



Penguicon 2012 Facilities Layout

Dearborn Hyatt
r120416.01

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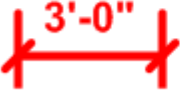
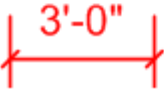
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Overview

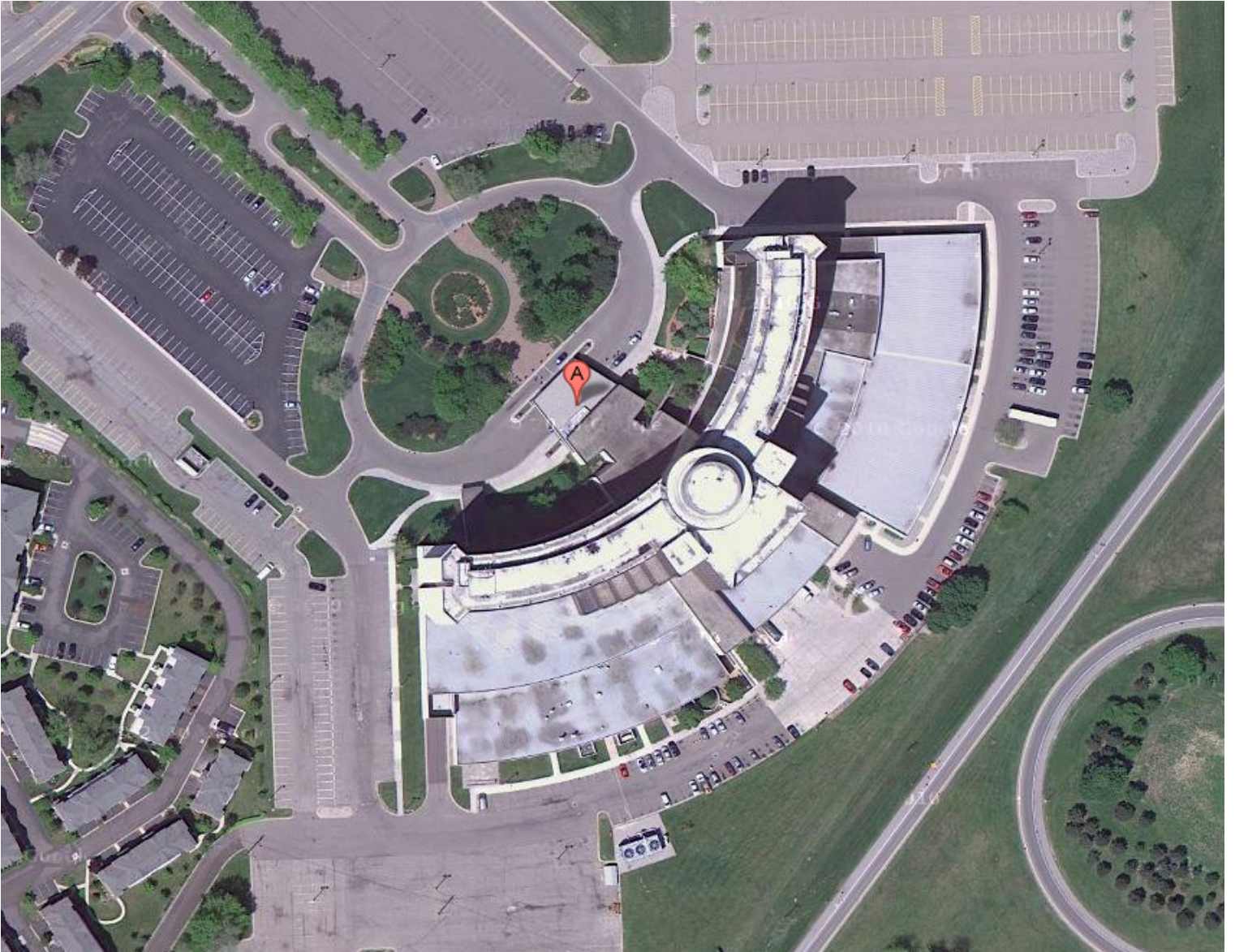
Equipment Overhead (max simultaneous use):

Tables (6x30):	58
Tables (6x18):	189
Tables (6' Round):	32
Tables (High Top):	2
Table skirting:	249
Table round skirting:	32
Chairs:	1470
Stage sections (4' x 6')	23
Telephone Drops:	1

