

The Conference Center

WASHINGTON STATE CONVENTION CENTER'S MEETING FACILITY



BOOKING GUIDE

APRIL, 2014

Give the Think Tank a new venue

The Conference Center Remarkable Meeting Spaces

Planning a meeting, conference, banquet, or executive retreat in Seattle? The Conference Center is Washington Convention Center's vibrant new business meeting facility and event space. Let us work with you to create the event you envision in our distinctive three-floor meeting space.



WHAT SETS THE CONFERENCE CENTER APART FROM OTHER MEETING SPACES?



CONFIGURABLE SPACES

All-company retreats or intimate meetings, classes, conferences, half-day or week-long events, evening mixers and entertainment—we can accommodate them all. We have space for exhibits, seminars—all configured to your requirements. The Conference Center has 71,000 square feet of space, including up to 17 fully-carpeted meeting rooms ranging in size from 640 to 2,090 square feet. Richly-appointed executive board rooms are available for critical strategy sessions. Several pre-function spaces are available for registration, social gatherings, special exhibits, and receptions.



GUEST COMFORT

Our staff is available to greet your guests and address their needs. Customizable LCD signage is found throughout the building. Meeting rooms are treated for sound separation, and many rooms are equipped with windows for natural light and blackout shades for audio-visual presentations. All spaces are fully ADA-accessible and our washrooms spacious. And for breakaway meetings, checking e-mail or just relaxing, your guests can spend time in one of our comfortable lounges, two with fireplaces and flat screen televisions.



HIGH-TECH EQUIPMENT

All rooms feature adjustable touchscreen lighting and built-in sound systems. We can accommodate major audio-visual presentations. All rooms include CAT-6 and fiber optic ports. Enterprise-level wireless access throughout the building can support up to 2,500 simultaneous wireless users.



DINING OPTIONS

With our award-winning on-site catering, we can supply your guests with coffee, light bites, buffets or full-plated meals featuring tasty Northwest fare—including sustainable and vegetarian choices. Or your guests can partake of many dining options in the adjacent Convention Center or mere blocks away in downtown Seattle.



LOCATION

You'll be right next to Interstate 5 and the underground bus tunnel, with access to all of downtown and airport link light rail. And walking distance from Pacific Place Shopping Center and legendary Pike Place Market and most downtown offices. Our parking garages can accommodate nearly 1,500 vehicles.



AMENITIES

The Conference Center is seamlessly connected to the Washington State Convention Center, which includes retail spaces for office supplies and services, many cafés and quick dining options as well as a massage bar and Seattle visitor's booth.



BEAUTY & SUSTAINABILITY

The entire facility reflects the ecologically-conscious values of our city and the latest in modern design, including stainless steel accents, fine marble, sustainable wood paneling and trim, and elegant leather furnishings. The Conference Center has been certified LEED Silver for its sustainable construction practices, furnishings and equipment. Nearly 90 percent of all construction waste was reclaimed and recycled.

Meeting Services



This sophisticated executive meeting room features a table made from slabs of reclaimed old growth Douglas Fir.



Cozy spaces with warm fireplaces, soft lighting and inviting furniture are found throughout The Conference Center.

AT THE CONFERENCE CENTER, thoughtful touches help make your event memorable. Your event includes the following amenities, equipment and services:

- **OUR ADMISSION ATTENDANTS** will greet your guests, provide directions to your space, and be available throughout the event to address any questions or special needs.
- **LOBBIES AND COMMON AREAS** for registration activities are provided in consideration of other events. Dressed tables and chairs are set according to your needs, and self-service coat racks are provided. LCD signage throughout the facility posts event activity, and may be customized at each meeting room.
- **MEETING SETS** with tables include linen, notepads, pens and candy. Complimentary water service is provided for attendees.
- **EACH BANQUET ROUND** includes a table linen in black or white; a wide of napkin color; a bud vase with seasonal flower; and for evening functions, two votive candles. Specialty linens and custom floral arrangements can be ordered for an additional charge.
- **FOR SPEAKERS OR PANELS**, stage risers are carpeted and skirted in black velour. Safety rails and an ADA-compatible wheelchair lift or ramp are available. Lecterns, equipped with power and reading lights, and dressed head tables are available. Compostable bottled water service is provided at the lecterns and head tables for the speakers.
- One **WIRED MICROPHONE** per meeting room is furnished with the in-house sound system when the on-site audio/visual services are used.
- The following items are **COMPLIMENTARY**, upon advance request and subject to previous commitments: One telephone with local/800 access; two parking passes; dressed tables for materials or auction displays; message and white boards; and easels.

