

Logistics/Work Sessions/Outside Vendors Version 6 - August 27, 1989 - N3 Working Version

The purpose of this report is to track logistics, work sessions, and outside vendors for Noreascon III. If you see something stated as a fact on this report that you believe is incorrect, please tell Laurie ASAP.

This report is the final, working version for the con. An updated version, will exist in the office on the Mann AT. This plan should be modified to conform to reality as necessary.

You'll see different types of vehicles referenced in this report. These vehicles are "defined" as follows:

Truck	Area	Pick-up	Drop-off	Notes
Truck	Logistics 24' truck	Monday afternoon	Wednesday Morning	Need drivers!!!
Boxboro	Logistics 24' truck	Monday afternoon	Tuesday afternoon	Boxboro
Van	Logistic van	Sunday afternoon	Thursday afternoon	
Tech	15' tech van	Monday afternoon	Wednesday morning	From New Hampshire
Art	Art show truck from Maryland (Martin/Shirley)	Friday(?)	Wednesday morning	One way from Maryland, will pick up stuff for the show, exhibits, projector

Notes

Hynes Dock Management Mike is our dock manager on Tuesday and Wednesday. Nita is compiling a list of everything that we've rented that will be delivered. She'll also keep the list of checks for deliveries and pickups. Amysue is compiling a list of all "consumables" (souvenir book, program booklet, freebies etc.) that will be delivered to the Hynes. They have instructions to call and nag people to get delivery time, name of hauling company, etc.

Sheraton Dock Management Not needed. Vendors will call the office and office will dispatch someone to make pickups or guide deliveries to their correct location.

Beepers and Trucks On Monday, the office will assign each truck a beeper. The beeper should stay with the truck during the pickups. These beepers will be turned into the office by Thursday morning, and can be reassigned to other people at the con.

Truck Drivers Our lack of truck drivers is still an issue. Amysue, Dave A., (Alex?) and I have all volunteered to drive on Monday. None of us can drive on Tuesday. Mike says LuAnn is calling people to try to recruit some. We think Truck 2 (Boxboro) is under control.

Truck parking: Where? Any free parking for con vehicles??? I counted 6 moving-van size trucks in back of the Sheraton recently, and 2 more parked between the Hilton and the Hynes. Bob Lidral is looking into this. We currently assume that we will be able to park the big trucks in Back Bay at no cost.

Move-out: We need to spend a little more time talking about move-out. We need to encourage people to put in a few hours on Monday and Tuesday.

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Van	Logistics van	Tuesday morning	Wednesday afternoon	omit
Tech	15' tech truck	Tuesday morning	Wednesday morning	From New Hampshire??

Art	Art show truck to Maryland (Martin/Shirley)	Saturday (?)	Monday (?)	One way to Maryland, it will drop off stuff used in the art show, exhibits, projectors (
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Kelly has agreed to manage the clubhouse move-in on Monday and Tuesday.

The Hynes BIG Elevator: While the Hynes hires a person to run the elevator, we manage it. We may drive our trucks on the elevator to Hall A and Hall C. Can we get other companies bringing things to the con to drive their trucks on it as well??

Pick-ups: We need a better list of rental pick-ups, especially the furniture and computers. Bill Carton is picking up the Hugos.

Secure Storage at NIII: We need to be sure Fairfax B will be "secure enough" for computer and VCR storage. The doors to Fairfax have two locks, a lower lock that housekeeping has the key to, and an upper lock that only a few Sheraton people have. We need to get copies of both keys. Note that when Fairfax was used for logistics at the last few big Boskones, there were no security problems in those rooms.

Bob D. He'd like a "service desk," to coordinate his people and be available to exhibitors who might want to use his services. The autograph area would be a good space precon for this, and Hall A would be good once the con starts. If we can think of anyway to discretely use labor for move-out, we can order it as late as Labor Day.

Rhode Island Pickup Dead, except we need to take the tech truck to Dedham to pick up the mural at Jim & Ellen's Tuesday afternoon (?).

Boxboro Move-in Since Boxboro needs to move some of their stuff up the main set of stairs in the Hilton, the Hilton wants Boxboro to move in on Tuesday afternoon or Wednesday morning.

Huckster Move-in: Logistics will provide dock and elevator management support. Bill Davidsen is handling dock management for the Hucksters only. People Mover will try to supply some gophers to help out, but these are probably low-priority gophers. LuAnn is looking into the rental of flat beds for the hucksters to borrow when they move in. We currently have 3 large flat beds (which we hope to sell/donate to another club after the con) and 3 small flat beds. Bob D. has promised to loan us 2 3' by 5' flatbeds, and may be able to supply a few dollies.

Club House Furniture: Bring all big furniture from clubhouse for Staff Lounge. Some of it will be moved to Baby-sitting on Wednesday.

Area Inventories: Area and/or division heads figure out what has to come, and start noting it on logistics forms. The last logistics work session will happen on Sunday August 27. Kelly has established general staging areas for trips at the first logistics work session:

Loading dock and book binders — the big packing area for Monday night (Tuesday morning delivery to Hynes).

