



The Conference Center



Eighth and Pike is the Place to Meet

Washington State Convention Center's newest meeting and event space, The Conference Center offers 71,000 square feet of high-end configurable space, award winning catering services, a commitment to sustainability and a LEED Certified eco-friendly design. A beautiful facility on its own, The Conference Center also connects seamlessly to the 344,000 square foot Washington State Convention Center.

The Conference Center is located right in the heart of downtown with easy access to Interstate 5, convenient parking, the airport light rail link and the many great things Seattle has to offer.

The Conference Center brings exciting new choices for your next executive retreat, meeting, banquet or event.

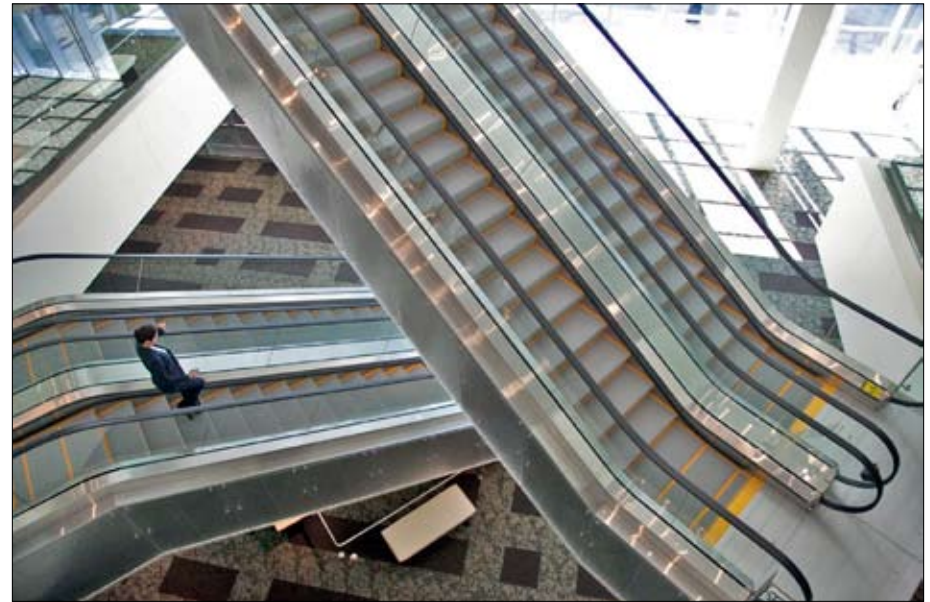


Meeting Your Needs

At The Conference Center, you'll find touches big and small that will make your event convenient and easy to manage. Your event includes the following amenities, equipment and services:

- Our Admission Attendants will greet your guests, provide directions to your space, and be available throughout the event to address any questions or special needs.
- Lobbies and common areas for registration activities are provided in consideration of other events. Dressed tables and chairs are set according to your needs, and self-service coat racks are provided. LCD signage throughout the facility posts event activity, and may be customized at each meeting room.
- Meeting sets with tables include linen, notepads, pens and candy.
- Each banquet round includes a table linen in black or white; the choice of napkin color from a wide variety; a bud vase with seasonal flower; and for evening functions, two votive candles. Specialty linens and custom floral arrangements can be ordered for an additional charge through your catering specialist.
- Stage risers are carpeted and skirted in black velour. Safety rails and an ADA-compatible wheelchair lift or ramp are available. Lecterns, equipped with power and reading lights, and dressed head tables are available. Compostable bottled water service is provided at the lecterns and head tables for the speakers.
- One wired microphone per meeting room is furnished with the in-house sound system when the on-site audio/visual services are used.
- Complimentary water service is provided for attendees.
- The following items are complimentary, upon advance request and subject to previous commitments: One telephone with local/800 access; two parking passes; dressed tables for materials or auctions displays; message and white boards; and easels.
- House lighting, heat, ventilation or air conditioning are provided at a comfortable level during event hours. Two 15-amp electrical outlets are provided per room for your use.
- Rooms are cleaned each night, and may be refreshed once daily or converted during your meeting as your event schedule allows. Conversions to and from food and beverage functions, and overnight room conversions, are complimentary.
- Use of our loading docks, hand-carried freight entrances, and freight elevators for deliveries will be arranged in consideration of other event activity. WSCC Transportation Attendants manage these areas.
- Business services are available inside WSCC Galleria Level One.

- Twenty-four hour WSCC campus security officers monitor the building perimeters, interior public areas, exterior plazas and parking garages. On premise emergency medical personal are provided according to attendance levels.



Exclusive Services

WSCC is the exclusive provider for all catering, electrical services, Internet connectivity and telecommunications, as well as emergency medical personal and access-control staff. Access-control positions include admission/door attendants, badge checkers, ticket takers, loading dock/transportation attendants, and staffing for crowd management and coat/luggage check.

