

Event Planning Guide

Event Planning Guide

Introduction



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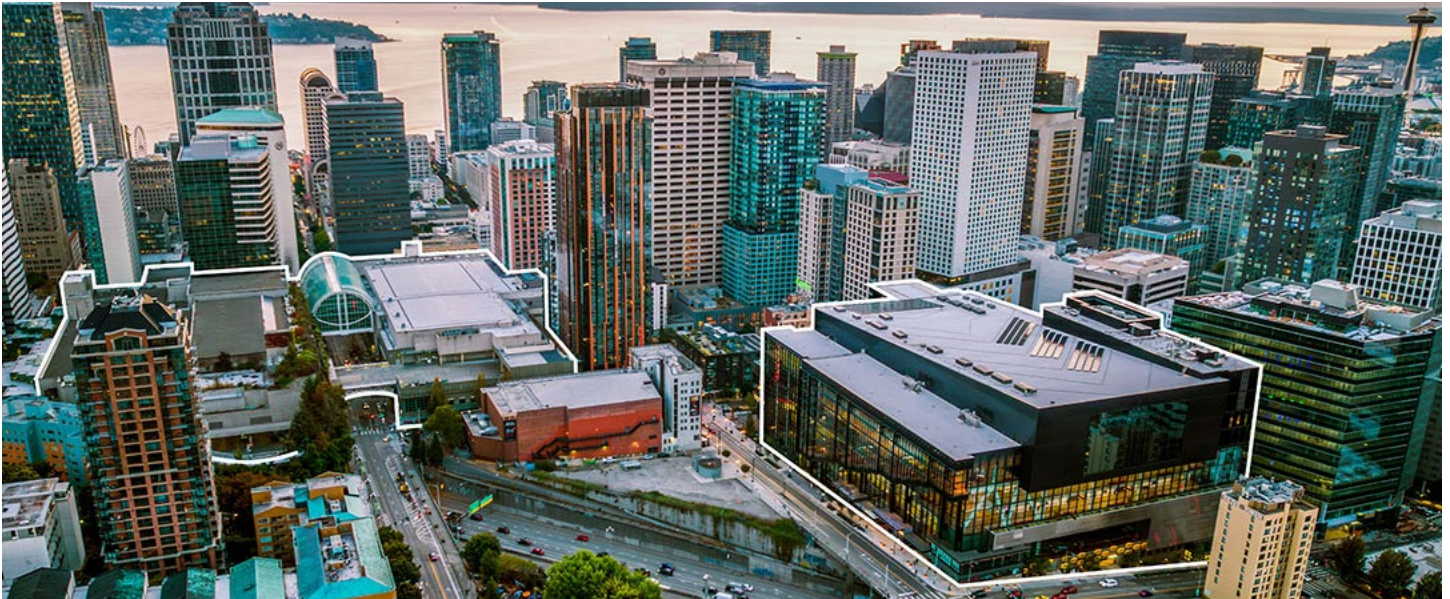
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[Link: Supplemental documentation on our website.](#)

Event Planning Guide

Introduction



Welcome!

Our entire team of dedicated service professionals welcomes you to Seattle Convention Center (SCC) and beautiful Seattle, Washington. We are committed to exceeding our customers' expectations at every opportunity.

What makes SCC different from other facilities? In a word – service. Our staff includes best-in-the-business professionals with extensive knowledge in all aspects of meeting planning. We understand that whether you're planning a small conference, a company meeting or an international convention, it needs to be perfect from start to finish, and we have the experience and resources to make it happen.

Whether you have previously worked with our team or this is your first time in our venue, this Event Planning Guide will help you through the process of planning your event at SCC. Our goal is to provide you with the information, resources and answers to your questions

so that your attendees and exhibitors will have a safe and enjoyable experience while they are our guests. This guide will introduce you to the procedures, regulations and timelines that will help you plan a smooth and efficient event. Supplemental documents with greater detail are available [on our website](#) or upon request.

By far, your most valuable resource as you plan your event will be your SCC Event Manager (EM). Your EM will be assigned to you upon completing the licensing process with your sales manager. If you have questions remaining after reviewing this guide, please contact your EM. If you are still in contract negotiations, your sales representative can help you. The more information we can share with one another throughout the planning process, the better we can serve your needs.

We look forward to partnering with you and your team to create an extraordinary event!

our service vision

By doing ordinary things in an extraordinary manner we will earn the privilege of serving our guests again.

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Your Top-Notch Team

When you host your event at SCC, we consider ourselves to be part of your team. It is our goal to ensure that you feel the same way. Please visit our website for team member profiles and contact information.

SCC Sales

Whether your event involves ten or tens of thousands, our sales team is your first point of contact. Your sales manager will work with you to contract the appropriate space that best fits the needs of your event. Most importantly, your sales manager will assist you in the execution of your License Agreement (LA) with the facility. This is the contractual agreement between you and SCC and will serve as an outline for your event activity. Until your LA is signed and executed, the planning of your event details cannot begin.

SCC Event Services

Once your LA has been executed, your event will be turned over to Event Services. One of our experienced EMs will be assigned to work with you, coordinating every aspect of your event from the earliest stages of planning through your final move-out. Your EM is responsible for the overall operation of your event and will serve as an excellent resource during both the planning process and once you are on-site. In order to orchestrate a flawless event, your EM will be your primary contact at SCC. They will relay the details of your event to SCC operating departments and serve as a liaison between your appointed contractors and our SCC service partners. No event detail is too large or too small to share with your EM. The more information you make available to your EM, the better they can service the specific needs of your event.

SCC Internal Departments

Your EM will coordinate with our dedicated internal departments to ensure a successful event by distributing the information derived from your detailed specifications to each relative department. Detailed information on the duties and requirements of these departments will be discussed further in this guide and related SCC documents.

Event Control Department

This department consists of Admission Attendants (AAs) and Transportation Attendants (TAs). These are union positions and subject to billed labor, based on contracted rate schedule.

- **Admission Attendants (AAs)** – Our AAs are responsible for front of house access control for your attendees, exhibitors, contractors, and show staff. The primary duties of our AAs include badge checking/scanning, crowd management, ticket taking, coat check and directional assistance. Your EM will determine the appropriate staffing levels based on your event agenda, production schedules, and union requirements.
- **Transportation Attendants (TAs)** – Our TAs oversee the safe and efficient movement of vehicle traffic in and out of our facility's loading zones and docks. The primary duties of our TAs include: the successful implementation of the city-mandated Transportation Management Plan (TMP), truck staging on the loading docks, hand-carried freight access within our parking garages, and shuttle bus activities in designated areas. Your EM will coordinate with your general service contractor and other contractors to set appropriate staffing levels and hours of operation for our loading docks and other loading zones.

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Security

SCC maintains a 24-hour/365-day security control office at each building. Our security team provides perimeter and public area security and monitors the life safety systems for each building. One of their primary duties is to coordinate all medical, fire, natural disaster, or other emergency response throughout our campus. Should police or EMT services be required during your event, your EM will arrange the scheduling details through our security team. The SCC security team performs additional duties such as unlocking and locking rooms, re-keying meeting rooms, supporting VIP access, if requested, and providing after-hours access into licensed event areas.

Set-up & Custodial Services

Based on the information you provide to your EM, the set-up services team will set your allocated meeting rooms and other event spaces to your specifications and provide cleaning services in attendee and event common areas during your event. Our custodial services team keeps our public spaces sparkling throughout your event with daily deep cleaning. In response to COVID-19, SCC has achieved certification in and is committed to uphold the Global Biorisk Advisory Council® (GBAC) STAR™ standard on outbreak prevention, response and recovery.

Parking Services

SCC owns and operates three public parking garages that can accommodate over 2,500 vehicles. Your EM will coordinate directly with the parking manager to arrange for parking validations or other parking services you may require during your event.

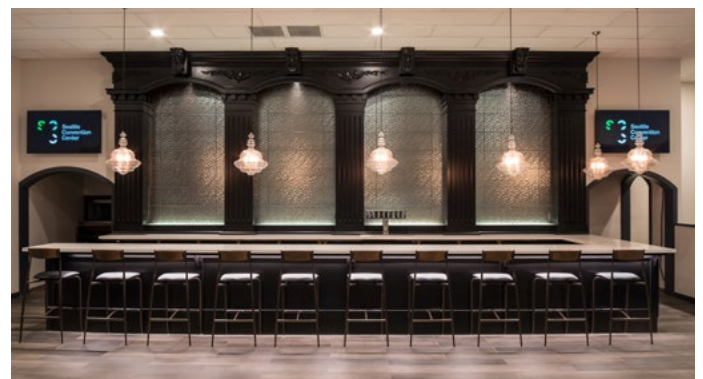
Facility Operations

Although you may or may not cross paths with them while you are here, a number of facility operations personnel are on-hand to support your event behind the scenes. This team of professionals includes:

- Building engineers keep the facility at a comfortable temperature and maintain the mechanical equipment necessary to keep the building operational.
- House electricians operate our permanently installed facility lighting and other electrical equipment.
- Carpenters, painters, and landscapers work diligently to keep our venue in excellent condition for your enjoyment.

SCC Service Partners

In order to provide a consistent and professional level of service, SCC uses service partners for the services described below. Each of these providers will assign a dedicated contact to work with you and your team.



The bar in Studio 10 is nearly 25' long.

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Aramark - Catering & Concession

Aramark is the exclusive provider of catering and food services at SCC. You will work directly with a catering sales manager throughout the planning of your event to create an outstanding culinary experience that best fits your budget and the needs of your attendees. You will also be provided with a dedicated on-site banquet manager to handle the details for the duration of your event.



Smart City - Data & Telecommunications

Smart City is the exclusive provider of phone, internet and connectivity services within SCC. All services will be coordinated with you by your experienced Smart City contact.



Edlen - Electrical & Utility

Edlen Electrical Exhibition Services is the exclusive provider for temporary and supplemental electrical and utility services at SCC, including air, water and drain. They will work directly with you and your general service contractor, audiovisual company, and any other contractors to ensure the appropriate amount of power or other utilities are provided during your event and that all electrical and plumbing services are working properly.