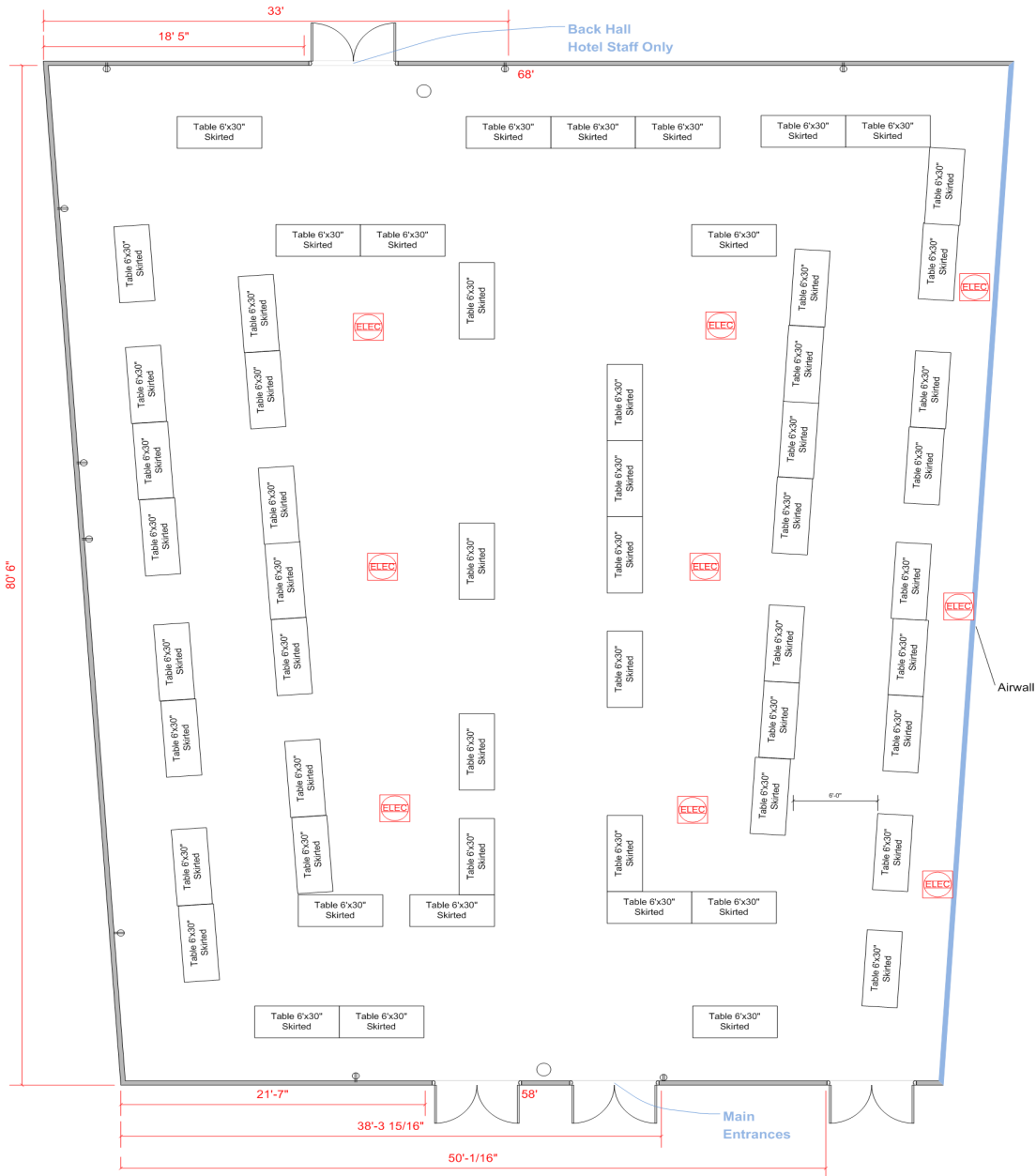
Symbols:

-  Chair
-  Trash Can
-  Make sure there is power
-  Outlet (110)
-  Measurement for furniture placement
-  Room measurement

Exterior



Room: Grand Ballroom (Springwells)
Use: Dealer's Room



Equipment:

- 56 – Tables (6' x 30")
- 56 – Skirting
- 60 – Chairs
- 2 – Trash cans

Notes:

- Power at shown locations
- Chairs can be left in stacks in the room
- Paired 6'x18" tables can be substituted in the wider half of the room