Non-Exclusive Services

We invite you to choose your own suppliers for non-exclusive services such as registration services for conferences; entertainment and décor for banquets; and the general services contractor and overnight security for trade shows. WSCC staff have extensive experience with local and national firms and will be happy to work with the suppliers you select.

WSCC has an on-site preferred audio/visual provider for comprehensive presentation services. Should you choose an outside vendor, the built-in house sound system can be used for a nominal fee and will be operated by our preferred provider. The use fee covers the sound system and a lectern with a wired microphone.

Budgeting for Additional Services

To assist with advance planning and budgeting, consider your needs for the following items and services which are not included in the facility rent:

- Catering services.
- Audio/visual equipment, additional microphones or sound system usage fees.
- Alternate or supplemental electrical services for major audio/visual, registration, stage lighting, entertainment, auction checkout, offices, press rooms, décor, exhibitor booth and show/event production.
- Internet connectivity and telecommunications services and toll charges.
- Re-keying of office and storage areas or overnight event security.
- Display tables, tabletop exhibit tables, dance floor or piano.
- Meeting room monitors, ticket takers, crowd management staffing or coat/luggage check attendants.
- Validated speaker or guest parking.

The Conference Center: Paying Attention to the Details

As illustrated in the photographs below, The Conference Center was created to please the eye and maximize functionality. Throughout you'll find sustainable wood paneling and ceiling trim, elegant leather furnishings, fine marble and escalators trimmed in stainless steel and decorative glass. Level 2 features three lounge areas – two with fireplaces and flat screen televisions – provide guests with a comfortable place to relax between sessions.

Designed for ultimate connectivity and convenience, all meeting rooms are equipped with intuitive audio controls and touchscreen lighting panels. Each room features 18 CAT-6 connections and 12 fiber optic ports. Client-based wireless access is optimized with a 1 GB fiber optic backbone, and two OC3 circuits allow any program to handle up to 2,500 simultaneous wireless users. LCD signage is located throughout the common areas and the entrance to each room.

The Conference Center expands WSCC's industry-leading commitment to conservation and sustainability, and has been certified LEED Silver for its sustainable construction practices, furnishings and equipment. In fact, nearly 90 percent of all construction waste was reclaimed and recycled.



For Your Trade Show

To ensure the success of your trade show, consider and discuss the following items with our event specialists well in advance:

- Your requirements for general service contractor and exhibitor move-in/move-out days and times; exhibitor hand-and cart-carried freight operations; and conditioned air during move-in/out.
- Whether you would like to include electrical and Internet connectivity/telecommunications services within your booth fee, and whether these services are needed for show production and support.
- Catering services for show management, exhibitor lounge, exhibitor booth services and show attendees.
- Your requirements for overnight event space security.
- Your general service contractor is responsible for the removal of all exhibitor trash and recycling, and for maintaining the floors in the booths, show aisles and their work areas, during move-in/move-out and on show days.
- A detailed, scaled floor plan is required for review and approval by WSCC, along with the completed application and fee for permitting by local safety authorities, prior to the commencement of booth sales and publication of any show materials. Any subsequent changes to the floor plans are subject to the same approval process.

Tasked with bringing sustainable and uniquely Northwest elements into The Conference Center, noted Seattle furniture maker, Meyer Wells, built two unique conference tables. The tables were created using three slabs of reclaimed wood from a single old-growth Douglas fir tree that fell into the Stillaguamish River several decades ago due to erosion of the river's banks.

OneStop: Big Service for Small Meetings

For meetings with fewer than 300 attendees, OneStop is here for your convenience, providing a single point of contact for date and space inquiries as well as event coordination and execution.

The preferred method of payment for OneStop is by credit card and will include up to three charges: The full rent is due with the signed facility contract; payment for pre-ordered services is due three business days prior to the meeting; and the final balance is due the first business day following the meeting. In the event of cancellation, room rent is non-refundable.

Our Priority: Your Success

Every event has unique needs and your event will benefit from the ongoing attention and expertise of our event specialists. Our staff will work closely with you to determine your requirements for services, equipment and staffing; to prepare budgets; and to answer all of your questions.

From the first inspiration to the finishing touches, we look forward to helping you plan for success.




The Fine Print

Rent or catering minimums may apply to open the facility. A rent deposit or rent in full will be due with the facility contract, and will vary based on the total rent and the lead time. In the event of cancellation, facility rent deposits are non-refundable and the total rent will be due.

Separate contracts or service orders and pre-payment schedules apply to each on-premise exclusive/non-exclusive vendor whose services are used.

Facility rates and guidelines in this brochure are effective through December 31, 2010, and are subject to change without notice.