Encore - Audiovisual

Encore is the preferred provider of audiovisual (AV) services at SCC. You are not required to use their services for your event. However, they are uniquely positioned as our in-house partner to provide anything from simple meeting room needs to full-scale audiovisual production. The Encore team is available to provide consultation for your event regarding audiovisual needs that will best suit the requirements for your event. Encore is the exclusive rigging provider in all Ballrooms and the preferred rigger in all other areas of the venue. Should you choose to use an outside AV provider for your event, Encore can provide rental equipment and access to our house sound system.

Your Appointed Show Contractors

We recognize that each event is unique and may require the support of many suppliers and vendors beyond the services provided by your SCC team. It is our goal to partner with each of your providers to produce a seamless experience for your event. As you build your team of professionals, be sure to keep your EM informed so they may reach out to each of your providers. This way all the relevant details relating to your event, as well as pertinent regulations for working in this facility, can be efficiently communicated and coordinated.

Exhibitor Services

Managing the details to achieve a successful trade show can be cumbersome and overwhelming. That is why the Center has streamlined processes and a team of people dedicated to help make it happen.

Before the event, all exhibitor services, from catering and audiovisual to data, telecom and utilities, are ordered from a single online portal. This is where you can take advantage of advance online pricing. Next, whether you use our preferred and exclusive partners or bring in your own, we coordinate to ensure a seamless experience. During the event, we provide a staffed on-site service desk to provide customer support for last-minute details. Finally, after the event you'll receive a report of services and consolidated, detailed billing.

Event Planning Guide

General Information



Critical Documents to Review

It is important to familiarize yourself with the documents outlined below. These documents will assist both your team and the SCC staff in producing a successful event.

Documents we will provide to you:

Document	Purpose	Timeline
LA and Addenda	Contracted dates & spaces	During contracting and updated as needed
Rules & Regulations	Contractual building rules	Along with original contract
Event Planning Guide	Overall guide to planning an event at SCC	Start of event planning
Additional Guideline Documents	Outline specific operational areas	As requested during planning

Your License Agreement (LA) & Addenda

This is the legal document that binds both you and SCC to the terms and conditions for your event. Your LA will have both clauses and attachments which further clarify your event-specific terms. Your event cannot take place without an executed LA. Any future modifications or additions to your LA will be issued an addendum and made part of your contract. Please make sure you clearly understand all the language and be especially careful to review the dates and spaces to which you are licensed. An LA may be executed years in advance by others in your organization, be sure to discuss with your sales manager or EM any terms or conditions that you need clarified.

Rules & Regulations

The Rules and Regulations are official conditions of the venue and made part of your LA and incorporated by contractual reference. You can request a copy of these from your sales manager or EM.

This Event Planning Guide & Related Guideline Documents

This guide is designed to answer the most common facility and operational questions that you may have. You will also find references to guidelines throughout this document that go into further detail about operational practices. As you review this information, please do not hesitate to contact your EM for more information.



Photo courtesy of the Northwest Flower & Garden Festival

Event Planning Guide

General Information



Elliott Bay Room



Hall 4F



Hall 4B

Documents to Provide to Us

☐ Floor Plans

Your trade show, large general session and lobby/ registration diagrams must be submitted to your EM for review and approval by the Seattle Fire Marshal. Meeting room diagrams are provided by your selected AV provider.

☐ Fire Permit Application (Temporary Occupancy Permit)

If you are unsure about whether you need this, ask your EM. This must be completed and approved before booth sales can begin.

☐ Event Agenda

This will include registration hours, trade show hours, meeting schedules, social function times, and any on-site activities communicated to your attendees or exhibitors.

☐ Event Specifications

Your event specifications should detail your contractor production schedules, room allocations, room set instructions, catering requirements, virtual components and the various details that make your event unique.

☐ Rigging Plots, Banner and Signage Graphics

Anything that is suspended from a ceiling or affixed to the building must have our prior approval. We require rigging plots be submitted to us well in advance. Any "cling" materials must be submitted for review and approval. Please refer to the Event Branding Guide and Rigging Guidelines.

☐ Certificate of Insurance

Per the language in your LA, you should submit As per your LA, a Certificate of Insurance must be provided to SCC and coverage must meet specific requirements. Please refer to Insurance Requirements.

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General Information



Timeline for a Successful Event

The dates in the following chart are provided as reference for a typical event. Your event may have special needs or an accelerated schedule if it is a near-term event. In addition, your LA may have specific conditions and deadlines as part of your contract with SCC. Adhering to a structured timeline will enhance our ability to meet the labor and service needs of your event. The timeline is also designed to produce a safe, economical, and efficient event for all parties involved.

Please work closely with your EM to establish a planning timeline that is appropriate for your event. In all cases, you will need to submit attendee and exhibitor materials to your EM for review, prior to printing or publishing, to ensure accuracy and compliance with facility guidelines.

Action	Advance Timeline
<input type="checkbox"/> Review the terms of your LA and attachments	18 months
<input type="checkbox"/> Submit preliminary exhibit floor plans prior to booth sales (include registration, lobbies and food service areas)	15 months
<input type="checkbox"/> Include your EM on all attendee and exhibitor mailing lists	12 months
<input type="checkbox"/> Send your current year show specs and program materials	12 months
<input type="checkbox"/> Schedule a facility site visit and/or planning meetings	11 months
<input type="checkbox"/> Establish payment arrangements and planning timelines	9 months
<input type="checkbox"/> Provide preliminary event and exhibit schedule to EM to prepare labor and equipment estimates	6 months
<input type="checkbox"/> Submit fire permit application and fee	12 months
<input type="checkbox"/> Provide contact list of show service contractors (general contractor, audiovisual, security, transportation, etc.)	4 months
<input type="checkbox"/> Provide Exhibitor Service Kit and contact list	4 months
<input type="checkbox"/> Provide security, emergency, parking and transportation plans	3 months
<input type="checkbox"/> Submit final event agenda and production move-in/move-out schedules	60 days

Action	Advance Timeline
<input type="checkbox"/> Submit final catering, meeting room set-up requirements and diagrams	60 days
<input type="checkbox"/> Submit rigging diagrams and banner locations for approval	60 days
<input type="checkbox"/> Submit Certificate of Liability Insurance	45 days
<input type="checkbox"/> Review estimated labor and equipment charges with your EM	45 days
<input type="checkbox"/> Submit digital signage session information or custom designs for cost estimate	30 days
<input type="checkbox"/> Establish pre-convention meeting time with your EM	30 days
<input type="checkbox"/> Send advance services deposit	21 days
<input type="checkbox"/> Submit access control plan (badge samples, approved after-hours access list, etc.)	14 days
<input type="checkbox"/> Provide copies of show program for SCC staff reference	On-site
<input type="checkbox"/> Schedule pre- and post-venue cleaning/damage inspections	On-site
<input type="checkbox"/> Preliminary invoice review	Post – 5 days
<input type="checkbox"/> Final invoice review	Post – 10 days
<input type="checkbox"/> Final payment due	Post – 30 days

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General Information



Budgeting for Your Event

One of the most important aspects of planning an event is the impact to your bottom line. This section is intended to assist you with calculating your budget for facility-related charges. Also outlined are the features and benefits that are complimentary as part of our standard level of service to all events at SCC. Please closely review your LA for specific contractual terms that may affect your budget planning. Your EM will work closely with you throughout the planning and execution of your event to keep you informed of all facility charges.

The information below is provided as a reference, not as a comprehensive event budget. Your event may have unique needs that are not included here. Also, please keep in mind that SCC facility and partner costs are not the only items that you will need to factor into your total event budget. Depending on the specifics of your event, you may select a number of show contractors, suppliers or other service providers that will affect your budget. Refer to Inventory and Fee Schedule for possible facility costs.

Standard/Complimentary Services

Meeting Room Sets/Refresh

Your initial meeting room set is to your specifications at no charge. Set changes that occur overnight or to support a food and beverage function are complimentary. Room specs that are modified after the submission of your labor schedule may incur a room set fee. Each meeting room will be refreshed to GBAC standards once per day and once overnight.

Linens

In the Arch building, SCC provides white table linens and dark brown skirting for tables in meeting room sets. The Summit building is a linenless facility. Catering will provide linens on dining tables only.

Stage Risers

Meeting rooms and ballrooms are provided with appropriately sized stage risers, up to 12 sections per space subject to availability. Additional riser sections are billed at the prevailing rate.

Digital Signage

Your registration location, exhibit hall hours, general session hours, and meeting room usages will be published on our integrated digital signage system. Refer to the Digital Signage Guide for more information.

Telephone

Upon request, your EM will arrange for one local access telephone to be placed at your registration desk or office area. Additional phone services can be ordered through Smart City.

WiFi

Wireless internet access is complimentary in common areas and meeting rooms for general web access. Please refer to the Wireless Connectivity Guide for additional information.

Electrical

Each of your meeting rooms is provided with two 20 amp, 120 volt outlets at no charge. Additionally, up to two 20 amp, 120 volt outlets will be provided to the show manager or association for their own booth located on the trade show floor.

Parking

Upon request, your EM will provide two complimentary parking passes per event for your use during your event. Passes are valid in all SCC parking garage and are one-time use with no in/out privileges.

Keys

One primary show office or storage room will be re-keyed for your use.

House Sound

If you choose our preferred audiovisual provider, access to our house sound system is complimentary where available. One wired mic will be provided in your trade show for public announcements. Please refer to our House Sound System guidelines for additional information.

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The following is an alphabetical listing of the most common topics you will need to be familiar with for the safe and efficient operation of your event. Your dedicated EM is available to answer any questions you may have or clarify the information described below. Many of the topics below are covered in more detail in separate documents.

ADA Compliance

All public areas, lobbies, exhibit halls, ballrooms and meeting rooms within SCC are ADA accessible. ADA features include accessible parking and restrooms, automatic door entrances, braille signage, TTY, and assisted listening/hearing devices (available by advance request). SCC also has stage ramps and wheelchair lifts subject to availability by advance request. Please advise your EM of special considerations at least 30 days in advance. Refer to our Accessibility Guide for more information.