Room: Grand Ballroom (Dearborn)

Use: Big Top / Large Events

Equipment:

5 – Tables (6' x 18")

5 – Skirting

~412 – Chairs

1 – Wired Internet drop

Notes:

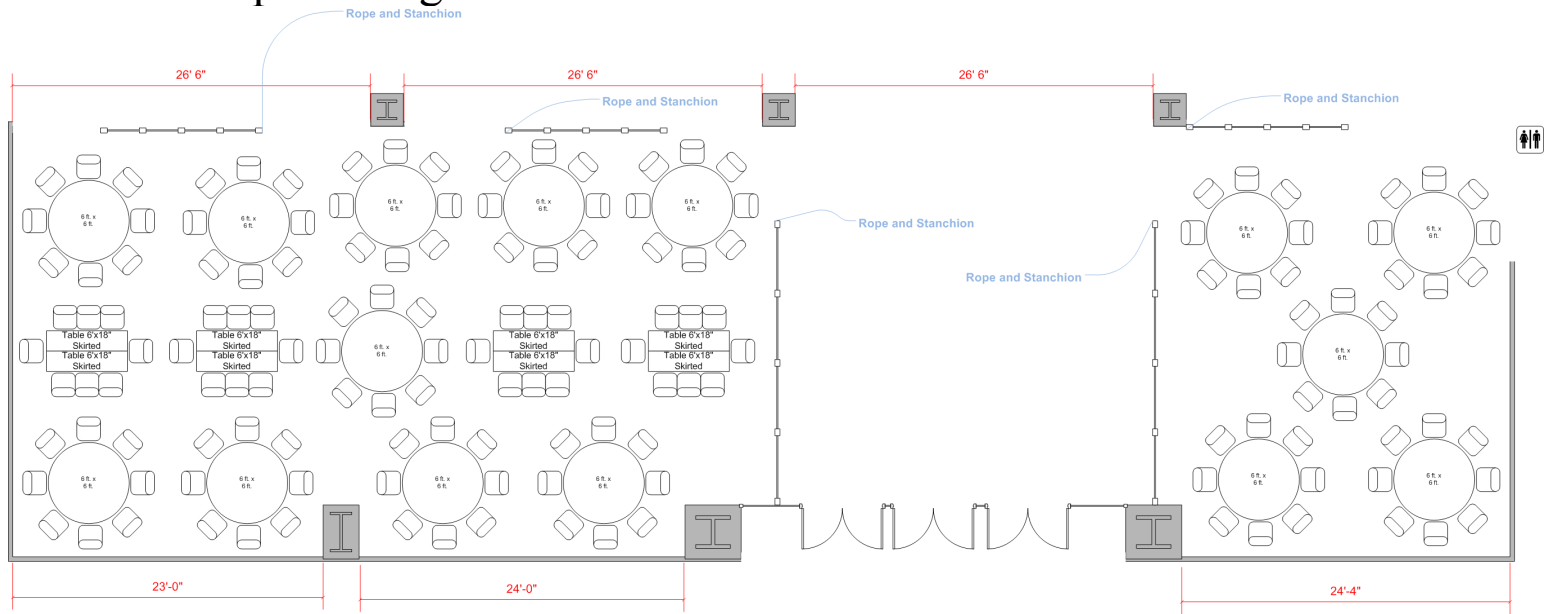
Seating for 400 with a stage up front and a center aisle. Position the stage forward enough as to not make the room look empty. Offset the stage somewhat to the left (as you face the stage) to make room for our large display.

Stage should be approximately 40' x 18' and should have an 16' x 12' catwalk extending down the seating aisleway.

On-stage, 4 tables (6' x 18" skirted and covered) as head tables with 3 chairs behind each and one podium.

Near the front, an additional 6' x 18" skirted and covered table.

