

## Event Services

# Exhibitor Guidelines

We look forward to serving you at Seattle Convention Center (SCC) and would like to thank you in advance for your cooperation in helping everyone have a safe and successful event. If you have any questions regarding these guidelines we will be happy to assist. Order all facility services at: <https://seattleconventioncenter.com/exhibitor-services>. All orders should include payment as well as a layout with utility locations clearly marked. All facility services must be ordered prior to the published advance order date to receive advance pricing rates.

### **Contact Exhibitor Services:**

206-694-5015

[exhibitor.services@seattleconventioncenter.com](mailto:exhibitor.services@seattleconventioncenter.com)

[www.seattleconventioncenter.com/exhibitor-services](http://www.seattleconventioncenter.com/exhibitor-services)

### *Exclusive Facility Services*

**Aramark:** All Food and Beverage services. Exhibitors requesting to serve, offer, or sample F&B items must have prior approval from Show Management and Exhibitor Services.

**Smart City:** All internet, wifi, phone, or telecommunication services.

**Edlen Electrical:** All power, air, water, drain, or natural gas services.

**Encore:** Audiovisual preferred partner (not exclusive).

### *Batteries*

Use of portable or car batteries for powered booth displays is not allowed. Temporary power must be provided by Exhibitor Services by ordering in advance

### *Carts*

Please bring your own carts to expedite your work. We have a limited number of flatbed carts which are available on a first come, first served basis. Carts can be checked out at Hand Carried Freight during published hours. Please return the cart when finished. Carts are not released at the end of the show until aisle carpet is rolled up.

### *Children & Minors*

For safety, children under the age of 16 are NOT permitted on the show floor during move-in and move-out times. No exceptions will be made.

### *Cleaning*

Exhibitors should arrange for booth cleaning services through the official show decorator. Booths with food and beverage sampling must order porter service.

### *Contract Labor*

Exhibitors may hire their own contract labor for booth installation and dismantling (I&D). All contract personnel will need to sign in at the SCC Staff Entrance. A valid photo ID is required in order to be issued a work badge. Exhibitors who hire other than the official show decorator for booth installation and dismantling, may be required to notify Show Management of the names of their I&D staff. Access of I&D staff must be coordinated through the official show decorator.

### *Covered Booths*

Any booth with a roof or other covered area of 100 square feet or more must submit a booth plan and adhere to specific fire codes. Allow a minimum of three months for approval process. Contact Exhibitor Services for more detailed information.

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# Exhibitor Guidelines

### *Decorations*

Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored, or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include helium balloons, crepe paper, cellophane, confetti, cotton, cornstalks, hay bales, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, or any flammable items.

### *Escalators & Elevators*

Passenger/public elevators and escalators are not to be used for freight or exhibit materials. Please use the appropriate service elevators for safety.

### *Facility Access*

Please contact Show Management for official move-in and move-out hours for your show. All exhibitors will need to register and have show credentials prior to entering the exhibit space.

### *Fire Safety*

All fire, safety and SCC regulations must be strictly followed. All decorations, drapes, curtains, hangings, items such as carpeting, turf used in the vertical position, combustibles, etc., must be flame retardant. A copy of the Certificate of Flame Resistance for the item must be left in the booth. No propane, acetylene or other flammable or explosive materials are allowed. No candles or other flame are allowed in your booth.

### *Floor Loads*

Any heavy equipment, water tanks, or displays must have pre-approval from Show Management and SCC.

### *Floor Tape*

The use of foam tape, cellophane tape, duct tape or packing tape is prohibited on any surface in SCC. Contact the Exhibitor Service Desk if you need assistance.

### *Food and Beverage Services*

Aramark is the exclusive provider of Food and Beverage services. An exhibitor who does not manufacture, process or distribute food as their normal course of business and would like to distribute food items must purchase these items from Aramark Food Services. Please contact SCC Exhibitor Services at 206-694-5015 to make these arrangements or to purchase food and beverage from the exhibitor menu. Catering orders must be placed before the published advanced ordering deadline in order to receive advanced pricing rates. A six week lead time is needed to guarantee special order requests. No selling of food or beverage is permitted by exhibitors.

### *Food Sampling*

Subject to Show Management approval, those exhibitors who manufacture, process or distribute food as their normal course of business and wish to distribute food samples may be allowed. This is provided food samples are no larger than bite size and beverage sizes no more than three ounces. Any food sampling requires a valid Washington State Food Handlers Permit. Exhibitors are required to order booth porter service for cleaning. Please contact Show Management and Exhibitor Services for prior approval of food distribution. No selling of food or beverage is permitted by exhibitors.

### *Furniture*

No SCC furniture may be used in your booth, including tables and chairs. All booth furnishings must be ordered through the selected show contractor.

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# Exhibitor Guidelines

### *Giveaways*

Giveaways may not include stick-on decals or helium balloons. Please contact Show Management for any other restrictions.

### *Gratuity Policy*

We are here to serve you! No gratuities should be offered to SCC employees.

### *Hand Carried Freight (HCF)*

The hour time limit for loading/unloading is strictly enforced. Trailers cannot be accommodated. Vehicles that are too large for HCF must schedule deliveries through the Loading Dock. SCC cannot accept deliveries for you. HCF is scheduled only at specific times. Be sure you know the access hours for your event.

#### **HCF - Arch North**

Access via 9th Avenue. Clearance at this entry is 9' 8". Full size vans can be accommodate. No trailers can be accommodated.

#### **HCF - Arch South**

Access via the 8th Avenue parking garage entrance. Clearance at this entry is 6' 5". Full size vans will not clear this entry. No trailers can be accommodated.

#### **HCF - Summit**

Access via the Summit Parking Garage on Olive Street. This area services all levels and areas of the Summit building. Clearance is 8' 4" for Level 1 HCF Loading area. Standard full-size vans will clear this entry only. No trailers can be accommodated.

### *Haze or Fog Machines*

Exhibitors are not allowed to use any haze, fog or other similar device in their booth.

### *Height Restrictions*

SCC has a variety of ceiling heights and obstructions. Specific shows may have rules pertaining to booth heights. Please confirm with Show Management or Exhibitor Services the exact location of your booth for any height restrictions.

### *Invoicing*

Exhibitors will receive a unified invoice for all SCC facility services post-event. This will include all advance payments, services ordered, onsite orders, and final labor and materials charges.

#### **Special Invoicing**

If you are ordering for multiple booths, or require separate invoices you must submit each booth order with separate contact information. Please contact [exhibitor.services@scc.com](mailto:exhibitor.services@scc.com) if you need assistance.

#### **Tax Exemption in Invoicing**

There are very few circumstances that allow for a Washington State Sales Tax Exemption. If you believe you are exempt from sales tax, contact [exhibitor.services@scc.com](mailto:exhibitor.services@scc.com) directly. You will not be able to order services online.

### *Labor and Materials*

You may request an estimate of Labor and Materials charges in advance from Exhibitor Services. Final charges for Labor and Materials will be assessed onsite and charged to the credit card on file.

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# Exhibitor Guidelines

### *Online Ordering*

Visit <https://seattleconventioncenter.com/exhibitor-services> to place all facility orders. Payment must be made in advance by credit card. Orders not submitted online, or to be paid by wire or ACH will be subject to manual processing fee.

### *Onsite Storage*

Goods/materials may not be delivered in advance of the show's official move-in time nor can they be left after the show's official move-out time. There is no onsite storage at SCC. Repacking material, empty boxes, cardboard or other combustible storage is prohibited throughout exhibit areas. No flat or empty cardboard boxes can be stored within or behind your booth. Full boxes of brochures and other literature for distribution may be stored underneath a table fronting the booth space. Additional storage needs may be arranged by contacting the official show contractor.

### *Oversize Vehicles*

Contact the official show decorator to make arrangements for your dock delivery. You may be routed via a Marshaling Yard to the Loading Dock.

### *Parking*

Complimentary parking is available in HCF only if you exit the garage within one hour. You can have your parking ticket validated at the HCF Service Desk. Exhibitors who remain in the garage will be charged normal rates. No parking is allowed at the Loading Dock.

### *Restocking Supplies*

If you need to replenish supplies during the show, make sure you know the access hours for HCF and the Loading Dock. Contact Show Management in advance if you need to restock during show days.

### *Signage and Banners*

Exhibitors are not allowed to install any signage, distribute flyers, or post other materials outside of their assigned booth.

### *Smoking/Vaping Policy*

SCC is a smoke-free environment, this includes vaping, e-cigarettes or other similar devices. Please do not smoke in any area of the facility, including parking garages, exit stairwells, or loading areas. Smoking is allowed outside SCC, 25 feet from any doorway.

### *UL Certification*

All equipment displayed or used must be UL certified. Electricians may verify UL Certification before providing power to any equipment.

### *Vehicle Display*

Gasoline powered vehicles may be displayed with a maximum of 1/4 tank or 5 gallons of gas, whichever is less. The vehicle gas cap must be taped or locked and the battery disconnected with cable ends taped over. Flooring beneath vehicle must be protected. There are no exceptions.