OTHER DETAILS

Use of our loading docks, hand-carried freight entrances, and freight elevators for deliveries will be arranged in consideration of other event activities. Convention Center Transportation Attendants manage these areas.

House lighting, heat, ventilation or air conditioning are provided at a comfortable level during event hours. Two 15-amp electrical outlets are provided per room for your use.

Each room features 18 CAT-6 connections and 12 fiber optic ports. Client-based wireless access is optimized with a 1 GB fiber optic backbone, and two OC3 circuits allow any program to handle up to 2,500 simultaneous wireless users.

Twenty-four hour Convention Center campus security officers monitor the building perimeters, interior public areas, exterior plazas and parking garages. On-premise emergency medical personnel are provided according to attendance levels.

EXCLUSIVE SERVICES

Washington State Convention Center is the exclusive provider for all catering, electrical services, Internet connectivity and telecommunications, as well as emergency medical personnel and access-control staff. Access-control positions include admission/door attendants, badge checkers, ticket takers, loading dock/transportation attendants, and staffing for crowd management and coat/luggage check.

NON-EXCLUSIVE SERVICES

We invite you to choose your own suppliers for non-exclusive services such as registration services for conferences; entertainment and décor for banquets; and the general services contractor and overnight security for trade shows. Our staff has extensive experience with local and national firms and will be happy to work with the suppliers you select. Washington State Convention Center has an on-site preferred audio/visual provider for comprehensive presentation services. Should you choose an outside vendor, the built-in house sound system can be used for a nominal fee and will be operated by our preferred provider. The use fee covers the sound system and a lectern with a wired microphone.

BUDGETING FOR ADDITIONAL SERVICES

To assist with advance planning and budgeting, consider your needs for the following items and services which are not included in the facility rent:

- ✓ Catering services.
- ✓ Audio/visual equipment, additional microphones or sound system usage fees.
- ✓ Alternate or supplemental electrical services for major audio/visual, registration, stage lighting, entertainment, auction checkout, offices, press rooms, décor, exhibitor booth and show/event production.
- ✓ Internet connectivity and telecommunications services and toll charges.
- ✓ Re-keying of office and storage areas or overnight event security.
- ✓ Display tables, tabletop exhibit tables, dance floor or piano.
- ✓ Meeting room monitors, ticket takers, crowd management staffing or coat/ luggage check attendants.
- ✓ Validated speaker or guest parking.



Executive Chef José Chavez fires up a WSCC signature dish in The Convention Center's 15,000 square foot state-of-the-art kitchen.



Your meeting planner will help you with all aspects of planning & budgeting your event.

Preparing for an event

OUR PRIORITY IS YOUR SUCCESS

Every event has unique needs and your event will benefit from the ongoing attention and expertise of our event specialists. Our event specialists are a team of experts in many areas, from space and catering requirements to lighting and sound to other logistical and technical issues. We have many years of experience planning events of all sizes.

Our staff will work closely with you, using a Meeting Planner Checklist, to determine your requirements for services, equipment and staffing; to prepare budgets; and to answer all of your questions.

From the first inspiration to the finishing touches, we look forward to helping you plan for success.

THE FINE PRINT

Rent or catering minimums may apply to open the facility. A rent deposit or rent in full will be due with the facility contract, and will vary based on the total rent and the lead time. In the event of cancellation, facility rent deposits are non-refundable and the total rent will be due. Separate contracts or service orders and pre-payment schedules apply to each on-premise exclusive/non-exclusive vendor whose services are used.

