



**FISHER PAVILION ADDENDUM
To Facility Use Agreement**

	Fisher Pavilion
<u>Room Capacities:</u>	
Theater Style	1,370
Classroom Style – 4 per 8'x30" table	576
Classroom Style – 3 per 8'x30" table	432
Banquet Style – 10 per 6' round table	610
10' x 10' Booths	60
8' x 10' Booths	66
<u>Characteristics:</u>	
Dimensions – Exhibit Area	176' x 62'
– Foyer	129' x 13'
Square Footage – Exhibit Area	10,912
– Foyer	1,677
Floors	Concrete
Ceiling Height	17' – 19'
Lighting	Fluorescent
Built-in Sound System	Included
<u>Included with Facility Use Fee (Rent):</u>	
<u>Standard / Theater Package:</u>	
Chairs	1,370
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"	
Two-sided lighted exterior readerboard for Event message	
One standard setup per Event day	
Two parking permits per Event	
Full length black-out curtain	
Customary cleaning and janitorial service	
Standard utilities	
U.S. and Washington flags, as available	
Easels, as available	
<u>Classroom Package:</u> Includes all of the items in Standard/Theater Package listed above plus all 8'x30" classroom tables with white linen tablecloths and ancillary tables as needed. <i>(Note: 24" classroom tables not available.)</i>	
<u>Banquet Package:</u> Includes all of the items in Standard/Theater Package listed above plus all 6' round tables with white linen tablecloths, ancillary tables as needed, a three compartment sink and up to 64' of pipe and drape.	

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

PLEASE SEE IMPORTANT NOTES ON PAGE 2

NOTES ON PAGE 1 INFORMATION: Room capacities noted on Page 1 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 your the Event. This plan is based on the Event requirements which must be received by the ESR from you 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.

There are five 16' wide by 10' high roll up doors on the North side of the building. To conserve energy on move-in/out dates, doors shall be kept closed when not in use; no HVAC is supplied when doors are open. Roll doors shall be operated by Seattle Center staff and having roll doors open during an event is subject to ESR approval due to possible impacts on other nearby events. Exhibitors may carry in and set up their own exhibit materials. No porter service is available. 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 for 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 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. Most theatrical lighting and sound equipment must be ground supported. There are a limited number of 1,000 lb. single point locations.

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

- 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	10,000#
	Maximum Single Axle Limit	4,000#
	Maximum Single Wheel Limit	2,000#
Static Load:	Maximum Limit*	500# per sq. ft.

*Maximum limit must be uniformly distributed over not less than a 4'x4' area.

SIGNS AND POSTERS:

- Tacks or pins but no staples, nails or tape may be used on the fabric covered portion of the wall. Nothing may be hung in front of the art on the walls. No staples, nails, mastic or tape may be used on finished wood, painted surfaces, black out curtain or windows.
- Banners hung on an inside wall which require a ladder or lifting device, or outside on the north face of the facility, must be hung by Seattle Center stage personnel; exceptions may be granted for qualified decorators.

INTERNET ACCESS: A hotspot for Seattle Center's free, unsecured Wi-Fi connection is available in Fisher Pavilion. Service is variable dependent on traffic campus-wide. If a secure or dedicated connection is required, Licensee is encouraged to use the services of SmartCity/CCPI, the exclusive 3rd-party phone and data provider.

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 Fisher Pavilion is wheelchair and stroller accessible. An assistive listening system is available for temporary installation. 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 courtesy phones (behind panels at east and west end of room near restrooms). 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.