

Meeting Planner Guide

Table of Contents

1.	Key Contact Information	
	Sales.....	3
	Event Coordination.....	3
	Food & Beverage.....	4
	Service Contacts.....	5
2.	Event Security & Staffing	
	Security & Lost & Found.....	6
	First Aid & Medical Emergencies.....	6
	Admission Attendants.....	6
	Coat & Parcel Check.....	6
3.	Event Operations	
	Exhibitor Guidelines.....	7
	Room Maintenance (Set-up, Change Over, Labor)	9
	HVAC & Lighting.....	9
	Trash & Tape Removal.....	9
	Temporary Markings—Chalk.....	9
	Fire Regulations	9
4.	Food & Beverage	12
5.	Directions, Parking & Ground Transportation	
	Driving Directions	13
	Parking	14
	Passenger Load & Unload	15
	Ground Transportation	15
6.	Facility Details & Specifications	
	Occupancies & Room Specifications.....	16
	Floor Plans.....	17
	Rigging	19
	Ceiling Heights & Floor Loads.....	20
	Elevator Dimension & Capacities.....	20
	Door & Access Dimensions.....	21
7.	Freight & Loading	
	Loading Docks.....	22
	Freight Handling.....	22
	Truck Staging Guidelines.....	22
	Marshalling Yard.....	22
	Event Receiving & Advance Shipping.....	22
8.	Event Services	
	Electrical Services.....	23
	Air, Water & Drain.....	23
	Telecommunications Connectivity.....	23
	Internet/Data.....	23
	Audio Visual/In House Sound.....	24
9.	Facility Guide A-Z	25
10.	Order Forms & Permits (Fire)	29-34

1. Key Contact Information

Sales

Sales Department
Main: 253.830.6609 Fax: 253.573.2363 sales@gtctc.org

Kristi-Lynn Churchill, Sales Manager: 253.830.6610
kchurchill@gtctc.org

Tami Scheidt, Sales Manager: 253.573.2307
tscheidt@gtctc.org

Melanie Schaad, Sales Manager: 253.830.6607
mschaad@gtctc.org

The Sales Department serves as a Meeting Planner's first contact with the GTCTC. Most likely, we have already been in contact with you. We've worked with you since the beginning, booking your event, helping you secure the right space and administering your Usage Agreement (contract). In case you are reading this handbook before the contracting details have been wrapped up, we offer you a few reminders of things that are sometimes overlooked.

Your Usage Agreement is our legal commitment to each other. Until it is signed by you and executed by us, the rental agreement is not finalized. If you are still planning the details of your event and do not yet have an executed contract, call our Sales Department to discuss what remains to be accomplished.

If your Usage Agreement is executed and you need to make changes to the way you are using space, (for example, perhaps the ballroom you originally booked for meetings is now additional exhibit space or a move-in day has become an event day, etc.) this will affect your contract. Please alert your Event Coordinator immediately in order for them to prepare an addendum, or a new contract. Your Event Coordinator will make sure that the necessary contract changes are executed.

When it is time to think about future dates here at the GTCTC, please call us. There is nothing we would enjoy more than having you back again.

Event Coordination

John McClees, Event Services Manager: 253.593.7628
jmcclces@gtctc.org

Greg Parkhurst, Event Services Coordinator: 253.573.2498
g.parkurst@gtctc.org

Rebecca Weeden, Event Services Coordinator: 253.830.6616
rweeden@gtctc.org

Event Services Fax: 253.573.2363

You will be assigned an Event Coordinator prior to your event. The Event Coordinator is your principal source of information during the planning process and when you arrive for your event. He/she will take full responsibility for all event activities at our facility. Your Event Coordinator will guide you through your preliminary plans, your event and your GTCTC billing. If your event involves a trade show or exhibition, before selling any exhibit space, please submit a preliminary floor plan, with the completed Application for Fire Assembly Permit and fee to your Event Coordinator.

Sixty (60) days before your event:

- Submit meeting event orders ('Resume, Staging Guidelines, etc.) showing required room sets and schedule to your Event Coordinator.
- Submit the Application for Fire Assembly Permit and fee to Event Coordinator so that he/she can go over the plans with the Tacoma Fire Marshal to ensure the facility is within safety code compliance. The Event Coordinator will act as the liaison between you and the Fire Marshal.
- Provide a copy of your Exhibitor Prospectus and Decorator Service kit to your Event Coordinator before distributing it to exhibitors. We want to ensure all GTCTC information is accurate and clear to your exhibitors and decorator.
- Certificate of Insurance: You must provide proof of coverage and name the GTCTC as additional insured for the entire time you are in the building. Please have your event name and event number on the certificate.

Forty-five (45) days before your event:

- Your Event Coordinator will schedule facility staffing.
- Any event related charges will be submitted to you on an Event Invoice. We will invoice all actual GTCTC charges incurred for staffing, services and equipment at the close of your event (unless otherwise specified in your Usage Agreement).

Thirty (30) days before your event:

- Please acknowledge receipt of Event Invoice by signing and returning it your Event Coordinator.

Food & Beverage

**Brad Nelson, General Manager: 253.830.6670
bnelson@gtctc.org**

**Monique Nadeau, Catering Sales Director: 253.830.6671
mnadeau@gtctc.org**

Catering Fax: 253.573.2363

Aramark is the GTCTC's exclusive food service contractor. This award-winning food service caterer provides custom meals for every occasion. Aramark has earned a reputation for fresh and innovative menus, exquisite quality food presentation, professionalism and a high level of service.

During your planning process, the Catering Sales Director is your single source for determining your food service requirements. Contact the Catering Sales team to discuss contract terms and payment for all food and beverage needs.

Service & Event Contacts

- **Administration – GTCTC Administrative Office** (main line) 253.830.6601
Fax: 253.573.2363 Email: contact@gtctc.org
- **Electrical, Air, Water & Drain:** GTCTC, Ask your Event Coordinator for details.
- **Audio/Visual:** Jason Brennan, Audio Visual Factory 253.272.4679
Address: 1500 Broadway, Tacoma, WA 98402
Fax: 253.272.4967 Email: jbrennan@gtctc.org

Detailed information and appropriate forms can be obtained from your Event Coordinator for the following products and services:

- **Electrical, Air, Water & Drain**
- **Equipment Rental & Labor**
- **Internet/Data & Telecommunications**
- **Security & Staffing**
- **Fire Regulations:** Tacoma Fire Prevention Bureau 253.591.5740
- **Parking:** James Sinding, Republic Parking NW Manager 253.255.9690
Email: jsinding@republicparking.com
- **Shipping & Receiving, Advance:** GTCTC main line 253.830.6601
You may also contact your Event Services Coordinator or Sales Manager for information
- **Tacoma-Pierce County Health Department** 253.798.6460
(Temporary Food Permit)
- **Ticketmaster** George Wabey 253.593.7655
Email: George.Wabey@ticketmaster.com

2. Event Security & Staffing

24-Hour Security & Lost & Found

On-site Emergencies: Ext. 6600

Security Office: 253.830.6600

The GTCTC has security personnel within the building 24 hours/day. Our security control office is the communication center for reporting all incidents including fire and medical emergencies. Your Event Coordinator is available to discuss the security of the facility and any needs for Tacoma Police, VIP escorts, etc. Guardsmark is the exclusive provider of building security and access control. They also manage the GTCTC's Lost & Found.

Services such as exhibit floor security, overnight security and bag inspection must be contracted separately at the event organizer's expense. Contractors hired for these services may NOT provide any event access control. The Event Organizer should review any additional security requirements with the GTCTC prior to engaging an outside contractor for said services. Other than "sworn officers" with legal jurisdiction (i.e. Tacoma Police Officers, Pierce County Sheriffs, Washington State Patrol Officers, etc.) no armed guards shall be hired for security service at any time.

First/Aid Emergency Medical Team

The safety of our guests is our top priority. We can provide an on-site First Aid Station staffed with emergency medical professionals at the organizer's expense. We will schedule Emergency Medical Technicians (EMTs) based upon your event activities. The Tacoma Fire Department is the exclusive provider of medical services for GTCTC events. Medical personnel are required for all public shows and events with attendance in excess of 1,000 guests or as deemed necessary by the GTCTC.

Medical Emergencies

In the event of a medical emergency, please contact 24 Hour Security immediately. You may contact 24 Hour Security by dialing Ext. 6600 from any house phone located in the facility. Your Event Coordinator or any uniformed GTCTC personnel with a two-way radio can also assist you in an emergency. Contacting 24 Hour Security will greatly minimize response time in the event of an emergency medical unit needs to report to the GTCTC. Security personnel can quickly assess the situation, and bring emergency personnel directly to the individual in need, saving precious minutes. For this reason, GTCTC requests that our clients and guests NOT contact 911 directly.

