

General Information

OneStop

Service for meetings up to 500 people

At the Seattle Convention Center, we do much more than conventions.

We welcome and accommodate all event types and sizes and, when planning events under 500 people, the Center offers a service exclusively for you. We know organizing a meeting can be a time-consuming and daunting task, but our attentive OneStop team is here to help. From booking and event planning, to custom catering and onsite management, your single point-of-contact OneStop meeting professional is ready to ensure your event is a success.

In addition to this service, we offer the following:

Features & Capabilities

- Spacious lobby and pre-function areas
- Digital wayfinding and meeting room signage
- Complimentary WiFi in public/common areas

Versatile Event Space

- Up to 70 individual meeting rooms
- 2 junior ballrooms with natural light
- 6 fixed-set conference rooms with upgraded furnishings

Included with Rental

- Room set style of your choice
 - Theater, classroom, conference, at rounds
 - Presentation risers, lecterns, head tables
- Adjacent registration space
- Fully carpeted meeting rooms
- Adjustable lighting and climate controls
- In rooms with house sound, the first wired microphone is complimentary with use of in-house audiovisual provider
- (2) 20-amp electrical outlets provided per meeting space
- Overnight room conversions
- Essential level of access/transportation control staff
- On-site support staff, including building electricians, engineers, house sound technicians, set-up crews and custodians

Safety First

- GBAC STAR™ Facility Accreditation
- Modified catering and banquet services which exceed local, state and government guidelines and requirements
- Clear communication throughout logistics planning to ensure a safe and comfortable event



Current as of March 30, 2022. Services will be refined and updated as CDC, governmental and industry best practices evolve. Contact your Sales Manager or visit www.seattleconventioncenter.com for current information.

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Expert In-House Service Partners

- Catering – Exclusive
- Voice/Data/Network – Exclusive
- Temporary Electrical – Exclusive
- Audiovisual – Preferred
- Ballroom Rigging – Exclusive

Budgeting for Additional Expenses

- Catering services
- Audiovisual equipment or sound system usage fees
- Supplemental power for audiovisual equipment, registration, tabletop displays, etc.
- Wired or wireless internet access, or other data and network requirements
- Validated parking
- Event or sponsor signage
- Labor fees for event-related staff positions (i.e. door monitors, coat check, ticket takers)
- Daytime room conversions and/or one-time fee for ballroom sets
- Operable wall transitions to a new configuration
- Space for tabletop vendors/sponsors



our commitment

To provide the highest level of service to make your next event a safe and unforgettable experience.

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