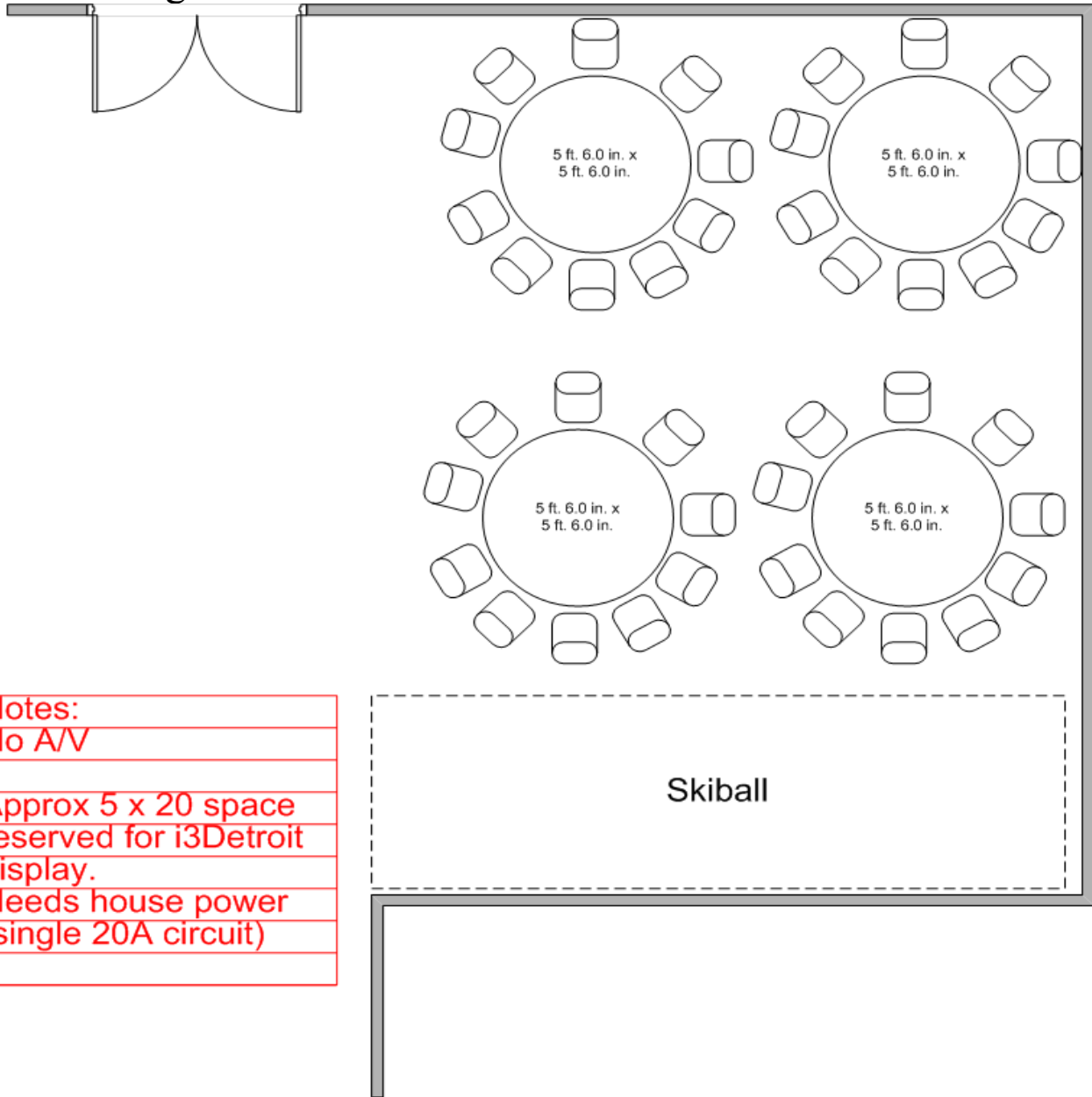
Notes:
No A/V

Approx 5 x 20 space
reserved for i3Detroit
display.
Needs house power
(single 20A circuit)

5 ft. 6.0 in. x
5 ft. 6.0 in.

Skiball

Equipment:
~40 – Chairs
4 – Round (5' 6")
4 – Round Skirting
1 – Trash can

Notes:
Area in box should be an approximately 5' x 20' area left clear for skiball display by i3Detroit
All other furniture removed
The piano should be relocated at the end of the Ballroom A,B,C hallway.

