

**EXHIBITION HALL ADDENDUM**  
**To Facility Use Agreement**

**Capacities**

- Theater Style: **1,840**
- Classroom Style -- 4 per 8'x30" table: **1,000**
- Classroom Style -- 3 per 8'x30" table: **750**
- Banquet Style -- 10 per 6' round table: **1,000**
- 10'x10' Booths: **176** (Guest count determined by Fire Marshal)
- 8'x10' Booths: **178** (Guest count determined by Fire Marshal)
- Concessions area, E-101 and E-102

**Characteristics**

- Dimensions: **160' x 220'**
- Square Footage: **34,000**
- Floors: **Concrete**
- Ceiling Height: **7'11" - 18'6"**
- Lighting: **Fluorescent, Non-Dimmable**. Light levels need to be set prior to the event. Changing light levels during an event is highly discouraged and cannot be done without Seattle Center electricians or Seattle Center stage personnel.
- Built-in Sound System
- Support columns -- 27 in 3 rows of 9 running north to south

**Included with Facility Use Fee (Rent)**

**Standard / Theater Package:**

- Chairs: **1,200**
- Tables -- 8' x 30" with white linen tablecloths: **6**
- Projection Table: **1**
- Wired Microphones: **4**
- Lectern: **1**
- Event Representative (ER) time: **8 hours per event day**
- A stage of up to ten 4'x8' pieces, in heights of 24" or 32" (equipment only, labor to set not included)
- One standard setup per Event day
- Four parking permits per Event
- Customary cleaning and janitorial service
- Standard utilities
- U.S. and Washington flags, as available
- Easels, as available

**Banquet Package**

- Includes all of the items in Standard/Theater Package listed above plus up to 60-6' round tables with white linen tablecloths, ancillary 8'x30" tables as needed, up to 16 sections of pipe & drape, and a three compartment sink.

**Additional expenses apply for**

- Additional tables other than those included above
- Additional labor to re-set a room on an event day
- Additional ER time due to late or changing event logistics
- Additional stage equipment and all stage labor

- Additional sound/video equipment and labor
- Additional cleaning or janitorial service due to nature or schedule of event, or extraordinary post-event cleaning
- Special power distribution, equipment or labor
- Guest Services staff (ushers, guards), peer security, and/or police requested by Licensee or required by Seattle Center due to nature of event, other than that included above. Note: the Seattle Center requires a Seattle Center guard at the Roll door for load in, event hours, and load out. Please contact your Event Service Representative for more information.
- Phones and internet connections through exclusive provider Smart City
- Additional parking permits
- Contact with the Seattle Fire Marshal is required to assess the need for an Assembly permit. The event service representative will need a copy of an Assembly permit.
- Fees apply for sale of any Event merchandise (except merchandise sold by vendors at an exhibit show)

## **IMPORTANT NOTES**

Room capacities noted above are at maximum setting. Capacity numbers decrease if there is a need for empty space (i.e., a dance floor area), or additional items such as registration, catering, projection or display tables, or a stage larger than 12'w x 8'd. Seattle Center equipment is not available for use in decorator-set booths. For lists and rates of available equipment, services, and/or personnel, please refer to the Equipment and Services Addendum and the Personnel Rates Addendum.

## **SET-UPS**

All Seattle Center equipment must be set up and operated by Seattle Center staff. Facilities are cleaned prior to each Event and set according to the plan written by the Event Representative (ER) assigned to the Event. This plan is based on the Event requirements which must be received by the ER at least 15 days prior to the Event; additional charges may apply if information is received later. One standard set-up per day is included with the Facility Use Fee. Provision of an additional set-up or cleaning on any day is subject to staff availability and may incur additional labor charges.

Exhibitors must carry in and set up their own exhibit materials. No porter service is available. To conserve energy on move-in/out dates, doors shall be kept closed when not in use and reduced lighting levels are used. Deliveries should only be scheduled when the client is in the facility to receive them. Seattle Center cannot sign for deliveries. During exhibitor load in and load out hours, "Do Not Block" and "No Parking" areas must be kept clear at all times.