Back room, by filing cabinets — Sunday night move-in (the treasury stuff is all on shelves).

Back room shelves — packing area for Tuesday night (art show/kids stuff for Sheraton move-in Tuesday night).

Nook by right-side front door — mail-in art, and some art show records (for Tuesday night Sheraton trip).

Back room, in front of shelves — staff lounge/den stuff for the first part of the Tuesday night move.

Meeting room shelves — registration stuff for Monday night move-in.

We need to get the stuff out of the furnace room on Sunday, label it, and be sure it is brought to the con.

Labeling Boxes: We have supplied color-coded stickers. Each color corresponds to a different delivery:

white	Sunday night (office)	yellow	Tuesday night (staff lounge — Sheraton 3rd floor)
blue	Monday night (sales, reg)	red-orange	Tuesday night (art show — Sheraton 2nd floor)
green	Tuesday morning (Hall C)		

We have a stamp that says:

N3
Area
Destination
Contents

When not in use, the stamp and stickers are kept on the table next to the telephones.

The area or division heads are responsible for labelling their boxes. When areas don't check their own boxes, logistics will look in boxes and make a guess about taking it or leaving it. On Sunday afternoon, logistics will make a master list for each trip.

We will use small bright orange stickers and magic markers to mark items to trash. We'll figure out Yard Sale labelling at the con. I'm not so sure we need Ready to Return stickers; if so, we'll figure this out at the con and the stickers will be available in the office.

Storage: Steve Boheim and I have the keys to the Kane storage unit #311.

Wheelchairs: All picked up. 4 are at the clubhouse, and 5 are in Hudson storage. I will need to borrow van to return them the following Wednesday.

Move-In Schedule

Friday	August 25 (?)	Art truck is picked up in Maryland (??).
Saturday		I pick up 9 wheelchairs at Monahan Pharmacy, Worcester (756-8300, Cathy) and pay \$22.50 for each. I will also buy two pairs of crutches and two canes.
Sunday	Trucks	Rent a van, and use people's vans and cars.
	Moving	4 pm Sunday — Pack van for Sheraton delivery. The areas going include office, technical, facilities, press, people mover, treasury, the early sign kit, and other early stuff. Computers/copiers must go in cars and must be brought in carefully! Bring stuff to Jefferson/Kent. Don't forget to bring hand trucks.
Monday	Trucks	Pick up 24' truck in the afternoon. Boxboro picks up their own truck. Colin picks up the tech truck for technical in New Hampshire, where most of the technical pick ups will be made. Art truck is making pickups on the East Coast.
	Moving	Ribbons — sometime during the day, 2-3 people and a hand truck will go to Davey's office in the Pru tower to help transport many 1000s of ribbons to the office in the Sheraton.
up		5 pm — Clubhouse: Load front of the truck with materials for the Tuesday morning chairs, Hynes delivery: information, handicapped, exhibits (especially park benches,

20 exhibit cases, bookcases, the remaining Confiction Progress Reports for Kees, and
 this boxes of books for the reading room), gopher T-shirts, mimeo, most sales materials
 other freebies, program, the remaining signs and and sign posts. Clearly indicate where
 Park load ends, or put a large sign in the back of the truck about which colored labeled
 boxes are moved off Monday night. Load back of the truck with materials for the
 Monday night Sheraton delivery: registration, advance order sales material, and
 stuff. At the Sheraton, stage back of the truck stuff into Fairfax. Note that the only
 sales material moved into the Sheraton Monday night is the advance order stuff.
 the truck somewhere near the hotel on a side street.
Work Sessions Office and Treasury are set up in the morning. In the early evening, sales advance
 orders are organized in Fairfax. Registration material may need some work.

Tuesday Major day for moving and paid labor.
Trucks Tech is finishing technical pick ups and bringing stuff into the Hynes. Big truck is
 moved to the Hynes by 8 am; Freeman labor will start to unload it into the Hynes at
 8 am. The big truck then goes to make furniture pick-ups. The Hudson/Boxboro
 trip happens today. Van trips include making rental pick-ups.
Moving 8 am — Hynes: Unload the front of the truck stuff into Hall C with Freeman labor.
 Sixty boxes of souvenir books and many boxes of the program booklet will arrive

and will be moved to Hall A. Equipment for slide production arrives and is set up in
 Fairfax B. Tuesday or Wednesday, 4 35mm and 5 16mm projectors will arrive and
 will need to be brought up to the projection booth on the third floor of the Hynes.
Rental Deliveries Copiers — At about 11 am, a truck from Corris Girls will deliver 6 copiers and 5
 cartridges to Jefferson/Kent. We will give them 2 checks — 1 for \$715 for the
 rentals, and the other for \$270 for a deposit.

Rent-a-PC. Registration PCs — 2 XTs, monitors, and LaserWriter are delivered from
 We may need to give them a check for \$1050.