Advertising, Branding & Sponsorship Opportunities

Advertising and sponsored displays in public (non-licensed) spaces may be subject to a fee. All content and images are subject to prior approval. Refer to our Event Branding guidelines for display opportunities.

Air/Water/Drain

Edlen Electrical Exhibition Services is the exclusive provider of exhibitor and show management air/water/drain services. Please contact your Edlen event manager for additional information.

Animals

Animals or pets, with the exception of ADA service animals, are not permitted in event space unless prior written approval has been obtained. For exhibits, activities or demonstrations that legitimately require the use of animals, contact your EM for approval.

ATMs

SCC has gone cashless, although retailers within the building may still accept cash. For your convenience, there are two cash-to-card self-service kiosks located inside SCC: one on Level 1, near the Convention Place entrance and one on Level 4, across from the Atrium Lobby entrance, near the elevators. If ATMs are needed for your show, your EM can provide referrals.

Audiovisual Services

Encore is the preferred in-house provider of audiovisual services and the service provider of our house sound system. Selection of our preferred AV provider offers some unique benefits and potential cost savings that you may want to consider. Encore will provide a detailed bid of services for meeting room packages, full-scale general sessions, or hybrid event production. Encore is the exclusive provider of rigging services in all ballrooms.

You are also welcome to select the audiovisual contractor of your choice, and your EM will work closely with your provider for all production and room set requirements. Production companies contracted for large sessions or other entertainment must work closely with the EM to coordinate move-in, move-out, staging and equipment installation, rigging requirements and potential fire permits.

Automated External Defibrillators (AED)

AEDs are strategically installed throughout the facility. These devices enable anyone to provide immediate care while trained SCC staff responds simultaneously to assist. Three major hospitals are within five minutes of SCC.

Badge or Credential Checking

For safety and security purposes, SCC asks that you provide your staff, contractors, exhibitors, and attendees with badge credentials that are clearly marked for your event. Badge samples should be provided to your EM before the start of your event to indicate access permission for each badge type. Badge checking for access control into exhibits or other licensed event spaces during your event is solely the jurisdiction of SCC personnel. Your EM will work with you on an appropriate staffing levels based on your event needs. Request to see the Staffing guidelines.

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Banners & Signage

Signage and banner locations must be discussed with your EM at least 30 days in advance of your event to coordinate with concurrent event activity, including signage or banners located within the public areas. Special rules apply for the placement of signage in retail areas and commercial/sponsored signage. Material used for surface clings must be submitted for testing in advance of on-site installation. For more information on available locations and pricing, refer to our Event Branding Guide.

Balloons

Balloons are allowed in SCC for decorative purposes and must be removed from the building at the end of the event. If a helium balloon gets loose, there is a retrieval fee per balloon. Helium balloons may not be distributed to attendees as give-away or purchased items. Storage of helium tanks on premises must be reviewed by your EM in advance.

Biological Specimens

SCC is prepared to host medical/nursing and biotech conventions and can work with event organizers to accommodate the unique needs for these types of meetings. Use of human or animal tissue as a practical element in an educational session is allowable under specific guidelines that provide a framework for the proper handling, cleaning and disposal of these materials to ensure public safety. All cleaning and disposal of biomedical material and equipment must be provided by a nationally accredited biowaste company. SCC assumes no liability for biomedical handling or biohazard waste and disposal. Protective material is required on any venue equipment or surfaces in contact with biomedical material.

Broadcasting (live sports)

SCC nor Encore holds a commercial broadcast account that would allow the rights to broadcast live sporting events. Additionally, there is no cable or satellite connection available through SCC. Show Managers can work with in-house service partners and their providers to supply appropriate equipment to connect

to a personal/corporate account with access to live TV/streaming capabilities if they believe that it is in compliance with all copyright rules. Additionally, neither SCC nor Encore maintains a license with any music licensing organization.

Busses/Shuttles

Arch:

Busses and shuttles can use Convention Place, located on Level 1, for guest loading and drop-offs. A maximum of two busses may queue on Convention Place simultaneously. Adjacent shuttle zones are available on 7th or 8th Avenues with advance coordination. All transportation activities must be reviewed by your EM prior to the event. Use of Convention Place is subject to other concurrent event activity.

Summit:

Busses can use the cut out on 9th Ave between Pine and Olive Streets. A maximum of two busses may stage simultaneously. Use of this area is subject to concurrent event activity.



Executive Chef Jose Chavez and Executive Sous Chef Mayra Melka-Baldwin

Catering

Aramark is our exclusive service provider of food and beverage at SCC. Our talented executive chef and culinary team are known for their fresh, innovative approach to food, prepared in our own state-of-the-art kitchen. A catering sales manager will be assigned to

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SCC: A - Z



Catering (cont.)

work with you on the details of your event and menu. No outside food or beverage may be brought into SCC for the consumption of guests, exhibitors, attendees, or show staff. Labor crew is permitted to bring in their own personal meals while working on-site.

Cleaning/Housekeeping

SCC provides event space in a clean condition at the start of your event. SCC personnel will provide cleaning of meeting rooms, offices, ballrooms, restrooms, public and common areas, and lobbies. Registration and service desks provided by your general service contractor will be cleaned and serviced by the provider, whether in carpeted or non-carpeted areas. This includes the removal of trash from behind registration counters or tables.

In trade show or exhibit areas, SCC personnel will service receptacles for trash produced by attendees. Trash receptacles for attendee use will be placed in trade show aisles not more than two hours prior to show opening and will be removed at the conclusion of the show. The client or their contractor is responsible for the disposal of all exhibitor-generated trash during move-in, move-out, and within the confines of the booths during show hours.

Show contractors, including audiovisual contractors, must leave their work areas in a clean condition at the conclusion of the event. All tape, stickers, chalk lines, "empty" decals, etc., must be removed from the floor. Trade show or booth areas must be broom-swept or vacuumed upon the completion of move-out by the contractor. If event areas are not left in a clean condition upon move-out, cleaning fees may be assessed.

Children or Minors

Children under the age of 16 are not allowed on the floor during move-in and move-out. Please notify your EM if you have special rules for children during your event, for instance, if strollers are not allowed on the show floor or if children must obtain guest badges or be accompanied by a parent.

Coat Check/Luggage Check

Staffed coat check services are exclusive to SCC. Complimentary coat racks are available upon request for a self-service coat check area. SCC is not responsible for items left in coat check areas or on coat racks, and will send unclaimed items to lost and found. If you anticipate high usage of luggage check, an appropriately sized space must be identified in the planning stages of your event. Please contact your EM for the prevailing hourly rate and to arrange for coat or luggage check services for your event.



Solara, a concession outlet in 4B

Concession Stands/Public Food Outlets

Aramark is the exclusive service provider of all food concession services at SCC. Appropriate space for concession operations must be reserved for SCC usage in all exhibit hall areas as defined in standard booth diagrams as "SCC Use Only". Usage of concession areas in trade shows as booth space must be approved in advance by your EM and your catering sales manager. Retail outlets in the public area of the facility are independently owned and not operated by SCC. Additional information on the current restaurants and services located within SCC can be obtained from your EM.

Crowd Management Plan

If your EM determines that the nature of your event may result in high attendance, queuing requirements, or other public safety considerations, a Crowd Management Plan will be arranged with you. Additional staffing may be required in order to implement the plan and all charges will be your responsibility.

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Damage

Any damage that occurs to the SCC facility must be immediately reported to your EM. A SCC security officer will be dispatched to document the damage. You are responsible for all damage to the building by attendees, contractors and exhibitors. A pre- and post-event inspection should be arranged with your EM.

Dance Floors

Dance floors in a variety of sizes can be rented from the SCC for your event. Consult your EM for the related fees.

Data & Telecommunications Services

Smart City is the exclusive service provider of all data and telecom services at SCC. Complimentary WiFi is available in lobbies and meeting rooms. Refer to our Wireless Connectivity Guide for detailed information.

Diagrams

Room diagrams for maximum capacity sets in a variety of styles are available upon request. Special sets for offices, banquets or other food and beverage functions can be created by your EM. We recommend that large general sessions or meeting rooms with extensive AV be created by your AV contractor. All diagrams must be submitted to your EM for review.

Donation/Community Relations

SCC and Visit Seattle are happy to assist you in identifying local charities and community organizations that may benefit from donations from events. Community donations require advance collaboration and coordination, so please reach out to your EM or Visit Seattle Convention Services Manager early in the planning process.

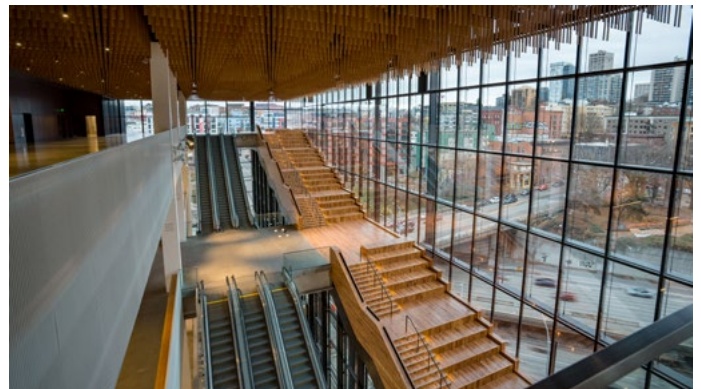
Drones (Aerial Photography)

Use of remotely operated aerial drones/small unmanned aircraft is not allowed within SCC. Exceptions may be requested in writing to your EM with the provision that use is confined to exhibit hall areas and only while the hall is closed and unoccupied by attendees, or in an otherwise closed and controlled space.

Electrical Services

Edlen Electrical Exhibition Services is our exclusive service provider of supplemental or temporary electrical services for SCC. Two 20-amp, 120-volt wall outlets per rented meeting room are provided at no charge. There may be additional charges if all equipment connected exceeds the complimentary amount. Up to two 20-amp, 120-volt outlets will be provided to you for your own booth on the trade show floor. Additionally, Edlen offers all electrical services at your registration areas at 50 percent of the advance rate. Meeting rooms, hallways, lobbies and exhibit halls used for trade show or registration do not qualify for the complimentary power service.