## **PERSONNEL REQUIREMENTS**

Included with the Facility Use Fee (rent) is a dedicated Event Representative (ER) who coordinates Seattle Center services for the Event. An allotment of ER time is provided with the room rental. Should the ER be required to spend more than the maximum time allotted for the event, Licensee will be charged for the labor overage. Additional staff may be required or requested. Sound and stage technicians may be needed to set up and remove equipment and to operate it during the Event. For some events, Guest Services personnel will be required to serve as door attendants, guards, ushers and/or Event security. A guest services guard is required for load-in, event and load out hours. Additional security in the form of Seattle Police or peer group security may also be required. The numbers of such personnel needed are determined by the ER based on Seattle Center practice, union contracts and the nature of the Event, and will be charged to Licensee at rates set forth in the Personnel Rates Addendum.

## **SOUND**

A built-in sound system is included. Additional sound and video equipment is available for rent. Seattle Center sound/video operators are required to set up and operate all Seattle Center equipment during the Event. Seattle Center sound equipment may not be combined with outside vendor equipment; specialized needs should be discussed with your event representative.

## **STAGE**

Stage platforms are rented in 4'x8' pieces and are available in heights of 24" and 32". Large stages (beyond what is included in the rent) can be estimated and may be required for heavy stage loads. Theatrical lighting and sound equipment must be ground supported. The ceiling is not weight bearing and supports no rigging.

## **CONCESSIONS**

A concessions stand is located at the north end of the hall and available for use. Licensee is responsible for ensuring that the concession stand is fully cleaned prior to vacating the building at the end of the Use Period; if Seattle Center personnel need to clean up after Licensee or Licensee's concessionaire, Licensee will be billed for excessive cleaning. Please check with the ER assigned to the Event for a current inventory of equipment in the concession stand.

## **ELECTRICAL**

120V outlets are located on perimeter walls. Additional power is available:

(3) 200A - 3P services

(1) 100A - 3P service

- All services are accessed through a power distribution terminal.
- Any electrical connections must be done by Seattle Center staff or a Washington State licensed electrician approved by Seattle Center, and the work must comply with applicable codes.

## **FLOOR RESTRICTIONS**

Traffic Load

- Maximum Vehicle Weight: 5,000#
- Maximum Single Axle Limit: 4,000#
- Maximum Single Wheel Limit: 2,000#

Static Load

- Maximum Limit\*: 250# per sq. ft.  
\* Maximum limit must be uniformly distributed over not less than a 4'x4' area.
- Steel tread wheel dollies are not allowed.
- Only certain types of tape are permitted on concrete floors; consult your ESR.
- All steel scaffolding and display supports must have foot pads under the vertical posts.

## **SIGNS AND POSTERS**

Nothing may be hung on finished wood, painted surfaces or windows by means of tape, tacks, nails, staples or mastic. Banners on the exterior of the building shall be hung and/or placed only with prior approval of the Event Service Representative and must be hung by Seattle Center stage personnel. Items may be hung on the columns using string or similar non-abrasive hanging tools.

Stickers, balloons and glitter are prohibited. Any removal required may result in associated clean-up fees

## **SMOKING POLICY**

The Washington Indoor Clean Air Act prohibits smoking in all public places and within 25 feet of any entrance, exit, or ventilation intake.

## **ACCESSIBILITY**

The Exhibition Hall is wheelchair and stroller accessible. An assistive listening system is available for temporary installation at no cost to the Licensee. Per the Americans with Disabilities Act, you must make this available to your guests. Request activation and receivers from your ER in advance if needed for your event. ADA access must remain open to all floors. No tents or fencing should obstruct any doors.

**FIRST AID AND INCIDENT REPORTING**

For minor First Aid issues on site at your event, please contact the Seattle Center Duty Manager or Emergency Services Lead. There is a first aid kit for minor issues stationed at the guard table at the roll door. For more serious emergencies or accidents, please first contact 911. Once 911 has been contacted, let Seattle Center Staff know that there will be police and/or fire on the way to your facility. The physical address of the Exhibition Hall for purposes of first aid response is 301 Mercer Street.

Please email [Seattle Center Booking](#) if you need accommodations to access this document.