



Tour de Cure® + STEP OUT® WALK TO STOP DIABETES®

TECHNICAL MANUAL

Date: Sunday, June 25, 2017

Location: Novo Nordisk Corporate Home Campus

ADA: Katy Lido 908-528-3413

Novo Nordisk: Stephanie Storey 609-933-5978

TRACS, Inc: Fred Treseler 617-233-6247

Post-Event

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OVERVIEW



MEET THE TEAM

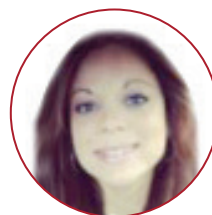
ADA



James Sheridan



Katy Lido



Barbara Ortiz



Tony Nunno



Michael Franken

TRACS



Fred Treseler



Freddie Treseler



Greg Lutz



Alyssa Laiacona



Stephanie Mendonca



Kelliann Humphrey



John Deputy



Mike Cook



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Jordan Chimento



Emily Langan



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Michael Franken	+1 610-737-5620	Development Manager	mfranken@diabetes.org

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CONTACT LIST

Key External Contacts

Novo Nordisk Contacts:							
Company	Name	Title	Address	Office Phone	Fax #	Cell	Email
Novo Nordisk	NN Security	Operations Center	800 Scudders Mill Road, Plainsboro, NJ 08536	609-786-5500			
Novo Nordisk	Stephanie Storey	Manager, Sponsorships & Community Outreach	800 Scudders Mill Road, Plainsboro, NJ 08536	609-987-5919		609-933-5978	stst@novonordisk.com
Novo Nordisk	Chuck Davall	Senior Manager, Security	800 Scudders Mill Road, Plainsboro, NJ 08536	609-786-5406		609-917-5490	cdv@novonordisk.com
Novo Nordisk	Mike Wade	Associate Director, Facilities	800 Scudders Mill Road, Plainsboro, NJ 08536	609-919-7800		609-937-8001	mwde@novonordisk.com
Novo Nordisk	Ron Griffith	Security	800 Scudders Mill Road, Plainsboro, NJ 08536				
Novo Nordisk	Lisa Ciallella	Executive Assistant	800 Scudders Mill Road, Plainsboro, NJ 08536			732-881-5160	
ADA Contacts:							
Company	Name	Title	Address	Office Phone	Fax #	Cell	Email
ADA	James Sheridan	Regional VP - Tri State Region	1160 Route 22 East, Suite 103, Bridgewater			516-384-6398	js Sheridan@diabetes.org
ADA	Katy Lido	Development Director	1160 Route 22 East, Suite 103, Bridgewater	732-469-7979 ext. 3521 M: 908-528-3413	908-722-4887	908-528-3413	klido@diabetes.org
ADA	Barbara Ortiz	Director of Community Health Strategies	1160 Route 22 East, Suite 103, Bridgewater			973-943-6542	bortiz@diabetes.org
ADA	Tonny Nunno	Development Manger	1160 Route 22 East, Suite 103, Bridgewater	732-469-7979 ext. 3524	908-722-4887	973-277-7386	ANunno@diabetes.org
ADA	Michael Franken	Development Manger	1160 Route 22 East, Suite 103, Bridgewater	P: 732-469-7979 ext. 3516	908-722-4887	610-737-5620	mfranken@diabetes.org
Vendors							
Item	Contact	Company	Office	Cell #	Fax #	Email	Address Pay at Event
Barricades	Barry Goldberg	Sonco Rentals	888-766-2685		866-541-1704	bgoldberg@sonco.com	805 N. Wilson Ave, Suite #301, Bristol PA 19007 on TRAVEL
Stage	Eric Brumberg	The Zeo Group	732-469-7979 ext 3516				244 E County Line Rd #3b, Hatboro, PA 19040
Kubota	Daniel Ferreira	Sunbelt	732-697-0666		732-697-0099	pc545@sunbeltrentals.com	Perth Amboy, NJ 08861-3748 on TRAVEL
Generator	Micheal Litt	Herc	973-522-3400	732-210-8615		mlitt@hertz.com	49 W. Ferris Street East Brunswick, NJ 08816 on TRAVEL
Volunteers							Car Insurance Information
Contact Name	Organization	Contact Phone	Contact E-mail	Number of Volunteers			
Sheila Ahmady	Princeton Rugby Club	732-890-1757	sheilaahmady@gmail.com	8			
Sun Life Financial (Emergency Travel Assistance)							
Phone # U.S. : 1-800-872-1414							
Email: medservices@assistamerica.com							
Sun Life Financial (Identity Theft Protection)							
Phone #: 1-877-409-9597							
							Policy Number: 15MMBGBNBX
							Insuring Company: The Commerce Insurance Company
							Agent: Tommie Vocatura
							Charles River Insurance
							5 Whittier Street, 4th Floor, Framingham, MA 01701
							Main: 508.656.1400, Fax: 508.656.1499
							Hours of Operation: M-F, 8:00 a.m. - 5:00 p.m. EST
							info@charlesriverinsurance.com
							www.charlesriverinsurance.com

PRE-EVENT TIMETABLE

Monday, June 19 - Thursday, June 22

Monday, June 19 2:30 PM	Set up warehouse for Princeton load in
Tuesday, June 20 5:07 AM	Sunrise (Boston)
Tuesday, June 20 9:00 AM	AH + FT to pick up pickup truck and 6' X 12' open trailer, 240 N Beacon St, Brighton, MA 02135
	TRACS staff arrive at office
	GL, FT4 pick up truck from Enterprise Rental, 248 Mishawum Rd, Woburn, MA 01801 leave for Extra Space Storage
Tuesday, June 20 9:30 AM	FT4, GL pick up 10 passenger van from Fuller Rentals, 20 Coolidge Ave, Watertown, MA
Tuesday, June 20 12:00 PM - 2:00 PM	Load in truck at Extra Space Storage (Staff)
	LA, JS to get snacks/drinks at Stop and Shop
Tuesday, June 20 8:24 AM	Sunset (Boston)
Wednesday, June 21 5:07 AM	Sunrise (Boston)
Wednesday, June 21 8:30 AM	TRACS team at office
Wednesday, June 21 9:00 AM	Gas all vehicles prior to departure
	TRACS team puts personal items in truck/distribute two ways (1 per vehicle)
	TRACS office opens–MN in office
Wednesday, June 21 10:00 AM	Team leave for Princeton in pickup truck and trailer (KaH, LA), 10 passenger van (FT, AL, SM, interns), and truck (GL, FT4)
Wednesday, June 21 12:30 PM	TRACS team lunch - Rest Stop
Wednesday, June 21 1:00 PM	TRACS team back on road
Wednesday, June 21 5:00 PM	TRACS office closes
Wednesday, June 21 5:30 PM	Check in at Holiday Inn Express, 870 Scudders Mill Road, Plainsboro, NJ
Wednesday, June 21 6:30 PM - 7:00 PM	TRACS team walk venue - entire team
	TRACS team parks vehicles in Lot 14
	Finalize barricade drop off points (SM)
Wednesday, June 21 7:30 PM	Talk to front desk at Holiday Inn - add signage regarding event and road closures - signage wasn't given to hotel guests until Saturday night
Wednesday, June 21 8:33 PM	Sunset (Princeton)
Thursday, June 22 5:29 AM	Sunrise
Thursday, June 22 6:00 AM - 10:00 PM	Breakfast room open Holiday Inn
Thursday, June 22 7:00 AM	TRACS team arrives on site
Thursday, June 22 7:30 AM	TRACS team unloads truck
Thursday, June 22 8:39 AM	Kabota delivered by Sunbelt into Lot 14 - test and confirm with driver
Thursday, June 22 9:00 AM	TRACS office opens–MN, TC, PM, ES, MS in office
	Build operations tents in Lot 14

PRE-EVENT TIMETABLE

Thursday, June 22 - Friday, June 23

Thursday, June 22 10:00 AM	ADA Walk Thru NNI Lobby - FT, FT4, GL, SM, STST, Lisa Ciallella, Katy Lido, Michael Franken
	Pick up 3 pallets from Novo Nordisk loading docks with truck (GL, JS)
	Generator delivered to Lot 12
	JC, EL to fill water buckets in Lot 14 (STST to provide key to water source)
Thursday, June 22 10:00 AM - 6:00 PM	Sonco delivers and sets barricades to lot 11, 12, 14, & island (only hooked lot 11 and placed all others) - Arrived at 10:30AM
	KaH and SS coned off entrances to lots 11-14
	TRACS team assemble teardrops and returned to truck
	Set banners on arches, cleaned and tested arches
	Pick up and assemble misting stations (FT4)
	Close off both ends of runways with barricade for TDC and Step Out
Thursday, June 22 1:00 PM	Interns, KaH, AL, SM lunch run to Panera
Thursday, June 22 2:00 PM	Break at Holiday Inn for interns; KaH, AL, & SS pick up ice
Thursday, June 22 3:00 PM - 5:30 PM	Site walk through with ADA, NNI, building security, and TRACS (FT, GL, SM at 4:00PM)
Thursday, June 22 3:30 PM	SM to tape site for all equipment placements
Thursday, June 22 5:00 PM	TRACS office closes
Thursday, June 22 5:30 AM	FT4 to check generator
Thursday, June 22 7:00 PM	MC arrives in Princeton
Thursday, June 22 7:15 PM	Depart venue for dinner
Thursday, June 22 8:32 PM	Sunset (Princeton)
Friday, June 23 5:30 AM	Sunrise (Princeton)
Friday, June 23 6:00 AM - 10:00 AM	Breakfast room open Holiday Inn
Friday, June 23 8:00 AM	Depart Holiday Inn for venue
Friday, June 23 8:00 AM - 3:00 PM	Set up Red Strider Tent in Lot 11
	Set up Photo Booth in Lot 11
	Mesh tops of barricade in Lots 11, 12, 13, 14 & island
Friday, June 23 9:00 AM	TRACS office opens—MN, PM, ES, MS in office
Friday, June 23 10:00 AM	Mr. John (Russell Reid) arrives to delivers porta-john units (SM)
	ADA staff on-site and direct deliveries/setup (SM)
Friday, June 23 11:00 AM	Sonco delivers and helps set sandbags (LA, EL, JC, JS)

PRE-EVENT TIMETABLE

Friday, June 23 - Saturday, June 24

Friday, June 23 12:00 PM	NN parking garage starts emptying Ice Trailer to be dropped off - didn't get running for a while 4 Sag vehicles arrive (four trips back and forth) - problem with keys/dropoff Cone off the entrance onto the NN campus near the venue Misting tent arrives
Friday, June 23 1:30 PM	TRACS team departs venue to get lunch at Romeo's
Friday, June 23 2:00 PM - 5:00 PM	Rest & rehydrate for TRACS team at hotel
Friday, June 23 5:00 PM	TRACS office closes
Friday, June 23 5:30 PM	TRACS team meeting at Holiday Inn breakfast area (event day responsibilities, tips and tricks, questions) FT4 to check generator
Friday, June 23 7:00 PM	JD arrives in Princeton
Friday, June 23 8:32 PM	Sunset (Princeton)
Saturday, June 24 5:30 AM	Sunrise (Princeton)
Saturday, June 24 6:15 AM	Tornado warning
Saturday, June 24 6:30 AM - 7:00 AM	FT, FT4, GL, MC arrive at venue to check weather and secure venue
Saturday, June 24 6:30 AM - 10:30 AM	Breakfast room open Holiday Inn
Saturday, June 24 8:00 AM	First team arrives at venue to monitor ADA vendor drops/tent build out in lots 11 & 12 (FT, FT4, SM, GL, MC)
Saturday, June 24 9:30 AM	Rest of TRACS team departs Holiday Inn for venue
Saturday, June 24 9:00 AM - 6:00 PM	Place cones and A-frames on south side of each lot United Rent All arrives to set up 3 big tents (SM) Set up Master Jr. Tent/table at entrance to campus FT4, GL, FT, MC to distribute electrical lines to arches from generator Install blue carpet in Lot 11 by Step Out arch Install blue carpet in Red Strider Tent Set up 5K course and move Cheer Zone into position Finish all narrowcades and set in place/zones Tape off parking garage and course behind NN office Blow up arches and leave generator running overnight
Saturday, June 24 11:30 AM	120 cases of water arrive on site
Saturday, June 24 12:00 PM - 2:00 PM	Packet pickup
Saturday, June 24 1:00 PM	Interns, KaH, AL, SM lunch run to The Original Steak & Hoagie

PRE-EVENT TIMETABLE

Saturday, June 24

Saturday, June 24 2:00 PM	Zeo brothers arrive to begin setup of stage and sound system
Saturday, June 24 2:00 PM - 6:00 PM	TRACS team takes break at Holiday Inn (FT, FT4, GL, MC, JD stay on-site)
Saturday, June 24 2:30 PM	LA, KaH, AL to place order for breakfast, lunch, and dinner for Sunday
Saturday, June 24 3:00 PM	KaH & AL drop LA off at hotel for break and go to venue to help build repeater banners
	Set up Stage backdrop with artwork
Saturday, June 24 5:00 PM	Test ADA Diesel Generator
	FT4 to check generator
Saturday, June 24 6:00 PM	Fill diesel in truck, fill van, fill pickup truck, top off generators, refill gas cans
	GL, FT4 set up lights in ops tent and organize operations tent for event day
Saturday, June 24 7:30 PM	Team dinner in hotel
Saturday, June 24 8:32 PM	Sunset (Princeton, NJ)

DAY OF EVENT TIMETABLE

Sunday, June 25 4:00 AM - 3:30 PM

Sunday, June 25 4:00 AM	TRACS team arrives at venue
Sunday, June 25 4:00 AM - 6:00 AM	Finish securing bottom of all mesh & setting up photo booth All teardrops in position (bungees, blue buckets, sandbags)
Sunday, June 25 5:30 AM	Sunrise (Princeton) Parking volunteer begins JC, JS, AH to front gate
Sunday, June 25 6:30 AM - 10:30 AM	Breakfast room open Holiday Inn
Sunday, June 25 6:30 AM	100 mile ride check in
Sunday, June 25 6:45 AM	100 mile ride start time 62.3 mile ride check in
Sunday, June 25 7:00 AM	GL to pick up Dunkin Donuts LA to front gate EL & SS to photo booth
Sunday, June 25 7:30 AM	62.3 mile start time
Sunday, June 25 8:00 AM	30 mile ride check in
Sunday, June 25 8:30 AM	1 & 3 mile walk check in time
Sunday, June 25 9:00 AM	30 mile ride start time 10 mile ride check in
Sunday, June 25 9:45 AM	Team Novo Nordisk Photo (JD), 30 copies printed
Sunday, June 25 10:00 AM	10 mile ride start time
Sunday, June 25 10:30 AM	1 & 3 mile walk start time
Sunday, June 25 11:45 AM	Last walker finishes and GL,EL,MC breakdown Cheer Zone
Sunday, June 25 12:00 PM	Panera lunch order delivered to main gate 10 mile ride end time
Sunday, June 25 12:30 PM - 1:30 PM	JS/AH alternate with LA/JC at main gate to take breaks in shade
Sunday, June 25 2:30 PM	Princeton Rugby Club volunteers arrive
Sunday, June 25 2:45 PM	TRACS team and volunteers begin breakdown of Lot 11 (Step Out)
Sunday, June 25 3:00 PM	End time 100mile, 62.3 mile & 30 mile ride end time
Sunday, June 25 3:30 PM	Last cyclist finishes and one team begins breakdown (Volunteers, JS, JC, SS, KaH, AL)

POST-EVENT TIMETABLE

Sunday, June 25 - Tuesday, June 27

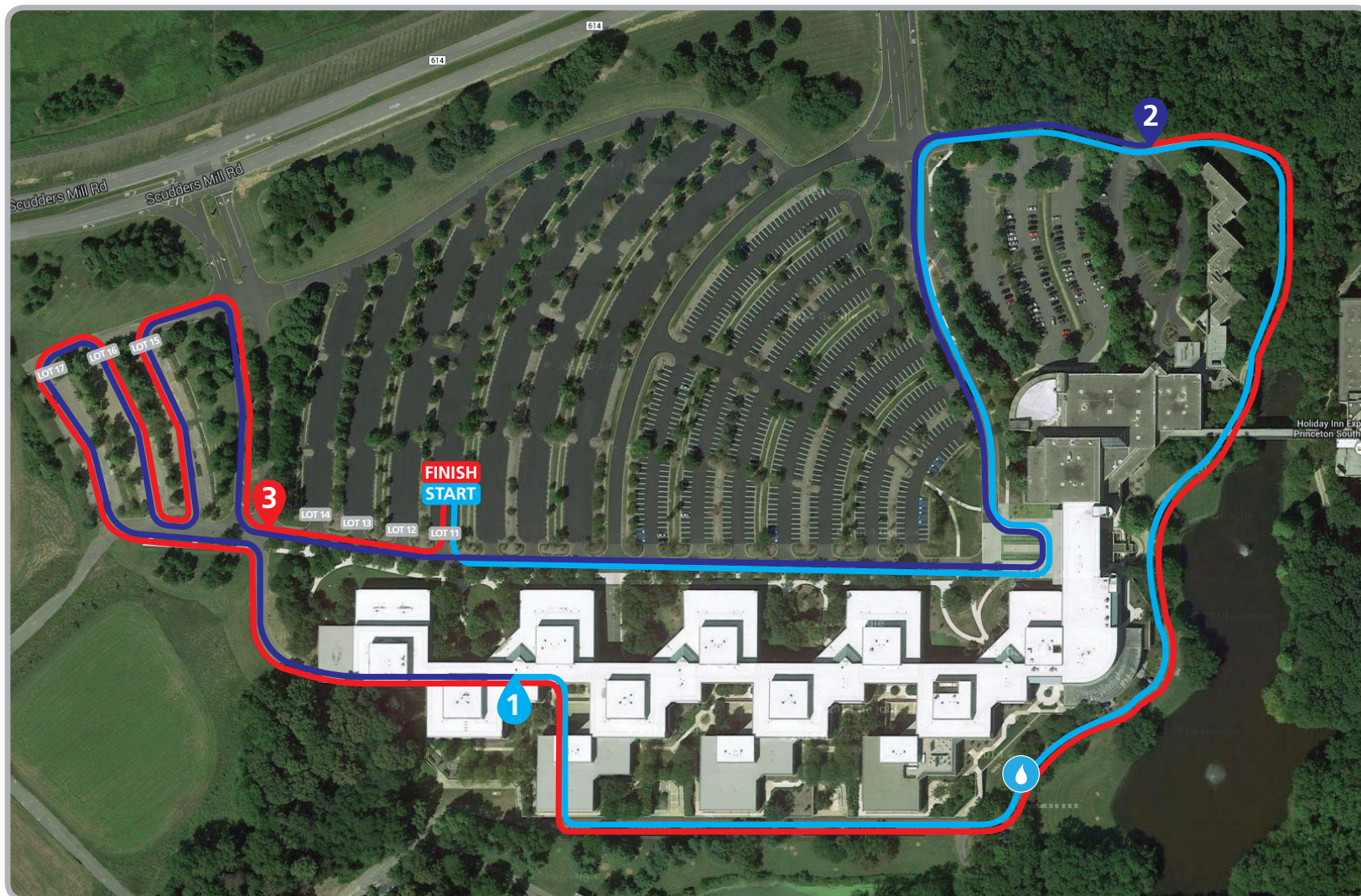
Sunday, June 25 4:00 PM	LA, EL, AH begin breakdown of Operations Tent
	SM break down Photo Booth
Sunday, June 25 8:25 PM	FT, MC, FT4, & GL break down Red Strider Tent and pick up course signage
Sunday, June 25 8:25 PM	Sunset (Princeton)
Monday, June 26 5:30 AM	Sunrise (Princeton)
Monday, June 26 6:00 AM - 10:00 AM	Breakfast room open Holiday Inn
Monday, June 26 8:00 AM	Call Sunbelt to pick up Kabota
	TRACS team breakfast
Monday, June 26 8:45 AM	Checkout from Holiday Inn
Monday, June 26 9:00 AM	Depart Holiday Inn for Boston in truck (FT4, GL), pick up truck and trailer (KaH, LA), and passenger van (FT, SM, AL, Interns)
	TRACS office opens—MN, TC, PM, ES, MS in office
Monday, June 26 4:00 PM	TRACS team returns to Boston, unloads van
	Interns, GL, FT4, SM, KaH to warehouse to unload cones from trailer (KaH and SM to bring Uhaul back to Brighton)
Monday, June 26 8:25 PM	Sunset (Boston)
Tuesday, June 27 1:00 PM - 4:00 PM	TRACS staff unload 26' truck at Extra Space Storage
Tuesday, June 27 4:00 PM	SS, GL return truck to Enterprise Rental, 248 Mishawum Rd, Woburn, MA 01801 (781 932-9898)

COURSE INFO



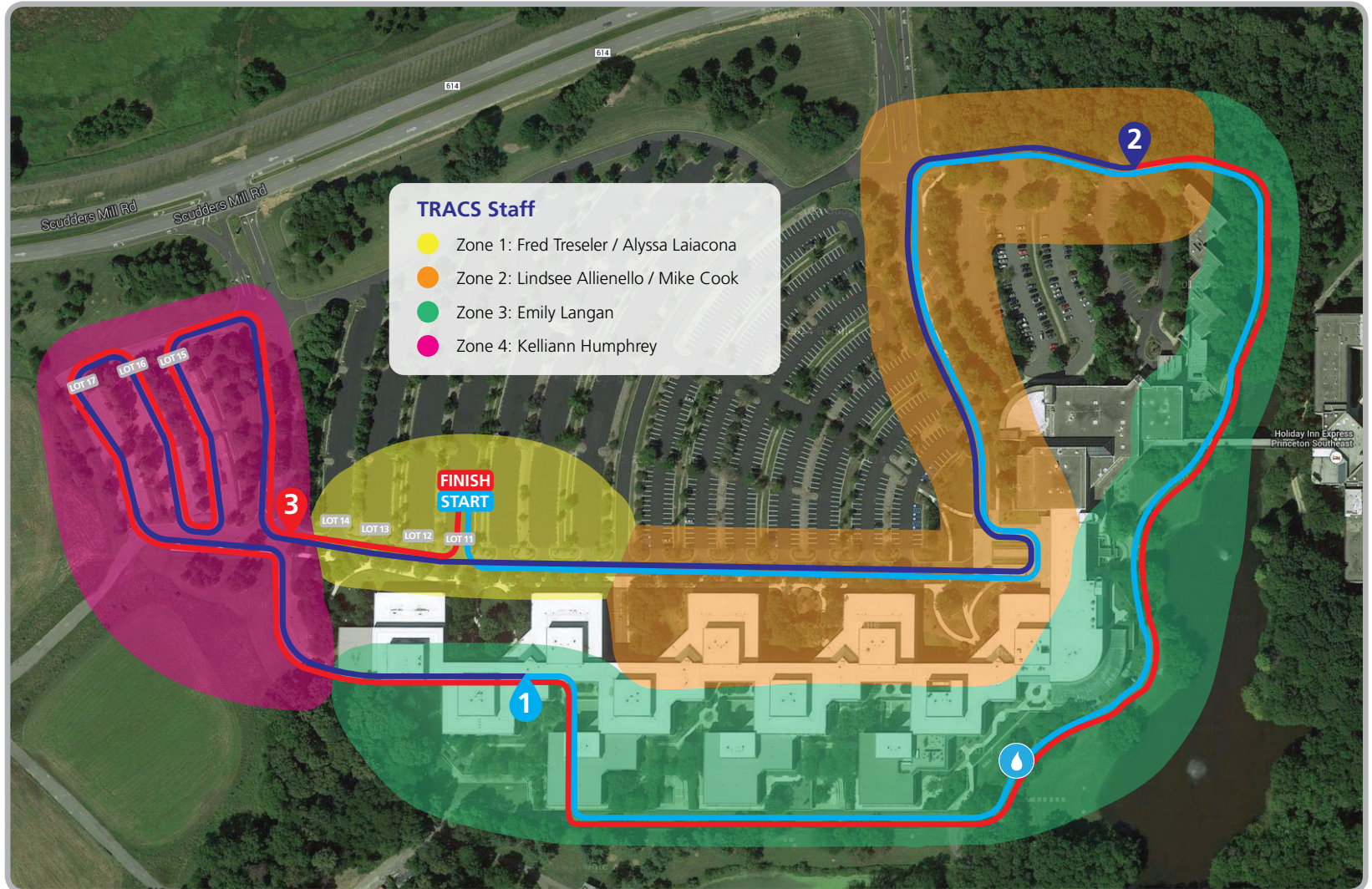
COURSE MAP: 3 MILE WALK

Satellite View



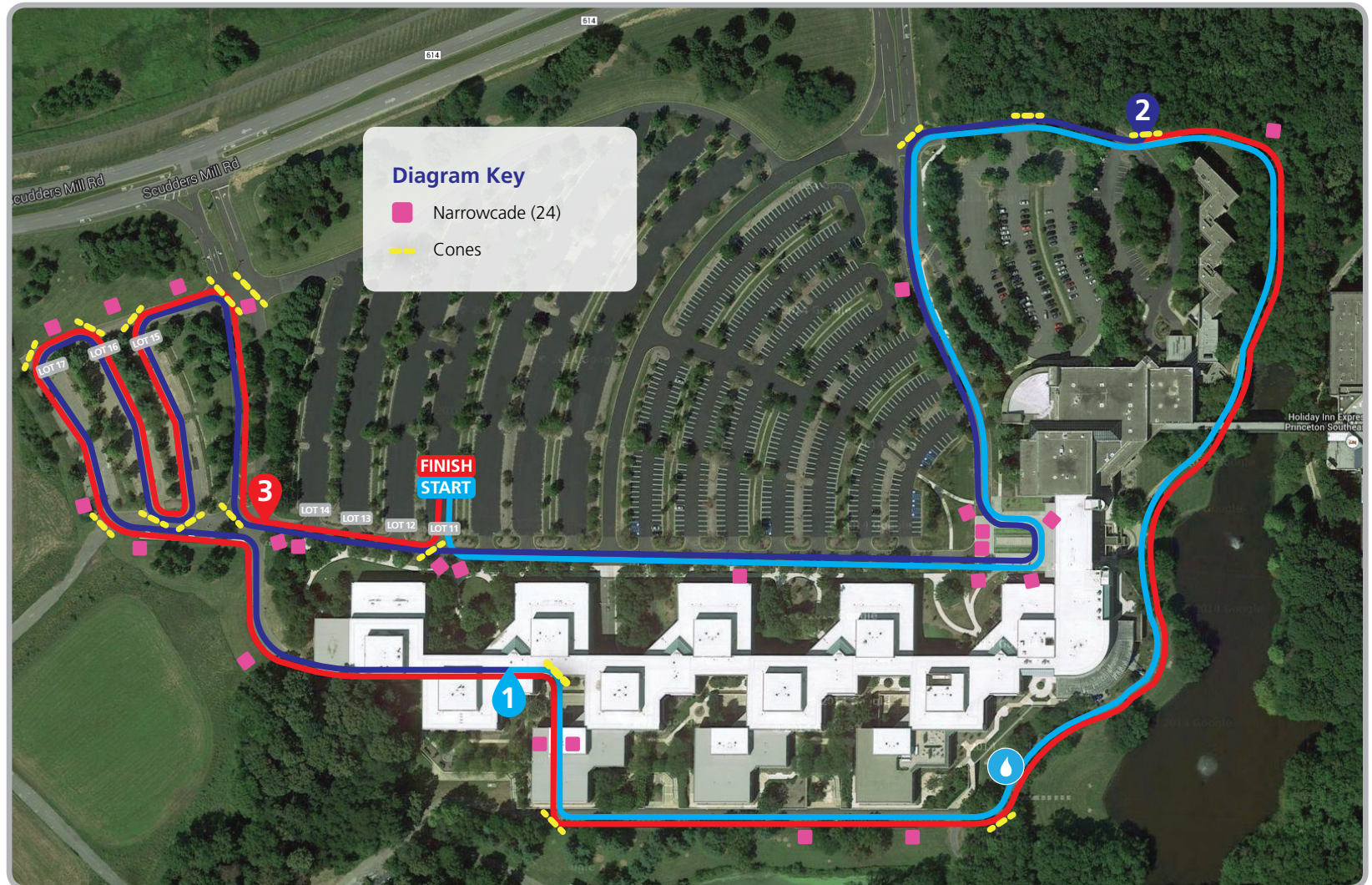
COURSE MAP: 3 MILE WALK

TRACS Zone Map



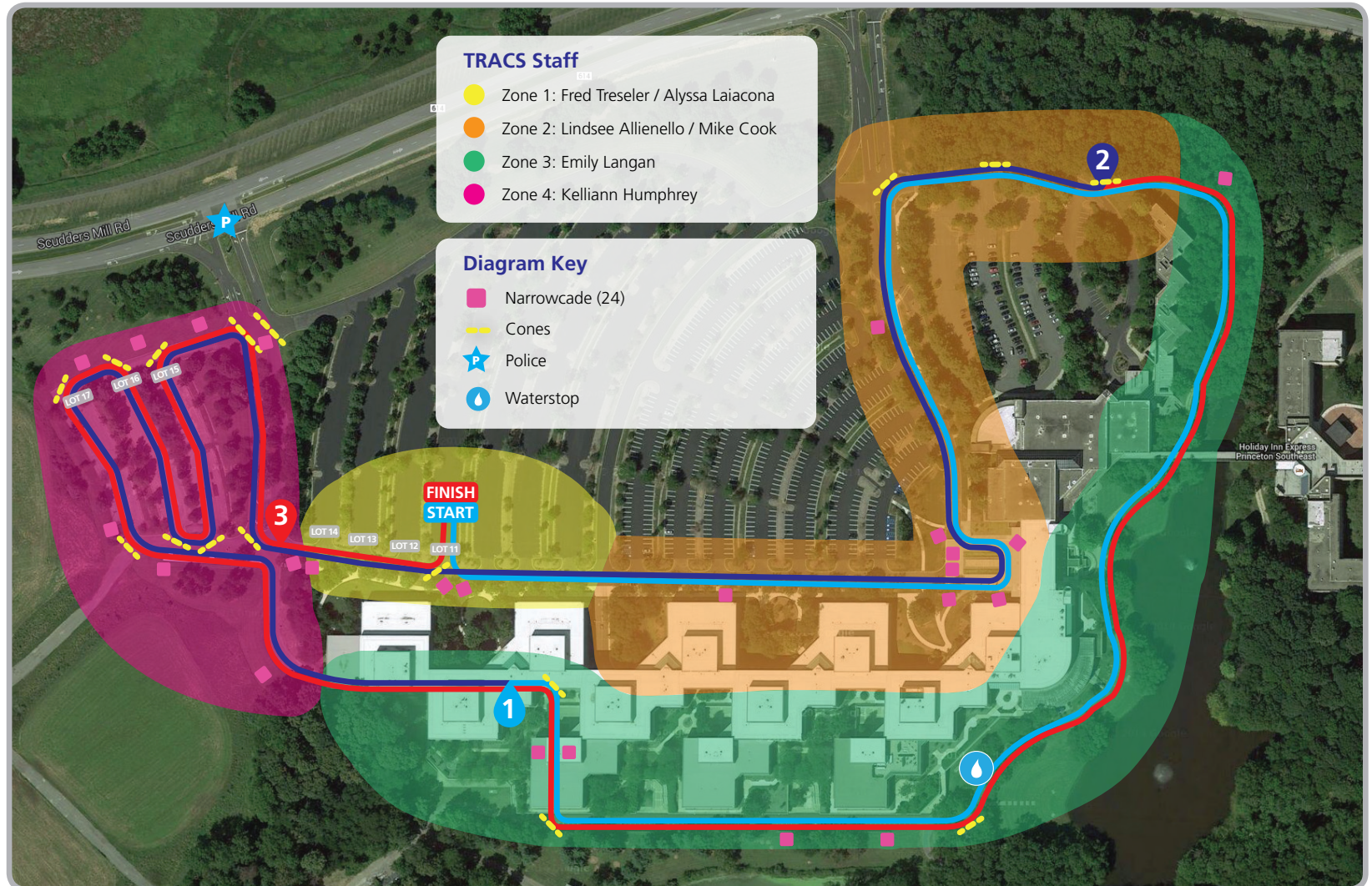
COURSE MAP: 3 MILE WALK

Barricade & Cone Plan Map



COURSE MAP: 3 MILE WALK

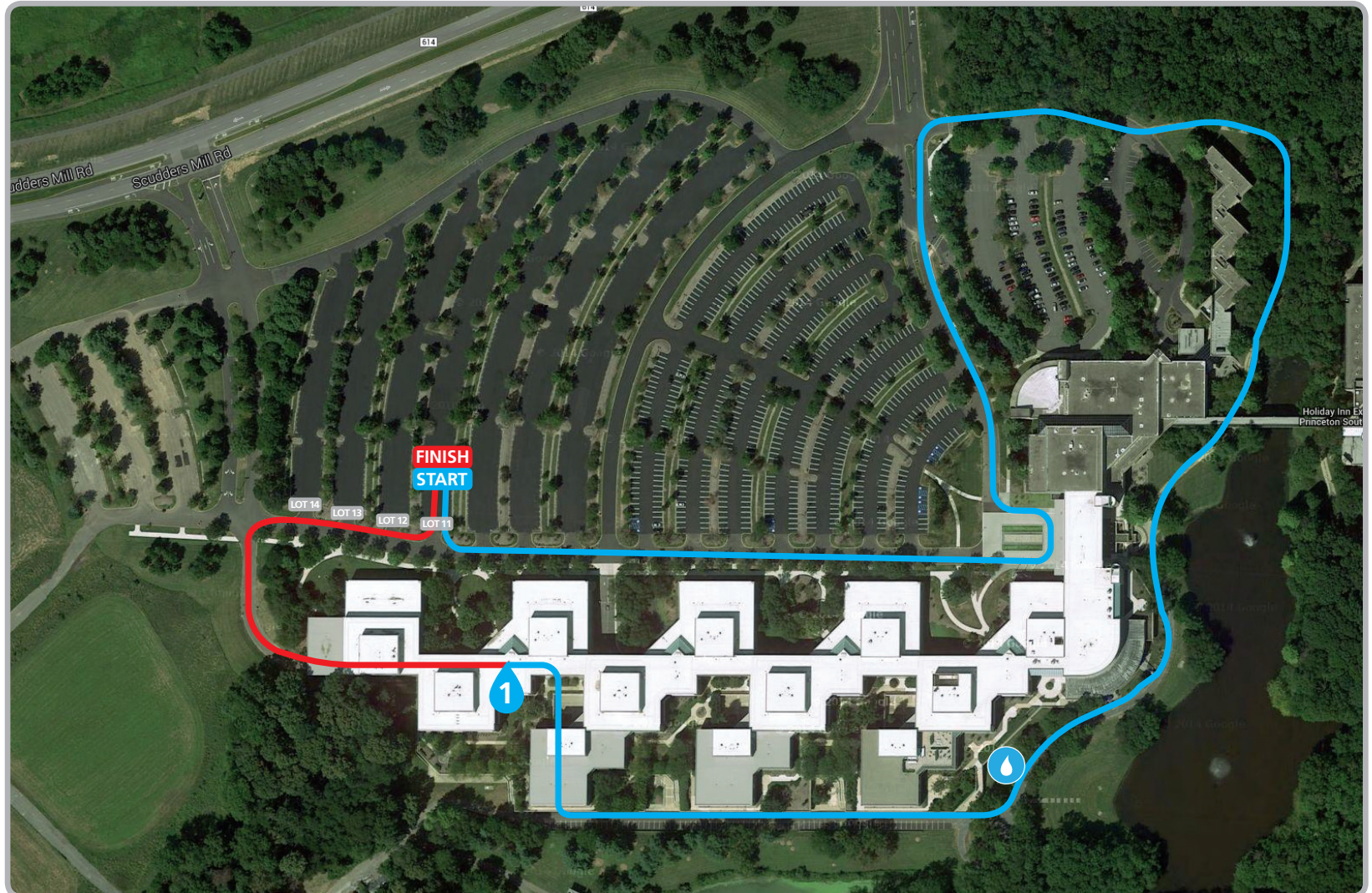
Master Plan



COURSE INFO

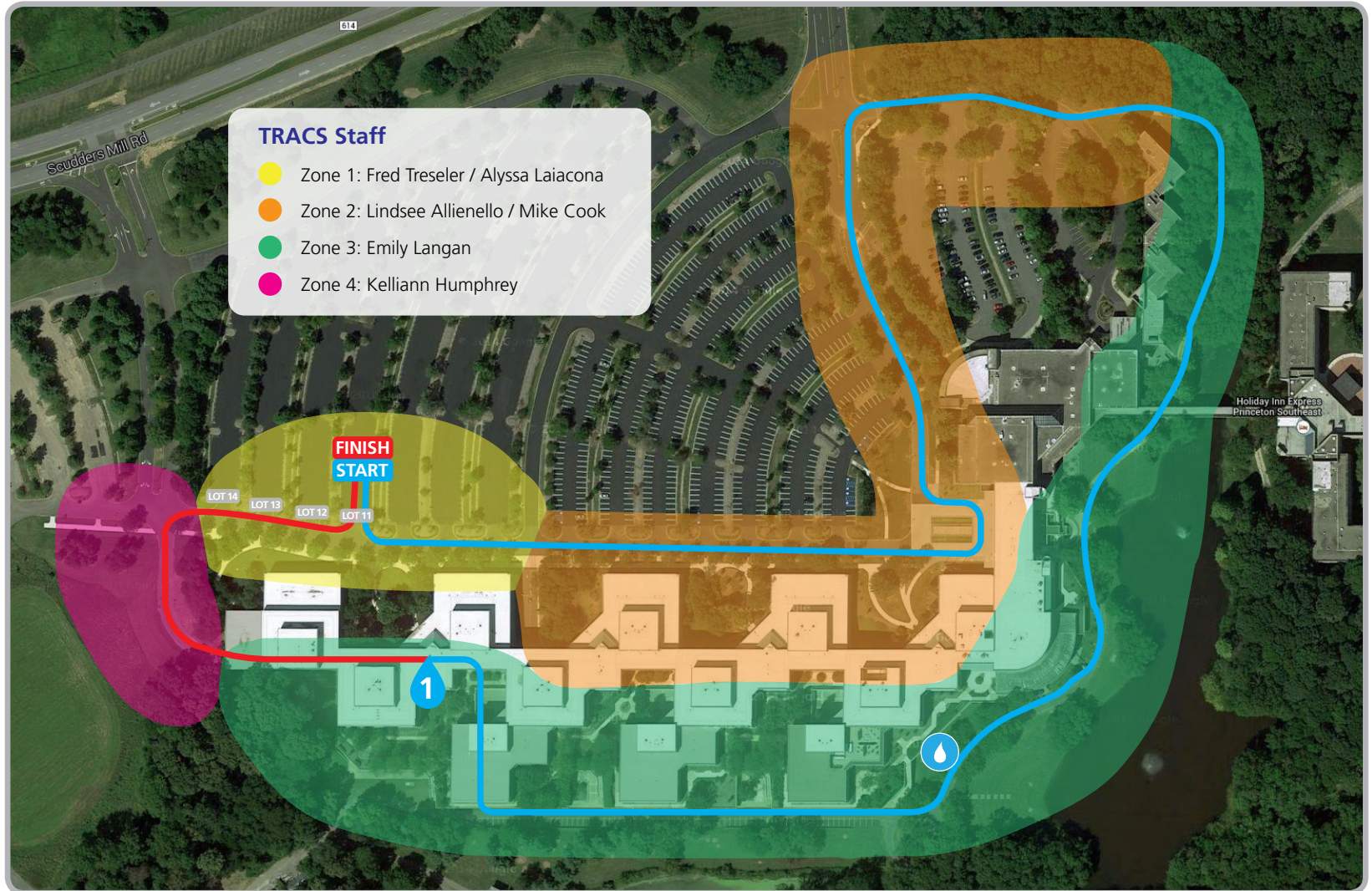
COURSE MAP: 1 MILE WALK

Satellite View



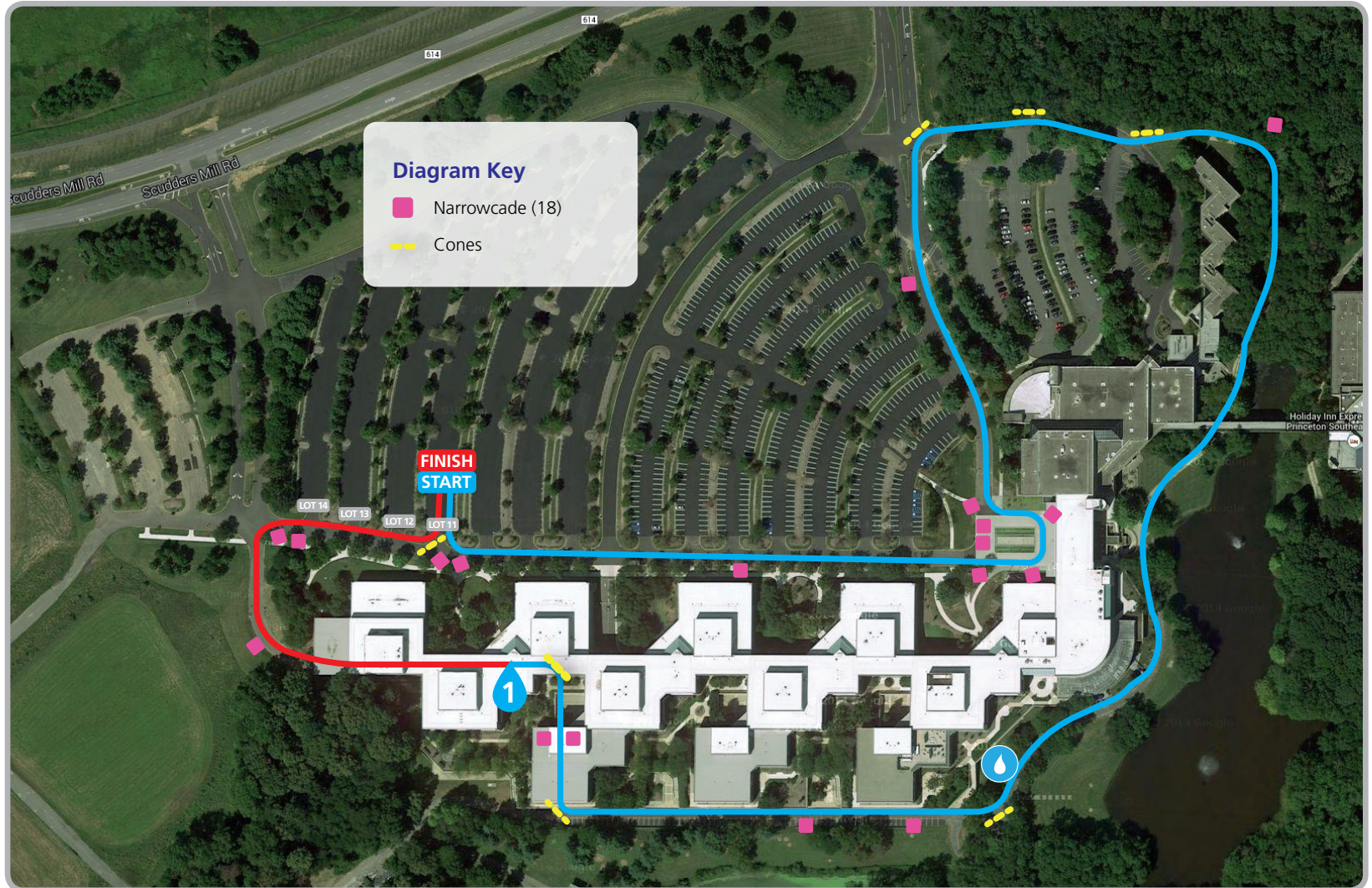
COURSE MAP: 1 MILE WALK

TRACS Zone Map

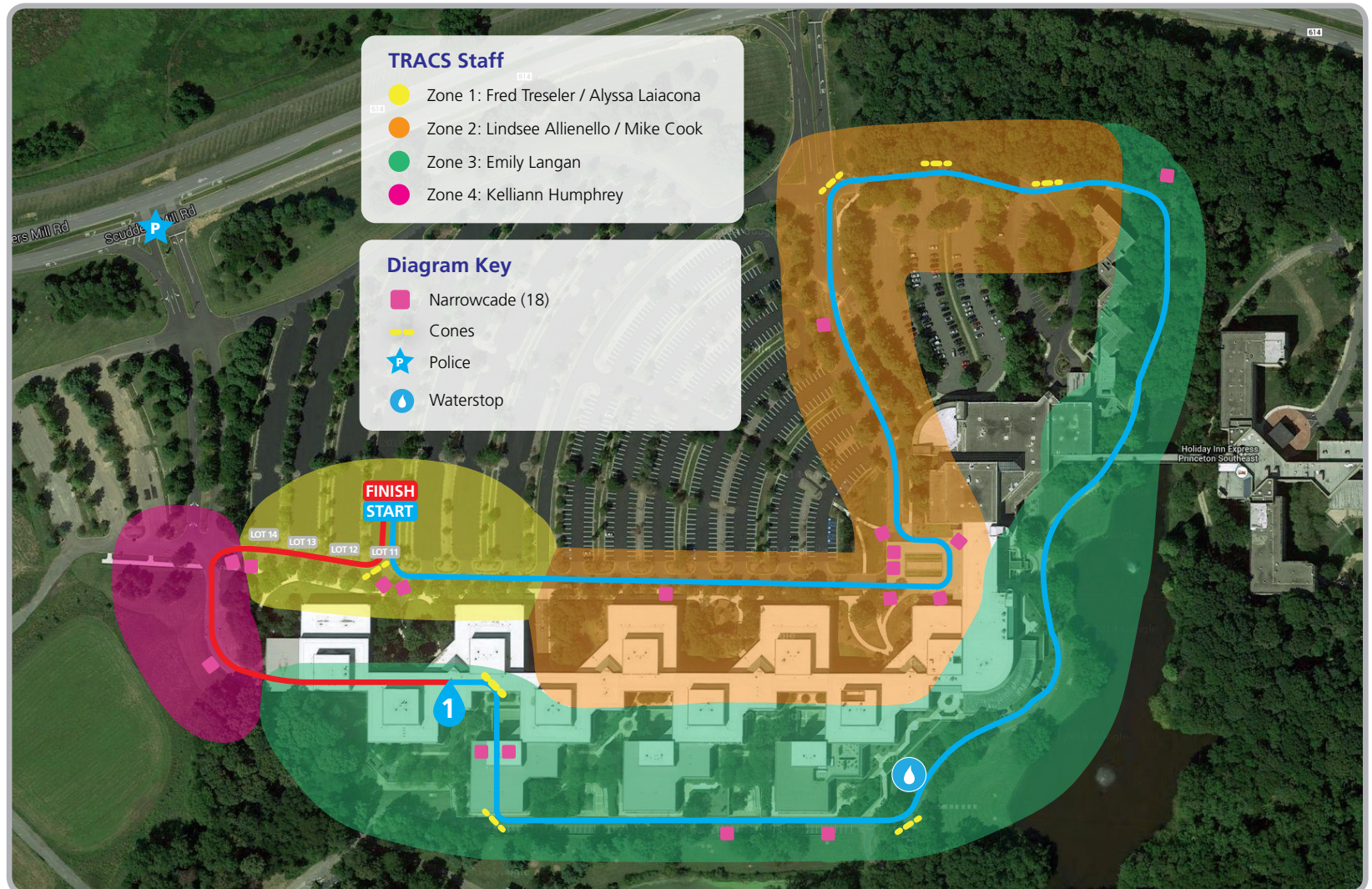


COURSE MAP: 1 MILE WALK

Barricade & Cone Plan Map

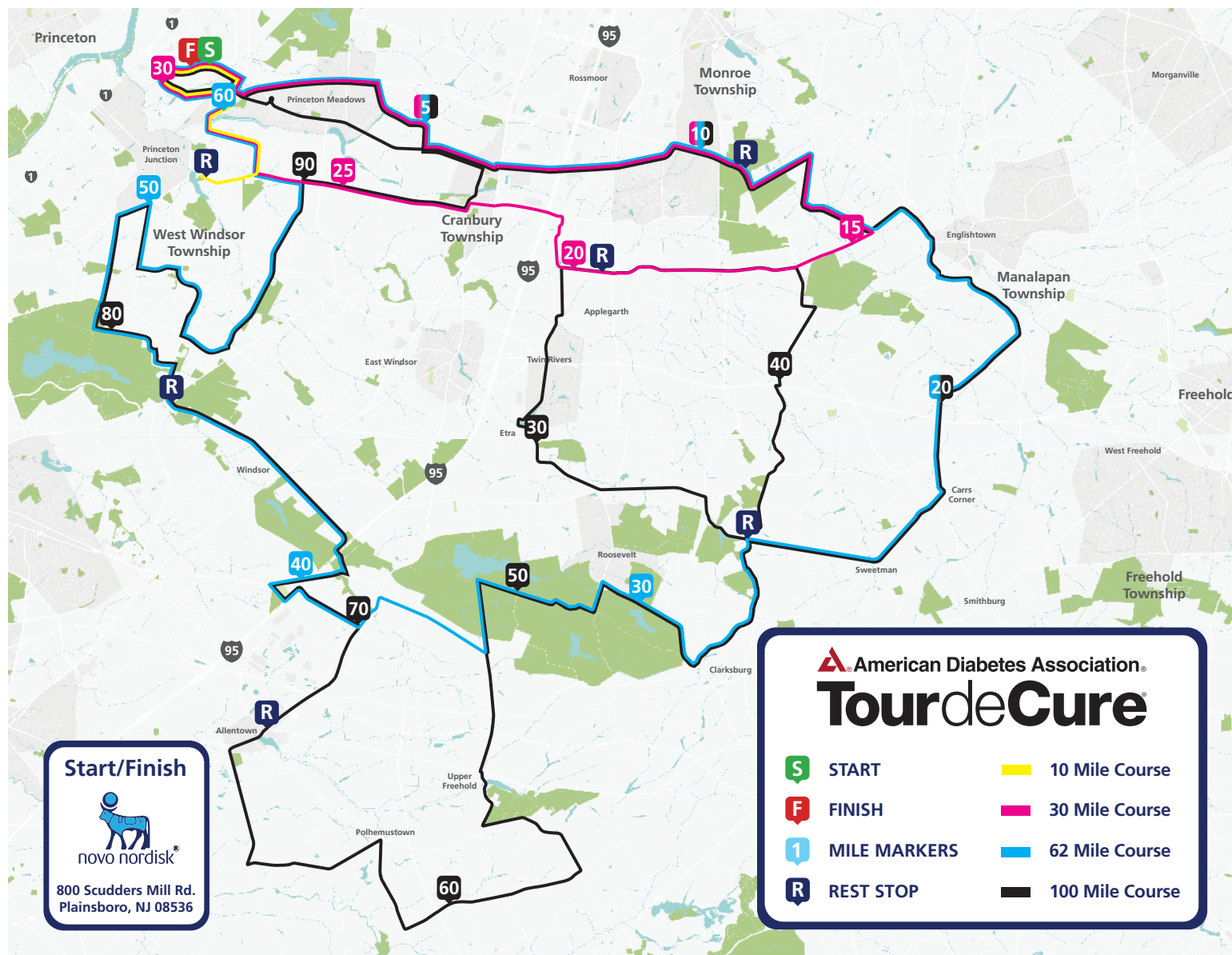


COURSE MAP: 1 MILE WALK Master Plan



MASTER BIKE ROUTE MAP

100 Mile, 62 Mile, 30 Mile, & 10 Mile



COURSE MAP: BIKE ROUTE

On and Off Novo Nordisk Home Campus

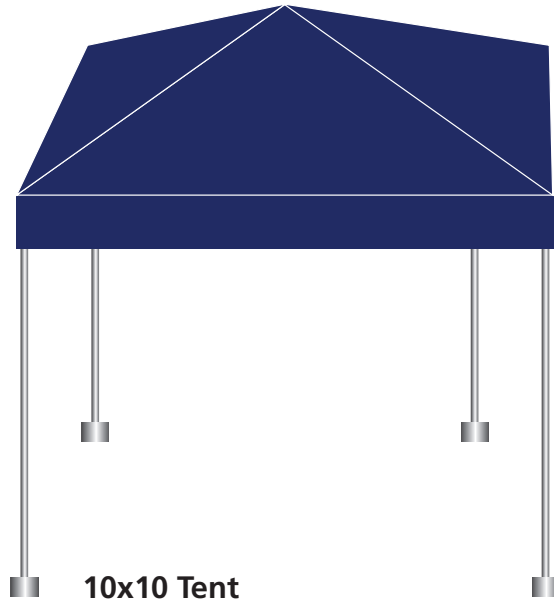


CAMPUS ENTRANCE Diagram



- Narrowcade
- Delineators from Novo Nordisk with engineering tape
- Cones
- Tent
- Parking Signage

CAMPUS ENTRANCE Materials



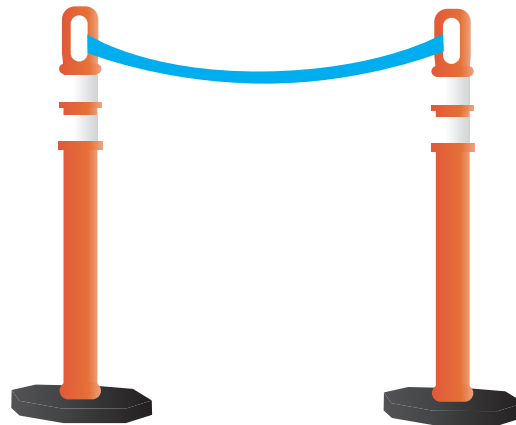
10x10 Tent



Parking Signage



Narrowcade



Delineators from Novo Nordisk
with engineering tape



Cones

VENUE DIAGRAM

Overview: Novo Nordisk Home Campus Lot

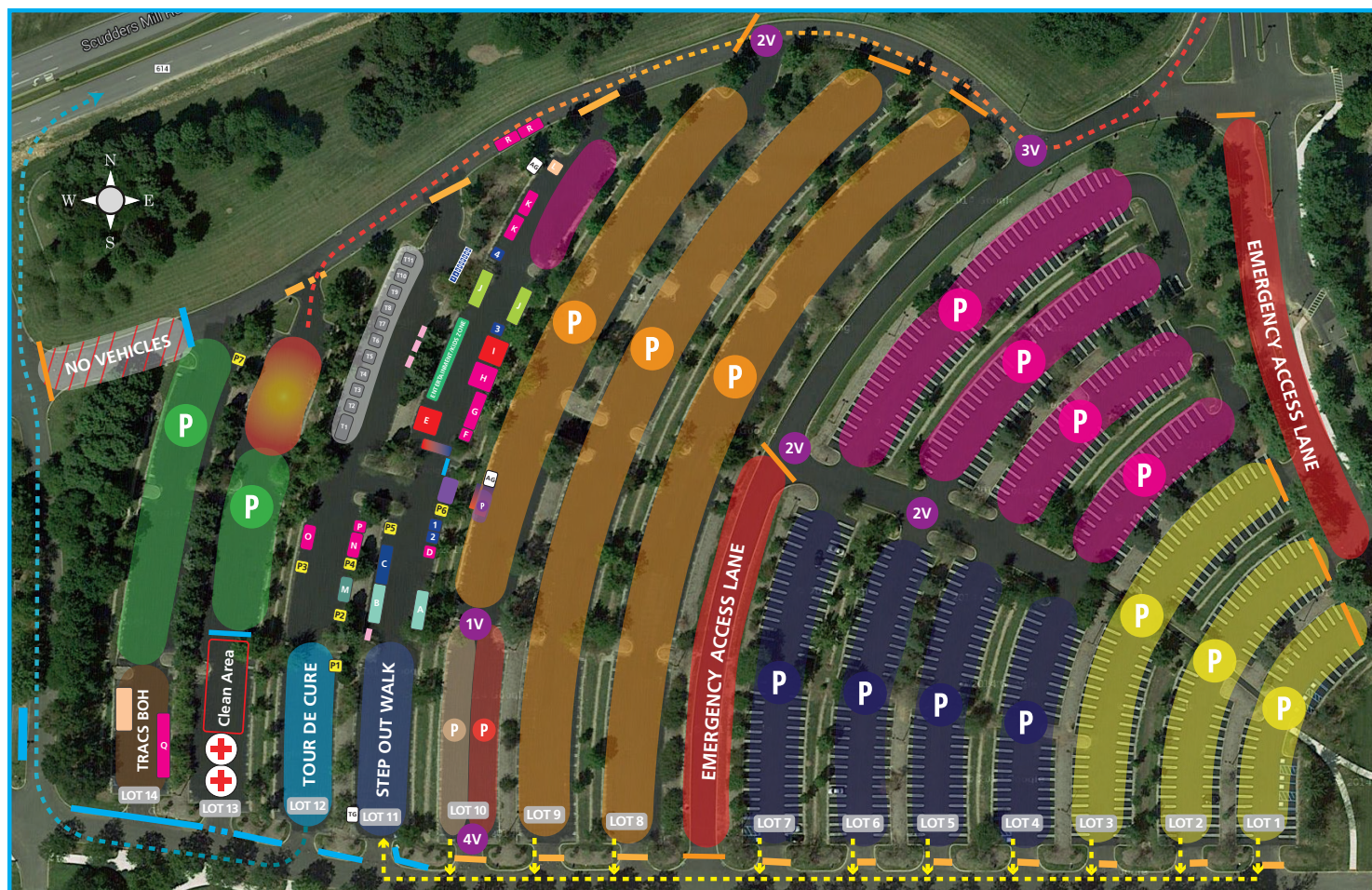


Diagram Key

- P Vendor Parking P Reserved For Band P Handicap Parking P Champion VIP Parking P Cyclist Parking P Walker Parking P Volunteer Parking P Reserved Parking
- Tour de Cure Start Area Step Out Start Area Emergency Access Lane + Ambulance #V Volunteers SAG Staging Area TRACS Back Of House Umbrella Tables
- Team Tent Area Team Tent Vendor Tent Red Rider & Strider Tent Sponsor Tent Registration Tents Pop-up Tent Mistig Station
- Entertainment Area/Kids Zone Vehicles Cones Barricade Main Stage 12'x16' ADA Arch Tents Bike Rack Restrooms
- TG TRACS Generator AG ADA Generator Pedestrian Route Bike Route SAG Return Route