Unless otherwise noted above, charges are applied for any power connection within the venue, including power obtained from wall outlets. The rates for electrical equipment and services are published on the standard order form, which can be obtained from either Edlen or SCC. Advance pricing rates apply for all electrical orders received earlier than 21 days prior to contract start date. Orders received after that time will be charged at standard rates. Upon request, Edlen will provide you with an estimate of total power charges for your operations within SCC. Final charges for Edlen services will be based upon the actual installation, not the estimate. All pre- and post-event billing is through your SCC invoice.



The Hillclimb

Elevators & Escalators

SCC operates dozens of escalators, as well as passenger, service, and heavy freight elevators. Passenger elevators and escalators are not to be used for the movement of

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freight or equipment unless specific mitigation measures are identified by your EM. Service and freight elevators are also used by venue operations and catering staff and must be shared accordingly. Should misuse of the conveyances result in damage, charges may be your responsibility.

Emergency Procedures

SCC maintains a 24/7 Security Control office at both the Arch and Summit buildings to monitor the safety and security of guests, as well as life safety equipment in the facility. Any necessary emergency response or evacuation will be coordinated with you by your EM and our security team. For large events, on-site medical services are located in one of our first aid rooms. Should a medical emergency arise, please contact your EM or our security team. We ask that you do not call 911; contacting SCC's Security Control office will minimize the response time of emergency personnel. Please refer to Emergency Procedures for further information.

Event Manager (EM)

Once your LA has been executed, an EM will be assigned to work with you. Your EM will help you understand our rules and regulations and ensure your event requirements are fully met. The EM is your primary facility contact to coordinate with our various departments and your event contractors.

Exhibits

Your EM and dedicated Exhibit Services Manager will work closely with you and your general service contractor to make the arrangements for safe and efficient installation of your exhibit hall, and to inform you of the special rules and requirements for exhibit floor plan approval. All exhibit installations must comply with SCC Fire Safety Guidelines, Seattle Fire Department fire permit conditions, and must adhere to your LA. SCC does not maintain an inventory of pipe and drape or carpet that is suitable for trade show or exhibit installations. Your general service contractor is expected to provide the necessary equipment to install and service your trade show services. SCC equipment is typically restricted to the servicing of food and beverage catered areas. SCC does not provide freight, drayage or booth porter services for exhibits.

Facility Equipment

Use of facility equipment is reserved for employees of SCC only. Contractors, production companies, EACs, or other service providers may not use, move, rearrange or alter SCC equipment including but not limited to tables, chairs, risers, ladders, lecterns, and trash receptacles. Any SCC equipment impacted without permission may be confiscated or billed at our standard rental rates.

Fire Code

To ensure the safety of our guests, all events held at SCC must follow the fire code established by the Seattle Fire Marshal's Office. A Seattle Fire Department (SFD) Public Assembly Permit is required for exhibits, registration areas, any proposed obstruction of fire exits, and certain other activities in exhibit halls, session rooms, lobbies, or public/common areas. Decisions made by the Fire Marshal's Office are final. Your EM will facilitate the permit process with SFD and your general service contractor. Please see Safety Guidelines for more information.

Floor Plans

SCC requires all floor plans to be submitted in advance of your event for approval. No trade show booths may be sold or assigned prior to obtaining an approved floor plan. No aerial rigging can be installed without an approved rigging plot. Your EM will assist you with the approval process. Your EM can provide basic maximum room set diagrams for your meeting rooms, and create food & beverage function diagrams, but technical meeting room and general session diagrams should be supplied by your AV provider.



Guest Lounge in 800 Pike

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Furniture

SCC provides sofas, armchairs and other lounge furniture in lobbies and public areas of the facility. The furniture is intended for the enjoyment of you and your event attendees. This furniture is not to be moved from the assigned areas or used as temporary stage props or event décor. Special consideration may be given in certain circumstances if furniture needs to be moved; labor fees may be applied. Rental furniture cannot be delivered before the start of your licensed space usage and must be removed before the end of your contracted time.

Gender Neutral Restrooms

There are two gender neutral restrooms located within the Arch building. Both are located on Level 4 of the SCC near the entrance to Hall 4C. Summit offers gender neutral restrooms on Level EX as well as Levels 2-4. Many of our restrooms are also convertible to meet event needs. Please speak with your EM for options.

General Service Contractor

SCC has established policies for your General Service Contractor (GSC) and your other appointed show contractors. Refer to our Show Contractor Guidelines for specific information. Please provide a list of all appointed show contractors to your EM at least three months in advance.

Global Biorisk Advisory Council (GBAC)

GBAC helps organizations and businesses prepare for, respond to, and recover from biological threats, and biohazard situations and real-time crises. SCC achieved and maintains its GBAC STAR™ facility accreditation for outbreak prevention, response, and recovery.

Gratuities/Tipping

We are here to serve you! No gratuities or tips should be offered to employees. If you are pleased with the service you receive while at SCC, we are happy to hear about it. Please ask your EM for a Good Show card.

Green Meetings

Green meeting protocols are standard practice for SCC operations, and we have been an industry leader

in conservation and recycling for decades. We are dedicated to environmental building practices and green operations. We continually work to reduce our carbon footprint with sustainable culinary practices, energy-efficient lighting, environment-friendly cleaning products, and a first-rate recycling and composting program. Additionally, we continue to invest significant resources in new and innovative projects that make the facility even more efficient. Please contact your EM if your event has unique requirements for green meetings. Additional information can be found in our Sustainability Fact Sheets.

Hand-Carried Freight

SCC has a dedicated area for privately owned vehicle short-term loading and unloading, located within the facility parking garage at both Arch and Summit. This space can be reserved by show management to allow access for locally based exhibitors to transport materials to and from their exhibit areas. Usage of this area is scheduled by your EM and staffed by SCC personnel at the show's expense. Complimentary flat-bed carts are offered on a first-come, first-served basis for transporting materials from vehicles to the show floor. Please ask your EM about our Work Rules for Freight Handling document.

Hand Sanitizers

Hand sanitizers are located in high traffic areas throughout our campus for guest use. While the units are moveable, they are intended to remain in the identified locations for consistency and efficiency.

In general, the units will be located:

- At venue entrance points
- Elevator and escalator landings
- Public and event lobby areas
- Near restrooms and water bottle fill stations
- At exhibit hall entrances

Hazardous Materials Display/Disposal

SCC requires all hazardous materials to be handled by a licensed third party in order to ensure materials are disposed of in a safe and compliant manner. Your EM

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must be informed in advance of any request to utilize hazardous materials. Certain hazardous materials may require special approval and SFD permits. Material Safety Data Sheets must be submitted for any hazardous materials you are requesting to use or display in the facility.

Haze or Fog Machines

Haze or fog machines to enhance your general session are permitted with advance approval of your EM. All times of usage, including rehearsals, must be submitted at least seven days in advance. Fire system monitoring may be required and subject to minimum fees. Haze-producing fluids must be water-based. Hazers used in exhibit booths or elsewhere in the facility will not be permitted.

Heating, Ventilation, & Air Conditioning (HVAC)

All meeting rooms, ballrooms, exhibit halls and lobbies are provided with appropriate levels of heating and cooling while in use by guests. No conditioned air is provided in exhibit halls during move-in and move-out. Please review our Energy Conservation guidelines with your EM. Arrangements can be made for special HVAC operation during non-standard hours, and usage fees may apply. SCC is committed to providing safe, clean air in all event spaces. SCC has a variety of air filtration systems deployed throughout the facility designed specifically for the best possible level of air filtration efficiency and to achieve the highest level of performance from our HVAC system. For specifics, please see our Air Filtration guidelines.

Hours of Operation

Arch public areas – 6am to 8pm daily

Summit Market Lobby – 6am to 10pm daily

- SCC event areas – open only for your published and pre-arranged/staffed event hours
- SCC Loading Docks – 7:00am to 4:00pm Monday – Friday for regular facility deliveries
 - > Your EM will arrange specific loading dock access hours upon timely submission of your event agenda and/or production schedule
- Arch at 800 Pike facility & dock – open only for your published and pre-arranged event/staffed event hours
- Arch Parking Garage – 5:30am to midnight daily
- Freeway Park Garage – 6:00am to 8:00pm Monday – Friday
- Summit Garage - 6:00am to 8:00pm Monday – Friday
 - > Special garage access times may be arranged in advance

Your EM will work with you to set the staffing schedule for access to licensed event space. Event activity after building hours of operation is subject to approval and may incur staffing charges. 24-hour access to your licensed space for approved show staff is available through the Security Control offices at Arch and Summit.

House Sound System

Encore is our preferred in-house supplier of audiovisual services and operator of SCC's built-in house sound system. Some spaces are equipped with a sound system which may be used for meeting room audio; other areas within the facility are equipped with paging systems used for general public address (PA). PA systems are not to be substituted for audio support of meeting activities or production audio. Third party audiovisual suppliers may elect to utilize stand-alone sound systems in meeting rooms, exhibit halls, or ballrooms, at no additional cost. Refer to our House Sound System document for more information and pricing.

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Insurance

For any event held at SCC, the organization or individual contractor of the event assumes liability during the contracted time in their licensed space. A Certificate of Insurance (COI) is required to be on file for all clients prior to the start of the event. The insurance coverage must list SCC as an "Additional Insured". Consult your LA or your EM for specific insurance requirements. Refer to our Insurance Requirements document for information.

Keys & Door Locks

At your request, your EM will arrange to have your meeting room(s) re-keyed for security purposes. Up to ten keys can be provided for each re-keyed room. One primary show office or storage space will be re-keyed at no extra charge; all other re-key requests will be billed at the prevailing rate. Most rooms are equipped with electronic key cards, while certain spaces have a physical key lock. Lost keys will be billed on your final invoice at the prevailing rate. Special arrangements for facility staff to service rooms that are re-keyed should be made with your EM.

Rooms that have not been re-keyed will be unlocked an hour prior to the first activity of the day and locked a half hour after the last scheduled activity has concluded. These rooms will be accessed by SCC staff for setting or cleaning as appropriate.