Admission Attendants

Admission Attendants are required for all access functions from public space to event space (e.g. badge checking, crowd management, or ticket receipt). Your Event Coordinator will plan the location and number of Admission Attendants needed based on your program activities.

Coat & Parcel Check

We provide equipment and staffing for all coat and parcel check services. We will designate the location in appropriate areas where space is available. This is a billable service. The option or self-service is available at no charge/cost.

3. Event Operations

Exhibitor Guidelines

Event Organizers must distribute the GTCTC Exhibitor Guidelines to all exhibitors. Electronic copies are available upon request to assist in reproduction and distribution to exhibitors.

Exhibitors Hiring Labor

Exhibitors who hire other than the official show decorator for booth installation and dismantling, must notify the Event Organizer with the names of their Installation & Decorating staff in writing not less than 30 days in advance of the event. Access of I&D staff must be coordinated through the official show decorator. **There is no on-site storage at the GTCTC.**

Floor Tape

The use of single-sided or double-stick foam tape, single-sided or double-stick cellophane tape, or masking tape is **prohibited** on any floor surface in the GTCTC.

Please Be Timely

Goods/materials may not be delivered in advance of the event, or left after the event's official move-out time.

Exhibitor Utilities

Utilities must be ordered 30 days prior to the event, e.g. air, water, drain, electrical, telephone, etc. Service order forms are available through your Event Coordinator and in tab number 9 of this binder. All multiple booth areas should include a layout with utility locations clearly marked with each order. This will help everyone set the area correctly.

Exhibitor Fire Safety

All fire, safety and GTCTC regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Gasoline-powered vehicles may be displayed with a maximum of one-quarter (1/4) tank of gas. There are no exceptions. The vehicle gas cap must be taped or locked and the battery disconnected. Tanks of compressed air or gas are prohibited. Refer to page 9 to view a complete list of Fire Regulations. A Fire Assembly Permit is located in section 10 of this manual.

Exhibitor Signs, Decorations & Banners

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 balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc. Refer to page 18 to view our rigging guidelines.

Exhibitor Food Samples

Subject to Event Coordinator approval, those who manufacture, process or distribute food as their normal course of business and wish to distribute food samples, may be allowed. Food samples must be no larger than bite-size and beverage sizes no larger than three ounces. Please contact the Event Coordinator prior to the event for approval of food distribution.

Any 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 the GTCTC caterer, Aramark Food Services. Please contact Aramark at 253.830.6671 to make these arrangements or to purchase food and beverage from the exhibitor menu. An exhibitor distributing food samples may need to obtain a temporary food permit. See the next paragraph for details. Please Note: The selling of food or beverage is prohibited.

Temporary Food Service

The Pierce County Health Department may require those exhibitors distributing food samples to obtain a temporary food service permit. A temporary food service is a food establishment that operates at a fixed location for a period of time not more than 21 consecutive days in conjunction with a single event or celebration, such as a: Fair, Carnival, Circus, Public Exhibition, Festival, Fund raiser, or Similar transitory gathering. The Temporary Food Service permits can be obtained by contacting the Pierce County Health Department directly at 253.798.6460.

Who Needs a Temporary Food Service Permit?

Individuals or groups planning to hold events that are open to the public must obtain a permit. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event. Note: Church dinners or other events that are for members and their guests only and are not advertised are not considered to be public events.

Where is the Permit Application Located?

Current applications and additional forms may be obtained from the Tacoma-Pierce County Health Department or by calling 253.798.6460, Monday-Friday, 8:00 am to 4:30 pm.

When Should the Permit Application be returned?

The Health Department recommends the application be returned with the required fee a minimum of 3 weeks before the event. (The Application & Fee Form located at the end of this section and can also be found under Section 10 of this binder). This allows enough time for Health Department staff to adequately review the application and make any changes necessary well in advance of the event.

If the application is returned to the Health Department less than 14 days before the event, a late fee will be assessed in addition to the regular permit fee. You are urged to apply for a permit as early as possible. For more information call 253.798.6460. Refer to page 12 to view our complete Food & Beverage information. The selling of food or beverage is prohibited.

Exhibitor Giveaways

Samples may not include self-adhesive decals of any sort, balloons, yardsticks or any item that could be considered a weapon of any type.

Smoking Policy

The GTCTC is a smoke-free environment.

Gratuity Policy

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

Children & Animals

Children under the age of 16 and animals are not permitted on the event floor during move-in and move-out times. Exceptions are made for service animals.

Room Maintenance

The GTCTC housekeeping staff works hard to maintain the facility's appearance and condition for all of our guests. Set-up Attendants will provide all meeting room sets, trash removal, housekeeping services, room conversions, room refreshes, facility maintenance and recycling operations (aluminum, glass, paper and cardboard).

If your event involves a trade show or exhibition, you are responsible, through your official service contractor/decorator, to arrange the following: cleaning of tradeshow aisles, carpeted areas, registration areas, exhibit booths, removal of trash, crates, pallets and packing material. The GTCTC will provide clean exhibit areas and we anticipate clean areas in return. Please review your requirements in advance with your Event Coordinator so any associated costs can be included in your Settlement Sheet. We will keep the restrooms, lobbies, corridors, and other public areas clean and tidy during all of your event hours. We will also clean your meeting rooms during the 'lunch break' and provide complimentary overnight refreshes.

Labor for Room Sets & Changeovers

We provide your initial room set-up at no charge. Your Event Coordinator will work with you on any additional set conversions and their associated costs. See page 36 to review the labor order form.

HVAC & Lighting—During Move-In/Out

Clients may request additional heating/cooling and lighting services during move in/move-out periods and non-event hours. These services are available, upon request, for an additional fee. Lighting is set to a safe and adequate level that is lower than typical event level lighting and no conditioned air is provided during move-in/move-out.

Our Operations Department will ensure the heating, ventilating, air-conditioning; lighting and other critical building systems work correctly for the comfort and safety of your staff, attendees, and exhibitors.

Trash Removal & Tape Removal

Please let us know when you will have additional trash during events so that our housekeeping department can plan to provide you with larger trash receptacles or recycling bins. For trade shows and exhibitions, your show decorator is responsible for dumping the larger trash receptacles into the appropriate dumpsters. The decorator is also responsible for the removal of tape residue and labels throughout the facility and on all GTCTC equipment. If this is not thoroughly completed after your events, we will invoice you for any costs associated with the excess trash disposal, the removal of tape residue or labels. We thank you in advance for your cooperation in leaving the facility in proper condition for the next event.

Temporary Event Markings—Chalk

No chalk is to be used to mark floors in any permanently carpeted area, i.e. meeting rooms, ballrooms, pre-function spaces, etc. Trade show decorators are required to use standard booth line tape to mark floors in permanently carpeted areas. Tape is available to purchase from the GTCTC. Decorators/contractors who use chalk in permanently carpeted areas will be assessed a cleaning fee to remove the chalk stains from the carpet.

Fire Regulations

Tacoma Fire Department Fire Prevention Bureau: 253.591.5740

Fire Prevention Fax: 253.591.5746

Indoor Venue Requirements: *This is only an overview. A full report can be obtained by contacting the Tacoma Fire Department.*

1. All skirting, curtains, and display coverings, including cardboard and paper, shall be flame retardant (Class 1). Proof that these items are flame retardant is the responsibility of the owner. Skirting, curtains, and display coverings not proven to be flame retardant are not allowed and will be ordered to be removed immediately by the Fire Marshal.
2. All lattice, pegboard, and any other thin wood material less than ¼ inch thick shall be covered with flame retardant covering. Proof that these items are flame retardant is the responsibility of the owner. Items not proven to be flame retardant are not allowed and will be ordered to be removed immediately by the Fire Marshal.
3. Any collection of empty cardboard boxes or combustible waste inside is prohibited, except when stored in metal containers with metal covers.