Facility rates and guidelines in this brochure are effective through December 31, 2014, and are subject to change without notice.

CAPACITIES AND RATES

ROOM	SQUARE FEET	THEATER	CLASS*	CONFERENCE	BANQUET†	RATE
TCC 301	2,542	252	120	42	150	\$ 370
TCC 302	2,604	252	120	42	150	370
TCC 301-302	5,208	493	213	-	340	740
TCC 303	4,136	396	190	42	240	600
TCC 304	4,136	396	190	42	240	600
TCC 303-304	8,366	798	336	-	530	1,200
TCC 305	2,856	288	126	42	160	420
TCC Level 3*	31,000	-	-	-	-	4,500
TCC 201	1,170	-	-	16	-	1,500
TCC 202	2,090	192	108	42	120	300
TCC 203	640	-	-	14	-	1,000
TCC 204	1,344	108	63	30	60	195
TCC 205	1,225	91	51	30	60	180
TCC 101	2,838	270	132	42	150	410
TCC 102	1,008	80	40	30	60	150
TCC LL1	966	90	42	30	60	140
TCC LL2	1,763	160	72	42	90	255
TCC LL3	1,575	140	60	36	90	230
TCC LL4	1,927	180	84	36	120	280
TCC LL5	1,968	180	84	36	120	280
TCCLL4-5	3,936	384	180	42	240	560

♿ Fully Accessible Facility* Class = Classroom set of three chairs per 8' x 18" table.

† Banquet = 10 chairs per 72" round.

* 10 x 10 = Maximum number of 10' by 10' tradeshow booths.

Rates are effective through December 31, 2016, and are subject to change without notice.

TCC Level 3 as an exhibit space can accommodate a total of 124 booths, including 2 booths at 8' x 10'.

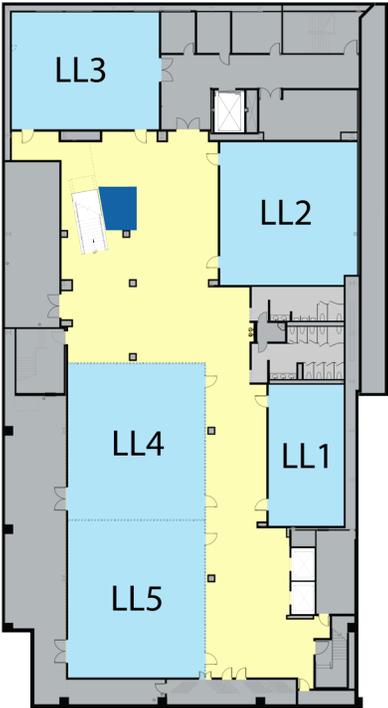


The light-filled lobby of TCC looks across the Washington State Convention Center.

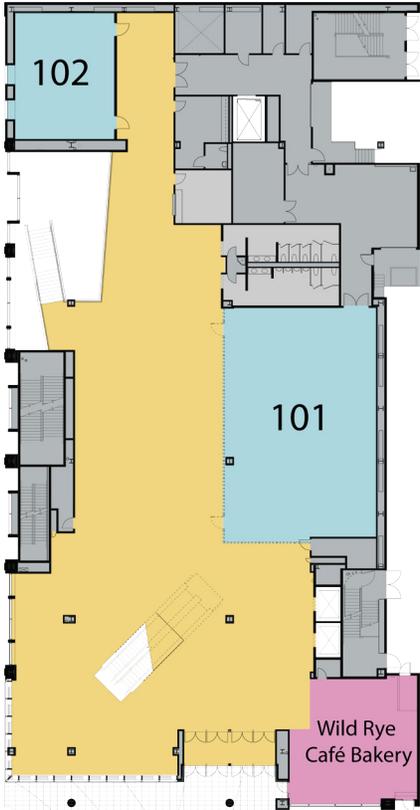


The executive conference rooms have all you need for a perfect meeting.

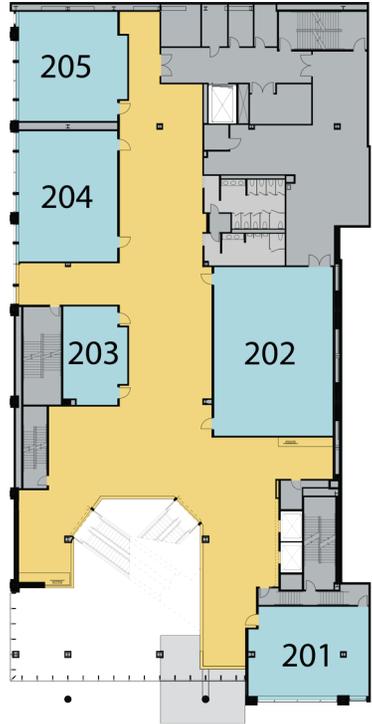
Floor Plans - Levels 1 & 2



LOWER LEVEL (LL)



LEVEL 1 (L1)



EXECUTIVE LEVEL 2 (L2)

LL MEETING ROOMS	SQUARE FEET	DIMENSIONS	HEIGHT	THEATER	CLASSROOM	BANQUET*	CONFERENCE
TCC LL1	966	42 x 23	12	80	36	60	28
TCC LL2	1,763	43 x 41	14	160	96	90	36
TCC LL3	1,575	45 x 35	14	120	80	90	36
TCC LL4	1,927	47 x 41	14	162	112	120	36
TCC LL5	1,968	48 x 41	14	162	112	120	36
TCC LL4-5	3,936	96 x 41	14	396	204	240	-
L1 MEETING ROOMS	SQUARE FEET	DIMENSIONS	HEIGHT	THEATER	CLASSROOM	BANQUET*	CONFERENCE
TCC 101	2,838	2,838	10' 4"	270	176	150	-
TCC 102	1,008	1,008	10' 6"	80	40	60	28
L2 MEETING ROOMS	SQUARE FEET	DIMENSIONS	HEIGHT	THEATER	CLASSROOM	BANQUET*	CONFERENCE
TCC 201 Executive Boardroom	1,170	39 x 30	9' 6"	-	-	-	16
TCC 202	2,090	55 x 38	9' 3"	192	108	120	44
TCC 203 Executive Boardroom	640	32 x 20	9' 6"	-	-	-	14
TCC 204	1,344	42 x 32	9' 6"	108	48	60	28
TCC 205	1,225	35 x 35	9' 6"	84	60	60	28

* Banquet = 10 chairs per 72" round. Classroom set of three chairs per 8' x 18" table. Capacities in bold indicate a center aisle is included.

Floor Plan - Level 3



Comfortable modern lobby furniture is perfect for chatting and enjoying views of historic Pike Street



LEVEL 3

L3 MEETING ROOMS	SQUARE FEET	DIMENSIONS	HEIGHT	THEATER	CLASSROOM	BANQUET*	CONFERENCE	
TCC 301	2,542	62 x 41	15	252	160	150	-	
TCC 302	2,604	62 x 42	15	252	120	150	-	
TCC 301-302	5,208	62 x 84	15	546	320	340	-	
TCC 303	4,136	94 x 44	13	396	256	240	-	
TCC 304	4,136	94 x 44	14	396	256	240	-	
TCC 303-304	8,366	94 x 89	13	798	448	530	-	
TCC 305	2,856	56 x 51	15	288	144	160	-	
Total Exhibit Space	31,000	TCC Level 3 can accommodate a total of 124 10'x10' booths and two 8'x10' booths.						

* Banquet = 10 chairs per 72" round. *Classroom set of three chairs per 8' x 18" table. Capacities in bold indicate a center aisle is included.

WASHINGTON STATE CONVENTION CENTER

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