Room: Grand Foyer
Use: Tabletop Gaming

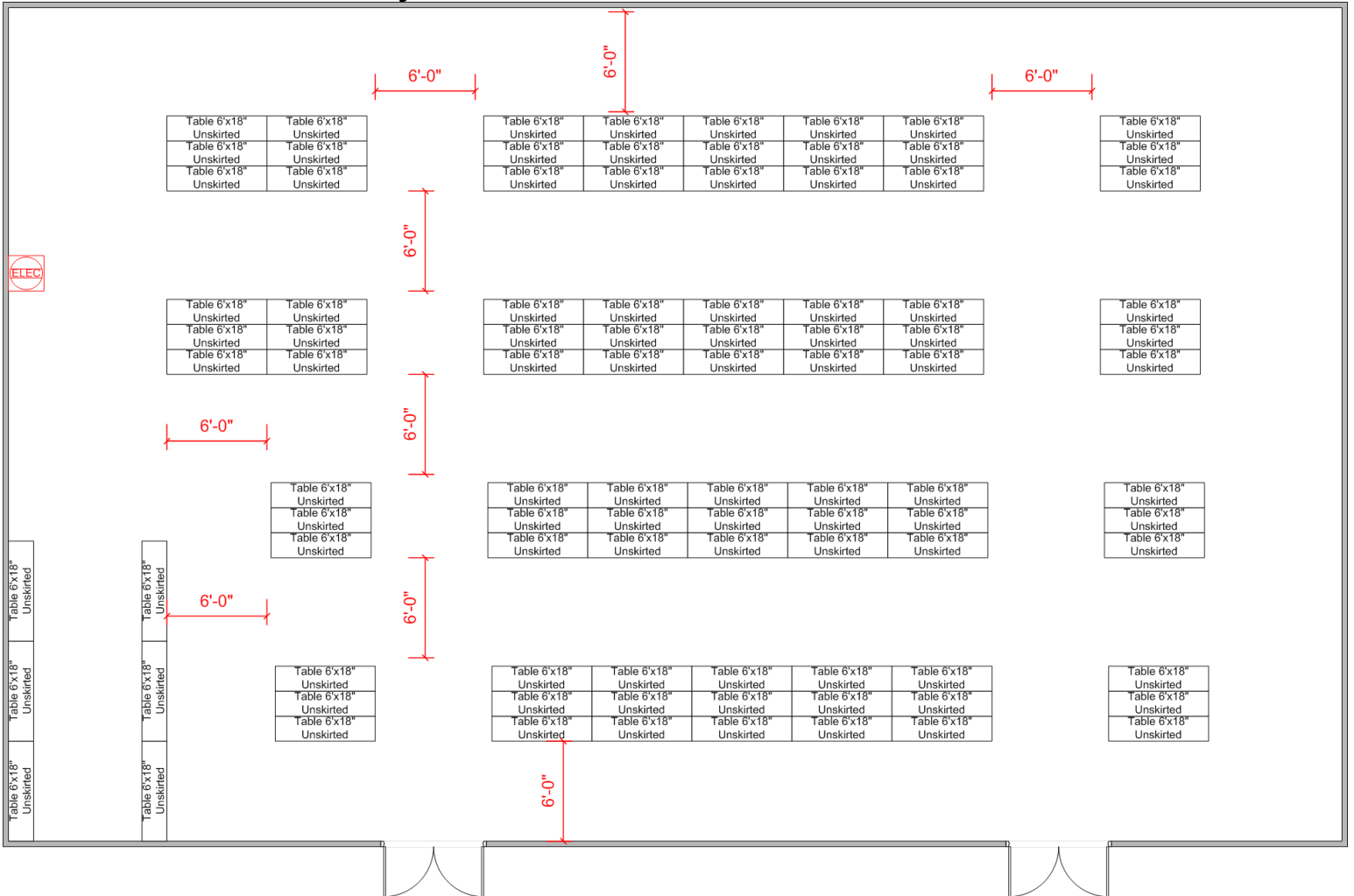


Equipment:

- 8 – Tables (6' x 18")
- 15 – Tables (6' round)
- 23 – Skirting
- ~150 – Chairs
- ~20 – Sections of Rope & Stanchion

Notes:

Room: Marquis
Use: MPCon LAN Party



Equipment:

- 96 – Tables (6' x 18'') Covered (but not skirted)
- ~64 – Chairs (2 per table-cluster per side)

Notes:

6-foot aisles all around. 200A, single-phase power drop where noted above.

Room: DeSoto A & B [Fri – Sat 7pm]

Use: Music Room

Equipment:

- 1 – Table (6' x 18")
- ~200 – Chairs
- 4 – Stage sections

Notes:

Theater setup with stage to the right as you enter.

Stage should be approximately 12' x 18'. Have one 6' x 18" table set aside for use during panels, etc. 5 additional chairs on-stage.

Room: DeSoto A & B [Sat 8pm – Sat 11pm]

Use: Geek Prom

Equipment:

- 3 – Tables (6' x 18")
- 6 – Tables (6' round)
- 9 – Skirting
- ~50 – Chairs
- 4 – Stage sections

Notes:

You can ignore the infinity trash cans, I'm not sure why that's there.