VENUE DIAGRAM

Parking Logistics

Parking Logistics Overview:

All vehicles must enter & exit from Main Entrance on Scudders Mill Road (East)

No vehicles may enter or exit through secondary roadway at Scudders Mill Road (West)

Vendor Parking

- Arrive at Main Entrance
- Receive Vendor Placard
- Drop Off Materials at Lot 12
- Park in Lot 14
- Lot 13 for Vendor Overflow Parking

Volunteer Parking

- Arrive at Main Entrance
- Directed to Parking Lot 7 North
- Fill Pattern: 7 North, 6 North, 5 North, 4 North
- Park and Walk to South-Side of Lots, Follow Signs to Event Entrance (Lot 11)

Tour de Cure Parking

- Arrive at Main Entrance
- Directed to Parking Lot 10
- Fill Pattern: 10, 9, 8 From South to North
- Park and Walk to South-Side of Lots, Follow Signs to Event Entrance (Lot 11)
- Fill Every Other Space To Allow for Access to Rider Equipment

Step Out Walk Parking

- Arrive at Main Entrance
- Directed to Lot 9 or 8 (Fill Wherever Tour de Cure Parking Ends)
- Fill Pattern 9, 8, 7 South, 6 South, 5 South, 4 South
- Park and Walk to South-Side of Lots, Follow Signs to Event Entrance (Lot 11)

Champion VIP Parking

- Arrive at Main Entrance
- Receive VIP Parking Placard
- Park in Lot 10
- Park and Walk to South-Side of Lots, Follow Signs to Event Entrance (Lot 11)

SAG Staging Area

Pre-Ride Staging Area

- Arrive at Main Entrance
- Receive SAG Vehicle Placard
- Stage at Lot 13
- Exit from Main Entrance

Post-Ride Return

- Arrive at Main Entrance
- Drop off at Lot 13
- Exit from Main Entrance

Reserve Parking

- Lots 3, 2, 1 No Event Parking
- Lots 17, 16, 15 No Event Parking

VENUE DIAGRAM Tent Assignments



Diagram Key

TG	TRACS Generator	P	Vendor Parking
AG	ADA Generator	P	Handicap Parking
	Red Rider & Strider Tent	P	Cyclist Parking
	Sponsor Tent	P	Champion VIP Parking
	Registration Tents		SAG Staging Area
	Pop-up Tent		Tour de Cure Start Area
	Tents		Step Out Start Area
	Misting Station		TRACS Back Of House
	Entertainment Area/Kids Zone		Emergency Access Lane
	Vehicles		Volunteers
	Cones		Umbrella Tables
	Barricade		Ambulance
	ADA Arch		Pedestrian Route
	Bike Rack		Bike Route
	Team Tent		SAG Return Route
	Team Tent Area		Restrooms - 7 Standard - 2 ADA - 2 Sinks
	Main Stage 12'x16'		
	Reserved For Band		
	Vendor Tent		

VENUE DIAGRAM

Tent Assignments

Tent #	Sponsor Tents	Tent Size	Location
1	Walgreens (Brings Own Tent)	10x10	Sponsor Area Lot 11
2	BD	10x10	Sponsor Area Lot 11
3	Eli Lilly	10x10	Sponsor Area Lot 11
4	KIND Bars (Brings Own Tent)	10x10	Sponsor Area Lot 11

Tent #	Team Tents	Tent Size	Location
T1	Johnson & Johnson	10x20	Team Tent Area Lot 12
T2	Team Red	10x10	Team Tent Area Lot 12
T3	NRG	10x10	Team Tent Area Lot 12
T4	Ericsson	10x10	Team Tent Area Lot 12
T5	Eli Lilly	10x10	Team Tent Area Lot 12
T6	Para Jerry's Posse	10x10	Team Tent Area Lot 12
T7	Catalent	10x10	Team Tent Area Lot 12
T8	Team AMD	10x10	Team Tent Area Lot 12
T9	Team Steve	10x10	Team Tent Area Lot 12
T10	Team Hope	10x10	Team Tent Area Lot 12
T11	DiaBadAss	10x10	Team Tent Area Lot 12

Tent #	Pop Ups	Tent Size	Location
P1	Small Stage	8x8	Lot 12
P2	First Aid	10x10	Lot 12
P3	Extra ADA Tent	10x10	Lot 12
P4	ADA Store	10x10	Lot 12
P5	ADA Recognition Tent	10x10	Lot 11
P6	Sound System Staging	10x10	Lot 11
P7	HAM Radio	10x10	Lot 14

Tent #	Other Tents	Tent Size	Location
A	Walker Registration	10x30	Lot 11
B	Rider Registration	10x30	Lot 11
C	NRG Tent	10x30	Lot 11
D	ADA Tent	10x10	Lot 11
E	Red Strider Clubhouse	20x20	Lot 11
F	Cornerstones 4 Care	10x10 (Provided by TRACS)	Lot 11
G	Novo Nordisk Photo Booth	10x30	Lot 11
H	Champion	20x20	Lot 11
I	Red Rider	20x20	Lot 11
J	Vendor Tents	2-10x30	Lot 11
K	Food Tent	2-10x20	Lot 11
L	Refrigerated Rental	10x10 (Footprint)	Lot 11
M	Misting Station	10x20 (Footprint)	Lot 12
N	Breakfast/Shade	10x20	Lot 12
O	Massages	10x20	Lot 12
P	Bike Shop	10x10	Lot 12
Q	TRACS Operations Tent	10x40	Lot 14
R	Food Trucks	2 Trucks	Lot 11
	Umbrella Tables	20 Tables	Lot 11
	Entertainment/Kids Zone	Bring own pop-ups 1-10x20	Lot 11

Tent #	Vendors	Materials	Location
J	Santander Bank	Inside vendor tents	Vendor Village Lot 11
J	Emiliano Vasquez Photography	Inside vendor tents	Vendor Village Lot 11
J	Plainsboro Dental	Inside vendor tents	Vendor Village Lot 11
J	Capital Health	Inside vendor tents	Vendor Village Lot 11
J	Princeton Fitness & Wellness	Inside vendor tents	Vendor Village Lot 11
J	The Share Network	Inside vendor tents	Vendor Village Lot 11
J	Twisted Charm (band)	Inside vendor tents	Vendor Village Lot 11
J	National Anthem Singer	Inside vendor tents	Vendor Village Lot 11
J	Crowne Plaza	Inside vendor tents	Vendor Village Lot 11

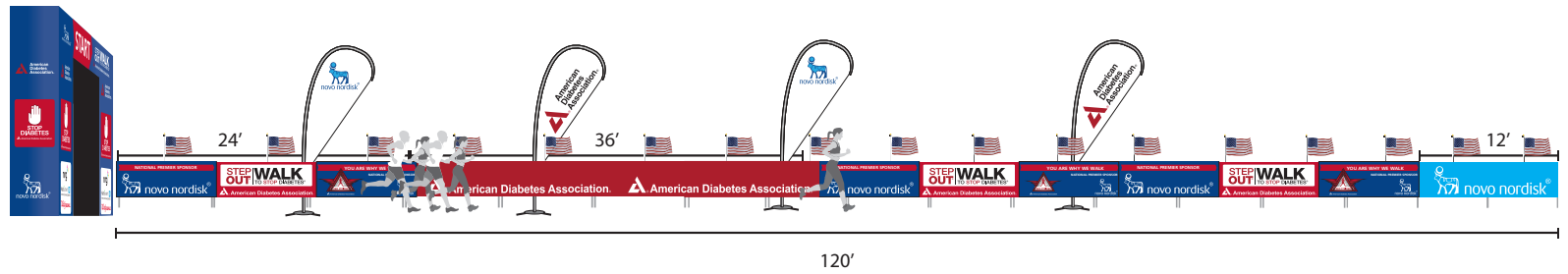
Tent #	Ambulance	Materials	Location
FA	Plainsboro EMT	One Ambulance	Lot 13

BRANDING

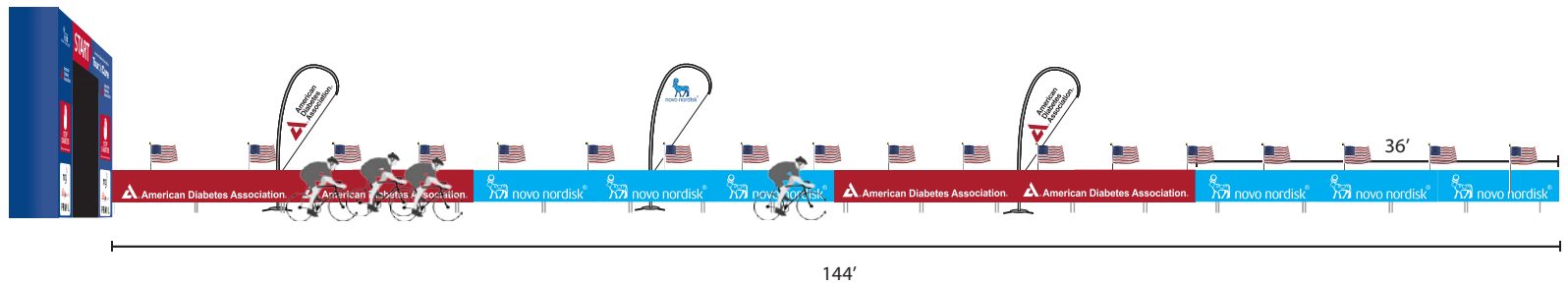


START/FINISH AREA Overview

Step Out Walk: Princeton

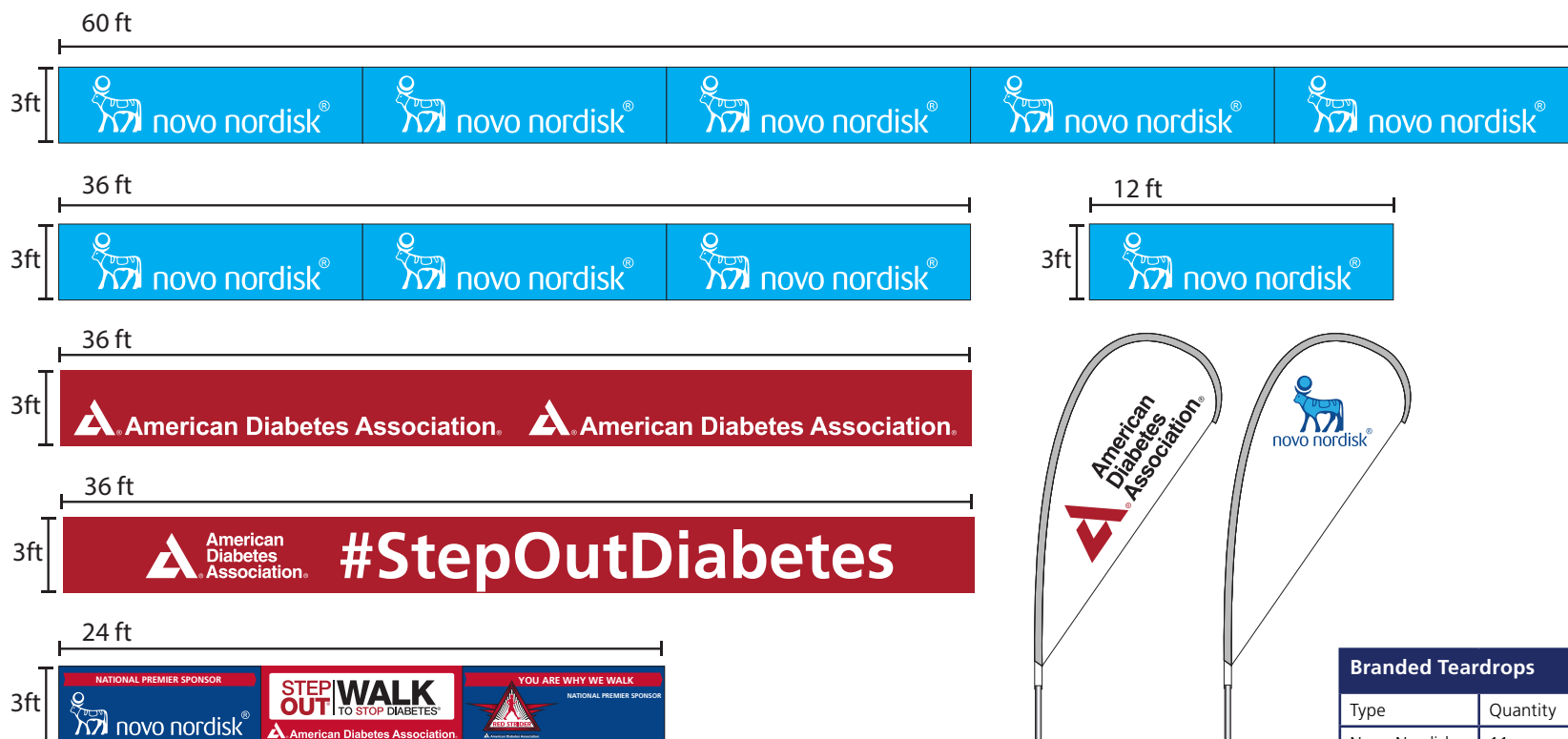


Tour de Cure: Princeton



MESH FENCING & TEARDROPS

Quantities & Measurements



Novo Nordisk Branded Mesh						
Quantity	Length (ft)	Height (ft)	Distance (ft)	Length (m)	Height (m)	Distance (m)
6	60	3	360	18.29	0.91	109.74
6	36	3	216	10.97	0.91	65.82
10	12	3	120	3.66	0.91	36.6