4. Storage of extra stock in cardboard boxes will be in locations approved only by the Tacoma Fire Department and the GTCTC.
5. Propane: The use of propane is by Fire Department permit only. Approved propane users will be limited to one 5-gallon tank. Tanks will be removed nightly. Fire extinguishers will be required based on each area's hazard. Tanks will be shut off when not in use. Under no circumstances will any burnable objects (paper, plastic, wood, etc.) be allowed within 18" of propane flames. Greater distances may be required. Empty propane bottles displayed shall have their overflow stem valve removed to verify their condition. Any variance must be approved by the Fire Marshal.
6. Electrical: If extension cords are used, a minimum of 14 gauge grounded cord is required. If the cord on the appliance being powered is larger than 14 gauge, the extension cord shall be at least the same gauge as the power cord. Electrical installation shall be in accordance with nationally recognized safety practices. No ungrounded zip cords are allowed.
7. Smoking: The GTCTC is a no-smoking building. This includes concessionaires. City Ordinance #24207 mandates a \$100 citation to be issued to smokers.
8. Cords, wires, ropes, or other obstructions shall not be strung across the floor where people normally travel unless special provisions have been made with the Fire Marshal to eliminate tripping hazards. Jumpers or wire protection ramps are required.
9. Flammable Liquids in any container are prohibited unless permitted by the Fire Marshal and are necessary to carry out some function. Sale or display of flammable paints, resins, etc. is prohibited.
10. Autos shall not be displayed or located inside the building without prior Fire Marshal approval. All fuel tanks openings shall be locked or taped to prevent escape of fuel vapors. Fuel in the tank shall not exceed one-quarter of the tank capacity or 5 gallons, whichever is less. Battery cables shall be disconnected and the leads taped. Autos will not be located so that exits are blocked in case of fire, in accordance with the NFPA 10, Section 3.4.4, Class B Hazard.
11. Heating Devices: Cooking, warming and heating appliances will be allowed by permit only. Combustible clearance of 18" is necessary. Fire extinguisher based on hazard will be necessary.
12. No burning of solid fuels (e.g. wood or wood pellets) is allowed in the building. Burning of LPG or natural gas stoves, inserts, fireplaces, or barbecues is also prohibited.
13. Grease Frying (grill or deep-fat): Cooking with grease will be allowed by permit only. The same conditions exist under Heating Devices will be mandatory. In addition, a hood and duct exhaust fan and extinguishing system is required for frying in a trailer. In the open, a metal wall (minimum 18" in height) on the rear and sides is required for deep fat frying. Grills will be similarly walled with a minimum of 6" walls. A 40BC fire extinguisher is required (approximately 6 lbs.).
14. Fire extinguishers and other fire-protection appliances shall be provided in every tent, canopy and temporary membrane structure as follows:
 - 200 to 500 square feet (18.5 to 46.4 square meters) of floor area: One 2-A: 10-B:C
 - 501 to 1,000 square feet (47 to 93 square meters) of floor area: Two 2-A: 10-B:C
 - Each additional 2,000 square feet (186 square meters) of floor area or fraction thereof: One 2-A: 10-B:C
15. All cut Christmas trees shall conform to the Tacoma Fire Department Christmas Tree Policy and shall be fire retardant.
16. Ground Coverings: All rugs shall be made of flame retardant material. Wood chips or shavings are prohibited. Dampened beauty bark will be permissible in limited quantities and shall at no time cover electrical wires or connections.
17. Tents and Enclosed Covered Spaces: A permit is required for any tent or enclosed covered room having floor space greater than 350 square feet or chairs for more than 50 people is required to have two separate means of exit from the area. Those exits which are not obvious shall have posted exit signs. Tents, including their sidewalls, shall be of flame-retardant material or shall be made fire retardant in an approved manner.
18. Open flame or Burning: No open flame, burning or use of any device that emits heat is permitted without a Fire Department permit.
19. All pressurized gases permitted shall be adequately secured to prevent falling or being knocked over.

Any violation of the above policies could result in the removal of an exhibit and/or a citation being issued. If you have questions, special situations or need a permit, contact the Fire Prevention Bureau prior to set-up at 253.591.5740. For fire permit applications, please see Section 10 of this manual.

Additional Fire Regulations

1. Stage equipment displays or exhibits shall be kept clear of exits and exit passageways. Be especially aware there are 25' wide exit-ways on either side of the normal staging area.
2. No exit passageway may be barricaded. No chairs or equipment may be placed in exit passageways to block access. A hand held rope, no longer than the exit passage width may be used as a temporary barricade. It may not be tied or fixed to anything. It must be immediately removed in the event of an emergency affecting crowd control or movement.
3. No vehicles shall be parked in the path of exit, inside or outside the building, while the building is occupied by the public.
4. No barricades shall be placed across the exterior paths of exit during public occupancy.
5. No booths, tables or concessions shall be placed in the concourse corridor, or in exit aisles or paths, except in areas designated by the Fire Marshal.
6. Exit aisles shall be maintained as shown on the submitted and approved diagram.
7. No exit door shall be locked or blocked against egress during time of public occupancy.
8. No cables, cords or wires shall be strung along the floor, unless a ramp assembly or other approved method of protecting against tripping is employed. Overhead cables or wires must be at least 10 feet above floor level or public access and are substantially supported.
9. No flammable liquids, open flames, compressed gases, cooking or heating processes, flammable decoration, pyrotechnic display, gunpowder or explosive device shall be permitted beyond the terms specifically outlined in this permit.
10. A responsible person must be in possession of this permit at all times at the GTCTC, from the time of equipment set-up through the period of public occupancy.
11. Doors shall not open to the public until terms of this permit have been met.
12. Maximum number of chairs per row on the floor is 14, unless approved by the Fire Marshal.

4. Food & Beverage

Brad Nelson, General Manager: 253.830.6670
bnelson@gtctc.org

Monique Nadeau, Catering Sales Director: 253.830.6671
mnadeau@gtctc.org
Catering Fax: 253.573.2363

Overview

Menu Selection: All food and beverage items served at the GTCTC must be supplied by the exclusive caterer, Aramark. Our menu package features a wide variety of items. While these are suggestions, we are quite flexible and would be more than happy to design a menu to suit your particular needs. In order to ensure the availability of the best possible ingredients, we ask that you select your menu at least four weeks in advance of your event. Please ask us about our "Heart Smart" healthy menu options.

Alcoholic Beverage Service: The GTCTC is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Washington State Liquor Commission's regulations. Therefore, in compliance with state law, all liquor, beer and wine must be supplied by the GTCTC.

Decorations: Please discuss your service needs at the time of ordering. Theme decorations, specialty linen and center pieces can be arranged with advance notice at an additional charge.

Confirmation: To ensure a smooth event, it is important that we receive confirmed attendance by 12 noon, three (3) working days before the event. This will be considered your guarantee, not subject to reduction. We will prepare to serve 5%, or up to 40 guests, above the guaranteed figure. If no guarantee is received by the specified time, the expected number of persons will be considered your guarantee. Charges will be based upon your guaranteed attendance or the actual attendance whichever is greater.

Payment: If the estimated total order is less than \$25,000, policy requires full payment in advance. If the estimated total order is more than \$25,000, after credit has been established, a minimum deposit of 75%, with a maximum \$20,000 exposure of the estimated total will be due thirty (30) days prior to the event. All remaining charges, including additional charges incurred on site, shall be due and payable within thirty (30) days of the last event day. If payment of the balance due is not received by the appropriate date, a delinquent charge of 1.5% per month will be added to the balance. All organizations are asked to submit a list of past creditors for credit approval.

About Our Prices: The customary service charge and applicable Washington State sales tax will be added to all food and beverage items. Menu prices and service charges are subject to change without prior notification.

General Information & Policies: Menu Selections are limited to two (2) entrees per served meal. Minimums: A \$100 labor fee will apply to each service for final guarantees of less than 25 people.

Exhibitor Food Distribution

Subject to Event Coordinator approval, those 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 larger than three ounces. All Exhibitors should contact the Event Organizer prior to the event for approval of food distribution.

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 Aramark at 253.830.6671 to make these arrangements or to purchase food and beverage from the exhibitor menu. An exhibitor distributing food samples may need to obtain a temporary food permit. See page 8 for complete details. For all permit applications and order forms relating to Food & Beverage, please see Section 10 (order forms) in this manual.

Parking

GTCTC parking lots and garages are managed by Republic, and owned by the City of Tacoma. There are approximately 400 parking spaces on-site. If you are interested in arranging additional parking accommodations for your attendees in neighboring lots and garages please contact your Event Coordinator.

Parking rates follow and are subject to change at any time:

\$5.00 0-4 Hours

\$10.00 4 + hours, all day maximum

Parking Lot detail:

Lots *A, & B are accessible from S. 17th and Broadway.

Lot *A is the 2nd floor of the GTCTC.

Lot D is accessible from S. 17th & Court C.

Lot E is accessible from S. 17th. St.

*Van accessible parking in lot A.