License Agreement

Once the details pertaining to your event dates, space usage, and rental rates have been finalized with your sales manager, a License Agreement (LA) will be issued outlining the contractual terms and conditions for use of space at SCC. The LA is a binding contract between SCC, our service partners and you (or your organization). The document must be signed, executed and the initial rental deposit paid in order for planning to proceed on your event. Your executed LA supersedes any previous proposals, estimates or Letters of Intent you may have received. Should your space or date requirements change, your EM will facilitate preparation of a contract addendum with our Sales department for your review and signature.



Summit Ballroom

Lighting

Meeting rooms are equipped with fluorescent and LED lighting. Controls in each room allow lighting to be adjusted to suit various event needs. It is standard practice for our house electricians to turn off the lights located directly above the screens in each meeting room. Room lighting will be programmed according to the event schedule and room set information provided to your EM.

Ballrooms are equipped with LED and dimmable incandescent lighting. A house electrician will work with you or your AV contractor to set event-specific lighting levels and can provide a house lighting remote.

Exhibit halls are equipped with LED fixtures. There are no dimmable fixtures in the exhibit halls. Work level lighting is provided at no charge during move-in and move-out. Standard lighting for trade shows is 100% fluorescent combined with 50% LED provided one hour before and after published event hours. If your event has special lighting or production needs, please contact your EM to discuss your options.

Loading Docks

To maintain safe and efficient operation, SCC retains complete control of access and traffic at our loading docks. Arch at 705 Pike loading docks are located on Level 4, immediately adjacent to the exhibit halls with access via a two-lane ramp from Hubbell Place.

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Arch at 800 Pike Street is equipped with two street-level loading areas which connect to the Yakima Level. Both loading areas are accessed via the alley that runs along the east side of the building between Pike Street and Pine Street.

Summit Loading Dock access is located on Boren mid-block between Stewart Street and Olive Way and can accommodate any vehicle meeting federal highway height and width guidelines.

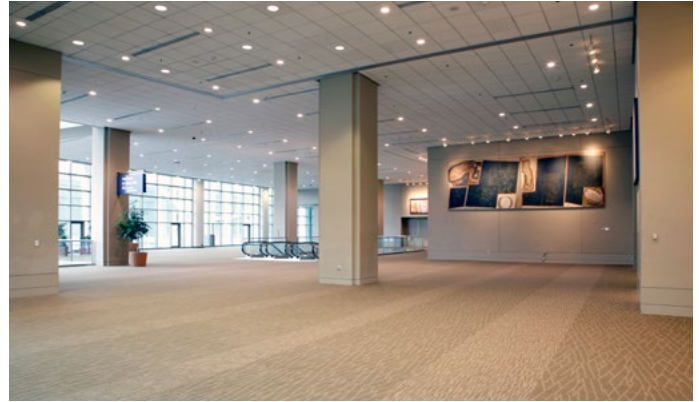
Dock access must be scheduled in advance of your event through your EM. SCC is not responsible for the receipt and handling of show freight. You, your general service contractor, and any other event suppliers are required to submit a detailed schedule of move-in and move-out activities at least 60 days in advance. SCC does not endorse exclusivity by general service contractor or drayage companies to handle freight at the loading dock. You may, at your discretion, allow exhibitors in privately owned vehicles to load/unload their own items at no charge in the hand-carried freight areas. Please ask your EM about our Work Rules for Freight Handling.

Lobbies

Lobby areas are considered shared venue space and are provided in consideration of any other adjacent or concurrent event activity. Registration activities, displays, exhibits, or other temporary installed equipment must be shown on your floor plans for SCC and Fire Marshal review. Non-approved or commercial use of lobby areas may be subject to removal or incur usage fees. Usable space plans, pre-approved by SFD, can be obtained from your EM for the lobby areas within your contracted space.

Lost & Found

All found items are logged and placed in the SCC Security Control office. We attempt to identify and return all items. To inquire about lost items, contact the Security Control office at 206-694-5127 at Arch or 206-219-4748 at Summit. We request that all "lost" items turned in during your event to the show office or registration desk be turned over to SCC security before vacating the premises. Additionally, an online Lost & Found portal is available on our website.



Skybridge Lobby

Marshaling Yard

SCC does not maintain a truck marshaling area on-site. To comply with the city-mandated TMP, you may be required to secure an offsite marshaling yard for the staging of truck and delivery activity at your own expense. SCC owns an off-premise marshaling yard at 9645 Martin Luther King Way South in Seattle that can be rented for your event. This is to avoid any vehicle queuing and associated traffic disruption on surface streets surrounding the facility. Show Managers or GSCs may rent the yard from SCC at the prevailing daily rate for use during an event. Your EM can assist with pricing and availability.

The following factors may warrant the use of a marshaling yard:

- 1) Use of 80,000 gross square footage or more of exhibit space for trade show activity,
- 2) Heavy truck volumes associated with the show, or
- 3) As deemed necessary by the event control manager.

Your GSC is responsible for securing and staffing the marshaling yard as well as informing your exhibitors and contractors.

Medical Services (on-site)

SCC maintains an exclusive service contract with AMR to provide on-site medical services during events. AMR provides medical response, from basic first aid

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to emergency life support. Your EM will schedule appropriate coverage based on your event activity and in compliance with facility regulations.

Minimum coverage is based on daily venue occupancy for one event or combination of events, as follows:

- 1-1000: None required; client optional for move-in/-out
- 501-1000: None required; one EMT is required if alcohol is served
- 1001-5000: One team of EMTs required
- 5001-10,000: Two teams of EMTs required
- 10,001-18,000: Three teams of EMTs required, plus one registered nurse
- 18,000+: Three teams of EMTs required, plus one ALS/ambulance on standby

Contact your EM for the prevailing hourly rates.

Parking Garages

SCC operates three on-premise parking garages, the Arch Garage, Freeway Park Garage and Summit Garage. Disabled parking spaces are available in each garage, and electric vehicle charging stations can be found in the Arch and Summit Garages. Parking is provided on a first-come, first-served basis. The garages will be closed and traffic diverted once at capacity. You may purchase parking validations for your attendees and/or show staff through your EM. Please consult your EM if your event requires special parking arrangements, such as staff or attendee validations, or valet parking. Refer to the Hourly Parking Rates and Event Validated Parking documents for more information.

Pianos

A high-quality upright piano can be rented from SCC for a one-time fee for the duration of your event. Piano tuning can be arranged, with advanced notice, and is assessed at the current market rate. SCC will not place a piano on a stage unit. If a piano is provided by a rental agency, the agency is responsible for its delivery, placement, and removal.

Police

Should your event require police coverage to comply with SCC regulations or upon your request, your EM will make arrangements for off-duty police patrol officers to be on-site during the necessary hours. Any requests for police coverage will be for a team of two officers. You will be responsible for any related charges at the prevailing rate. Only police personnel are approved by SCC to provide armed security services in the facility.

Pre-Convention Meetings

Pre-convention meetings are scheduled for all conventions or upon your request. This meeting is hosted by your EM, and is designed for you, your staff, and suppliers to meet the facility staff who will service your event needs. Please provide a list of attendees from your team to your EM at least one week prior to the meeting. If you would like to include your hotel providers at the pre-convention meeting, please inform your EM so appropriate arrangements and invitations can be made. Post-convention meetings can also be arranged upon request. Event evaluations are sent post-event for you to provide feedback to our senior management.

Pyrotechnics/Fire Acts

Fire acts, pyrotechnics, and/or fireworks are not permitted at SCC. Any request for exemption from this rule must be submitted to your EM at least three months in advance and will only be considered in uncarpeted areas.

Recycling & Composting

SCC has long been an industry leader in recycling. Receptacles for recycling and composting are provided for attendee usage throughout the facility. Bulk recycling stations and compactors are provided on the loading dock for exhibitor and contractor use. Please consult with your EM for your specific event needs. Refer to our Sustainability Fact Sheets.

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Registration

Registration activities are restricted to your licensed or other pre-approved areas and must be shown on fire permit application floor plans. If your GSC is providing your registration counters, they are expected to service and maintain this area. SCC will provide dressed tables for small registration sets. Registration areas that will generate large volumes of attendee traffic will be required to comply with SCC crowd management plans.

Rigging

SCC defines rigging as the overhead suspension of objects or equipment, whether ground supported or aerial (ceiling-hung). To ensure the safety of our guests and employees, all rigging must be installed by an ETCP certified rigger. Rigging plans must be submitted by your ETCP certified rigging supervisor to Encore for approval and review at least 60 days in advance. Rigging diagrams (CAD drawings) of the facility are available through your EM. Encore is the exclusive provider of rigging in all ballrooms. Please carefully review the detailed Rigging Guidelines.

Right of First Refusal (ROFR)

If your LA includes event space held as "right of first refusal" (ROFR), you will be given the opportunity to contract that space at prevailing rates before it is contracted to another event. ROFR space is subject to an expiration date as outlined in your LA. If you do not exercise your ROFR option prior to the expiration date, the space will be released back into SCC inventory without notice. Please contact your EM to issue an addendum to add any necessary ROFR space to your contract.

Room Set Conversions

Your meeting rooms are set to your specifications at no charge. After your initial set, changes that occur overnight are complimentary. Midday set changes are subject to labor fees. Set changes to support a food and beverage function are complimentary when given adequate time to accomplish the set. Room specs that deviate from event specifications after your labor schedule is submitted may be subject to labor fees.

Room Set Standards

Theater:

- Maximum of 15 chairs per row (before aisle)
- Maximum 15 rows (before aisle)
- 20" space between rows (leg to leg)



Summit Ballroom

Classroom:

- Maximum of 3 tables per row (before aisle)
- Maximum 15 rows (before aisle)
- 8' x 18' tables
- 1 chair per 2' of table
- 36" space between tables

Banquet:

- 72" rounds
- 10 chairs per table
- 11' centers (spacing between tables)
- Straight row layout, staggered sets not preferred
- Standard chair dimensions do not allow more than 10 chairs/table

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Ballroom 4C

Conference:

- Conference maximum capacity may be set as board or hollow square, depending on room size
- 8'x 30" tables as standard
- 1 chair per 2' of table



Room 209

Room Refresh

One midday refresh is provided for each meeting room in use. Room refresh includes straightening of tables and chairs, disinfection of high-touch points and removal of trash. If your event has requirements beyond our usual midday refresh, labor fees may apply. Each room is fully

cleaned overnight at no charge. Special arrangements to service rooms that are re-keyed should be made with your EM. If you request enhanced cleaning or disinfection of your meeting spaces, you will need to incorporate extra break time in your event agenda.