Capacities and Rates

 Fully Accessible Facility

The Conference Center Meeting Rooms						
Room	Square Feet	Theater	Class	Conference	Banquet*	Rate
TCC LL1	966	80	36	28	60	\$ 305
TCC LL2	1,763	160	96	36	90	555
TCC LL3	1,575	120	80	36	90	495
TCC LL4	1,927	162	112	36	120	605
TCC LL5	1,968	162	112	36	120	605
TCC LL4-5	3,936	396	204	-	240	1,210
TCC 101	2,838	270	176	-	150	895
TCC 102	1,008	80	40	28	60	320
TCC 201	1,170	-	-	16	-	1,500
TCC 202	2,090	192	108	44	120	755
TCC 203	640	-	-	14	-	1,000
TCC 204	1,344	108	48	28	60	485
TCC 205	1,225	84	60	28	60	445
TCC 301	2,542	252	160	-	150	800
TCC 302	2,604	252	120	-	150	800
TCC 301-302	5,208	546	320	-	340	1,600
TCC 303	4,136	396	256	-	240	1,305
TCC 304	4,136	396	256	-	240	1,305
TCC 303-304	8,366	798	448	-	530	2,610
TCC 305	2,856	288	144	-	160	900
TCC Level 3*	31,000	-	-	-	-	6,510

* Banquet = 10 chairs per 72" round.

* TCC Level 3 as an exhibit space can accommodate a total of 124 booths, including 2 booths at 8' x 10'.

Capacities in **bold** type indicate a center aisle is included.

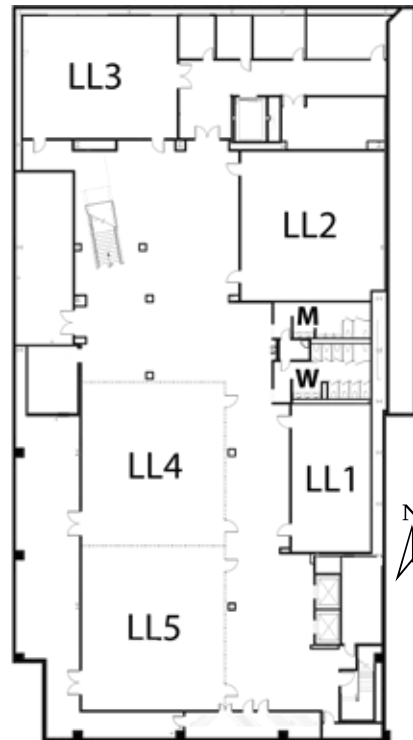
The Conference Center

at convention place

Notes:

LL MEETING ROOMS	Square Feet	Dimensions	Height	Theater	Classroom*	Banquet*	Conference
TCC LL1	966	42 x 23	12	80	36	60	28
TCC LL2	1,763	43 x 41	14	160	96	90	36
TCC LL3	1,575	45 x 35	14	120	80	90	36
TCC LL4	1,927	47 x 41	14	162	112	120	36
TCC LL5	1,968	48 x 41	14	162	112	120	36
TCC LL4-5	3,936	96 x 41	14	396	204	240	-
L1 MEETING ROOMS	Square Feet	Dimensions	Height	Theater	Classroom*	Banquet*	Conference
TCC 101	2,838	66 x 43	10' 4"	270	176	150	-
TCC 102	1,008	36 x 28	10' 6"	80	40	60	28
L2 MEETING ROOMS	Square Feet	Dimensions	Height	Theater	Classroom*	Banquet*	Conference
TCC 201 Executive Boardroom	1,170	39 x 30	9' 6"	-	-	-	16
TCC 202	2,090	55 x 38	9' 3"	192	108	120	44
TCC 203 Executive Boardroom	640	32 x 20	9' 6"	-	-	-	14
TCC 204	1,344	42 x 32	9' 6"	108	48	60	28
TCC 205	1,225	35 x 35	9' 6"	84	60	60	28

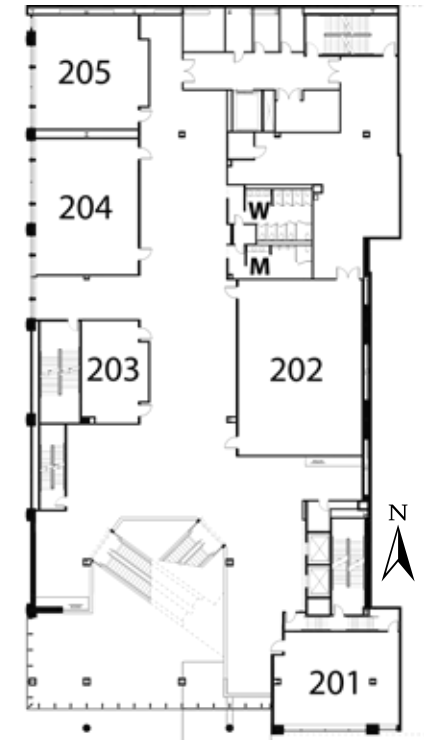
* Banquet = 10 chairs per 72" round. Classroom set of three chairs per 8' x 18" table. Capacities in **bold** indicate a center aisle is included.



Lower Level (LL)



Level 1 (L1)



Executive Level 2 (L2)



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