Passenger Load & Unload

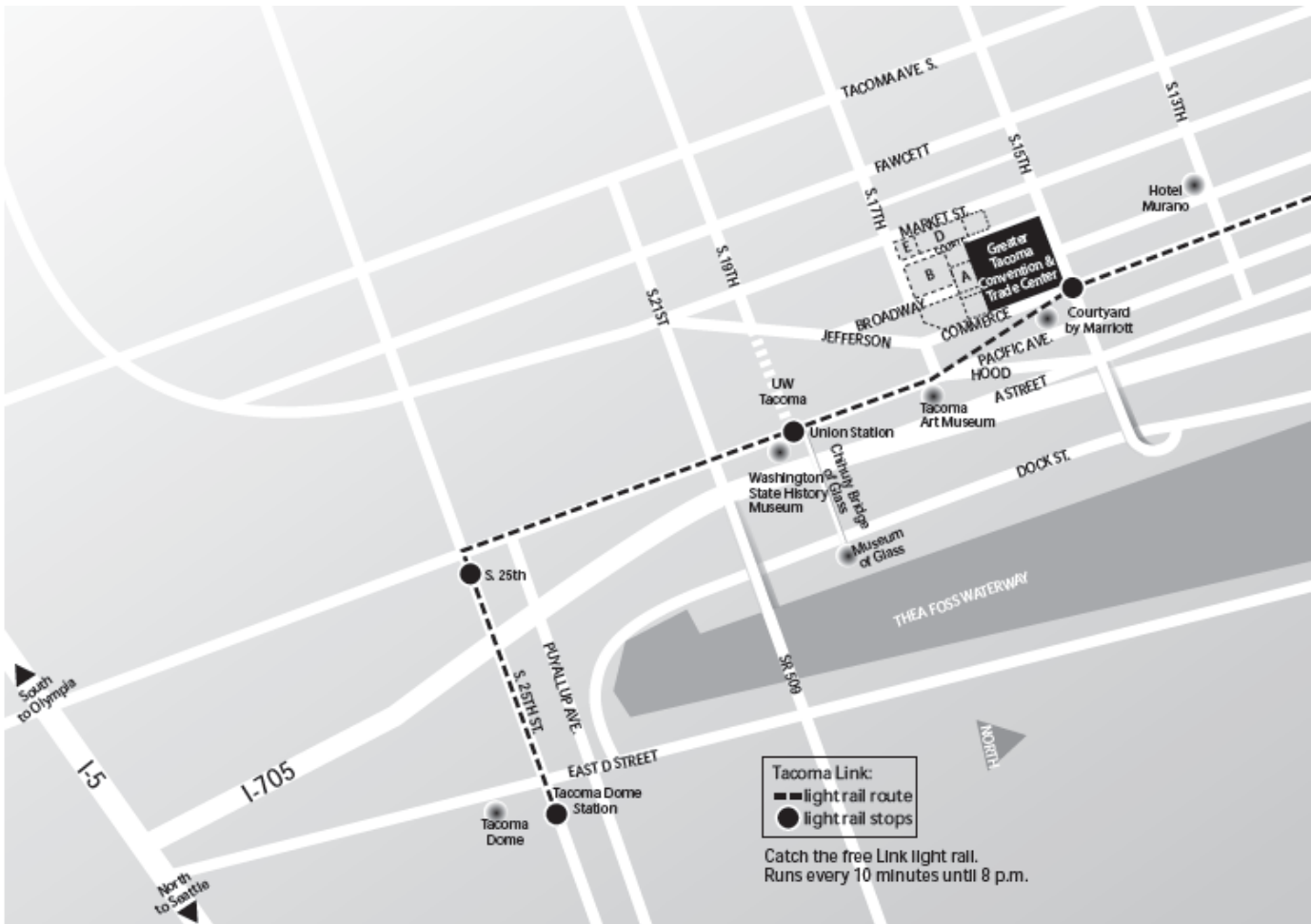
Passengers may be dropped off at the GTCTC entrance on Commerce Street. Buses, taxicabs and shuttles also use this area for passenger drop-off and pick-up. Pedestrians may enter from either Commerce or S. 15th Street.

Using Ground Transportation - Pierce Transit

Pierce Transit provides more than 45 local bus routes, SHUTTLE (specialized transportation for people with disabilities), vanpool, ridematching and inter-county express service to Seattle, Sea-Tac Airport and Olympia provided in cooperation with Sound Transit and Intercity Transit. Pierce Transit's fixed-route system includes routes that operate on more than 900 miles of city streets, county routes and state highways from Seattle through Tacoma and on to Olympia. Serving these areas is a fleet of 227 buses, which are all wheelchair accessible and nearly all running on compressed natural gas. Detailed information on Pierce Transit may be obtained on-line at www.piercetransit.org.

Using Ground Transportation- Sound Transit Light Link Rail Train

This light rail line offers Tacoma visitors a free, safe and quick way to travel within the downtown corridor. Trains arrive at key stations throughout the city about every 10 minutes, and operate 365 days of the year including all holidays. The GTCTC has a station stop on the regular light rail route. Service hours can be extended beyond normal services hours when Sound Transit is notified in advance of any planned events in Tacoma that would require significant transit service between the Tacoma Dome and downtown Tacoma light rail stations. Detailed information on Sound Transit may be obtained on-line at www.soundtransit.org.



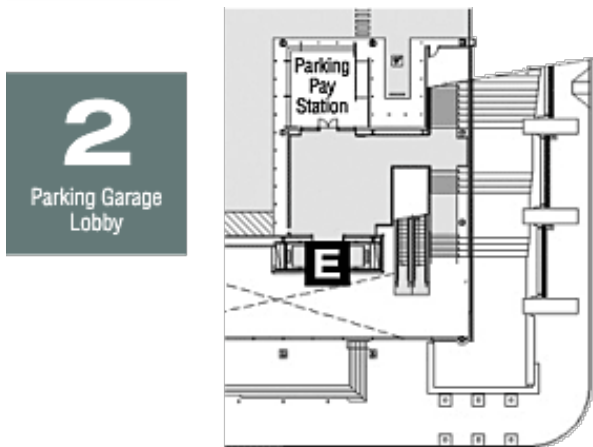
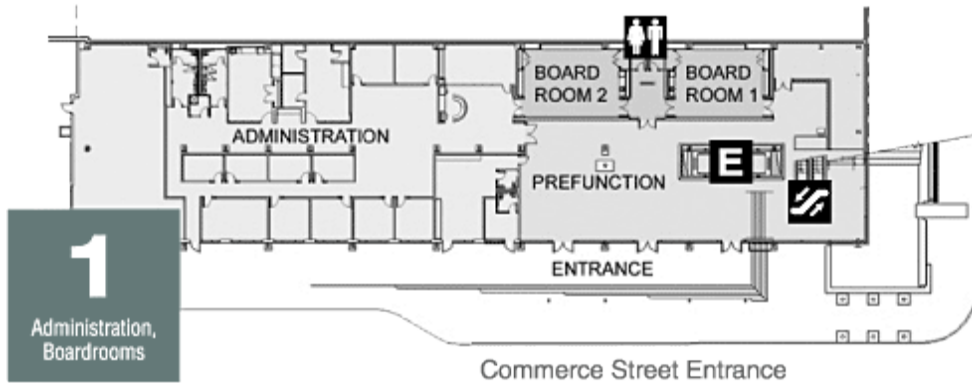
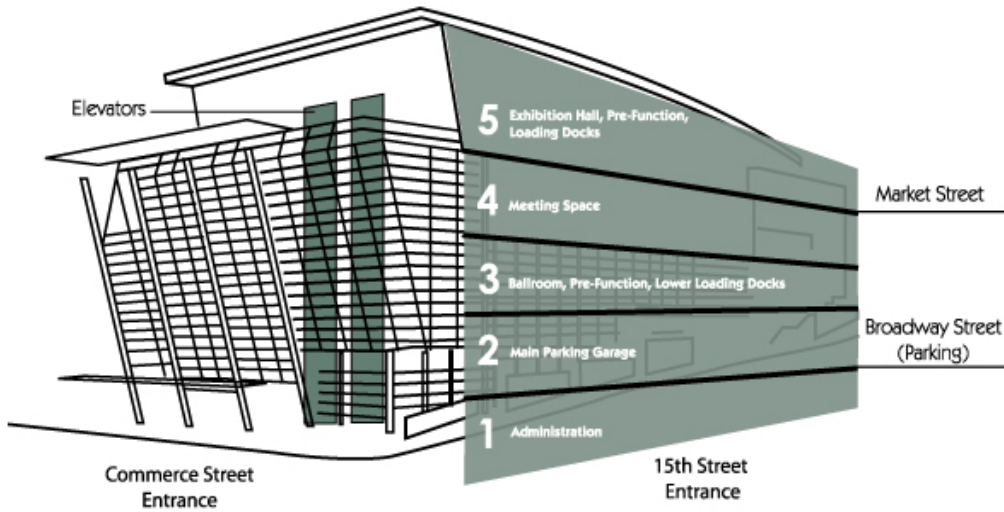
6. Facility Details & Specifications

