Facilities available:
Locked in 6th floor Mechanical Room/Storage:
- 22 Round tables
- 11-8’ Banquet tables
- 1-6’ Banquet table
- 6 exam tables
- 200 Maxx Stacker, upholstered chairs
- 6 Bandboxes
- 1 Podium
- 2 Serps
- 34+ bulletin boards
- 2 easels w/pads
Facilities needs to be involved with set up.

Kitchen: Facilities would drop equipment at room for caterer’s set up.
Servery on 2nd floor behind stairs.
- 5 rolling 6’ tables in there. Double sink.

Extras and Concerns:
Park at loading dock only long enough to unload or load. Then move truck to front parking lot.

Rm 104 has a permanent buffet. Enter loading dock on 1st floor—proceed to elevators. People should be using the freight elevator (Aqua) for moving all objects (furniture, bulletin boards, carts, etc.) that are not loaded with food. The passenger elevators (red) should only be used for people and food.

Power/Media: