



# EVENT PLANNING HANDBOOK



## ***Our Service Vision***

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





***WELCOME!***



Our entire team of dedicated service professionals welcomes you to Washington State Convention Center.

What makes Washington State Convention Center (WSCC) 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 company meeting or an international conference, it needs to be perfect from start to finish. And we have the experience and resources to make it happen.

Whether you have worked with our team before or this is your first time in our facility, this Event Planning Handbook will guide you through the process of planning your event at WSCC. This Handbook will introduce you to the procedures, regulations and timelines that will assist you in planning a smooth and efficient event. 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. In addition to the many topics covered in this Handbook, detailed WSCC Guideline documents are available to provide technical or specific facility information to further assist in your planning.

By far, your most valuable resource as you plan your event will be your own personal and dedicated WSCC Event Manager (EM). Your EM will be assigned to you upon completing your Licensing Agreement (LA) with our Sales team. Or, for longer-term events, 18 months prior to your event. If you have questions remaining after reviewing this Handbook and our detailed WSCC Guideline documents, please contact your EM. The more information we can share with one another throughout the planning process, the better we can serve your needs. (If you are still in contract negotiations, please contact your sales representative.)

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



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## Your Top-Notch Team

When you host your event at WSCC we consider ourselves to be part of your team. It is our goal to ensure that you feel the same way. Below is an overview of your WSCC team members and how they interact with you.

### Sales Department:

Whether your event is hosting ten or 10,000 people, 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 Licensing Agreement with the facility. This is the contractual agreement between you and the WSCC, and will serve as an outline for your event activity. Until your LA is signed and executed by WSCC, the planning of your event details cannot begin.

Michael McQuade	Director, Sales	206.694.5105	michael.mcquade@wsc.com
Pei-Hua Yen-Roy	Sr. National Sales Manager	206.694.5176	peihua.yenroy@wsc.com
Bruce Gyger	National Sales Manager	206.694.5108	bruce.gyger@wsc.com
Brock Bradley	National Sales Manager	206.694.5066	brock.bradley@wsc.com
Susan Newcomb	Regional Sales Manager	206.694.5111	susan.newcomb@wsc.com
Emily Hoyt	Regional Sales Manager	206.694.5171	emily.hoyt@wsc.com
Brent Grant	OneStop Manager	206.694.5172	brent.grant@wsc.com
Ji Y. Won	OneStop Manager	206.694.5138	ji.won@wsc.com

### Event Services Department:

Once your contract has been fully 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 both during the planning process and once you are on site. In order to orchestrate a flawless event, your EM will be your primary contact at WSCC. They will relay the details of your event to WSCC operating departments and serve as a liaison between your appointed contractors and our WSCC 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.

Krista Daniel, CMP	Director, Event Services	206.694.5106	krista.daniel@wsc.com
Cathy LaVenía, CMP	Event Manager	206.694.5150	cathy.lavenia@wsc.com
Jennifer Fahey	Event Manager	206.694.5392	jennifer.fahey@wsc.com
Bahiah "B" Odeh-Eppig	Event Manager	206.694.5056	bahiah.eppig@wsc.com
Sun Kim	Event Manager	206.694.5102	sun.kim@wsc.com
Dilisha Patel	Event Manager	206.694.5165	dilisha.patel@wsc.com



## WSCC Departments:

Following is an overview of our internal departments that your EM will coordinate with to ensure a successful event. Detailed information on the duties and requirements of these departments will be discussed further in this Handbook and related Guideline Documents.

- ✿ **Admission Attendants (AAs)** – These dedicated employees 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, crowd management, ticket taking, coat check and directional assistance. Your EM will determine the appropriate staffing levels based on your event agenda and production schedules.
- ✿ **Transportation Attendants (TAs)** – Our TAs oversee the safe and efficient movement of vehicle traffic in and out of our facility loading zones and docks. The primary duties of our TAs include: the successful implementation of the city-mandated Transportation Management Plan, truck staging on the loading docks, hand carried freight access within our parking garages, and shuttle bus activities on Convention Place. 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.
- ✿ **Security** – WSCC maintains a 24-hour/365-day Security Control office on the premises. Our Security team provides perimeter and public area security and monitors the life safety equipment for the WSCC facility. One of their primary duties is to coordinate all medical, fire, or natural disaster response within the facility. Should Seattle Police patrol be required during your event, our Security team will arrange the scheduling details. Our Security team performs additional duties such as re-keying meeting rooms, assisting with VIP access and providing after-hours access into licensed event areas.
- ✿ **Set-up Services** – Based on the information you provide to your EM, your Set-up Services team will set your allocated meeting rooms and other event spaces to suit your specific event needs. In addition to providing room sets, these team members provide cleaning services in attendee and common areas during your event.
- ✿ **Parking Services** – WSCC owns and operates two public parking garages that can accommodate nearly 1500 vehicles. Your EM will coordinate directly with the Parking Manager to arrange any parking validations or other parking services 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:
  - Custodial Staff – keeping our facility sparkling throughout your event
  - Building Engineers – keeping the facility at a comfortable temperature and maintaining the mechanical equipment necessary to keep the building operational
  - House Electricians – operating our permanently installed facility lighting and other electrical equipment
  - Carpenters, Painters, and Landscapers – working diligently to keep our facility in top-notch shape for your enjoyment



## WSCC Service Partners:

In order to provide a consistent and professional level of service, WSCC uses service partners for the services described below. Each of these providers will assign a dedicated contact to work with you and your team to arrange for the necessary services during your event. We will provide you with detailed guidelines and ordering information for each of our service providers.

- ❧ **Catering and Concession Services** – ARAMARK is the exclusive provider of catering and food services at WSCC. You will work directly with a professional Catering Sales Manager throughout the planning of your event to help create an outstanding culinary experience that best fits your budget and the needs of your attendees.
  
- ❧ **Data and Telecom Services** – SMARTCITY is the exclusive provider of phone, internet and connectivity services within WSCC. All aservices will be coordinated with you and your exhibitors by your experienced SMARTCITY Sales contact.
  
- ❧ **Electrical and Plumbing Services** – Edlen Electrical is the exclusive provider for temporary and supplemental electrical and plumbing services at WSCC. They will work directly with you and your General Service Contractor, AV company, exhibitors and any other contractors to ensure the appropriate amount of power is provided during your event and that all electrical and plumbing services are working properly.
  
- ❧ **Onsite Medical Services** – LifeMed is the exclusive provider of onsite emergency medical services during your event. LifeMed provides medical response, from basic first aid to emergency life support. Your EM will schedule appropriate coverage based on your event activity and in compliance with facility regulations.
  
- ❧ **Audiovisual Services** – LMG is the preferred provider of audiovisual services at WSCC. 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 AV production. The LMG team is available to provide consultation for your event regarding audiovisual needs that will best suit the requirements for your event. Should you choose to use an outside AV provider for your event, LMG 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 service providers beyond the services provided by your WSCC 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 establish a working relationship with each of your providers. This way, all of the relevant details relating to your event, as well as pertinent regulations for working in the facility, can be efficiently communicated and coordinated.

### **Critical Documents to Review**

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

#### **Documents we will provide to you:**

##### **YOUR LICENSING AGREEMENT (LA)**

This is the contractual document that binds both you and WSCC to the terms and conditions for your event. There will be “attachment” documents associated with the LA, which further clarify the terms unique to your event. Your event cannot take place without an executed LA. Any future modifications or additions to your LA will be issued in an addendum and made part of your contract. Please make sure you clearly understand all of the language and be especially careful to review the dates and spaces to which you are licensed.

##### **RULES & REGULATIONS**

The Rules and Regulations are made part of your LA and incorporated by contractual reference. You can request a copy of these from your Sales or EM.

##### **THIS EVENT PLANNING HANDBOOK AND RELATED GUIDELINE DOCUMENTS**

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

#### **Documents you will provide to us:**

##### **FLOOR PLANS**

Your tradeshow, 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 your booth assignments can proceed.

🌿 **EVENT AGENDA**

This will include registration hours, tradeshow hours, social function times, and any onsite activities communicated to your attendees or exhibitors.

🌿 **EVENT SPECIFICATIONS**

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

🌿 **RIGGING PLOTS, BANNER AND SIGNAGE GRAPHICS**

Anything that is suspended from a ceiling must have our prior approval. We require rigging plots be submitted to us well in advance Any “cling” materials must be submitted for approval and tested.

🌿 **CERTIFICATE OF INSURANCE**

Per the language in your LA, you should submit this to us upon application. Your event will not be allowed to take place without it.

## Timeline for a Successful Event

The dates provided in the following chart are a frame of 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 timeframes as part of your contract with WSCC. 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	Due Date	✓
Review the terms of your LA and attachments	18 months	September 12, 2016	
Submit preliminary exhibit floor plans prior to booth sales (include registration, lobbies and food service)	15 months	December 12, 2016	
Include your EM on all attendee and exhibitor mailing lists	12 months	March 13, 2017	
Send your current year show specs and program materials	12 months	March 13, 2017	
Schedule a facility site visit and/or planning meetings	12 months	March 13, 2017	
Establish payment arrangements and planning timelines with service providers	9 months	June 13, 2017	
Provide preliminary event and exhibit schedule to EM to prepare Labor and Equipment estimates	6 months	September 13, 2017	
Submit Fire Permit Application and Fee	6 months	September 13, 2017	
Action	Advance Timeline	Due Date	✓
Provide contact list of show service contractors (general contractor, audiovisual, security, transportation, etc.)	3 months	December 13, 2017	
Provide Exhibitor Service Kit and contact list	3 months	December 13, 2017	
Provide Security, Parking and Transportation Plans	3 months	December 13, 2017	
Submit Certificate of Liability Insurance	60 days	February 13, 2018	
Submit final Event Agenda and Production Move-in/Move-out Schedules	60 days	February 13, 2018	
Submit final meeting room set-up requirements and diagrams	60 days	February 13, 2018	
Submit rigging diagrams and banner locations for approval	60 days	February 13, 2018	
Review estimated labor and equipment charges with your EM	45 days	March 6, 2018	
Submit Digital Signage session information or custom designs for cost estimate	30 days	March 27, 2018	
Establish Pre-Convention Meeting time with your EM	30 days	March 27, 2018	
Advance Services Deposit due	14 days	April 16, 2018	
Submit Access Control plan (badge samples, approved after-hours access list, etc.)	Onsite		
Provide copies of show program for WSCC staff reference	Onsite		
Schedule pre- and post-event inspections	Onsite		
Preliminary Invoice review	Post – 5 days		
Final Invoice Review	Post – 10 days		
Final payment due	Post – 30 days		



## 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 WSCC. 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 tool, not as a comprehensive event budget. Your event may have unique needs that cannot be included here. Also, please keep in mind that WSCC facility and contractor 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.

### Complimentary and standard services

- 🌿 **Meeting Room Sets/Refresh** – Your meeting rooms are set to your specifications at no charge. Set changes that occur overnight or to support a food and beverage function are complimentary. Each meeting room will be refreshed once per day and once overnight.
- 🌿 **Water Service & Amenities** – WSCC provides complimentary water service in each of your meeting rooms. In addition, WSCC provides linen, candy dishes, pads of paper and pens for table sets.
- 🌿 **Stage Risers** – Meeting rooms and ballrooms are provided with appropriately sized stage risers and lecterns.
- 🌿 **Digital Signage** – Your registration location, exhibit hall hours, general session hours, and meeting room session titles and times will be published on our integrated digital signage system.
- 🌿 **Telephone** – Upon request, your EM will arrange for one local access telephone to be placed at your registration desk or office area.
- 🌿 **Wi-Fi** – Wireless internet access is complimentary in lobbies and public areas for general web access.
- 🌿 **Electrical** – Each of your meeting rooms is provided with two (2) 15 amp/120 volt outlets at no charge.
- 🌿 **Parking** – Upon request, your EM will provide two (2) complimentary parking passes per day for your use during your event.



 **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. One wired mic will be provided in your tradeshow for PA announcements.

<b>Sample Budget</b>	
<b>Facility Charges</b>	
Room Rental Fee As defined in your LA	\$
Additional Space Usage As reviewed by your EM and defined in contract addenda	\$
Event Staffing (AA & TA) Review your LA and consult your EM for an estimate	\$
Coat/Luggage Check Provided upon request	\$
Crowd Management Plan If required by facility regulations and event needs	\$
Room Set Changes Complimentary for overnight and F&B functions	\$
Parking Consult your EM for parking options	\$
Re-Keyed Rooms Provided upon request	\$
Equipment Rental Consult the current Inventory & Fee Schedule	\$
Advertising/Sponsorship Fees Consult your EM for advertising options	\$
Custom Digital Signage Standard digital signage is complimentary. Consult your EM.	\$
House Sound Fee Complimentary when using preferred AV provider	\$
HVAC/House Lighting Fee For services beyond our Energy Conservation Guidelines	\$
Excessive Cleaning or Damage Fee Although these charges are rare and unfortunate, your EM will report any excess cleaning or damage to you promptly	\$
Unique Event Needs	\$



EM will work closely with you on any requirements unique to your event

**Service Partner Charges**

ARAMARK  
Our service provider of all food & beverage services.  
Inclusive of sales tax and administrative fees \$

Edlen Electrical  
Our service provider of electrical and plumbing services \$

SMARTCITY  
Our service provider of data and telecom services \$

LMG  
Our service provider of audiovisual services; you are welcome to select the AV provider of your choice. \$

LifeMed  
Our service provider of onsite emergency medical services \$

**Other Supplier Charges to Consider**

Other Appointed Show Contractors or Service Providers  
General Services Contractor, Rental décor or furnishings,  
Audiovisual, Entertainment, Printing Services,  
Office/Technical Equipment Rental/Overnight Security/  
Asset Protection \$

Permits, Licenses or Taxes  
As required by federal, state, or local authorities. (See  
also Permits & Tax Guidelines) \$



## WSCC: A TO Z

This 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 always available to answer any questions you may have or clarify the information described below. Many of the topics below are covered in detail in our specific guideline documents.

### **ADA Compliance:**

All public areas, lobbies, exhibit halls and meeting rooms within the WSCC are ADA accessible. ADA features include accessible parking and restrooms, automatic door entrances, TTY, payphone, and assisted listening devices. Please advise your EM of special considerations at least 30 days in advance.

### **Advertising:**

Advertising and sponsored displays in public (non-licensed) spaces may be subject to a fee. All content and images are subject to prior approval. Contact your EM for rates and availability of advertising placement.

### **Animals:**

Animals or pets, with the exception of ADA Service Animals, are not permitted into event space at the WSCC 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:**

There are two ATMs permanently located inside WSCC: one on Level 1, near the Convention Place entrance and one on Level 4 South, near the elevators. If supplemental ATM machines are needed for your show, please contact your EM.

### **Audiovisual Services:**

LMG 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. LMG will provide a detailed bid of services from meeting room packages to full-scale General Session Production.

You are also welcome to select the AV 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, and rigging requirements.

### **Badge or Credential Checking:**

For safety and security purposes, WSCC 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 WSCC personnel.



### **Banners and Signs:**

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. Signage or banners located within the public areas of the facility must be approved by the EM in advance. Special rules apply for the placement of signage in retail areas and commercial/advertising signage. Material used for window or floor clings must be submitted for testing in advance of onsite installation.

### **Balloons:**

Balloons are allowed in WSCC 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.

### **Buses/Shuttles:**

Buses and Shuttles can use Convention Place, located on Level 1, for guest loading and drop-offs. A maximum of five buses can queue on Convention Place simultaneously. All transportation activities must be approved by your EM prior to the event. Use of Convention Place is subject to other concurrent event activity.

### **Catering:**

ARAMARK is our exclusive service provider of Food and Beverage at WSCC. A Catering Sales Manager will be assigned to work with you on the details of your event. No outside Food or Beverage may be brought into WSCC for the consumption of guests, exhibitors, attendees, or show staff. Labor crew is permitted to bring in their own personal meals while working onsite.

### **Cleaning/Housekeeping:**

WSCC provides event space in a clean condition. WSCC 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 tradeshow or exhibit areas, WSCC personnel will service receptacles for trash produced by attendees. Trash receptacles for attendee use will be placed in tradeshow 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.

You or your General Services Contractor (GSC) is responsible for the appropriate disposal or removal of all bulk trash, whether produced by exhibits or other event related activities (e.g. registration, show bag stuffing, event publications, freight packaging etc.) Bulk trash includes, but is not limited to: pallets, crates, carpet, carpet tubes, carpet padding, and lumber; everything is to be removed from the premises by the GSC at the conclusion of the event.

Show contractors, including AV 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. Tradeshow or booth areas must be broom-swept or vacuumed upon the completion of move-out. 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 tradeshow 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 WSCC. Portable coat racks are available upon request for a Self-Service Coat Check area. WSCC is not responsible for items left in coat check areas or on coat racks, and will return 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.

### **Concession Stands/Public Food Outlets:**

ARAMARK is the exclusive service provider of all food concession services at WSCC. Appropriate space for concession operations must be reserved for WSCC usage in all exhibit hall areas as defined in your LA. Usage of concession areas in tradeshows 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 WSCC.

### **Show Contractors/General Service Contractor:**

WSCC has established policies for your General Services Contractor (GSC) and your other appointed service providers. Please provide a list of all appointed show contractors to your EM at least three months in advance. This will assist us with the pre-planning of your event.

### **Crowd Management Plan:**

If your EM determines that the nature of your event anticipates high attendance, queuing requirements, or other 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.

### **Damage:**

Any damage that occurs to the WSCC facility must be immediately reported to your EM. A WSCC 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 WSCC for your event. Consult your EM for the related fees.



### **Data and Telecom Services:**

SMARTCITY is the service provider of all data and telecom services at WSCC. Complimentary Wi-Fi is available in public areas and lobbies within WSCC and TCC. Refer to our Data and Telecom Services Guidelines for detailed information.

### **Drones (Aerial Photography):**

Use of remotely operated aerial drones/small unmanned aircraft is not allowed within the Convention Center. Exceptions may be requested in writing to the Event Manager with the provision that use is confined to Exhibit Hall areas and only while the hall is closed and unoccupied by attendees.

### **Electrical Services:**

Edlen Electrical is our service provider of supplemental or temporary electrical services for WSCC. You will receive two (2) 15 amp circuits per room, free of charge. Refer to our Electrical Services Guidelines for detailed information.

### **Elevators and Escalators:**

WSCC operates several escalators, as well as passenger, service, and heavy freight elevators. Passenger elevators and escalators are not to be used for the movement of freight or equipment, unless specific mitigation factors are identified by your EM. Service and freight elevators are also used by facility operations and catering staff, and must be shared accordingly. Should misuse of the conveyances result in damage, charges may be your responsibility.

### **Emergency Procedures:**

WSCC maintains a 24/7 Security Control office to monitor the 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, onsite 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, since contacting Security Control will minimize the response time of emergency personnel.

### **Event Manager (EM):**

Once your LA has been signed, an EM will be assigned to work with you. Your EM will help you understand our rules and requirements, 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 will work closely with you and your GSC 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 the WSCC fire guidelines, Seattle Fire Department fire permit conditions, and must adhere to your LA. WSCC does not maintain an inventory of pipe and drape or carpet that is suitable for tradeshow or exhibit installations. Your GSC is expected to provide the necessary equipment to install and service your tradeshow services. WSCC equipment is typically restricted to the servicing of food and beverage catered areas. WSCC does not provide drayage or booth porter services for exhibits.





### **Fire Code:**

To ensure the safety of our guests, all events held at the WSCC 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 Seattle Fire Department and your GSC.

### **Floor Plans:**

The WSCC requires all floor plans to be submitted in advance of your event for approval. No tradeshow 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 create basic room set diagrams for your meeting rooms, but technical meeting room and general session diagrams should be supplied by your AV provider.

### **Furniture:**

WSCC provides sofas, arm chairs 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 at the end of your contracted time.

### **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 WSCC, we are happy to hear about it. Please ask your EM for a comment card.

### **Green Meetings:**

Green Meeting initiatives are a standard practice for WSCC operations. Please contact your EM if your event has unique requirements for Green Meetings.

### **Hand Carried Freight (HCF):**

WSCC has a dedicated area for privately owned vehicle (POV) short-term loading and unloading, located within the facility parking garage. 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 our TA personnel. Complimentary flat-bed carts are offered on a first-come, first-served basis for use transporting materials from the POV to the show floor.

### **Hazardous/Medical Waste Disposal:**

WSCC requires all hazardous and medical waste to be handled by a licensed third party in order to ensure that materials are disposed of in a safe and compliant manner. Your EM must be informed in advance of any hazardous or medical materials. Certain hazardous materials may require special





approval and SFD permits. Material Safety Data Sheets (MSDS) 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. Haze producing fluids must be water-based. Hazers used in exhibit halls or elsewhere in the facility will not be permitted.

### **Heating, Ventilation, and Air Conditioning (HVAC):**

All meeting rooms, ballrooms, exhibit halls and lobbies are provided with appropriate levels of heating and cooling while in use. 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.

### **Hours of Operation:**

WSCC public areas – 5:30am to 10:00pm daily

- WSCC event areas – open only for your published and pre-arranged event hours
- WSCC loading dock – 8:00am to 5:00pm Monday – Friday.
  - Your EM will arrange specific loading dock access hours upon timely submission of your Event Agenda and/or Production Schedule
- TCC facility & dock – open only for your published and pre-arranged event hours
- Main Parking Garage – 5:30am to midnight daily.
- Freeway Park 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 is available through our 24-hour Security Control office, located on the corner of 9th and Pike.

### **House Sound System:**

LMG is our preferred in-house supplier of audiovisual services and the service operator of the Center's house sound system. WSCC has a built-in house sound system throughout the majority of its event space. Some of the space is 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. Third party audiovisual suppliers may elect to utilize stand-alone sound systems in meeting rooms, Level 4 halls, or Level 6 ballrooms, at no additional cost.

### **Insurance:**

For any event held at WSCC, 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 WSCC as an "Additional Insured". Consult your LA or your EM for specific insurance requirements. Our Financial Guidelines will detail the specific COI requirements.





### **Keys/Locks:**

At your request, your EM can arrange to have your meeting room(s) re-keyed for security purposes. Up to 10 keys can be provided for each re-keyed room. Your 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. Special arrangements for facility staff to service rooms that are re-keyed should be made with your EM.

### **Licensing Agreement (LA):**

Once the details pertaining to your event dates, space usage, and rental rates have been finalized with your Sales Manager, a LA will be issued outlining the contractual terms and conditions for use of space at WSCC. The LA is a binding contract between WSCC, our Service Partners and you (or your organization). The document must be signed, executed and the 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 an addendum with our Sales department for your review and signature.

### **Lighting:**

*Meeting Rooms:* Meeting rooms are equipped with fluorescent and dimmable incandescent 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 that are located directly above the screens in all meeting rooms. Room lighting will be programmed according to event schedule and room set information provided to your EM.

*Ballrooms:* Ballrooms are equipped with fluorescent 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:* Exhibit Halls are equipped with fluorescent and High Intensity Discharge (HID) 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 tradeshow is 100% fluorescent combined with 50% HID 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 Dock:**

To maintain safe and efficient operation, WSCC retains complete control of access and traffic at our loading docks. The loading docks are located on Level 4 immediately adjacent to the exhibit halls with access via a two-lane ramp from Hubbell Place. WSCC is not responsible for the receipt and handling of freight. You, your GSC and any other event suppliers are required to submit a detailed agenda of move-in and move-out activities at least 60 days in advance. WSCC does not endorse exclusivity by GSC 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.

### **Lobbies:**

Lobby areas are considered shared space and are provided in consideration of any other adjacent or concurrent event activity. Registration activities, displays or other temporary installed





equipment must be shown on your floor plans for WSCC and Fire Marshal review. Non-approved or commercial use of lobby areas may be subject to removal or incur usage fees.

### **Lost & Found:**

All found items are logged and placed in the WSCC 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 or your EM. We request that all “lost” items turned in during your event to the show office or registration desk be turned over to WSCC Security before vacating the premises.

### **Marshalling Yard:**

WSCC does not maintain a truck marshalling area onsite. To comply with the city-mandated Transportation Management Plan, you may be required to secure an offsite Marshalling Yard for the staging of truck and delivery activity. This is to avoid any vehicle queuing and associated traffic disruption on surface streets surrounding the facility. The following factors may warrant the use of a Marshalling Yard: 1) Use of 80,000 GSF or more of exhibit space for tradeshow 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 Marshalling Yard as well as informing your exhibitors and contractors.

### **Medical Services (onsite):**

WSCC maintains a service contract to provide onsite medical services during events that exceed 1000 attendees or when otherwise deemed necessary. Contact your EM for the prevailing hourly rate and to order coverage for your event.

### **Parking Garages:**

The WSCC operates two on-premise parking garages, which can accommodate up to 1,495 vehicles. Standard daily hours of operation are 5:30am-midnight. Parking is generally provided on a first-come, first-served basis. The garage will be closed and traffic diverted once the parking garage is at capacity. You may also purchase parking validations for your attendees and/or show staff through your EM. Please consult your EM if your event requires special parking arrangements.

### **Pianos:**

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

### **Police:**

Should your event require police coverage to comply with WSCC regulations or upon your request, your EM will make arrangements through the Seattle Police Department (SPD). Any requests for SPD coverage will be for a team of two. You will be responsible for any related charges at the prevailing rate. Only SPD personnel are approved by WSCC 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 before 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 WSCC. 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 un-carpeted areas.

### **Recycling and Composting:**

WSCC 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. Please also see our Green Meetings information.

### **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, the GSC is expected to service and maintain this area. WSCC will provide dressed tables for small registration sets. Registration areas that will generate large volumes of attendee traffic will be required to comply with WSCC crowd management plans.

### **Rigging:**

The WSCC 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 for approval at least 60 days in advance. Rigging diagrams (CAD drawings) are available through your EM. 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 WSCC inventory without notice. Please contact your EM to issue an addendum to add any ROFR space to your contract.

### **Room Sets:**

Your meeting rooms are set to your specifications at no charge. After your initial set, changes that occur overnight are complimentary. Mid-day 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. Please review our Room Set Guidelines for detailed information on our standards.





### **Room Refresh:**

One mid-day refresh is provided for each meeting room in use. Room refresh includes straightening of tables and chairs, removal of trash, and replenishment of water service and amenities. If your event has requirements beyond our usual mid-day 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.

### **Safes:**

A safe can be rented from WSCC, for a one-time fee, for the duration of your event. Please contact your EM for specifications and availability.

### **Security:**

WSCC maintains a 24-hour, 365-day Security Control office on premise. Our Security team provides perimeter and public area patrols and monitors the life safety equipment for the WSCC facility. After-hours access to the facility is through the Security Control office located at 9<sup>th</sup> and Pike. Security Control can be reached at 206-694-5127.

Badge checking, ticket taking and related duties are the exclusive jurisdiction of WSCC personnel. The schedule of coverage will be coordinated based on your event agenda and production needs. Any armed guards must be secured through the Seattle Police Department and arranged by your EM.

WSCC does not provide bag inspection, overnight security, or event asset 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.

### **Shipping/Receiving:**

WSCC will not accept freight deliveries, packages or mail for exhibitors or attendees. These arrangements must be made with your GSC. 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.

### **Staging/Risers:**

WSCC 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" and 32". WSCC does not allow our 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 4' high. Stages in meeting rooms and ballrooms are provided free of charge. Fees may apply for stage units installed in exhibit areas.

### **Smoking:**

WSCC is a smoke-free environment. Please do not smoke or use vapor producing devices in the facility. Designated smoking areas are provided outside of the building. State law prohibits smoking within any public building or 25 feet of a building entrance.



### **Storage:**

Storage of freight, equipment, empty crates or other containers is not permitted without the advance approval of your EM. 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.

### **Tax Information:**

A Washington State sales tax will apply 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. Certain events may be subject to City of Seattle Admission Tax and/or Tradeshow License requirements. WSCC 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, meal functions, etc., during your show is solely the jurisdiction of WSCC personnel. We do not provide staff for the sale of tickets. An onsite box office is located on Convention Place and can be reserved with advance notice and arrangement with your EM.

Public or consumer events selling tickets onsite must allow for an effective and safe crowd management plan to control the queuing of guests in and around WSCC. Tickets issued or sold for assigned or reserved seating requires a seating floor plan and ticket manifest. WSCC 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 taxes relating to the sale of tickets.

### **Union Jurisdiction:**

The WSCC 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 review our Staffing Guidelines and discuss any jurisdictional questions with your EM.

WSCC does not endorse exclusivity by general services 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. WSCC will honor your decision related to the selection of a GSC and any associated labor agreement.

### **Vehicles (display):**

The WSCC 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 requirements. Your EM can provide you with a list of those requirements.

### **Water Service/Room Amenities:**

WSCC provides complimentary water service for your guests in each of the meeting rooms and ballrooms. This service is provided by either water coolers or bottled water as appropriate for your room set, and is replenished once each day. In addition, WSCC provides candy dishes, pads of paper and pens for table sets. Public or highly attended events may be exempted from this service.



### Wi-Fi:

Complimentary public Wi-Fi can be accessed in public areas and event lobbies. Please consult your SMARTCITY representative if you have specific needs for attendee wireless internet access.

### Wheelchairs:

The WSCC does not provide wheelchairs or other mobility devices for attendees or guests. Your EM can provide a list of local companies that have wheelchairs for rent.

## WSCC: BY THE NUMBERS

Car No.	Location Description	Access to Floors	Use	Capacity (lbs)	Width	Depth	Height	Door Height	Door Width
1	South Lobby to Level 6 East Lobby	4 to 6	Public Passenger Only	3,000	7'	5'	7'6"	7'	4'
2	South Lobby to Level 6 East 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	South Galleria	1 to 6	Public Passenger Only	3,500	6'	6'	7'8"	7'	3'6"
7	South Galleria	1 to 6	Public Passenger Only	4,500	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	North Galleria	1 to 4	Public Passenger Only	3,500	6'8"	5'4"	9'	7'	3'6"
12	North Galleria	1 to 4	Public Passenger Only	3,500	6'8"	5'4"	9'	7'	3'6"
14	North Galleria 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 and TCC	1 to 4	Freight	20,000	12'	20'	14'	12'	12'







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 field verify this information.

## Elevator Specifications

### Gate Dimensions

Gate #	Description	Height	Width
Gate 1 (Hall 4A)	Exhibit Hall 4A to South Dock	9' 11 "	12' 0 "
Gate 2 (Hall 4A)	Exhibit Hall 4A to South Dock	9' 11 "	12' 0 "
Gate 3 (Hall 4A)	South Dock to 4ABC Service Corridor	14' 6 "	18' 0 "
Gate 4 (Hall 4B)	Exhibit Hall 4A to Service Corridor	15' 8 "	30' 0 "
Gate 5 (Hall 4C)	Exhibit Hall 4B to Service Corridor	15' 8 "	31' 2 "
Gate 6 (Hall 4C)	4C Service Corridor	13' 7 "	15' 0 "
Gate 7 (Hall 4C)	Exhibit Hall 4C to Service Corridor	13' 7 "	13' 0 "
Gate 9 (Galleria)	Exhibit Hall 4C to Galleria	10' 0 "	12' 0 "
Gate 10 (S. Lobby Plaza)	Waterfall Lounge to Plaza	9' 6 "	7' 10 "
Gate 11 (S. Dock/Plaza)	South Dock to Plaza	9' 11'	8' 0"
Gate 12 (Truck Bridge)	Truck Bridge	16' 0 "	86' 3 "
Gate 13 (Hall 4F)	Exhibit Hall 4F to North Dock	13' 9 "	16' 0 "
Gate 14 (Hall 4F)	Exhibit Hall 4F to North Dock	14' 9 "	11' 0 "
Gate 15 (N. Service Hallway)	North Dock to 4EF Service Corridor	13' 10 "	16' 0 "
Gate 16 (Hall 4E)	Exhibit Hall 4E to Service Corridor	16' 0"	16' 0"
6A (East Gate)	Ballroom 6A to Freight Elevator Corridor	12' 0"	10'0"
6A (North Gate)	Ballroom 6A to Service Corridor	12' 0"	10'0"
6B (North Gate)	Ballroom 6B to Service Corridor	12' 0"	10'0"
6C (North Gate)	Ballroom 6C to Service Corridor	12' 0"	10'0"
6E (North Gate)	Ballroom 6E to Service Corridor	12' 0"	10'0"



## Standard Facility Equipment Inventory

Equipment Description	Height	Width	Depth	Qty
<b>Chairs</b>				
Upholstered: WSCC North (purple)		19.5"	21"	3,800
Upholstered: TCC (green)		18"	23"	3,500
<b>Stage Risers &amp; Equipment</b>				
Riser 6' x 8' x 16" to 24" H	16" or 24"	8'	6'	40
Riser 6' x 8' x 16" to 32" H	16", 24" or 32"	8'	6'	37
Riser 6' x 8' x 24" to 32" H	24" or 32"	8'	6'	40
<b>Wheelchair Lift</b>				1
<b>Wheelchair Ramp</b>				2
<b>Tables</b>				
10' Serpentine Tables	30"			20
Round Tables	30"	72"		820
Round Tables	30"	60"		75
Round Tables	30" or 42"	36"		90
Tables	30"	8'	30"	450
Tables	30"	8'	18"	650
Tables	30"	6'	18"	85
Tables	30"	6'	30"	130
Tables	30"	4'	30"	50
<b>Lecterns</b>				
WSCC Meeting Room Lectern (Standing)				52
Adjustable Height Presidential Lectern				1
Non-adjustable Presidential Lectern				1
<b>Easels</b>				140
<b>White Boards</b>				12
<b>Cork Boards</b>				9
<b>Stanchions</b>				240
<b>Rope &amp; Stanchions</b>				43
<b>8' high green</b>				100



8' high black	200
10' high black	100
Piano	2
Dance Floor (3 @ 30' x 30')	3
Dance Floor (1 @ 32' x 32')	1
Flag USA	7
Flag WA	4
Flag Canada	4
Safe (inside dimensions 24"x30"x23")	1

## House Lighting Specifications

Space Category	Space	Description	Notes & Special Considerations
Exhibit Hall	Exhibit Halls 4AB	Metal Halide (400 watt ea) and Fluorescent. Max @ 110 Foot Candles. Show Level @ 90 Foot Candles	Metal Halide are not dimmable but can be individually controlled.
Exhibit Hall	Exhibit Hall 4C	Metal Halide (400 watt ea) and Fluorescent. Max @ 110 Foot Candles. Show Level @ 90 Foot Candles	Metal Halide are not dimmable but can be individually controlled.
Exhibit Hall	Exhibit Hall 4D (Sky Bridge)	Metal Halide (370 watt ea) and Fluorescent. Max @ 110 Foot Candles. Show Level @ 90 Foot Candles	Metal Halide are not dimmable but can be controlled in east to west rows of four lamps.
Exhibit Hall	Exhibit Halls 4EF	Metal Halide (370 watt ea) and Fluorescent. Max @ 110 Foot Candles. Show Level @ 90 Foot Candles	Metal Halide are not dimmable but can be individually controlled.
Ballroom	Ballrooms 6ABCE	Tungsten Halogen incandescent and fluorescent	Halogen are dimmable. Fluorescents are in coves throughout the ceiling.
Meeting Room	Meeting Rooms 601-614	Incandescent	Dimmable. Rooms 601, 606, 607, 608, 609 have fluorescent cove lighting.
Meeting Room	Meeting Rooms 615-620	Incandescent w/ perimeter fluorescent	Dimmable. Rooms have fluorescent wall wash on one wall.
Meeting Room	Meeting Room 400	Compact fluorescent / Metal Halide	Fluorescents are dimmable. Halide are not dimmable.
Meeting Room	Meeting Room 401	Incandescent	Dimmable. Rooms have fluorescent wall wash on one wall & ceiling cove.
Meeting Room	Meeting Rooms 4C-1 thru 4C-4 (Exhibit Hall)	Compact Fluorescent / Metal Halide	Fluorescents are dimmable. Halide are not dimmable.



	4C meeting rooms)		
Meeting Room	Meeting Rooms 301-310	Incandescent	Dimmable. Rooms have fluorescent wall wash on one wall.
Meeting Room	Meeting Rooms 201-214	Incandescent	Dimmable. Rooms have fluorescent wall wash on one wall.
Meeting Room	Meeting Rooms 2AB & 3AB	Compact Fluorescent w/ Track Lighting	Dimmable
Lobby / Public Space	NORTH LOBBY	Metal Halide (70 watt); Compact Fluorescent & Natural Daylight	Not dimmable
Lobby / Public Space	SOUTH LOBBY	Incandescent & Natural Daylight.	Dimmable
Lobby / Public Space	EAST LOBBY	Fluorescent Cove Lighting; Track Lighting & Natural Daylight	Dimmable Track Lighting
Lobby / Public Space	WEST LOBBY	Fluorescent Cove Lighting; Incandescent & Natural Daylight	Dimmable incandescent
Lobby / Public Space	GALLERIA LV 1 (South)	Incandescent & Fluorescent Cove Lighting	Dimmable incandescent
Lobby / Public Space	GALLERIA LV 2-3 (South)	Incandescent	Dimmable incandescent
Lobby / Public Space	GALLERIA LV 4 (South)	Incandescent & Natural Daylight	Dimmable incandescent
Lobby / Public Space	GALLERIA LV 1-3 (North)	Metal Halide (70 watt); Compact Fluorescent & Natural Daylight	Not dimmable



## Loading Docks

Dock Location	Services	Height Clearance	Number of Bays	Notes
South Dock	Halls 4ABC, Level 6, 3, 2 Meeting Rooms	16 ft	9	4 bays with levelers. WSCC 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, TCC	16 ft	10	10 bays with levelers. WSCC 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.

## Parking Garages (height clearances)

Facility	Height Clearance	Number of stalls total	Number of ADA stalls
Main Garage	6ft 5in	1580	16
Freeway Park Garage	6ft 9in	665	16

## Room Set Standards:

Set type	Standard	Aisles	Rows between aisles	Max number chairs in a row or tables
Rounds	11' centers or 5' between tables			
Classroom	51" from front row to front row. Or 33" between tables	4-6 feet	8 rows	4 tables
Theater	36" from chair front to chair front	4-6 feet	12	21 chairs