Maximum Occupancies & Room Specifications*

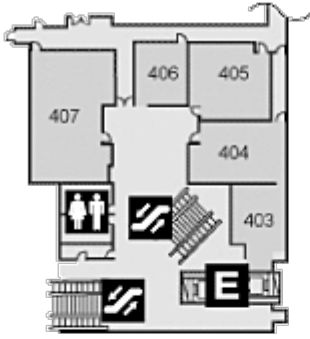
Room	Floor No.	Sq. Ft.	Ceiling	L' x W'	Theater	Conference Classroom & Banquet	8' x 10' Booths
Boardroom North	1	720	8'	30 x 24	--	18	--
Boardroom South	1	792	8'	33 x 24	--	18	--
Commerce Room	1	1831	9'	53 x 32	180	80	--
Ballroom A	3	4450	23' - 8'	88 x 49	418	250	--
Ballroom B or C	3	220	23' - 8'	88 x 25	160	140	--
Ballroom D	3	4800	23' - 8'	88 x 52	418	250	--
Ballroom A & B	3	6650	23' - 8'	88 x 75	608	390	--
Ballroom B & C	3	440	23' - 8'	88 x 50	374	240	--
Ballroom C & D	3	7000	23' - 8'	88 x 77	684	390	--
Ballroom A, B & C	3	8990	23' - 8'	88 x 99	836	530	--
Ballroom B, C & D	3	8990	23' - 8'	88 x 102	836	530	--
Ballroom A, B, C & D	3	13650	23' - 8'	88 x 152	1248	780	60
Meeting Room 315	3	1590	18'	58 x 27	153	80	--
Meeting Room 316	3	2020	18'	58 x 34	177	100	--
Meeting Room 317	3	1590	18'	58 x 27	156	80	--
Meeting Room 315, 316 & 317	3	5200	18'	58 x 88	546	280	15
Meeting Room 318	3	1800	18'	58 x 30	156	80	--
Registration	3	5660	14'	--	--	--	--
Prefunction Area North	3	3510	32'	--	--	--	22
Prefunction Area East	3	6260	30'	--	--	--	22
Exterior South Terrace	3	3610	--	--	--	--	--
Meeting Room 403	4	570	12'	22 x 19	32	20	--
Meeting Room 404	4	820	12'	36 x 23	80	40	--
Meeting Room 405	4	850	12'	30 x 30	93	40	--
Meeting Room 406	4	460	12'	24 x 19	42	20	--
Meeting Room 407	4	1500	13' - 4"	49 x 30	144	80	--
Exhibit Hall A	5	22500	30'	--	2014	1489	121
Exhibit Hall B	5	27500	30'	--	2598	1912	154
Exhibit Hall A & B	5	50000	30'	182 x 272	4612	3410	275
Prefunction Area	5	8780	15'	218 x 46	--	--	24

*Ask our sales staff for custom room layouts and occupancies to best suit your event needs. Occupancies may decrease or increase based on AV, stage, food, entertainment and other special requirements.

Floor Plans



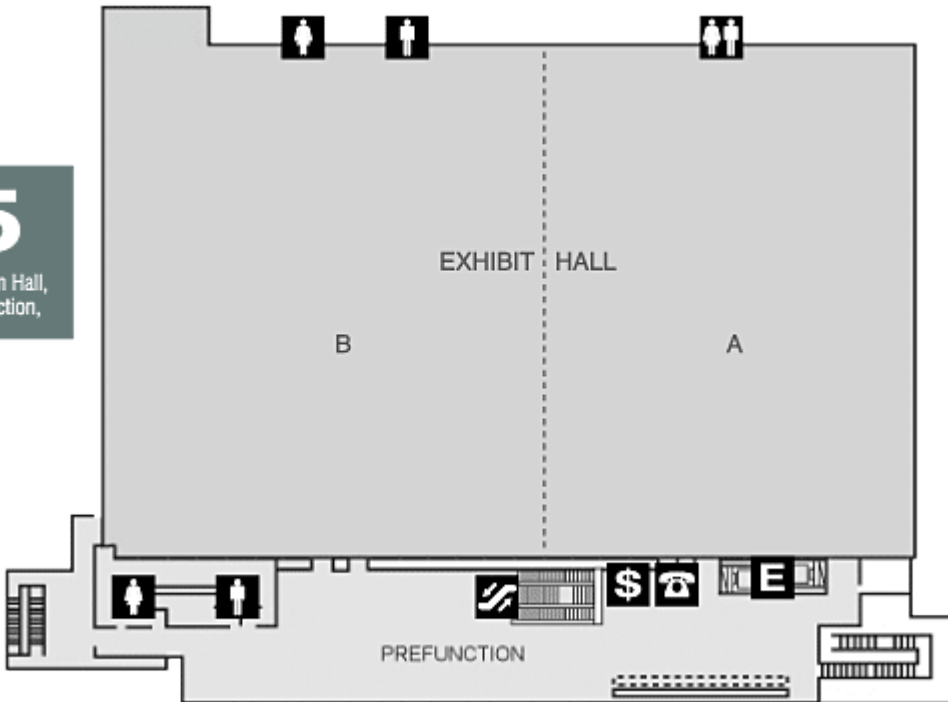
4
 Meeting Space



3
 Ballroom,
 Meeting Space,
 Pre-Function



5
 Exhibition Hall,
 Pre-Function,



Rigging

Rigging is defined in this document as the overhead suspension of objects from any portion of the physical building. Clients and contractors are required to submit rigging plans to the Greater Tacoma Convention & Trade Center (GTCTC) through their Event Coordinator for review and approval by Operations Management at least 30 days in advance of an event. The GTCTC must be notified immediately if any rigging requests are made which do not comply with stated rules and regulations. All rigging must be assembled with rated, stamped and approved hardware only. If the building is damaged due to rigging the GTCTC will charge the client for any associated costs.

Display/Banner Bars & Lighting/Theatrical Bars

Display or Banner Bars are located throughout the facility in select spaces. The bars have a maximum loading of 15 pounds per lineal foot. Lighting or Theatrical Bars are located in the ballrooms and in meeting rooms 315 through 318. These bars have a maximum loading of 35 pounds per fixture, and there must be at least 18" between each fixture corresponding to the stage pin connection on the bar.

Ballroom

There are no rigging points in the ballroom. All structural steel is fire-proofed and inaccessible.

Airwall, or operable wall, tracks located between ballrooms A, B, C, and D may be used for rigging with approved hangers only. Airwall tracks may have a maximum of 250 pounds per hanger, with a minimum distance between hangers of 5 feet.

Meeting Rooms 315, 316 & 317

There are no rigging points in the meeting rooms. All structural steel is fire-proofed and inaccessible.

Airwall, or operable wall, tracks located between meeting rooms 315, 316 and 317 may be used for rigging with approved hangers only. Airwall tracks may have a maximum of 250 pounds per hanger with a minimum distance between hangers of 5 feet.

Exhibit Hall

All rigging must have a protective wrap of carpet or burlap when wrapping around structural steel of the lower truss in the exhibit halls. Rigging loads may be applied at the truss bottom chord level in accordance with one of the four options as follows:

Option 1: 2,000 pounds located at 30'-0" on center along the length of the east-west trusses with the first load being applied 30'-0" from the east wall of the exhibit hall. For this option, a total of five (5) 2,000 pound loads may be applied to each east-west truss and no loads may be applied to the north-south beams.

Option 2: 2,000 pound loads located at 30'-0" on center along the length of the east-west trusses with the first load being applied less than 30'-0" from the east wall of the exhibit hall. For this option, a total of six (6) 2,000 pound loads may be applied to each east-west truss and no loads may be applied to the north-south beams.

Option 3: 2,000 pound loads located at 30'-0" on center applied to the north-south beams. For this option, a total of one (1) 2,000 pound load may be applied to each north-south beam and no loads may be applied to the east-west trusses.

Option 4: One (1) 10,000 pound load may be placed anywhere along the length of each of the east-west trusses. For this option, no additional loads other than the (1) 10,000 pound load may be applied to any of the trusses and no loads may be applied to the north-south beams.

Note that the four options summarized above cannot be combined but instead the rigging loads applied shall conform to only one option. View the diagrams above on our website at gtctc.org, Plan an Event, then Rigging Guidelines.

Airwall or operable wall tracks located between exhibit halls A and B may be used for rigging with GTCTC approved hangers only. Airwall tracks may have a maximum of 250 pounds per hanger with a minimum distance between hangers of 5 feet.