Cash bar in recess to left of door (as you enter)

One of the three tables can be placed on the stage for the DJ

30" tables can be replaced by 18"

See drawing on following page

Room: DeSoto A & B [Sun 8am - end]

Use: Music Room

Equipment:

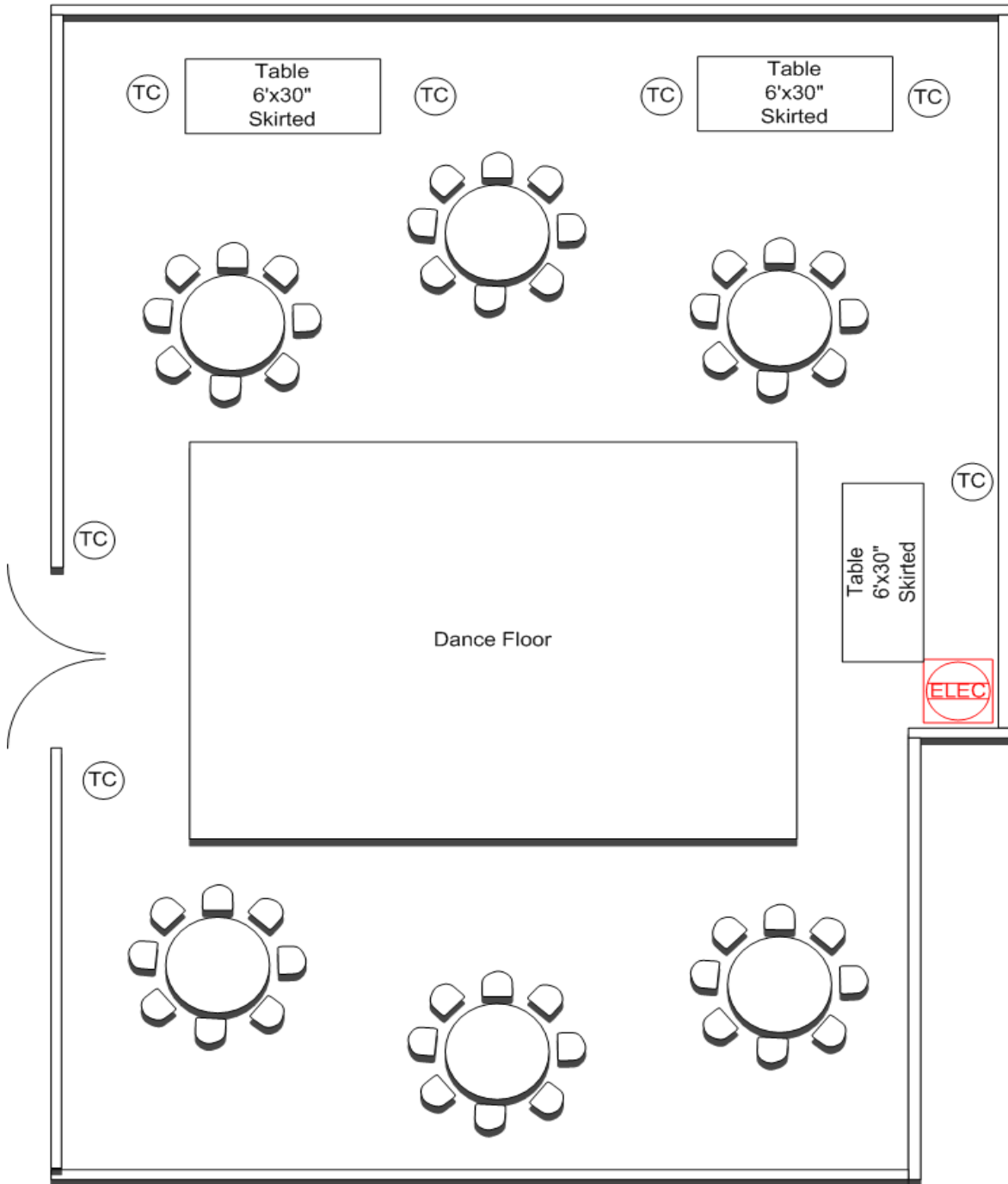
- 1 – Table (6' x 18")
- ~200 – Chairs
- 4 – Stage sections

Notes:

Theater setup with stage to the right as you enter.