Tech pickups Tech truck is unloaded into Hynes 202. After Colin drops off tech stuff, send tech
 truck to Ellen's for mural and to Sharon's for registration stuff. Tech truck is

returned late Tuesday or early Wednesday.
Van pickups Computers for DragonsLair/misc areas are picked up at Leasing Systems, 3rd Ave.,
 Waltham, 617-890-4685 (eight cheap computers). Stop in Waltham at the

restaurant supply place Mark knows about to buy lots of plastic forks, knives, and bowls.

Bring about \$30 in petty cash to pick up staff lounge/den stuff.
Truck pickups Truck goes to Renta-Center in Roslindale to pick up 38 () pieces of furniture. A
 check for \$570 and TE form is turned over. There will probably be at least one

additional rented furniture pickup.
Vendors **Freeman** arrives by 8 am. First priority is to set up Hall C. They will be
 supplying rental furniture, curtain, stantion, carpeting, and bulletin boards. The
 second priority is the Auditorium. Next, they will set up Hall A for Registration.
 Then they will set up Hall D for Hucksters. Finally, they will provide bulletin

boards and misc. material for other parts of the Hynes, particularly boards for the photo gallery in Boylston Hall 3.

??Unknown?? Screen set up, stage construction, and scaffolding in the

Auditorium.

Work Sessions

Assemble

Rigging in Ballroom B for the Banquet. Special lighting (?)

9 - 10 am — Hynes: Start assembly work session to make benches, Hall C.

up

additional display cases, etc., as Freeman finishes decorating the Hall. Start setting

con.

Inspections

exhibits in Hall C. Set up Hall A when Freeman is done with it.

Someone from facilities surveys the Hynes and Sheraton for damage before the

Boxboro

This should probably be done in the company of someone from each building.

They will be driving a separate truck. Truck leaves for Hudson to pick up Boxboro stuff. Weather permitting, Steve Boheim will have a crew unload and sort through

the

storage unit before the truck pulls in. The truck is loaded, then goes up to Boxboro

to

Steve's place to pick up more stuff. The Boxboro stuff is unloaded to the second

floor

of the Hilton. They should be able to return the truck to Cambridge by late

Tuesday

afternoon.

Tuesday evening

Trucks

5 pm — Clubhouse: Load art show (including any mailed-in art), lighting, dragonslair, baby-sitting gaming, filking, and anything else that's left first. Then load clubhouse furniture, staff lounge and den supplies and both refrigerators.

Moving

Unload the furniture, one refrigerator, and staff lounge supplies into Commonwealth first, to facilitate set up for the party. Next, unload the other refrigerator, den supplies, gaming, filking, and babysitting/dragonslair stuff into Fairfax. Finally, bring all Art Show stuff down to Grand. Be sure the Maryland truck is at the Sheraton by early Tuesday evening. Unload that directly into Grand.

Wednesday

Moving

Get gaming and filking stuff to the Hilton. Move freebies from Hall C to Hall A.

Truck

Return to Cambridge early Wed. morning.

Van

Make remaining pickups. Taylor Rental: 26 Washington St., Wellesley 237-4156. Bring a check for \$300 and a TE form. Ask for the rental for Laurie Mann. This rental includes 8 cribs and 2 high chairs. Then bring stuff to Liberty complex. Then van makes den run for groceries and "textbooks."

Vendors

They will also deliver curtain, stantion, and bulletin boards to the Sheraton for the show.

art

Work Sessions

11:30 am. Direct Huckster move-in from the Hynes dock. Hucksters will not be allowed to leave their vehicles by the docks; must unload and "run." Kath Horne

will

bring 750 pounds of films to the Hynes in her van. She may need extra help, and

she

will tell us if she does. Registration opens at 11 and will need lots of help. Art

show set

up (Sheraton) continues, and will also need lots of help.

Thursday — Sunday

Boxboro Strike

Convention is fully open all day.

We'll need some people, handtrucks, and, hopefully, a van to pack the technical stuff for return to the Hynes at 2:30 am Saturday morning!

Saturday

Someone also needs to verify the delivery of all Freeman items, and compare it against our order. Best done when all rental equipment is in use.

Monday early

Pick up a big truck and tech. Start loading them. All areas will get "Ready to Return" and "Trash" stickers — leave as much trash in the Hynes as possible.

Tuesday

midnight!!

Republic in the Sheraton must be empty of all art show stuff by Monday,

Grand Ballroom is available until noon on Tuesday. The hangings, etc. from Maryland are put in a separate area (old bookbinders???) so they can be packed on another truck the following Saturday.

move-out

LuAnn will arrange for UPS to come to pick up 750 pounds of films. Finish

in the Sheraton.

Corris Girls will arrive at the Sheraton by 11 am to pick up the rented copiers.

Tuesday - Wednesday

Move-out continues. Rented material is returned, including, finally, all the trucks. I return wheelchairs in van, and bring van back.

Saturday

Pick up and pack Maryland truck. Survey damage in clubhouse.