Not Allowed

Rigging is not allowed from any fixture other than those mentioned above. Insulation or protective coatings may not be removed. Fire suppression, detection and alarm appliances may not be covered, impeded or obscured in any way. "Home made" (shop welded, etc.) rigging and climbing (carabiners, etc.) equipment is not allowed. Scissor lifts, boom lifts and forklifts may only be used as stated within their operations & maintenance manuals. There is no fall protection installed within the exhibit halls. Walking or climbing on the lower truss is not allowed.

Ceiling Heights

Exhibit Hall	30'0"
Ballroom	23'8"
Meeting Rooms 315-318	18'0"
Conference Rooms 403-407	12'0" to 13'4"
Commerce Room	9'
Prefunction East Level 3 (sloping ceiling clouds)	30'8" to 32'3"
Prefunction North Level 3	32'0"
Prefunction Level 5 (sloping ceiling clouds)	15'0" to 18'2"
Registration Level 3	14'0"
Lobby Level 4	12'0"
Lobby Level 2	8'6"
Lobby Level 1 (sloping ceiling clouds)	14'7" to 16'9"

Floor Loads—Live Loads

Exhibit Hall	275 lbs. PSF
Ballroom	150 lbs. PSF
Meeting Rooms 315-318, 403-407	125 lbs. PSF
Prefunction, Terrace, Lobbies, Service Halls	100 lbs. PSF
Kitchen, Light Storage	125 lbs. PSF
Truck Docks	250 lbs. PSF

Elevator Dimensions

Elevator 5	Cab 10'0" wide x 20'0" deep
Freight	Door 10'0" wide x 10'0" high
Elevator 3 & 4	Cab 5'9" wide x 7'10" deep
Back of House	Door 4'0" wide x 8'0" high
Elevator 1 & 2	Cab 6'9" wide x 5'5 1/2" deep
Passenger	Door 3'6" wide x 7'0" high

Elevator Capacities

Elevator 5	10,000 lbs. Class C-1 loading
Elevator 3 & 4	4,500 lbs.
Elevator 1 & 2	3,500 lbs.

WAC 296-96-23243 C-1 Loading: Industrial truck loading: Where the load is carried in transit or handled on and off the car platform by means of power industrial trucks or by hand trucks having a loaded weight more than one-quarter the rated load of the elevator, the following requirements apply:

1. The rated load must be based on not less than 50lb./ft. squared of inside net platform area.
2. The weight of the loaded industrial truck must not exceed the rated load of the elevator.
3. The weight of the loaded industrial truck plus any other material carried on the elevator must not exceed the rated load when the industrial truck is also carried.
4. During loading or unloading, the load on the elevator must in no case exceed 150 percent of the rated load, and where this load exceeds the rated load, the capacity of the brake and the traction relation must be adequate to safely sustain the level at least 150 percent of the rated load.

5. Note: When the entire rated load is placed on the elevator by the industrial truck in increments, the load imposed on the car platform while the last increment is being loaded or the first increment unloaded will exceed the rated load by the weight of the empty industrial truck.

Door & Access Dimensions

Exterior Doors

Level 5 Roll-up Door	25'2" wide x 18'0" high
Level 3 Roll-up Door	16'0" wide x 10'0" high

Interior Doors

Exhibit Hall

Each set of entrance doors from Prefunction	7'0" wide x 9'0" high
Roll-up door to Service Hall, South	25'0" wide x 18'0" high
Roll-up door to Service Hall, North	18'0" wide x 18'0" high

Ballroom

Each set of entrance doors from Prefunction	7'0" wide x 9'0" high
Each set of entrance doors from Service Hall	7'0" wide x 9'0" high, except singles ½ as wide
Special service door with roll-up behind	8'0" wide x 12'0" high

Meeting Rooms 315-318

Each set of entrance doors from Prefunction	7'0" wide x 9'0" high
Each set of entrance doors from Service Hall	7'0" wide x 9'0" high

Conference Rooms 403-407

All entrance doors	3'6" wide x 8'0" high
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7. Freight & Loading

Loading Dock

The truck service areas and loading docks are located on Level 3 and Level 5. The Level 3 loading dock contains 2 bays with one dock leveler. The dock height clearance is 17 feet. The Level 5 loading dock contains 5 bays with one dock leveler and all bays have a dock vehicle restraint system. The dock height clearance is 25 feet. Live load limit is 250lbs. PSF for all docks. Both truck loading dock areas can accommodate any standard, street legal trailer.

Exhibition Guidelines - Please note:

Security will be required to monitor 5th floor loading area and facility access throughout all scheduled exhibitor move in and move out activities. All vehicles who wish to have any type of motor vehicle drive into an area of the facility must receive prior approval to do this from the Director of Operations, Maintenance Chief or their designee.

Freight Handling

The GTCTC does not require a drayage company to handle freight at the loading docks. You may allow, at your discretion, exhibitors to load/unload their own items at no charge on the GTCTC's loading docks. Exhibitors are not required to pay a fee to set-up or remove their own displays.

Truck Staging Guidelines

The GTCTC follows the City of Tacoma Traffic Management Plan to maintain efficient truck movement for your event. Truck activity is restricted in the downtown area on designated streets during peak hours. Peak traffic hours as specified by the City of Tacoma are 7—9am and 4—6pm. The Event Coordinator is responsible to ensure that no queuing will occur on city streets outside the GTCTC at any time.

Marshalling Yard

You may be required to use a marshalling yard for the staging of any truck activity in order to avoid any queuing in and around the GTCTC. The following factors will warrant use of a marshalling yard: amount of exhibit space for tradeshow activity or heavy truck volumes associated with the show as determined by the GTCTC. If your event needs meet these criteria, please notify your event Coordinator at least sixty (60) days prior to your event to determine if your event will require a marshalling yard.

Event Receiving & Advance Shipment Storage Fee

Please request forms from your Event Services Coordinator or your Sales Manager

GTCTC Services

Electrical Services

The GTCTC is the exclusive provider of exhibitor and show management electrical service. Responsibilities include electrical services for registration, show management offices, exhibit lighting and sound, displays and exhibits.

Electrical Budget and Cost Estimate

Please include a line item in your budget for charges related to electrical power provided by the GTCTC. You may contact your Event Coordinator to discuss contract arrangements and payment terms for all electrical needs.

- All management electrical services are available at discount rates.
- An exhibitor lay-in of power can be ordered through the event organizer at a 25% discount package savings. This package service must provide power to all exhibitors and each 10 foot space shall count as one booth. Event organizers are invoiced for this package eliminating the need for individual exhibitor collection.

Electrical Costs

Unless otherwise noted above, all events will be charged for any power hook up within the facility. The rates for electrical equipment and services are published on the standard order form, which can be obtained from the GTCTC Event Coordinator. Upon request, your Event Coordinator will provide each client an estimate of total power charges for the clients' operations within the GTCTC. Such estimates are based upon representations provided to the GTCTC from the client. Actual invoices from the GTCTC will be based upon the actual installation, not the estimate.

The GTCTC maintains an on-site inventory of additional rental equipment available at standard rental rates for events that may require extra equipment, e.g. extension cords, power strips, etc.

Air, Water & Drain

Contact your Event Coordinator to discuss your air, water and drain requirement as soon as these are determined. Air, water and drain service is available in the Exhibit Hall on Level 5 only.

Telecommunications Connectivity

The GTCTC in house technician handles all telecommunication services. Telephone lines are \$100.00 per connection and internet connections are \$300.00 each. Phone services include: single and multi-line phones, speakerphones, teleconferencing units, voice mail, fax lines and credit card lines. Pre-assigned phone numbers are available to event management on request to allow for advance printing of your event marketing materials.

Internet & Data

The GTCTC in house technician handles all internet and data services. A 256k connection over the GTCTC Ethernet is \$300.00 per connection (\$450 for same day requests).

Wireless internet (unsecured) is available for group use upon request.

To order internet services or to find out more about type and speed of connections, please contact your Event Coordinator.

Audio Visual & Sound Services

Audio/Visual

Audio Visual Factory is the preferred in-house supplier of audio/visual services in the GTCTC. As a full service audio/visual company, Audio Visual Factory can provide all of your audio/ visual rental equipment, as well as video projection, teleconferencing, show production and professional technicians to assist with all of your convention needs. Please contact Audio Visual Factory directly with all of your requirements. They will be glad to provide a custom estimate and assist you with all of your audio visual event needs.

Audio Visual Factory, Jason Brennan, Account Executive:

Phone: 253.272.4679

Email: jbrennan@gtctc.org

In-House Sound System

The house sound system for voice amplification is complimentary. With the use of the house sound system, we will provide one complimentary microphone for your meeting's needs. You may order additional microphones from our preferred provider or your contracted company. When using an outside audio/visual company, you must confirm use of the House Sound System in your event area(s), with your Event Coordinator, at least sixty (60) days out in order for our in-house audio/visual company to plan accordingly.