Stage should be approximately 12' x 18'. Have one 6' x 18" table set aside for use during panels, etc. 5 additional chairs on-stage.

Drawing: DeSoto A & B [Sat 8pm – Sat 11pm]



Room: Rolls / Royce

Use: General Panel Sessions

Equipment:

2 – Tables (6' x 18")

2 – Skirting

~100 – Chairs

Notes:

Standard theater setup. Two head tables, 6 seats at the head table.

Room: Pierce / Arrow

Use: Lock Sports & Lego Village

Equipment:

19 – Tables (6' x 18")

~60 – Chairs

Notes:

Pierce side should be set up as theater with two head tables (3 chairs behind each). Seating for approximately 30. An additional table should be placed against the wall opposite the counter.

Arrow side should be set as a board room with at least a 54"-wide table (3 x 18"). The table should be long enough to accommodate 20 – 25 seats.

Needs to be rekeyed, with 3 keys given to the Jer Lance. Keys released only to Jer Lance.

Room: Stearns

Use: General Classroom Sessions

Equipment:

15 – Tables (6' x 18")

15 – Skirting

~30 – Chairs

Notes:

Classroom-style setup

Room: Knight

Use: General Classroom Sessions

Equipment:

15 – Tables (6' x 18")

15 – Skirting

~30 – Chairs

Notes:

Classroom-style setup

Room: Stanley

Use: General Panel Sessions

Equipment:

2 – Tables (6' x 18")

2 – Skirting

~100 – Chairs

Notes:

Standard theater setup. Two head tables, 6 seats at the head table.

Room: Steamer

Use: General Panel Sessions

Equipment:

2 – Tables (6' x 18")

2 – Skirting

~100 – Chairs

Notes:

Standard theater setup. Two head tables, 6 seats at the head table.

Room: Bugatti

Use: General Interactive Sessions

Equipment:

5 – Tables (6' round)

5 – Skirting

~40 – Chairs

Notes:

Standard banquet setup

Room: Royal

Use: General Interactive Sessions

Equipment:

5 – Tables (6' round)

5 – Skirting

~40 – Chairs

Notes:

Standard banquet setup

Room: Model T

Use: Boardroom

Equipment:

~30 – Chairs

Notes:

Stacks of chairs in the corner for larger sessions.

Room: Cord

Use: Maker Space

Equipment:

TBD

Notes:

TBD

Room: Thomas

Use: Boardroom

Equipment:

~20 – Chairs

Notes:

Leave largely as-is. Chairs will largely have to be replaced, as they are being reallocated.

Room: Franklin

Use: Birds of a Feather Sessions

Equipment:

1 – Table (6' round)

1 – Skirting

~12 – Chairs

Notes:

Boardroom layout with a stack of chairs for larger sessions.

Room: Stutz

Use: Program Preparation

Equipment:

2 – Tables (6' x 18") (no cover, no skirting)

~10 – Chairs

1 – Trash can

Notes:

Tables along the wall, not covered. Chairs stacked.

Room: DeSoto Office A

Use: Green Room

Equipment:

- 3 – Tables (6' x 18")
- 1 – Table (6' round)
- 4 – Skirting
- ~6 – Chairs

Notes:

Banquet setup with snack tables.

Mealtime appropriate snacks and beverages should be placed and refreshed as follows:

- **Friday** noon until 9pm
 - **Saturday** 9am until 9pm
 - **Sunday** 9am until noon
-

Room: DeSoto Office B

Use: Hotel Liaison Office

Equipment:

- 3 – Tables (6' x 18")
- ~2 – Office chairs (from Thomas)

Notes:

Key should go to Jer Lance. If there is a second key, it would be useful for Ops to have.

Room: 2nd Floor Registration Desk

Use: Volunteers

Equipment:

- 3 – Tables (6' x 18")
- 3 – Skirting
- ~2 – Office chairs (from Thomas)

Notes:

Tables should be placed along the railing opposite the registration desk
(For our freebies, flyers, etc)
Chairs behind the registration desk

Room: Coat Closet

Use: Operations

Equipment:

- 4 – Tables (6' x 18")
- 2 – Tables (square high-top)
- ~6 – Chairs
- 3 – Office chairs (from Thomas)
- 1 – Phone drop
- 1 – Network drop

Notes:

Tables along outer walls.

Chairs in a stack

Phone needs to be able to receive outside calls (and I need the phone number for that phone when possible)