Total Feet: 696

Total Meters: 212.16

ADA Branded Mesh						
Quantity	Length (ft)	Height (ft)	Distance (ft)	Length (m)	Height (ft)	Distance (ft)
4	36	3	144	10.97	0.91	43.88

Total Feet: 144

Total Meters: 43.88

Step Out Walk Branded Mesh						
Quantity	Length (ft)	Height (ft)	Distance (ft)	Length (m)	Height (m)	Distance (m)
16	24	3	384	7.31	0.91	24.4

Total Feet: 384

Total Meters: 24.4

Step Out Walk Hashtag Mesh						
Quantity	Length (ft)	Height (ft)	Distance (ft)	Length (m)	Height (m)	Distance (m)
2	24	3	72	10.97	0.91	21.94

Total Feet: 72

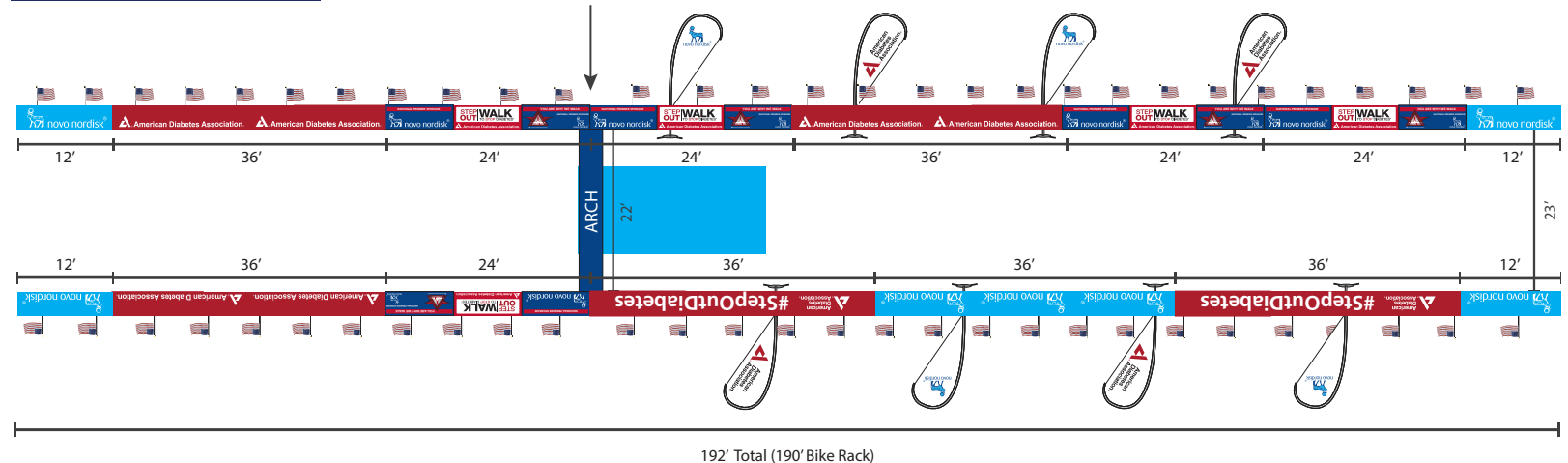
Total Meters: 21.94

START/FINISH AREA Step Out Walk



Materials:

- 1 - Blue Branded Arch
- 8 - Teardrops
 - 4 - ADA
 - 4 - Novo Nordisk
- 2 - 160' Bike Rack (320' total)
- 12 - Additional Bike Rack Pieces for Ballast
- 6 - 36' Branded Mesh
- 50 - Sandbags



STEP OUT WALK ARCH

Start/Finish Front

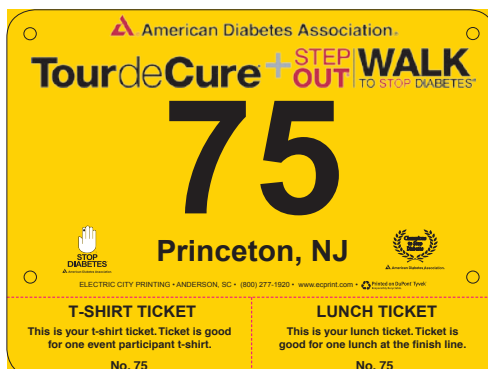


STEP OUT WALK ARCH

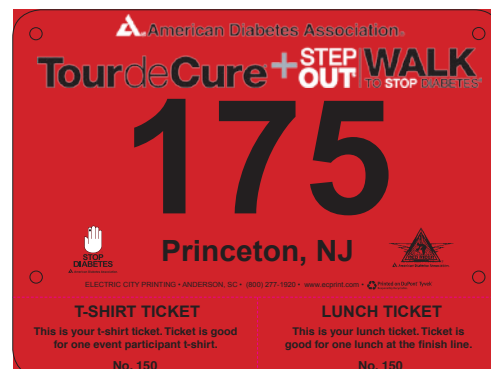
Start/Finish Back



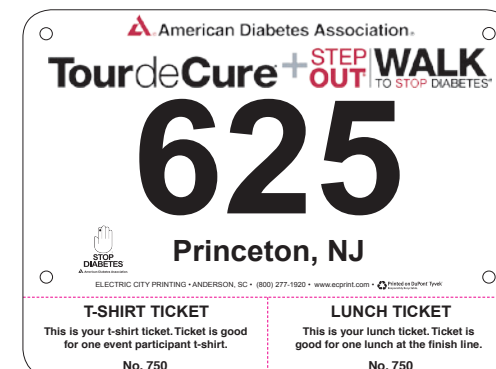
BIB NUMBERS



Champion Cyclist (1-75)



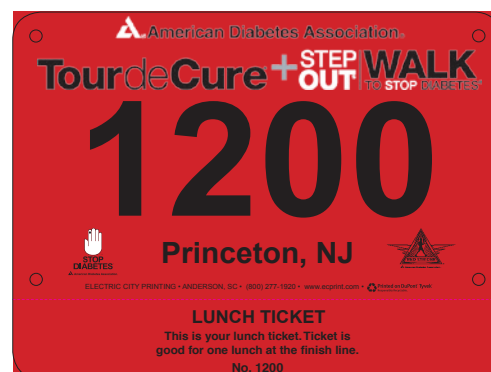
Red Rider (76-175)



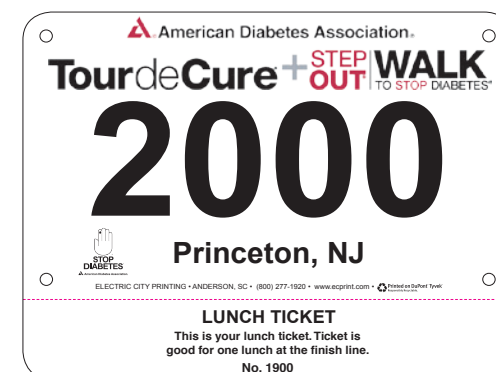
General Cyclist (176-625)



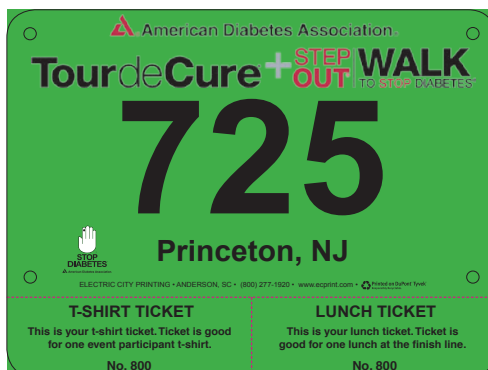
Champion Walker (1,000-1,030)



Red Strider (1,031-1,200)



General Walker (1,201-2,000)



Course Marshal (626-725)

Bib Numbers 625 and Below: Cyclists
Bib Numbers 1,000 and Above: Walkers

TOUR DE CURE ARCH

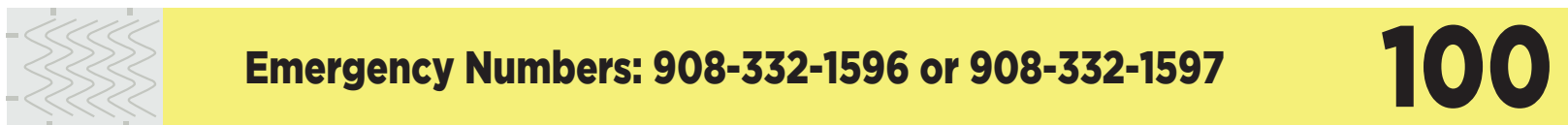
Start/Finish Front



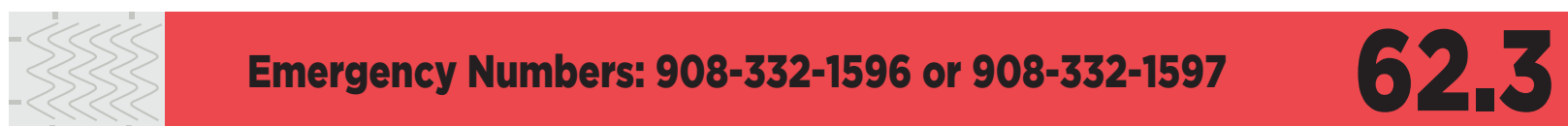
TOUR DE CURE Start/Finish Back



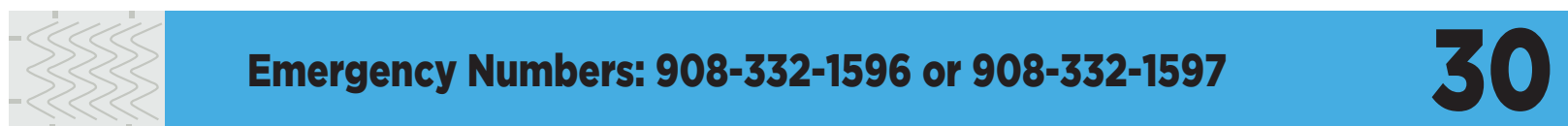
TOUR DE CURE BRACELETS



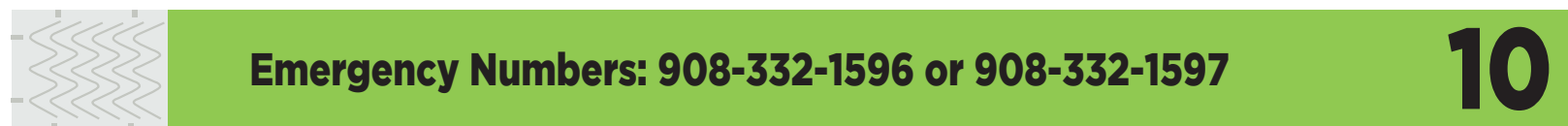
Tour de Cure 100 Mile Bracelet



Tour de Cure 62.3 Mile Bracelet

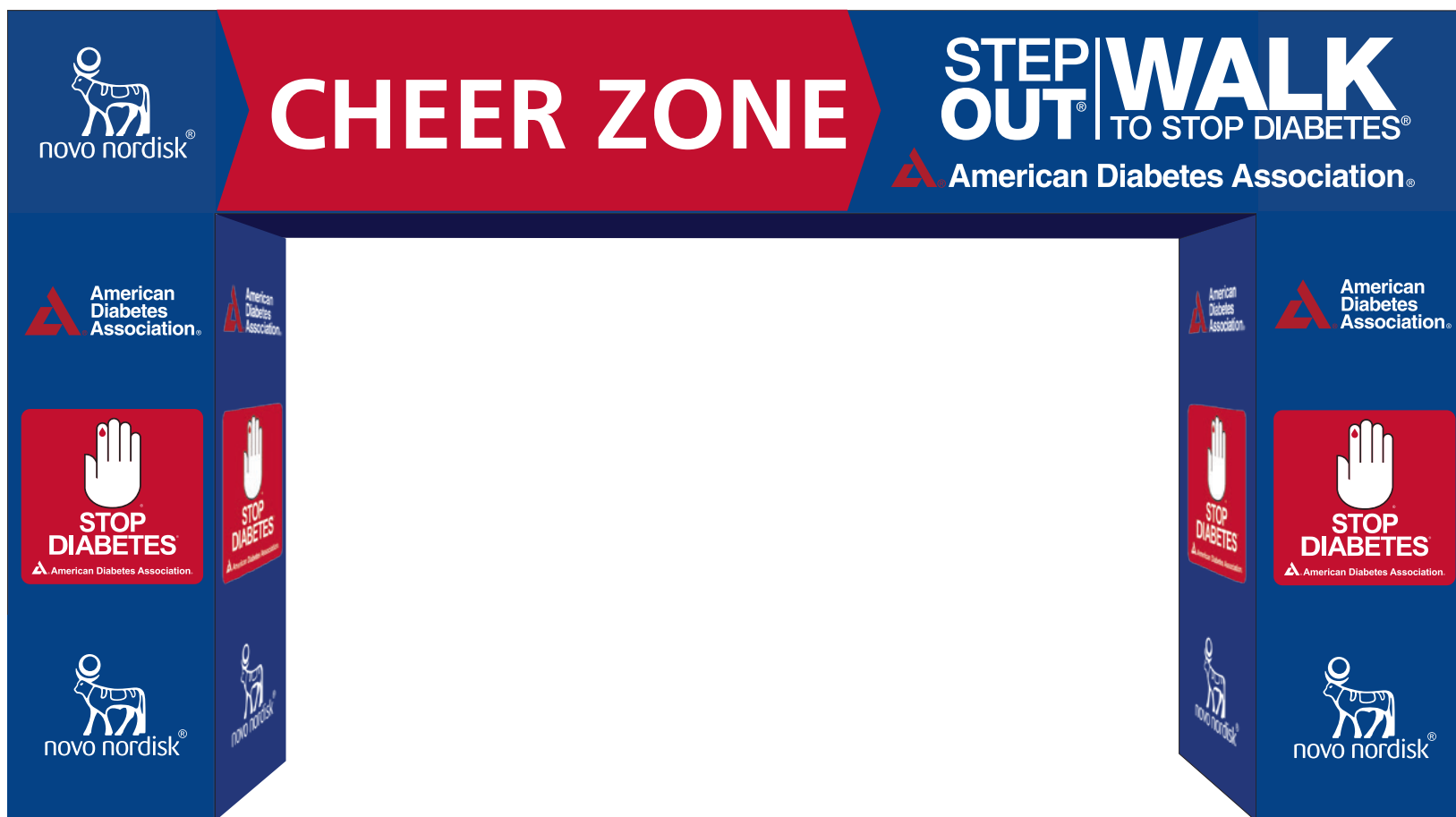


Tour de Cure 30 Mile Bracelet



Tour de Cure 10 Mile Bracelet

CHEER ZONE Front





CHEER ZONE Materials



Cheer Zone Materials:

- Table
- National Premier Sponsor Table Cloth
- Speakers
- Generator (run arch off hard line)
- 500 water bottles
- 2 trash bins
- 1 gator board
- 8 blue buckets
- 1 red bin

PHOTO BOOTH Overview

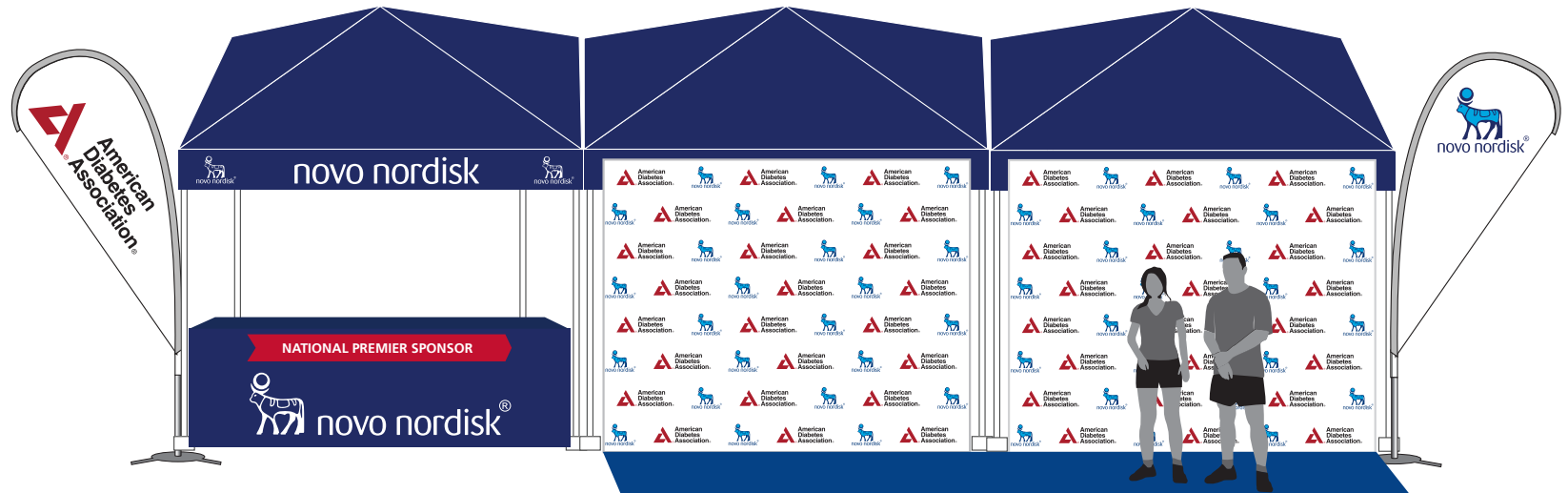


PHOTO BOOTH Artwork



Table Cover - 8'x 2½'

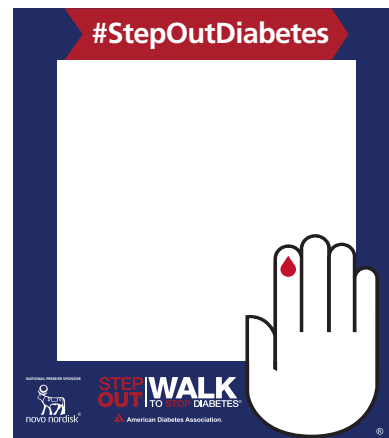


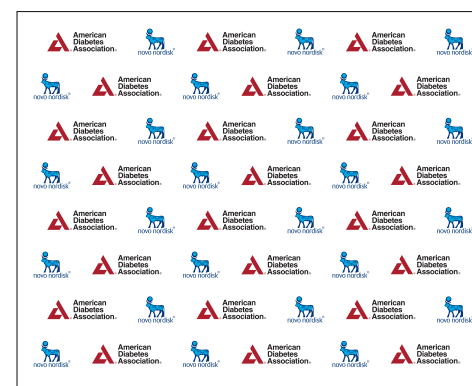
Table Cover - 8'x 2½'



Pop-up Tent - 10'x10'



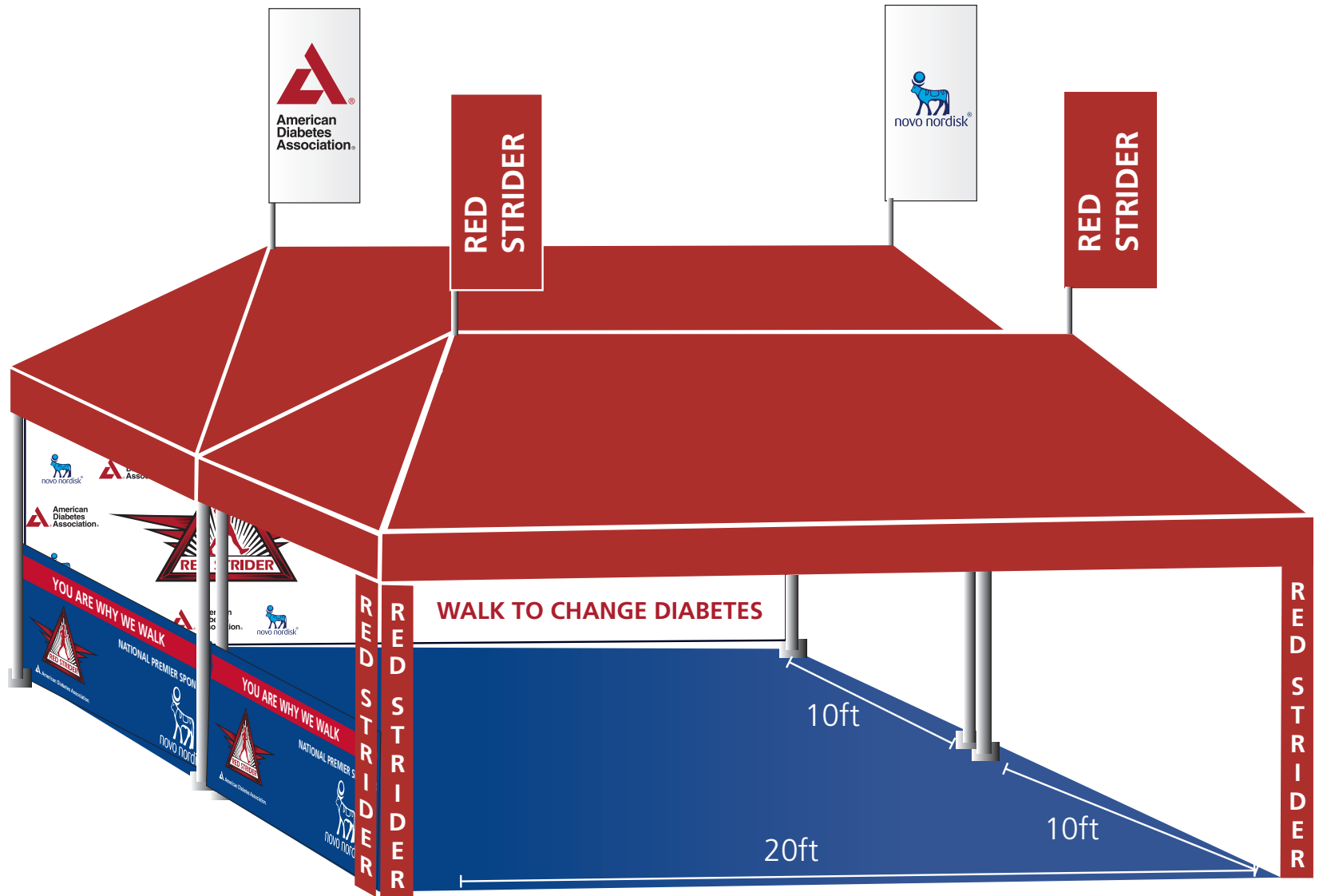
Stage Backdrop - 9' 8" x 16'



Repeater Banner Option 1 - 8'x10'

ADA RED STRIDER TENT

Overview & Measurements



PARKING PASSES



BRANDED MATERIALS

Staff Apparel

Novo Nordisk Polo



Front



Back

TRACS Red Polo



Front

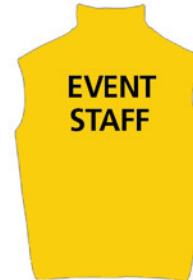


Back

TRACS Yellow Fleece Vest



Front



Back

TRACS Red Jacket



Front



Back

TRACS Hats



BRANDED MATERIALS

Staff Credentials

Staff



Front



Back

Photographers



Front



Back

Volunteers



Front



Back

APPENDIX



ARRIVAL & DEPARTURE: STAFF, VOLUNTEERS, PARTICIPANTS

Estimated numbers as of June 16

Shifts	On-Site	Arrival Time	Earliest Possible Departure Time	Approx #
One	Shift One- Staff and Key Volunteers	4:00 AM	End of day	25
Two	Shift Two- Registration, breakfast, parking, other general support, all routes	5:00 AM	9:00 AM	75
Three	Shift Three- Registration, lunch set up, other general support	8:30 AM	2:00 PM	20
Four	Shift Four- Lunch, other general support	10:30 AM	3:00 PM	35
Five	Shift Five- Vendors, Massages, etc	10:00 AM	4:00 PM	30
Six	Shift Six- End of event support, clean up	3:30 PM	7:00 PM	20

Hour by Hour Participant Arrival and Departure	Approx # Arriving	Approx # Departing
4:00 - 5:00 AM	0	0
5:00 - 6:00 AM	25	0
6:00 - 7:00 AM	75	0
7:00 - 8:00 AM	100	0
8:00 - 9:00 AM	150	0
9:00 - 10:00 AM	400	0
10:00 - 11:00 AM	100	0
11:00 - 12:00 PM	100	0
12:00 - 1:00 PM	0	100
1:00 - 2:00 PM	0	300
2:00 - 3:00 PM	0	400
3:00 - 4:00 PM	0	100
4:00 - 5:00 PM	0	75

* Note: Some family and spectators may arrive in the afternoon.

WEATHER STUDY

Princeton, New Jersey

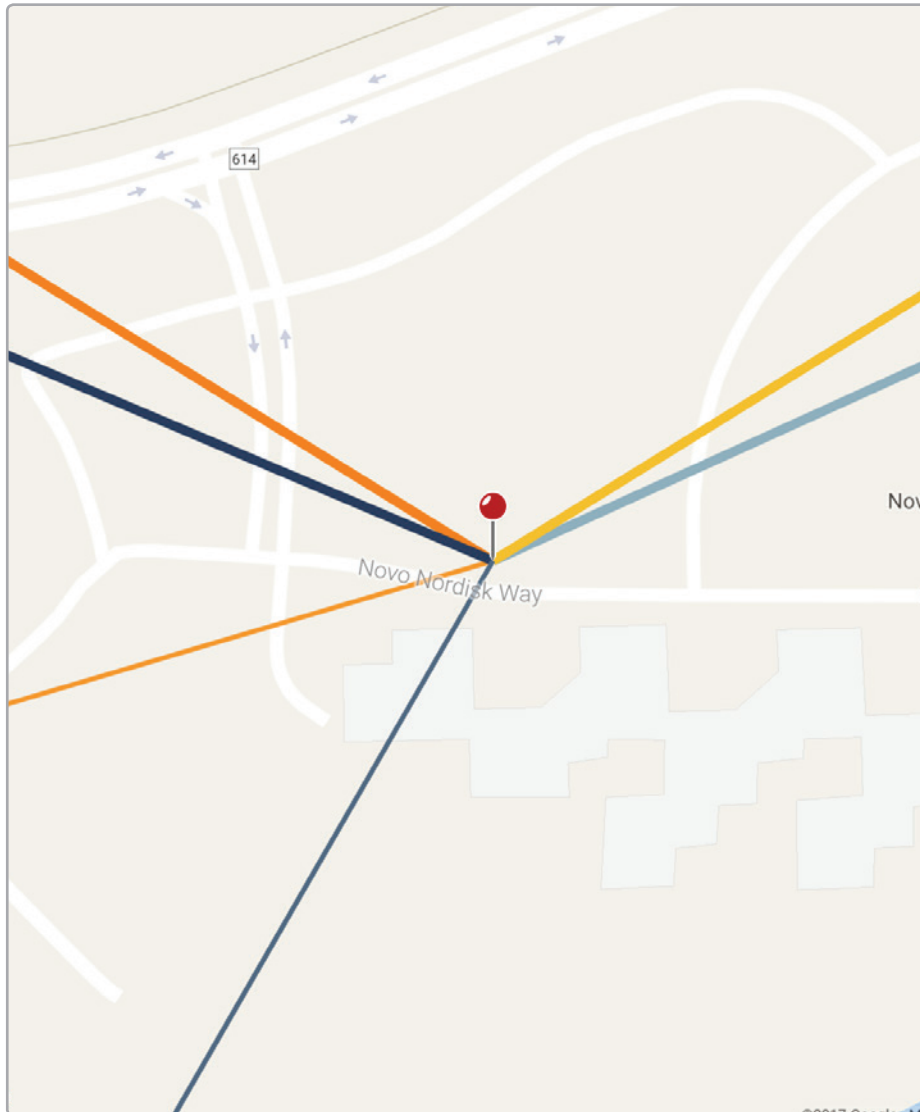
Date	Average Temp (°F)	Maximum Temp (°F)	Minimum Temp (°F)	Precipitation in	Wind Speed mph
June 25, 2017	74	85	65	0	4
June 25, 2016	75	85	65	0	7
June 25, 2015	71	82	60	0.02	4
June 25, 2014	78	88	68	0.94	8
June 25, 2013	79	91	66	0.06	5
June 25, 2012	71	80	61	0.34	8
June 25, 2011	75	84	66	0	5
June 25, 2010	79	89	68	0	4
June 25, 2009	76	85	66	0	3
June 25, 2008	71	85	57	0	5
June 25, 2007	71	79	62	0.13	2
June 25, 2006	73	83	63	0	7
Averages	74	84	64	.12	5

SUNRISE & SUNSET

Princeton, New Jersey

Date	Sunrise	Sunset	Length of Day	Difference	Solar Noon
June 18, 2017	05:28 AM	08:31 PM	15h 3m	0m	01:00 PM
June 19, 2017	05:28 AM	08:31 PM	15h 3m	0m	01:00 PM
June 20, 2017	05:29 AM	08:32 PM	15h 3m	0m	01:00 PM
June 21, 2017	05:29 AM	08:32 PM	15h 3m	0m	01:00 PM
June 22, 2017	05:29 AM	08:32 PM	15h 3m	0m	01:01 PM
June 23, 2017	05:29 AM	08:32 PM	15h 3m	0m	01:01 PM
June 24, 2017	05:30 AM	08:32 PM	15h 3m	0m	01:01 PM
June 25, 2017	05:30 AM	08:32 PM	15h 3m	0m	01:01 PM
June 26, 2017	05:30 AM	08:33 PM	15h 2m	-1m	01:01 PM
June 27, 2017	05:31 AM	08:33 PM	15h 2m	0m	01:02 PM
June 28, 2017	05:31 AM	08:33 PM	15h 2m	0m	01:02 PM
June 29, 2017	05:31 AM	08:33 PM	15h 1m	-1m	01:02 PM
June 30, 2017	05:32 AM	08:33 PM	15h 1m	0m	01:02 PM
July 1, 2017	05:32 AM	08:33 PM	15h 0m	-1m	01:02 PM
July 2, 2017	05:33 AM	08:32 PM	15h 0m	0m	01:03 PM

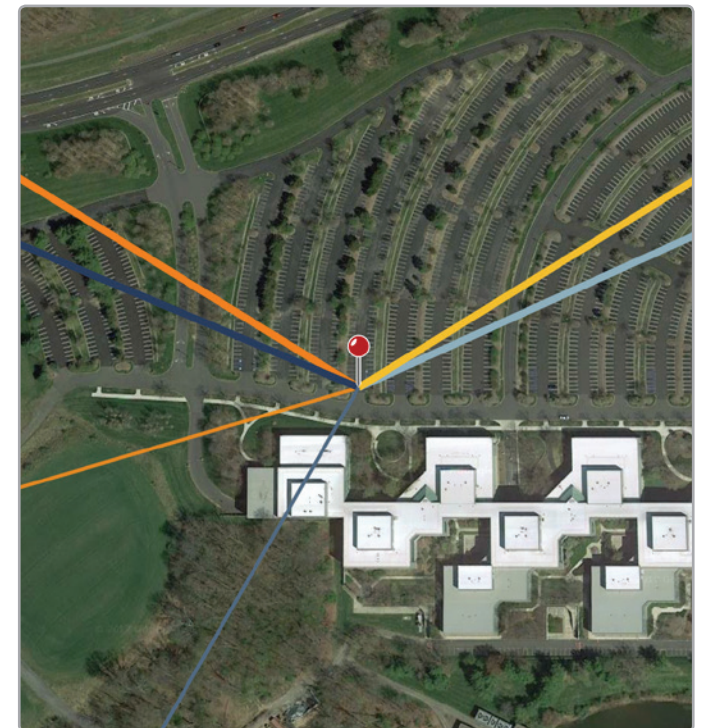
SUNRISE/SUNSET Sun Angle Diagram



Novo Nordisk Corporate Campus

Sunrise ↑	Moonrise ↑	Sunset ↓	Crescent ☾
5:30 AM	7:16 AM	8:32 PM	Best 9:11 PM
57.8°	65.2° Waxing 2.8%	302.2°	286.1° A 5.5%

June 25, 2017, Princeton, NJ

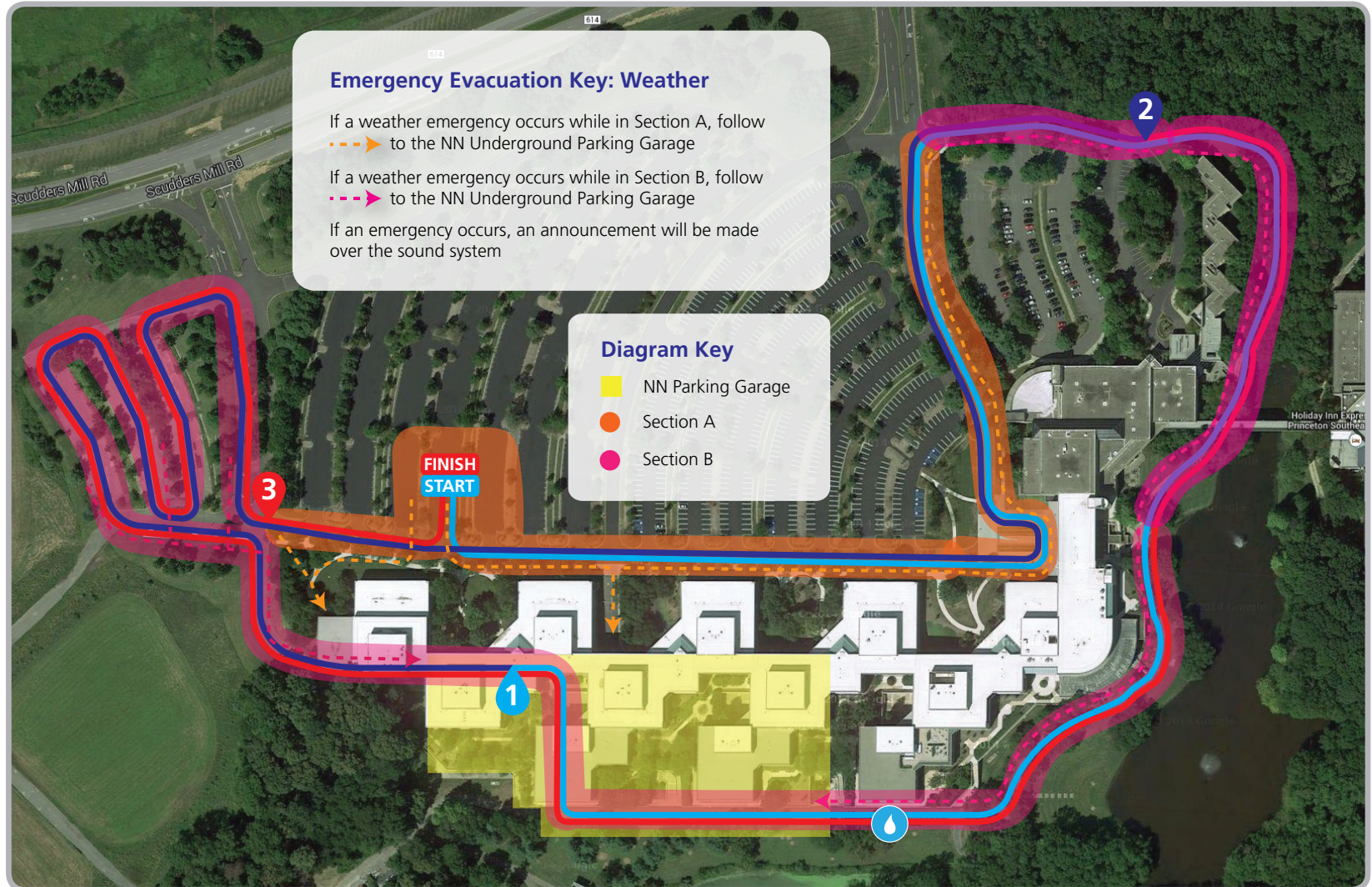


EVACUATION PLAN



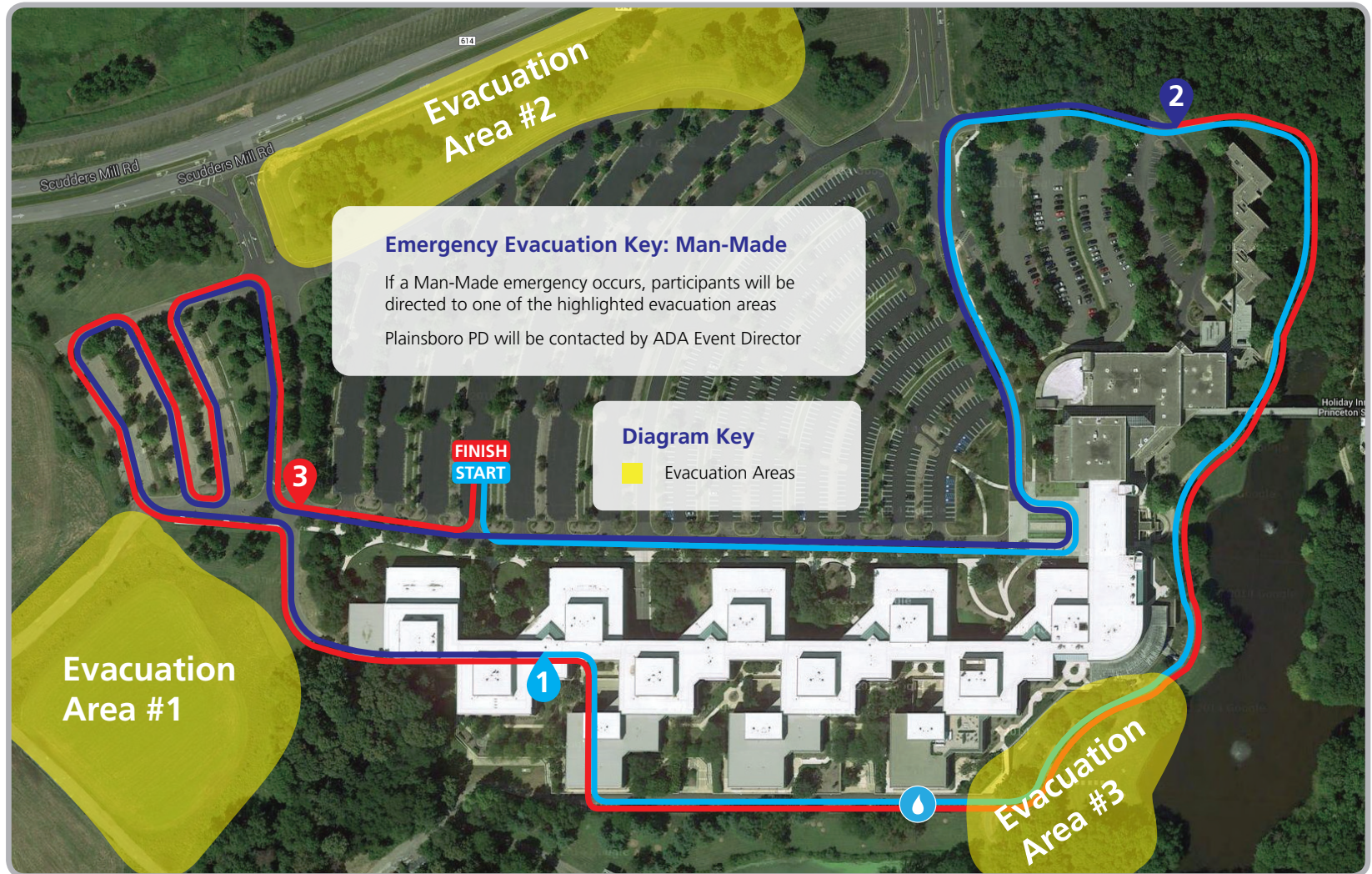
EMERGENCY EVACUATION PLAN

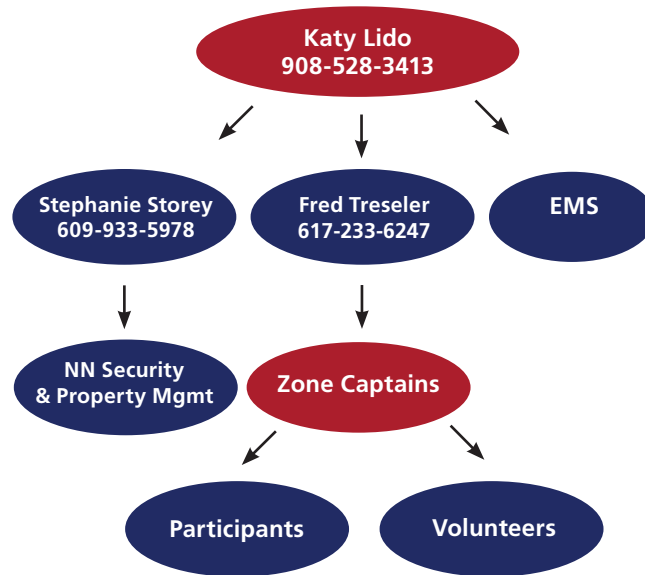
Weather



EMERGENCY EVACUATION PLAN

Man-Made





COMMUNICATION PLAN

Tour de Cure + Step Out Walk Princeton

Zone Captains	Phone Number
Zone 1: Fred Treseler	617-233-6247
Zone 1: Alyssa Laiacona	702-480-4778
Zone 2: Lindsee Allienello	401-598-6169
Zone 2: Mike Cook	703-772-2511
Zone 3: Emily Langan	603-275-8382
Zone 4: Kelliann Humphrey	413-824-7341

Zone captains to remain in zone unless directed otherwise by the event director

Radio #	Name	Role
1	Fred Treseler	Captain Zone 1
2	Alyssa Laiacona	Captain Zone 1/Photo Booth/ Videography
3	Lindsee Allienello	Captain Zone 2/ Campus Entrance
4	Mike Cook	Captain Zone 2/Venue Area
5	Emily Langan	Captain Zone 3/Photo Booth/ Videography
6	Kelliann Humphrey	Captain Zone 4/ TRACS BOH
7	Greg Lutz	Venue Area
8	Freddie Treseler	Photographer/Venue Area
9	John Deputy	Photographer
10	Stephanie Mendonca	Photo Booth
11	Staci Sonke	Photo Booth
12	Jack Seminara	Campus Entrance
13	Annie Bailey Hayes	Campus Entrance
14	Jordan Chimento	Campus Entrance