Room: Mediterranean
Use: Dealer's Room
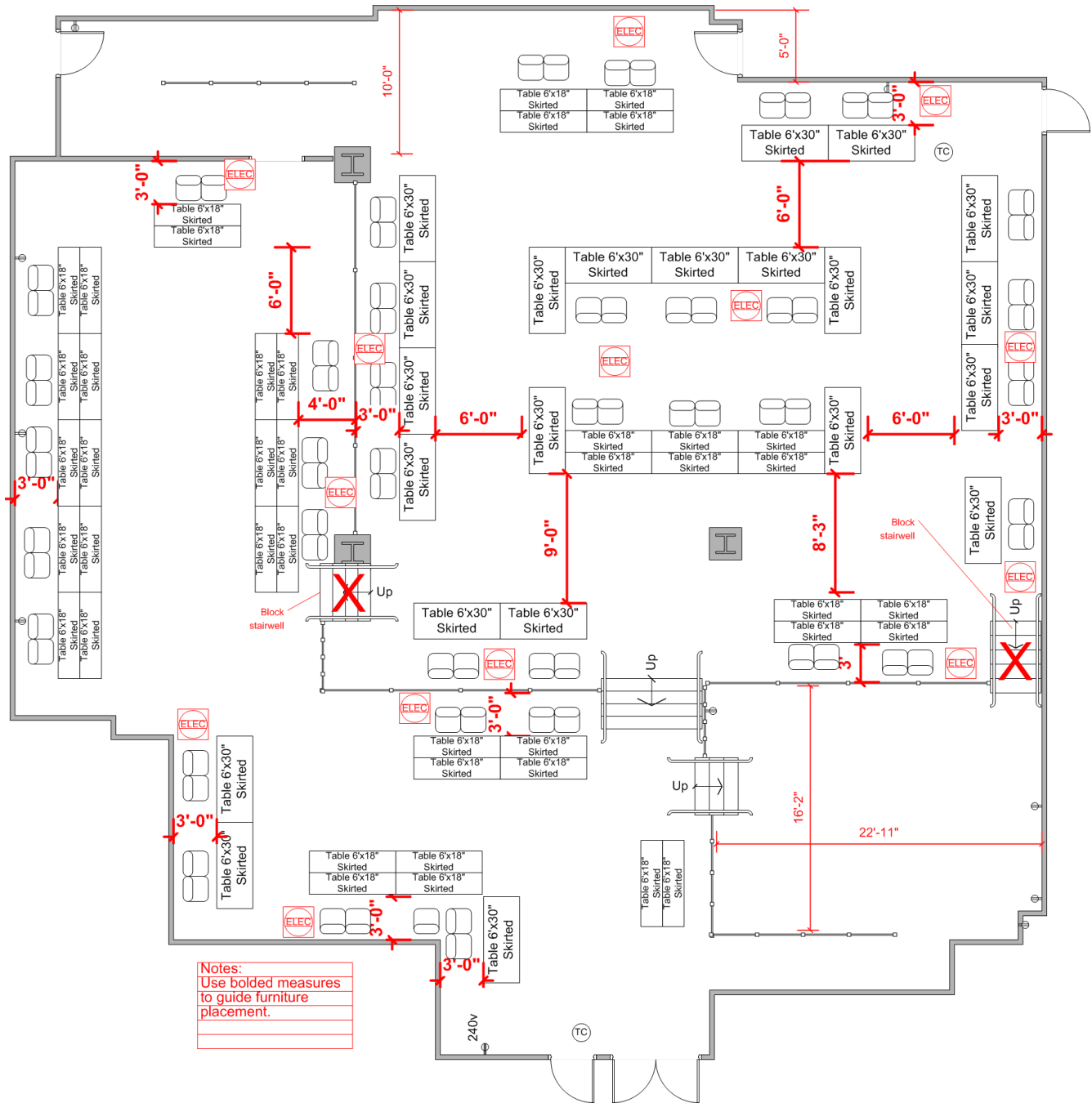
Equipment:

22 – Tables (6' x 30")
42 – Tables (6' x 18")
76 – Chairs
43 – Skirting
3 – Trash cans

Notes:

Water service outside entrance

Room: Niles
Use: Music Programming

Table 8'x30" Unskirted

Table 8'x30" Unskirted

Notes:
No V, yes A, supplied
by ToyBoat

Seats 80

This door will be
closed and locked

36'-0"

23'-0"
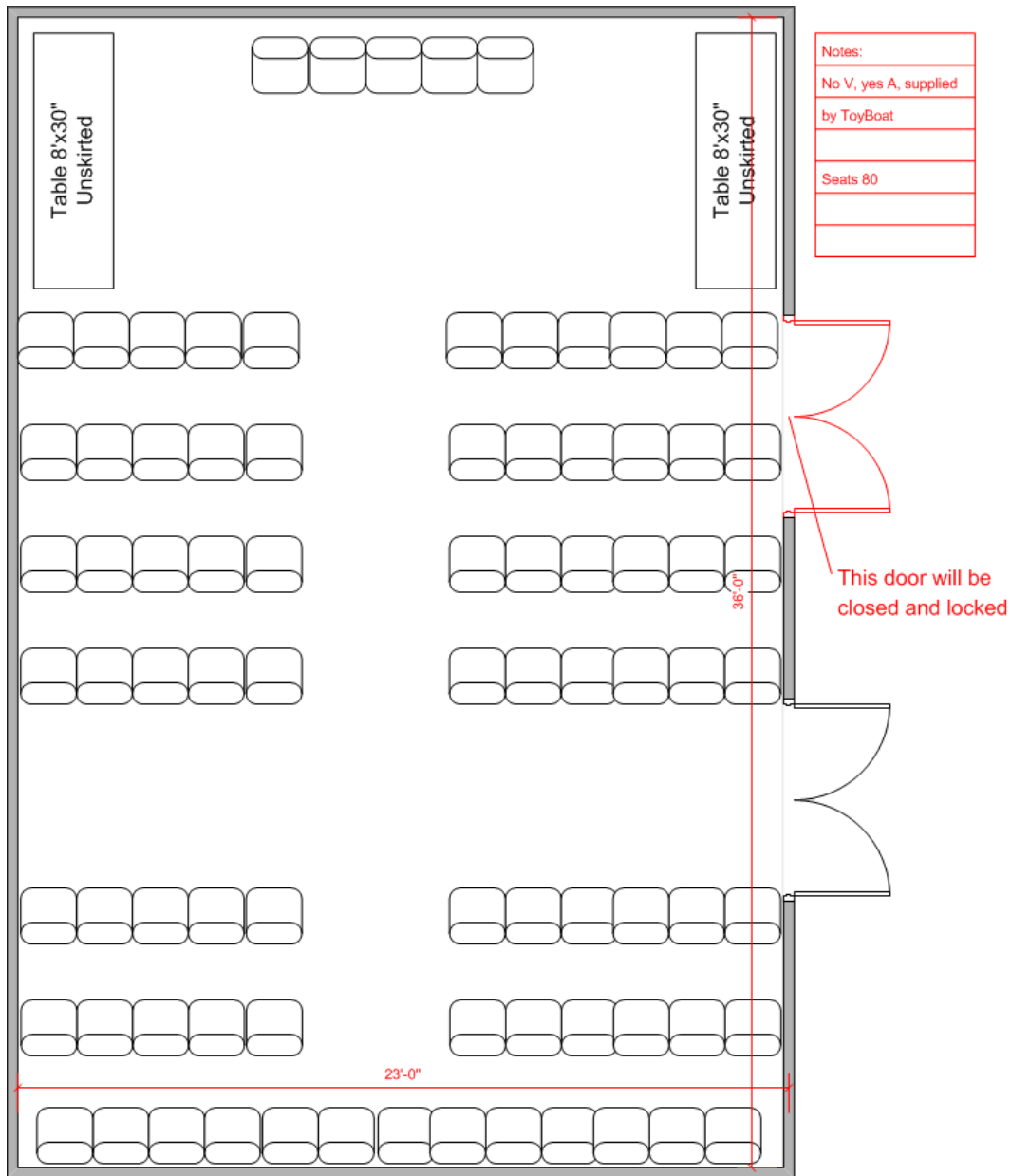
Equipment:
~90 – Chairs
2 – Tables (8' x 30")

Notes:
Audio panel provided by Penguicon
Water service outside door
Note the locked/blocked door

Room: Room One
Use: Craft Area

Equipment:
~30 – Chairs (High, bar-style stools)
3 – Tables (6'x30")
4 – Tables (High Top)

Notes:
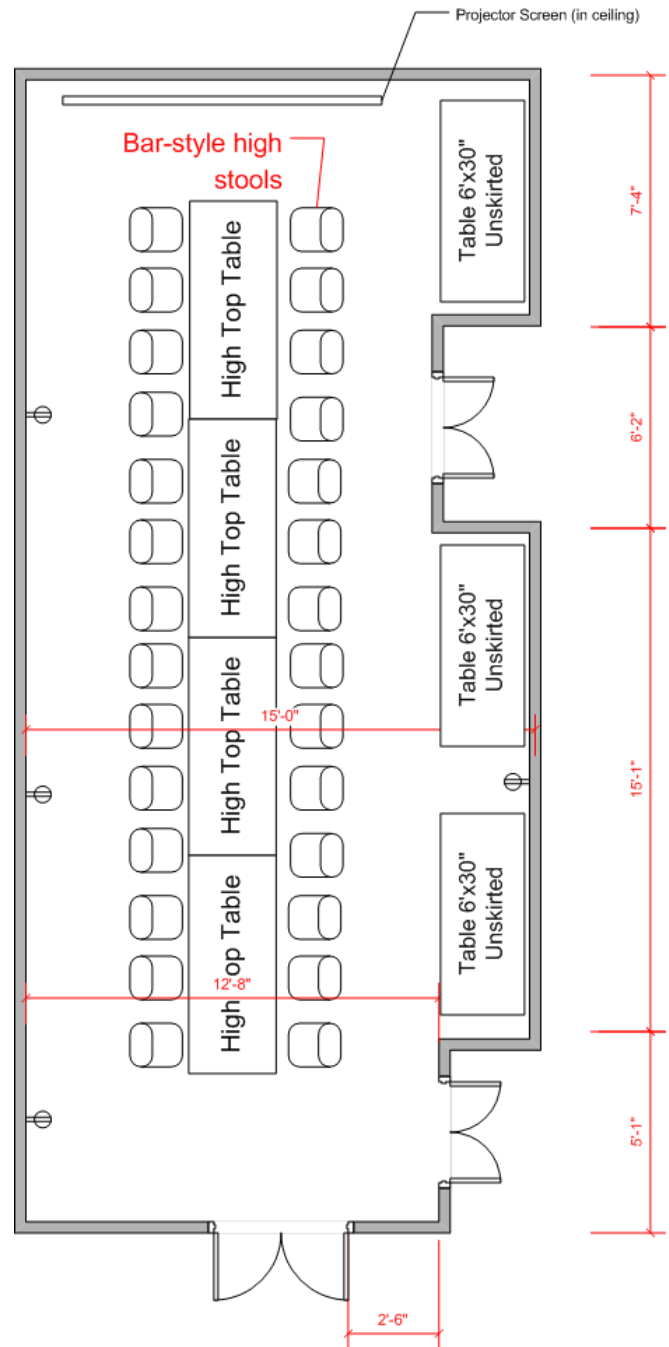
Room: Room Two
Use: Green Room
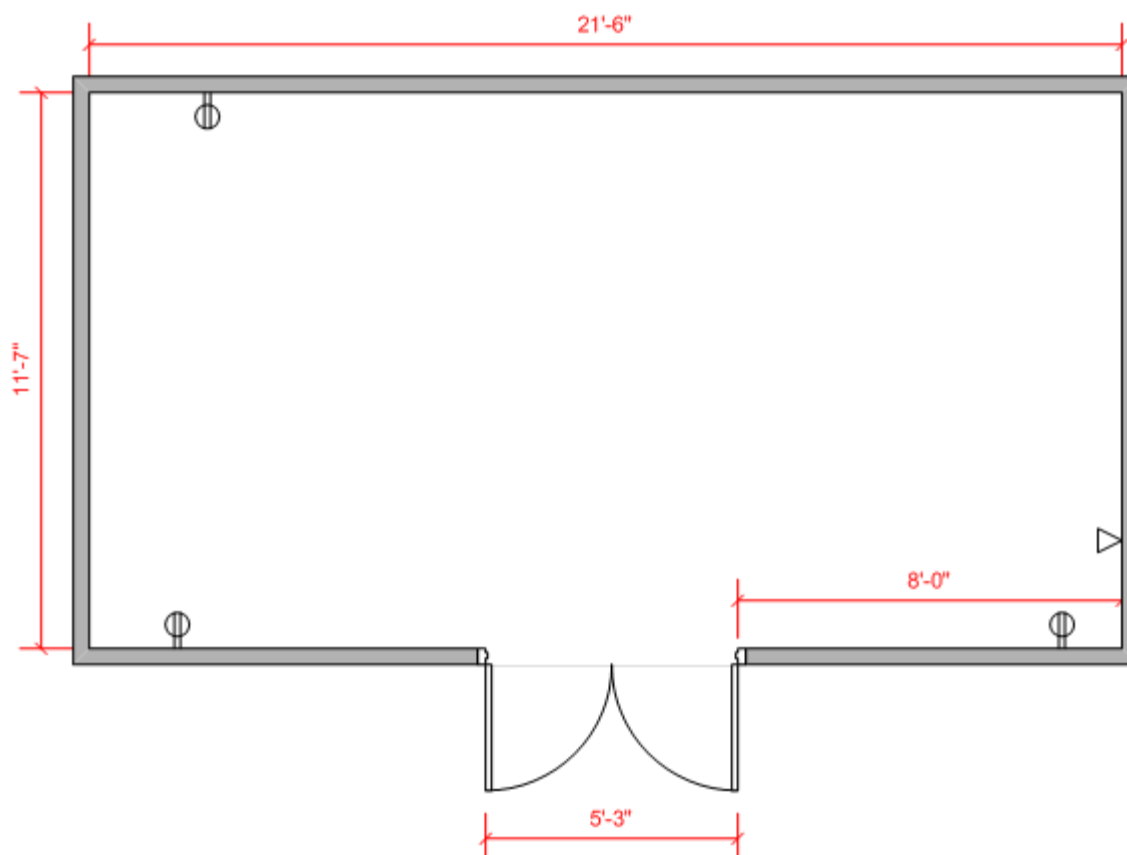
Equipment:

Notes:

Marriot to configure the room with comfortable seating and buffet-style snack/meal service

Green Room open times:
- Friday - 3 – 11
- Saturday - 8am – 11pm
- Sunday - 8am – 2pm

Meals were as follows:
- Friday
  - Dinner only (6pm – 9pm)
- Saturday
  - Breakfast (8am – 10am)
  - Lunch (12pm – 2pm)
  - Dinner (5pm – 7pm)
  - Dinner Redux (9pm – 11pm)
- Sunday
  - Breakfast (8am - 10am)

Room: Room Three
Use: Small Panels

Projector Screen (in ceiling)

Table 6'x18"
Skirted

11'-7"

5'-8"

7'-10"

Notes:

No A/V

Seats 26

(on right when facing)
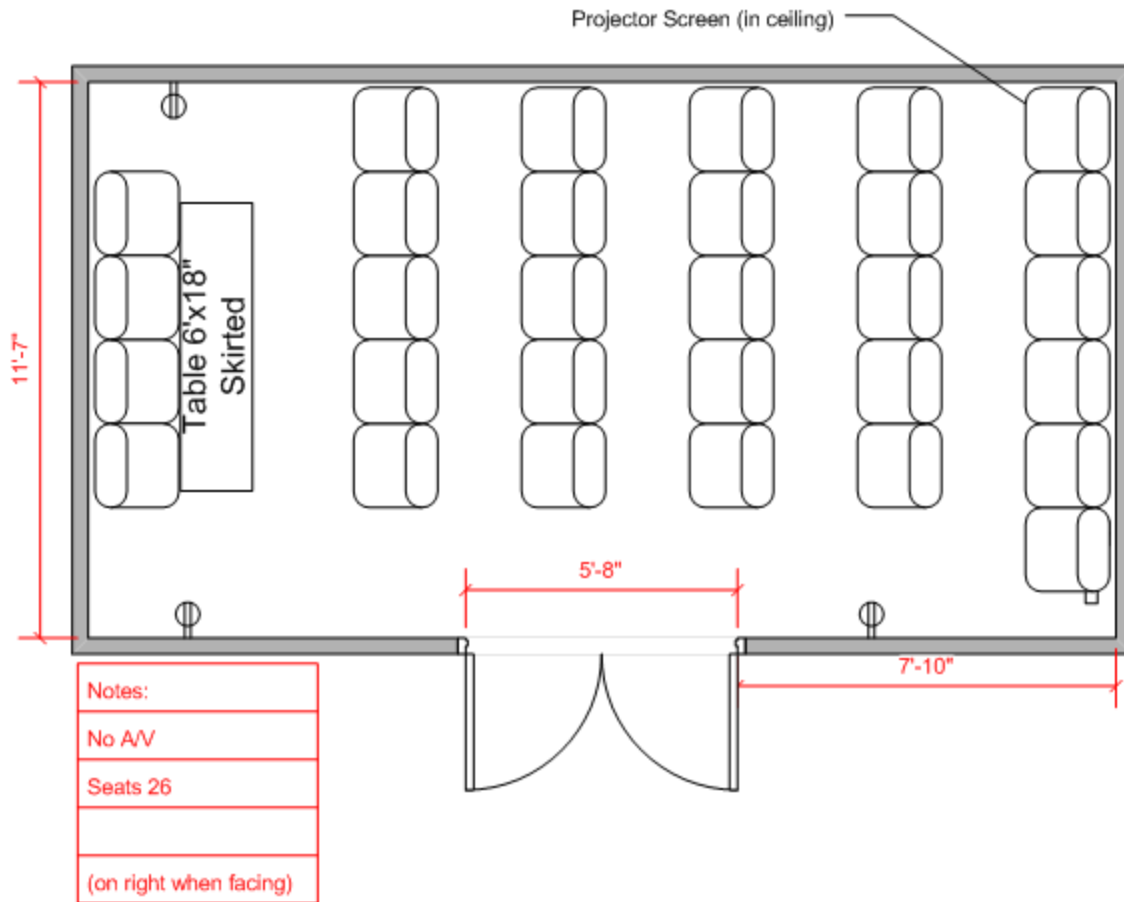
Equipment:
1 – Table (6'x18")
~30 – Chairs
1 – Skirting
Notes:

Room: Concierge Lounge

Use: Consuite

Equipment:

1 – Table (Hightop)
3 – Tables (8' x 30")
4 – Trash cans

Notes:

All breakable furnishings and knick-knacks should be removed.
All computer/fax equipment should be removed
Coffee table behind couch should be removed
Cooler in storage room should be cleared
Pay services to room should be disabled

Room: Guest Rooms 1207 & 1211

Use: Consuite Storage

Equipment:

2 – Trash cans

Notes:

All beds and other removable furniture should be removed.
Pay services to room should be disabled

Room: Guest Room 1209

Use: Beer

Equipment:

2 – Table (6' x 30")
2 – Table (6' x 18")
20 – Chairs
2 – Skirting
1 – Trash cans

Notes:

All beds and other removable furniture should be removed.
Tarps provided by Penguicon for protection of the carpet from food products