Security

SCC maintains a 24-hour, 365-day Security Control office on premise at both Arch and Summit. Our security team provides perimeter and public area patrols and monitors the life safety equipment for the facility. After-hours access to the facility is through the Security Control office located at each building.

Arch Security Control
9th Avenue and Pike Street
206-694-5127

Summit Security Control
1011 Olive Way
206-219-4748

Badge checking, ticket taking, and related duties are the exclusive jurisdiction of SCC personnel. The schedule of coverage will be coordinated based on your event agenda and production needs.

SCC does not provide bag inspection, overnight security, or asset/equipment protection (such as in exhibit halls, computer labs or registration). If these services are required, you must contract with an outside security contractor. Your EM can provide a list of local companies that provide this service. Only police personnel are approved by SCC to provide armed security services in the facility.

Shipping/Receiving

SCC will not accept freight deliveries, packages or mail for exhibitors or attendees. These arrangements must be made with your general service contractor. Due to limited storage, show management packages cannot arrive any earlier than one business day prior to the first date of contracted event activity. All advance deliveries must be cleared with your EM. Please refer to our Shipping and Receiving document for additional information.

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Staging/Risers

SCC maintains an inventory of 6' x 8' riser sections that can be combined to make a variety of stage sizes. Available heights are 16", 24", 32" and 40". SCC does not allow these stage units to be stacked on top of one another. Special arrangements must be made with your EM for the installation of rental stage units exceeding 48" high. Stages in meeting rooms and ballrooms are provided free of charge, subject to availability, (up to 12 units per space). Fees may apply for stage units installed in exhibit areas. Safety rails must be installed on the back of any SCC risers, or the licensee must sign a waiver releasing SCC from any and all liability from injury and damage associated with the riser in question. The waiver must be signed by a representative of the licensee before removal of the safety rails.

Smoking

SCC is a smoke-free environment. Please do not smoke or use vapor-producing devices in the facility, including the Garden Terrace, Terrace Suite balcony and 601 Patio. Designated smoking areas are provided outside of the building. Washington State law prohibits smoking within any public building or 25 feet of a building entrance.

Storage

On-site storage of freight, equipment, empty crates or other containers is not permitted without the advance approval of your EM, including on the loading dock or truck bays. Limited storage is available with advance notification to your EM within specifically designated areas of the facility. Storage in facility corridors or rooms is not permitted without advance approval of the EM. Absolutely no storage is allowed in areas that block emergency exit doors.

Tax Information

Washington State sales tax applies to all taxable items (i.e. rented equipment, food and beverage, etc.). Clients, contractors, and exhibitors are required to comply with all Washington State sales tax codes. Non-profit organizations (501c3) are not exempt from Washington State sales tax, with few exceptions. Certain events may also be subject to City of Seattle admission tax and/or

trade show license requirements. SCC provides general information on commonly applicable taxes for events. It is your responsibility to review your obligation with a tax professional.

Ticketed Events or Functions

Ticket taking for access control into events, exhibits, etc., during your show is solely the jurisdiction of SCC personnel. We do not provide staff for the sale of tickets. An on-site box office is located at the Arch building on Convention Place and can be contracted with advance notice and arrangement with your EM.

Public or consumer events selling tickets on-site must allow for an effective and safe crowd management plan to control the queuing of guests in and around SCC. Tickets issued or sold for assigned or reserved seating requires a seating floor plan and ticket manifest. SCC reserves the right to approve and/or monitor the sale or issuance of event tickets or passes. All ticketed events are required to meet city and state requirements, as well as admission taxes relating to the sale of tickets.

Trash & Waste

Your general service contractor/production company is responsible for the appropriate disposal or removal of all bulk trash, whether produced by exhibits, general sessions or other event-related activities (e.g. registration, show bag stuffing, event publications, etc.). Bulk trash includes, but is not limited to: pallets, crates, carpet, carpet tubes, carpet padding, and lumber. Bulk trash is to be removed from the premises by the show contractor at the conclusion of the event. If needed, additional trash or recycling containers can be ordered by contacting your EM. Event organizers will be billed for the removal of any bulk trash that is not removed from the facility following the conclusion of the event.

Union Jurisdiction

The SCC maintains a labor agreement with nine local unions to retain a stable and skilled workforce dedicated to offering world class service to our guests. Please request our Staffing Guidelines and Labor and Union Information from your EM.

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SCC does not endorse exclusivity by general service contractors, drayage companies, or any particular union to handle freight at the loading dock. Your selected contractor may have an agreement with a local union to provide services within our facility. SCC will honor your decision related to the selection of a GSC and any associated labor agreement.

Vehicles (display)

The SCC allows display vehicles that meet required fire permit conditions. All vehicles to be displayed during your event must be approved by your EM, indicated on the floor plan, and meet specific safety and fire code requirements. Your EM can provide you with a list of those requirements.

Visitor Information Desk

Visit Seattle operates and staffs visitor information desks in the lobbies of both buildings. These desks can provide visitor information on attractions, dining, transportation, hotel accommodations and much more. Hours of operation vary from event to event. Please contact Visit Seattle for additional information and to confirm the hours of operation during your event.

Water Service

Complimentary water is provided at each lectern and head table, and refreshed once daily. Each venue is equipped with conveniently located water bottle filling stations. Contact your Catering Manager for additional water service options.

Weapons

SCC, except as prescribed by RCW 9.41 or RCW 9.41.300, prohibits weapons within leasable spaces in SCC facilities. No such prohibition is placed in identified public spaces adjacent to, or within, SCC facilities. A licensee may be more restrictive on allowance of firearms within licensee's licensed spaces based upon policies developed for the event.

WiFi (free)

Complimentary public WiFi is available in lobbies and meeting rooms. Please consult your Smart City representative if you have specific needs for attendee wireless internet access. Refer to our Wireless Connectivity Guide for more information.

Wheelchairs

SCC does not provide wheelchairs or other mobility devices for attendees or guests, except in the case of a medical emergency. Your EM can provide a list of local companies that have wheelchairs for rent. Refer to our Accessibility Guide for more information.



Hall 4EF

Event Planning Guide

SCC: By the Numbers



The information below contains confirmed dimensions, capacities or other specifications. Your dedicated EM is always available to answer any questions you may have or clarify the information described below. If you have show-critical considerations, it is always recommended to verify this information.

Elevator Specifications - Arch

Car #	Arch at 705 Pike Elevators	Access to Levels	Use	Capacity (lbs)	Width	Depth	Height	Door Height	Door Width
1 & 2	Atrium Lobby to 6ABC Lobby	4 to 6	Public; passenger only	3,000	7'	5'	7'6"	7'	4'
3	Security entrance to Level 6 back-of-house	2 to 6	Employee; passenger only	3,000	6'6"	4'6"	7'6"	7'	4'
4	South Dock to Level 6 back-of-house	4 to 6	Service	4,500	5'	8'6"	8'4"	7'	4'
5	Main Freight Elevator Garage to Level 6 back-of-house	3 to 6	Freight	20,000	11'	24'	13'6"	13'6"	11'
6 & 7	Galleria	1 to 6	Public; passenger only	3,500	6'	6'	7'8"	7'	3'6"
10	Service elevator	1 to 6	Service	5,000	5'8"	8'9"	10'	7'	4'8"
11 & 12	Pike Street Lobby, 2AB Lobby, 3AB Lobby & Skybridge Lobby	1 to 4	Public; passenger only	3,500	6'8"	5'4"	9'	7'	3'6"
14	Pike Street Lobby ADA	ADA 1	Public; passenger only	3,500	6'8"	5'4"	9'	7'	3'6"
N-1	North Dock to 4EF Catwalk	4 to 5	Employee; passenger only	3,500	6'8"	5'4"	8'	7'	3'8"
N-2	Main Freight Elevator Garage to North Dock & TCC	1 to 4	Freight	20,000	12'	20'	14'	12'	12'

Car #	Arch at 800 Pike Elevators	Access to Levels	Use	Capacity (lbs)	Width*	Depth*	Height	Door Height	Door Width
1 & 2	Passenger	Skagit and Tahoma	Public; passenger only	4,000	7' 3"	5' 1"	9' 2"	7'	47.5"
3	Service back-of-house	Skagit and Tahoma	Service	8,000	6' 3"	10' 9"	10'	7'	59.5"
4	Passenger	Tahoma – Level 4 (4F)	Public; passenger only	5,000	5' 2"	8' 9"	8' 5"	7'	54"