8. Facility Guide A – Z

Address/Phone Number/Fax Number: The Greater Tacoma Convention & Trade Center is located in the heart of downtown Tacoma. The address is 1500 Broadway, Tacoma, WA 98402. The mailing address is the same for deliveries, however all deliveries should be directed to the 3rd floor loading docks off Broadway, immediately South of the facility.

Toll Free: 888.227.3705

Local Phone: 253.830.6601

Fax: 253.573.2363

Animals: Only certified service dogs or service dogs in training will be allowed into the GTCTC. All other animals are prohibited.

Assistive Listening Devices: A limited number of Assistive Listening Devices (ALD) are available for guests with hearing impairments. They may be checked out, free of charge by contacting the nearest guest services representative. Guest will be required to leave either their driver's license or photo ID.

ATM-Automated Teller Machines: There is one ATM machines at the GTCTC. It is located on the fifth floor level between the escalators and the elevators.

Baby Changing Areas: Baby changing stations are located in most restrooms at the GTCTC. In addition, family restrooms are located near each of the public restrooms.

Balloons: Balloons of any kind are not allowed inside of the GTCTC. Exceptions may be made with prior approval from the Event Services Department.

Banners and Signs: Banners or signs may be hung at designated areas of the GTCTC only with prior approval from the Event Services Department. Signs must be hung using string, zip ties or wire in designated locations only. Duct tape, double backed tape, masking tape, or scotch tape may not be used inside the GTCTC. The GTCTC reserves the right to remove any banners or signs at their discretion. Check with your Event Coordinator for additional information.

Bottles and Cans: No outside beverages are permitted in the GTCTC. Empty water bottles are not permitted. Exceptions may be granted for baby formula, baby bottles, baby food, medication or other special health related needs.

Catering Service: Aramark is the exclusive food service provider for the GTCTC. Contact Aramark for additional information. Catering Sales Director, Monique Nadueau. Phone: 253.830.6671

Code of Conduct: The GTCTC and its employees are committed to providing our guests with an enjoyable, safe atmosphere. Our staff will proactively intervene to support a family oriented environment where all guests can enjoy the event free from the following behaviors:

- Foul or abusive language or gestures
- Intoxication or other signs of impairment
- Displays of affection not appropriate in a public, family setting
- Obscene or indecent clothing
- Any disruption to the progress of the event by guest's actions.
- Guests seated in a location other than their ticketed seat
- Smoking or tobacco use in non-designated areas

Please contact an Event Services Representative for onsite assistance.

Concessions: The GTCTC's food service partner, Aramark manages our fixed and portable concession stands throughout the facility. These stands feature traditional favorites such as hot dogs, soda and popcorn. There are also specialty items such as nachos and pizza. A selection of local micro-brews, import and domestic beer and other alcoholic beverages are also available. Non-alcoholic drinks include Pepsi products, bottled water, lemonade and other refreshing drinks.

Credit Cards: The GTCTC permanent concession stand in our Exhibit Hall accepts VISA, MasterCard, American Express, Discover and debit cards. The portable stands in the facility do not accept credit or debit cards.

Deliveries:

Advance Event/Exhibitor Deliveries

The GTCTC accepts advance event/exhibitor related deliveries for a fee. For complete information and instructions regarding detailed procedures and restrictions, please request information and/or forms from your Event Services Coordinator or Sales Manager.

Day Of Event/Exhibitor Deliveries

Event loading docks are located on the 5th and 3rd floors of the facility. The use of these loading docks must be prearranged directly with the GTCTC .

Directions:

From 1-5 Southbound/Northbound:

1. At exit 133, turn RIGHT onto ramp toward 1-705/ City Center.
2. Keep LEFT to stay on ramp toward City Center /1-705.
3. Turn LEFT onto ramp toward A Street / City Center.
4. Keep LEFT to stay on ramp toward S. 15th Street / Pacific Avenue.
5. Follow S.15th Street two blocks, the GTCTC will be on your left.

Drop-Off & Pick-Up Zones: The drop-off/pick-up zone is in front of the GTCTC on Commerce Street. Please note that this area contains a single lane of one-way traffic that heads south from 15th Street.

Emergencies and Evacuation Procedures: In the event of a serious emergency, all event staff, law enforcement and fire personnel are available to assist guests. Information may also be provided over the public address system.

Family Restrooms: For your convenience, The GTCTC has a family restroom located near every public restroom.

First Aid: If medical assistance is needed, please contact the nearest Guest Services Representative. The GTCTC is equipped with a fully stocked First Aid room, including an Automated External Defibrillator (AED) device which our staff is trained to use. If additional medical attention is required, the Tacoma Fire Department can arrive within minutes.

Free Speech Policy/Demonstrations: Organizations desiring to engage in free speech activity are encouraged to register with the GTCTC Administrative Offices. The purpose of registration is not to censor or in any way review the content of the speech involved, but to allocate sufficient space for the activities and to provide proper crowd management planning.

Food and Beverage Policy: Outside food and beverages are not permitted at any time. Exceptions may be granted for baby formula, baby bottles, baby food, medication, or other special health related needs.

Guest Services/Security: Guest Services at the GTCTC is available upon request. Contact your Event Coordinator for details.

Link Light Rail: Tacoma's Link Light Rail offers free transportation to and from the Tacoma Dome Station, to four stations throughout downtown Tacoma. The trains run approximately every 10 minutes and have stops at 25th & Pacific, Union Station, the GTCTC and the Theater District. Service will run regularly from 6:00 am to 8:00 pm, Monday-Friday, Saturday 8:00 am to 10:00 pm and Sunday 10:00 am to 8:00 pm with extended hours for major events. Please visit www.soundtransit.org for more information.

Lost & Found: After an event, call 253.830.6600 to inquire about lost items. Lost and found is located at the 24-Hour Security office at the GTCTC. Lost items will be kept for one month; those unclaimed after that time will be donated to charity. In most cases any unclaimed credit or debit cards are destroyed immediately as recommended by the issuing financial institution.

Lost Children: Guests are encouraged to instruct children in their group what to do if they become lost. If a child gets lost or separated from his or her group, the child should ask the nearest guest services representative for help. A lost child will be taken to the GTCTC Administration offices on the first floor. Parents looking for a lost child should follow the same procedure.

Mass Transit: In addition to Link Light Rail (see "L") the Tacoma Dome Station, one block north of the Tacoma Dome is the home to the Sounder Commuter Train running Monday - Friday from Seattle to Tacoma. Please visit www.soundtransit.org for more information.

Medics: Contact the nearest guest services representative should you be in need of any medical assistance. For large public events at the GTCTC, medics can be found on site. For all other events, Tacoma Fire Department can respond within minutes.

Paging: Paging is permitted in the case of medical emergencies only when possible. If there is a medical emergency and paging is necessary, please contact any Guest Services representative. Those who wish to leave an emergency number with relatives or caregivers can refer them to the 24-Hour Security office at 253.830.6600. Please remember to leave specific information (group name, floor, room number) at home with the emergency number. If the GTCTC is contacted in the event of an emergency, a Guest Services representative will attempt to deliver the message to the patron.

Parking: There are approximately 400 parking spaces available to guests of the GTCTC. These parking lots are operated by Republic Parking, and managed by the City of Tacoma. Parking rates are as follows:

\$5.00 0-4 Hours

\$10.00 4 + hours, all day maximum

The GTCTC parking lots can be accessed from Market and 17th Street.

Police: If you have an emergency requiring police attention, please contact the nearest Guest Services Representative, or any GTCTC staff. If the particular event you are attending does not require on-site police staffing, the Tacoma Police Department can be available within minutes.

Prohibited Items: In the interest of guests' safety and enjoyment, the GTCTC reserves the right to prevent certain items from being brought into the facility. The following includes, but is not limited to, items that are not allowed into the GTCTC:

1. Alcoholic beverages or illegal drugs
2. Non-alcoholic beer
3. Food items
4. Glass bottles or cans
5. Ice chests or hard-sided coolers
6. Fireworks
7. Bullhorns, air horns or other noisemakers
8. Confetti
9. Animals (except certified service dogs)
10. Bicycles
11. Skateboards or roller blades
12. Balloons of any kind
13. Weapons of any kind
14. Stickers
15. Chains
16. Studded belts, bracelets, etc.

Permitted Items: The following items are permitted at the GTCTC:

1. Baby formula, baby bottles and baby food.
2. Medication or other special needs
3. Cloth bags, soft packs, backpacks and baby bags (subject to search and must fit under seat)
4. Binoculars
5. Seat cushions

Promotions & Vending: Any person or business wishing to distribute any promotional material or sell any product during a GTCTC event **MUST** receive permission to do so from the Organizer of the Event. Any persons not authorized to distribute or sell ANY product will be asked to leave the GTCTC property immediately. Call 253-830-6601 for specific event information.