Pay services to room should be disabled
Chairs should be delivered as stacks in the back of the room

Room: Guest Room 1218
Use: Food Track Programming / LN2
Equipment:
1 – Table (6' x 30")
2 – Table (6' x 18")
15 – Chairs
3 – Skirting
1 – Trash can
Notes:
All beds and other removable furniture should be removed.
Tarps provided by Penguicon for protection of the carpet from food products
Pay services to room should be disabled
Chairs should be delivered as stacks in the back of the room

Room: Guest Room 1220
Use: Eco Track
Equipment:
1 – Table (6' x 30")
~20 – Chairs
1 – Trash can
Notes:
All beds and other removable furniture should be removed.
Pay services to room should be disabled
Chairs should be left stacked in the room

Room: Guest Room 1709
Use: Penguicon TV
Equipment:
2 – Table (8' x 30")
~5 – Chairs
Notes:
Both beds should be removed.
Pay services to room should be disabled
Chairs should be left stacked in the room.

Room: Parking Garage
Use: First Robotics / Lego Robots
Equipment:
4 – Table (8' x 18")
~20 – Chairs
1 – Trash can
Notes:
Penguicon will supply tarps for this area for the Lego Robotics
Power needs to be supplied by the hotel (one or two outlets)
Area will be roped off by the hotel so that people can't park there

Room: Coat Closet
Use: Operations
Equipment:
4 – Table (6' x 18")
~5 – Chairs
1 – Trash can
1 – Telephone drop
1 – Wired Internet drop
Notes:
Should be devoid of all other furniture (coat racks, etc)