* Interior depth and width measurement are less handrails

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SCC: By the Numbers



Elevator Specifications - Summit

Car #	Summit Elevators	Access to Levels	Type	Weight Capacity (lbs.)	Interior Dimensions	Door Opening Clearance
1	Dock to Flex Hall & Flex Mezz	EX – 2	Event freight	20,000	20'W X 10'H	10'
2	Dock to all levels	EX – 5	Event freight	15,000	20'W X 10'H	10'
3	Dock to all levels	EX – 5	Event freight	15,000	20'W X 10'H	10'
4	Dock to Market & Garden Terrace (located next to #1)	EX – 3	Service & freight	5,000	5' 10"W X 8' 10"H	4' 6"
5	Dock to all levels	EX – 5	Service & freight	5,000	5' 11"W X 8' 10"H	4' 6"
6	Dock to all levels	EX – 5	Service & freight	5,000	5' 11"W X 8' 10"H	4' 6"
7	Dock to all levels	EX – 5	Service & freight	5,000	5' 11"W X 8' 10"H	4' 6"
8	9th Ave Entrance to Market	Street - 1	Public/ADA	3,500	6' 8"W X 5' 5"H	3' 6"
9	Olive Way to Market, Flex Mezz & Garden Terrace	Street – 3	Public/ADA	3,500	7'W X 5' 6"H	3' 6"
10	Summit Lobby (north) to event Levels 1-5	1 - 5	Attendees	4,000	7' 6"W X 5' 8"H	4'
11	Summit Lobby (north) to event Levels 1-5	1 - 5	Attendees	4,000	7' 6"W X 5' 8"H	4'
12	Summit Lobby (north) to event Levels 1-5	1 – 5	Attendees	4,000	7' 6"W X 5' 8"H	4'
13	Olive Way - street entrance to all parking garage levels	Street – 1	Public/ADA	3,500	6'W X 5' 8"H	3' 6"
14	Olive Way - street entrance to all parking garage levels	Street – 1	Public/ADA	3,500	6'W X 5' 8"H	3' 6"
15	Olive Way - employee entrance - Levels 1-5	Street – 5	Employees/ event workers	3,500	6'W X 5' 8"H	3' 6"
16	Olive Way - employee entrance to Levels 1-5	Street – 5	Employees/ event workers	3,500	6'W X 5' 8"H	3' 6"
17	Summit Lobby (south) to all event levels	EX - 5	Attendees	4,000	7'W X 5' 8"H	4'
18	Summit Lobby (south) to all event levels	EX - 5	Attendees	4,000	7'W X 5' 8"H	4'
19	Summit Lobby (south) to all event levels	EX - 5	Attendees	4,000	7'W X 5' 8"H	4'

* Interior depth and width measurement are less handrails

Event Planning Guide

SCC: By the Numbers



Gate Dimensions – Arch 705 Pike

Gate #	Location	Description	Width	Height
Gate 1	Hall 4A	Exhibit Hall 4A to South Dock	12' 0"	9' 11"
Gate 2	Hall 4A	Exhibit Hall 4A to South Dock	12' 0"	9' 11"
Gate 3	Hall 4A	South Dock to 4ABC service corridor	18' 0"	14' 6"
Gate 4	Hall 4B	Exhibit Hall 4A to service corridor	30' 0"	15' 8"
Gate 5	Hall 4C	Exhibit Hall 4B to service corridor	31' 2"	15' 8"
Gate 6	Hall 4C	4C service corridor	15' 0"	13' 7"
Gate 7	Hall 4C	Exhibit Hall 4C to service corridor	13' 0"	13' 7"
Gate 9	Galleria	Exhibit Hall 4C to Galleria	12' 0"	10' 0"
Gate 10	Plaza/Atrium Lobby	Atrium Lobby to Plaza	7' 10"	9' 6"
Gate 11	Dock/Plaza	South Dock to Plaza	8' 0"	9' 11"
Gate 12	Truck Bridge	Truck bridge	86' 3"	16' 0"
Gate 13	Hall 4F	Exhibit Hall 4F to North Dock	16' 0"	13' 9"
Gate 14	Hall 4F	Exhibit Hall 4F to North Dock	11' 0"	14' 9"
Gate 15	North service corridor	North Dock to 4EF service corridor	16' 0"	13' 10"
Gate 16	Hall 4E	Exhibit Hall 4E to service corridor	16' 0"	16' 0"
Gate 17	6A east gate	Ballroom 6A to freight elevator corridor	10' 0"	12' 0"
Gate 18	Ballroom 6A - north gate	Ballroom 6A to service corridor	10' 0"	12' 0"
Gate 19	Ballroom 6B	Ballroom 6B to service corridor	10' 0"	12' 0"
Gate 20	Ballroom 6C	Ballroom 6C to service Corridor	10' 0"	12' 0"
Gate 21	Ballroom 6E	Ballroom 6E to service corridor	10' 0"	12' 0"



Level 2 at Arch



Room 601



Signature Room

Event Planning Guide

SCC: By the Numbers



Gate Dimensions – Arch 805 Pike

Gate #	Location	Description	Width	Height
Gate 22	Yakima Level	800 Pike dock to Yakima service corridor	12'1"	9'9"
Gate 23	Yakima Level	800 Pike Dock to Yakima service corridor	10'0"	9'3"
Gate 24	Tahoma Level	Service corridor to freight elevator	15'0"	9'9"
Gate 25	Tahoma Level airwall	Tahoma to service corridor	11'9"	9'5"

Gate Dimensions – Summit

Gate #	Location	Description	Width	Height
Gate A	Exhibit Hall 2 - east	Exhibit Hall 2 to Loading Dock	24' 0"	24' 0"
Gate B	Exhibit Hall 2 - west	Exhibit Hall 2 to Loading Dock	22' 0"	16' 10"
Gate C	Exhibit Hall 1	Exhibit Hall 1 to Loading Dock	22' 0"	16' 10"
Gate D	Exhibit Hall 1 - north	Exhibit Hall 1 to storage	12' 0"	12' 0"
Gate E	Exhibit Hall 1 - south	Exhibit Hall 1 to storage	14' 0"	12' 0"
Gate F	Loading Dock	Dock to staging	12' 0"	12' 0"
Gate G	Storage	Staging to storage	10' 0"	10' 0"
Gate H	Exhibit Hall 1	Exhibit Hall 1 to EX Lobby	18' 0"	37' 0"
Gate I	Exhibit Hall Swing	Exhibit Hall Swing to EX Lobby	24' 0"	38' 0"
Gate J	Exhibit Hall 2 - west	Exhibit Hall 2 to EX Lobby	24' 0"	38' 0"
Gate K	Exhibit Hall 2 - east	Exhibit Hall 2 to EX Lobby	18' 0"	37' 0"
Gate L	Flex C – east	Flex C to Freight Elevator	15' 0"	14' 0"
Gate M	Flex C - west	Flex C to Freight Elevator	15' "	14' 0"
Gate N	Flex A	Flex A to Freight Elevator	15' 0"	14' 0"
Gate O	Flex Level	Freight Elevator to Service Corridor	8' 0"	14' 0"
Gate P	Flex Level	Service Corridor to Storage	8' 0"	14' 0"
Gate Q	Ballroom 1	Ballroom 1 to Freight Elevator	12' 0"	9' 10"
Gate R	Parking Garage	Parking Garage Level 1 to Summit lobby	8' 0"	8' 0"

Event Planning Guide

SCC: By the Numbers



Standard Facility Equipment Inventory - Arch

Equipment Description	Width	Height	Depth	Qty
Chairs				
SCC	19.5"		21"	13,500
TCC	18"		23"	3,700
Bar Stools				20
Stage Risers & Equipment				
Riser	8'	16" or 24"	6'	40
Riser	8'	16", 24" or 32"	6'	37
Riser	8'	24" or 32"	6'	40
Riser	8'	32" or 40"	6'	30
Wheelchair Lift	48"		61"	1
Wheelchair Ramp		16", 24", 32" or 40"		2
Tables				
10' Serpentine Tables		30"		20
Round Tables	72"	30"		800
Round Tables	60"	30"		250
Round Tables	36"	30" or 42"		115
Tables	8'	30"	30"	400
Tables	8'	30"	18"	1,000
Tables	6'	30"	18"	200
Tables	6'	30"	30"	275
Tables	4'	30"	30"	30

Equipment Description	Width	Height	Depth	Qty
Lecterns				
SCC Lectern (Standing)	Top – 24" Front face – 16"	30"	18"	24
Green Lectern (Standing)	24"	Front – 48" Back – 40"	17"	52
Adjustable Height Presidential Lectern	32.25"	48"	22"	1
Non-adjustable Presidential Lectern	42"	40.75"	30.75"	1
TCC Lectern (Standing)	12"	31.5"		13
Easels				100
Barriers				150
Black Pipe & Drape		8' – 10'		200
Piano				2
Dance Floor	32"		32"	1
Flag: United States of America				7
Flag: State of Washington				4
Flag: Canada				4
Safe	Inside dimensions: 24"x30"x23"			1

Event Planning Guide

SCC: By the Numbers



Standard Facility Equipment Inventory - Summit

Equipment Description	Width	Height	Depth	Qty
Chairs	20"		23"	18,000
Stage Risers & Equipment				
Riser	8'	16" or 24"	6'	70
Riser	8'	24" or 32"	6'	30
Riser	8'	32" or 40"	6'	30
Camera Riser	4'	24" or 32"	4'	4
Wheelchair Ramp		16", 24", 32" or 40"		2
Tables				
Round Tables	72"	30"		1,000
Round Tables	36"	30"		140
Tables	8'	30"	30"	500
Tables	8'	30"	18"	1,200
Tables	6'	30"	30"	300
Lectern (Standing)	Top – 24" Front face – 16"	30"	18"	62
Barriers			204	
Black Pipe & Drape		8'		200 ft
Easels				75
Coat Racks				25
Flag: United States of America				4
Flag: State of Washington				4
Flag: Canada				1
Flag: King County				1
Flag: Prisoner of War				1

Event Planning Guide

SCC: By the Numbers



Floor Loads - Arch

Location	Load lbs/sq ft	Comments
Atrium & Skybridge Lobbies	100	Forklifts are not permitted. Provide ¾" plywood floor cover when moving anything over 1200 lbs. Carpet pieces or Skudo board are required for any aerial lifts.
Halls 4ABCDEF	250	Heavy floor loads may require plywood installation or other means of weight distribution.
Ballrooms 6ABCE	150	Lift work in all carpeted areas requires the installation of reinforced plastic sheeting. Alternatives include Skudo board, plywood, or in some instances, wheel coverings may be allowed. No forklifts allowed in the service corridor at north end of ballrooms.
6ABC Lobby and 6E Lobby	100	Forklift access is not permitted.
All Meeting Rooms	100	Forklift access is not permitted.
Parking Garage	50	Forklift access is not permitted.
Galleria	100	Forklifts or pallet jacks are not permitted. Provide ¾" plywood floor cover when moving anything over 1200 lbs. Carpet pieces or Skudo board are required for any aerial lifts.