Recycling: The GTCTC and the City of Tacoma encourages recycling of beverage bottles and cans. You will find clearly marked bins in high-traffic areas for you to dispose of your plastic soda bottles and aluminum cans.

Resale & Scalping: An event ticket will not be recognized, honored, or received for admission if purchased from a source other than Ticketmaster, the designated service provider chosen by the event organizer and its authorized outlets, or other authorized agent. There will be no refunds and no exchanges. Tickets obtained from sources other than the aforementioned may be lost, stolen, or counterfeit tickets and in such cases will not be honored.

Security: Security at the GTCTC is provided by Guardsmark. For any questions or concerns please contact the security office by calling 253.830-6600.

Shipping:

Advance Event/Exhibitor Deliveries

The GTCTC accepts advance event/exhibitor related deliveries for a fee. For complete information and instructions regarding detailed procedures and restrictions, please request forms from your Event Services Coordinator or Sales Manager.

Day Of Event/Exhibitor Deliveries

Event loading docks are located on the 5th and 3rd floors of the facility. The use of these loading docks must be prearranged directly with the GTCTC .

Skateboarding & Rollerblading: Skateboarding and/or rollerblading on GTCTC property is strictly prohibited.

Smoking Policy: The GTCTC is a smoke-free facility and smoking is strictly prohibited. Smoking and tobacco use is restricted to the designated smoking locations outside the building (25 ft from building). Contact the nearest guest services representative for the location of the designated smoking area.

Solicitation/Literature: Any persons without written consent from the GTCTC or the event organizer are prohibited from soliciting contributions or distributing literature on the Greater Tacoma Convention & Trade Center property (inside or outside).

Telephones: Courtesy phones are located on levels 3 & 5 of the GTCTC. They provide local access calling as well as emergency access to our 24 Hour Security office.

Tickets: Ticketmaster is the preferred ticketing service of the GTCTC. If Ticketmaster is the official service for an event, tickets may be purchased by phone at 253.627.8497 or online at Ticketmaster.com.

Vendor Referrals : Please contact your Event Coordinator, Sales Manager, email contact@gtctc.org or call 253.830.6601 for vendor information

Vending/Promotions: Any person or business wishing to distribute any promotional material or sell any product during a GTCTC event **MUST** receive permission to do so from the Organizer of the Event. Any persons not authorized to distribute or sell ANY product will be asked to leave the GTCTC property immediately. Call 253-830-6601 for specific event information.

Weapons: For the safety of all guests, weapons of any kind are not permitted in the GTCTC. The **ONLY** exception to this is law enforcement personnel in the performance of their official duties.

Wheelchairs: Based on availability, wheelchairs are available at all entry points to the building. Contact the nearest guest services representative to request a wheelchair. Guests will be required to leave a driver's license, major credit card or photo identification as a deposit.

9. Order Forms & Permits Overview

To receive a customized form for any of the following services; Audio Visual Products and Services, Utilities, Internet, Phone, Air, Water, Drain, Labor & Equipment Rental, Shipping/Receiving and Storage, please request them from your Event Services Coordinator or your Sales Manager.

FIRE PERMITS:

- Fire Department Permits (Assembly, Open Flames, Indoor Pyrotechnics)

Exhibitor Permit Fees

The Tacoma Fire Department administers fire and life safety regulations for all properties within Tacoma city limits. Permits must be obtained from the Fire department for some special events, public assembly occupancies, storage or use of hazardous materials, and a variety of other activities where a fire or life safety hazard may exist. **Please consult with your GTCTC Event Coordinator for more detail regarding required permits.**

FOOD RELATED FORMS:

- Temporary Food Service Establishment Application & Schedule - Pierce County Health Department

Please contact the health department directly for all updated forms 253.798.6460, Monday-Friday, 8:00 am to 4:30 pm

Tacoma Fire Department Conditions for

LPG Use in Place of Assembly Permit #2009

1. **Time Lines:**

- Applications are to be submitted prior to event date.

2. **Regulatory References:**

- IFC Chapter 38
- NFPA 58

3. **Required Submissions:**

- Tacoma Fire Department permit application
- Booth plan showing exits and appliance placement
- City of Tacoma Business License

4. **Inspection Requirements:**

- Inspections may be required prior to event opening and during the course of the event.

5. **Requirements:**

General:

- Fuel supply limited to One 5 gallon tank per booth
- No additional containers displayed or stored in booth
- Container valve to be shut off and valve protector cap in place when not in use
- Containers must be marked (or stamped) in accordance with DOT, ASME
- Permit holder responsible for training use of LPG
- A fire extinguisher rated 2A-20BC is located in booth
- No containers allowed in building overnight
- Safe distance from egress, stairwells, exit doors 20
- 20' from other bottles
- Propane bottles are to be supported in upright position and protected from physical damage
- Not to be used in basements, pits, or similar location

Trailers:

- Automatic fire suppression system required if cooking generates grease-laden vapors
- A **Class K** extinguisher is required in addition to fire suppression system
- Fuel system limited to 1-20 gal.

Tacoma Fire Department

Open Flames or Open Flame Device Conditions Permit #2012

1. Time Lines:

- Application shall be submitted and approved prior to the scheduled event.

2. Regulatory References:

- International Fire Code 2003 section 308
- NFPA 160

3. Required Submissions:

- Tacoma Fire Department Permit Application
- Site plan
- Written sequence of show plan
- Drawing showing separation from exits and aisles and distance from decorative material or similar combustible materials

4. Inspection Requirements:

- Site inspection shall be required prior to event commencing.

5. Requirements:

- Open flames shall not be permitted in any area where highly flammable, combustible, or explosive material is utilized or stored
- There shall be no throwing of ignited material onto any surface or article where it can cause an unwanted fire
- Class I and Class II liquids shall not be used
- Liquid or solid fuel containers in excess of 8 ounces shall be self-extinguishing and must not leak at a rate of more than 0.25 teaspoons per minute if tipped over. The container shall be self-righting after being tipped to a 45-degree angle

Tacoma Fire Department
Indoor Pyrotechnics Display Permit Conditions
Permit #2005

1. **Time Lines**

- Application should be submitted not less than 30 days prior to date of display
- Notify the Fire Prevention Bureau not less than 48 hours prior to display setup.

2. **Regulatory References**

- International Fire Code, ed. 2003, Section 403. Emergency and evacuation planning.
- NFPA 1126 Standard for Use of Pyrotechnics Before a Proximate Audience.

3. **Required Submissions**

- Tacoma Fire Department Permit Application and permit fee.
- Indoor Pyrotechnics Information Sheet.
- Copy of Pyrotechnic Operator License.
- If above is an out-of-state pyrotechnic operator, also include a copy of the Washington State Pyrotechnic Operator License, for the attending Washington State Licensed Operator.
- Emergency response and evacuation plans. Depending on type and size of event. (May be covered by venue's emergency preparedness documents.)
- Depending on event type, may require a Tacoma Fire Department, Special Assembly Permit. (May be covered by venue's Annual Assembly Permit.)
- Copies of any applicable state and federal licenses held by assistants. Number, names, and ages of all assistants who are to be present (attach list).
- A list of the operators three or more most recent shows.
- Evidence of insurance, for not less than \$1,000,000, showing "The City of Tacoma" as an additional insured.
- A list of the number and types of pyrotechnic devices and materials to be used.
- Material safety data sheets (MSDS) for the pyrotechnic materials to be used.
- A diagram of the grounds or facilities where the production is to be held. This diagram shall show the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the performance, and the lines behind which the audience shall be restrained.
- Include point of on-site assembly of pyrotechnic devices, in above diagram.
- Note location of pyrotechnic storage on above diagram.
- Provide certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.
- Provide certification that all materials worn by performers in the fallout area during use of pyrotechnic effects shall be inherently flame retardant or have been treated to achieve flame retardancy.

4. Inspection Requirements

- Depending on the nature of the operation, the Fire Department may conduct inspections during setup.
- The site shall be inspected by the Fire Department, prior to commencement of the operation.
- A Fire Inspector will witness the operation, unless personnel commitments do not permit.

5. Requirements

- Conduct display in accordance with NFPA 1126.

Tacoma Fire Department Indoor Pyrotechnics Information Sheet

(Information given elsewhere with this application need not be repeated here)

1. Individual, group, or organization sponsoring the Production:

Name _____

Address _____

City _____ State _____ Zip _____

Phone Numbers _____

Sponsor _____

2. Date and time of production

3. Exact location of the production

4. Describe the manner of storage and security of the place where pyrotechnics are stored:
