



**EXHIBITION HALL ADDENDUM  
To Facility Use Agreement**

<b>Exhibition Hall</b>	
<b>Room Capacities:</b>	
Theater Style	1,840
Classroom Style -- 4 per 8'x30" table	1000
Classroom Style -- 3 per 8'x30" table	750
Banquet Style – 10 per 6' round table	1,000
10'x10' Booths	176
8'x10' Booths	178
<b>Characteristics:</b>	
Dimensions	160' x 220'
Square Footage	34,000
Floors	Composition Tile
Ceiling Height	7'11" - 18'6"
Lighting	Fluorescent
Built-in Sound System	
Support columns – 27 in 3 rows of 9 running north to south	
	Included
<b>Included with Facility Use Fee (Rent):</b>	
<u>Standard / Theater Package:</u>	
Chairs	1200
Tables – 8' x 30" with white linen tablecloths	6
Projection Table	1
Wired Microphones	4
Lectern	1
Event Service Representative (ESR) time	8 hours per event day
A stage of up to ten 4'x8' pieces, in heights of 24" or 32"	
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 all 6' round tables with white linen tablecloths, ancillary tables as needed and a three compartment sink.

<b>Additional expenses apply for:</b>
<ul style="list-style-type: none"> <li>• Additional tables other than those included above</li> <li>• Additional labor to re-set a room on an event day</li> <li>• Additional ESR time due to late or changing event logistics</li> <li>• Additional stage equipment and labor</li> <li>• Additional sound equipment and labor</li> <li>• Additional cleaning or janitorial service due to nature or schedule of event, or extraordinary post-event cleaning</li> <li>• Special power distribution, equipment or labor</li> <li>• Admissions staff (ushers), peer security, and/or police requested by Licensee or required by Seattle Center due to nature of event, other than that included above</li> <li>• Phones and internet connections through exclusive provider CCPI</li> <li>• Additional parking permits / oversized parking</li> <li>• Assembly permit from Seattle Fire Marshal when required, for exhibit shows or other variable room layouts</li> <li>• Other requirements depending on event parameters</li> <li>• Fees also apply for sale of any Event merchandise (except for merchandise sold by vendors at an exhibit show)</li> </ul>

**NOTES:** Room capacities noted above are at maximum setting. Capacity numbers decrease if there is a need for empty space, 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 spaces. 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 Service Representative (ESR) assigned to the Event. This plan is based on the Event requirements which must be received by the ESR 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 may 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.

**PERSONNEL REQUIREMENTS:** Included with the Facility Use Fee (rent) is a dedicated ESR who coordinates Seattle Center services for the Event. An allotment of ESR time is provided with the room rental. Should the ESR 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, Admissions personnel will be required to serve as door attendants, guards, ushers and/or Event security. 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 ESR 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 equipment is available for rent. Seattle Center sound operators are required to set up and operate all Seattle Center equipment during the Event. No Seattle Center sound equipment shall be combined with any other equipment.

**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. Limited concessions equipment is located in the concessions stand; however, Seattle Center is not responsible for maintaining that equipment and does not guarantee the operability of that equipment. Please check with the ESR 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:**

**Floor Loading Guide\***

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.

\* Floor Loading Guide also applies to Founders Court

\*\* 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 tile 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 Director and must be hung by Seattle Center stage personnel.

**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 ESR in advance if needed for your event.

**FIRST AID AND INCIDENT REPORTING:** All emergencies and accidents shall be reported by contacting the Customer Service Desk via the white courtesy phone located in Room E-101. Customer Service staff will radio an Emergency Services officer and call 911 if needed. The Emergency Services officer shall administer First Aid if needed and take an incident report.

Facility Addendum information subject to change.