Floor Loads - Summit

Location	Load lbs/sq ft	Comments
All Lobby, Lounge & Concourses	100	Forklifts are not permitted. Provide ¾" plywood floor cover when moving anything over 1200 lbs. Carpet pieces or Skudo board are required for any aerial lifts.
Exhibit Hall 1-2	350	Floor is scored with a 10' x 10' grid and align with the floor boxes on 30' centers. Heavy floor loads may require plywood installation or other means of weight distribution.
Flex Hall	250	Lift work requires the installation of reinforced plastic sheeting. Alternatives include Skudo board, plywood, or in some instances, wheel coverings may be allowed.
Ballroom 1-3	100	All lift work requires the installation of both plastic sheeting or Skudo board, with a layer of plywood on top.
All Meeting Rooms	100	Forklift access is not permitted
Terrace Suite, Elliot Bay Room & Signature Room	100	Lift work in all carpeted areas requires the installation of reinforced plastic sheeting. Alternatives include Skudo board, plywood, or in some instances, wheel coverings may be allowed. Carpet pieces or Skudo board are required on all other hard flooring areas for any aerial lifts.

Event Planning Guide

SCC: By the Numbers



House Lighting Specifications - Arch

Space Category	Space	Description	Notes & Special Considerations
Exhibit Hall	Exhibit Halls 4AB and 4EF	LED (187W each) and fluorescent. Max@110 foot candles. Show level @90 foot candles	LED are not dimmable but can be individually controlled
Exhibit Hall	Exhibit Hall 4C	LED (187W each) and fluorescent. Max @110 foot candles. Show level @90 foot candles	Metal halide are not dimmable but can be individually controlled. LED can downlights.
Exhibit Hall	Exhibit Hall 4D (Skybridge)	LED (187W each) and fluorescent. Max @110 foot candles. Show level @90 foot candles	LEDs are not dimmable but can be controlled in east to west rows of four lamps.
Ballroom	Ballrooms 6ABCE	Tungsten halogen incandescent and LED	Halogen are dimmable. LEDs are in coves throughout the ceiling.
Meeting Room	Meeting Rooms 601-614	Incandescent	Dimmable. Rooms 601, 606, 607, 608, 609 have LED cove lighting.
Meeting Room	Meeting Rooms 615-620	LED with incandescent perimeter fluorescent	Dimmable. Rooms have LED wall wash on one wall.
Meeting Room	Meeting Room 400	Compact fluorescent / metal halides	Fluorescents are dimmable. Halides are not dimmable.
Meeting Room	Meeting Room 401	LED	Dimmable. Rooms have LED wall wash on one wall and ceiling cove.
Meeting Room	Meeting Rooms 4C-1 thru 4C-4	LED cans / LED spots	Cans are dimmable. Spots are not dimmable.
Meeting Room	Meeting Rooms 201-206, 208-214 and 301-310	LED	Dimmable. Rooms have LED wall wash on one wall.
Meeting Room	Meeting Rooms 2AB & 3AB	Compact fluorescent with track lighting	Dimmable
Lobby / Public Space	Skybridge Lobby	Metal halide (70W); LED and natural daylight	Not dimmable
Lobby	Atrium Lobby	LED and natural daylight	Dimmable
Lobby	6ABC Lobby	LED cove lighting; LED track lighting and natural daylight	Dimmable track lighting
Lobby	6E Lobby	LED cove lighting; incandescent and natural daylight	Dimmable incandescent
Lobby / Public Space	Level 1 (South)	LED and fluorescent cove lighting	
Lobby / Public Space	Level 2-3 (South)	LED	
Lobby / Public Space	Level 4 (South)	LED and natural daylight	
Lobby / Public Space	Level 1-3 (North)	Metal halide (70W); LED and natural daylight	Not dimmable
Meeting Rooms & Corridors	Skagit Level	LED can lights (9W) with fluorescent cove and walkway lights (32W transitioning to 13W LED)	LED accent spots (5W)
Lobby	Yakima Level	High ceiling is metal halide (39W)	Accented window color changing LEDs
Meeting Rooms & Corridors	Chelan Level	LED can lights (9W) with fluorescent cove and walkway lights (32W transitioning to 13W LED)	LED accent spots (5W)
Meeting Rooms & Corridors	Tahoma Level	LED can lights (9W) with LED can lights (14W)	14W LED can lights are dimmable

Event Planning Guide

SCC: By the Numbers



House Lighting Specifications - Summit

All lighting at Summit is LED sensors assist with “daylight harvesting” to make maximum use of natural daylight and will dim interior lights when exterior lighting achieves the desired lighting level in a given area.

Space Category	Space	Description	Notes & Special Considerations
Exhibit Hall	Exhibit Halls 1-2	21” x 47” LED high bay with wide distribution and 3500K color temperature	LED are dimmable and can be individually controlled
Lobby	Exhibit Lobby	21” x 47” LED high bay with wide distribution and 3500K color temperature	Dimmable, individually controlled, addressable LED (non-RGB)
Lobby	Summit Lobby	4” diameter pendant mounted LED cylinder downlight	Dimmable, addressable LED (non-RGB)
Lobby	Olive Lobby (Level 2)	10” diameter pendant mounted LED cylinder downlight	Dimmable, addressable LED (non-RGB)
Lobby	Flex Lobby	10” diameter pendant mounted LED cylinder downlight	Dimmable, addressable LED (non-RGB)
Exhibit Hall	Flex Hall	Primary lighting: 21” x 47” LED high bay with wide distribution and 3500K color temperature	LED are dimmable. Room has additional LED downlighting.
Meeting Room	Meeting Rooms 320 - 348	7” multi-setting LED lights with touch screen control	Meeting room entry portals have in-floor up-lighting and wall wash along the side walls, in addition to down lighting
Outdoor	Garden Terrace	Natural daylight with LED cylinder down lighting under the overhang	String patio-style lights over the two tables at south end of the Terrace and walkway bollard lights
Lobby	Garden Lobby, Garden Lounge & Terrace Lobby 3	Natural daylight with 9.5” diameter, pendent mounted RGBW quad chromatic LED flood light and 4” diameter pendant mount LED cylinder lights	Dimmable, individually controlled, addressable, color changing LED. Mounted above the ceiling line to be reflected off the ceiling grid system.
Lobby	Pine Lobby 3, Boren Concourse 3 & Olive Concourse 3	Natural daylight with 9.5” diameter, pendent mounted RGBW quad chromatic LED flood light and 4” diameter pendant mount LED cylinder lights	Dimmable, individually controlled, addressable, color changing LED. Mounted above the ceiling line to be reflected off the ceiling grid system.
Lobby	Hillclimb	Natural daylight. Inlaid illuminated handrails and 6” LED illuminated Level indicators	Emergency lighting built into the underside of the stair handrail and at each platform
Meeting Room	Meeting Rooms 420-448	7” multi-setting LED lights with touch screen control	Meeting room entry portals have in-floor up-lighting and wall wash along the side walls, in addition to down lighting
Lobby	Terrace Suite Lobby, Paramount Lounge & Terrace Lobby 4	Natural daylight with 9.5” diameter, pendent mounted RGBW quad chromatic LED flood light and 4” diameter pendant mount LED cylinder lights	Dimmable, individually controlled, addressable, color changing LED. Mounted above the ceiling line to be reflected off the ceiling grid system.
Lobby	Pine Lobby 4, Boren Concourse 4 & Olive Concourse 4	Natural daylight with 9.5” diameter, pendent mounted RGBW quad chromatic LED flood lights and 4” diameter pendant mount LED cylinder lights	Dimmable, individually controlled, addressable, color changing LED. Mounted above the ceiling line to be reflected off the ceiling grid system.
Meeting Room	Terrace Suite	7” multi-setting LED lights with touch screen control with 4’ linear LED strips in corners an perimeter	Dimmable, addressable LED (non-RGB)
Meeting Room	Elliott Bay Room	Natural daylight and 9.5” diameter, pendent mounted RGBW quad chromatic LED flood lights	Dimmable, addressable LED (non-RGB)
Lobby	Ballroom 1 Lobby	3.18” aperture, 4” diameter pendant mounted LED cylinder downlight and natural daylight	Dimmable, addressable LED (non-RGB)
Lobby	Ballroom 2 & 3 Lobbies	LED and natural daylight	Dimmable, addressable LED (non-RGB)
Ballroom	Ballroom 1-3	10’ diameter pendant mounted LED downlight with RGBW LED moving head theatrical lights	Downlighting at door portals
Meeting Room	Signature Room	7” multi-setting LED lights with touch screen control and 4’ linear LED strips in corners and upper perimeters	Dimmable, addressable LED (non-RGB)
Lobby/Public Space	Market Lobby	4” recessed round LED downlight inside chandelier	Additional LED lights around perimeter

Event Planning Guide

SCC: By the Numbers



North Loading Dock

Loading Docks*

Dock Location	Supported Areas	Height Clearance	Number of Bays	Notes
South Dock	Halls 4ABC, Level 6, 3, 2 meeting rooms	16'	9	4 bays with levelers. SCC has two portable dock ramps. All docks accommodate full length, street-legal, single-trailer semis. Access to some bays by semis is dependent on dock traffic.
North Dock	Halls 4DEF, 800 Pike Street	16'	10	10 bays with levelers. SCC has two portable dock ramps. All docks accommodate full length, street-legal, single-trailer semis. Access to some bays by semis is dependent on dock traffic.
800 Pike Street	Arch at 800 Pike Street		2	One loading bay that can accommodate a 53' semi-truck. A secondary dock area is able to accommodate up to two 24' box trucks. Both loading areas are accessed via the alley that runs along the east side between Pike Street and Pine Street.
Summit Dock	Summit Building	15'	18	18 total bays. 16 are full length and 17 have levelers. 3 are dedicated to SCC Service Partners. Truck Entrance at Boren Ave. Truck Exit at Terry Ave.

* Access to all loading docks requires appropriate scheduling of union TA staff.

Parking Garages

Facility	Height Clearance	Total Stalls	ADA Stalls	Electric Vehicle Charging Stations
Main Garage	6' 5"	1580	16	4
Freeway Park Garage	6' 9"	665	16	0
Summit Garage	P1 – 8'4" P2 & P3 – 6'6"	709	18 total 3 van accessible	8



Arch Garage, Electric Vehicle Charging Station

We look forward to serving you at Seattle Convention Center!