

## POV Load-in/Load-Out Procedures SOUTH HAND CARRIED FRIEGHT

We look forward to serving you at the Washington State Convention & Trade Center! Thank you in advance for your cooperation to help everyone have a safe and successful event.

The Convention Center has a temporary delivery area within its public parking garage. This space is reserved by the Show Management to allow safe access for exhibitors to transport materials to and from the exhibit areas. Show Management will publish the dates and times established for the operation of hand carried freight (HCF) in advance. This service is only open during the times Show Management dictates and is not otherwise accessible.

**EXHIBITOR VEHICLE ACCESS DURING MOVE-IN/OUT** - Must use the 8<sup>th</sup> Avenue parking garage entrance. Clearance at this entry is 6'5". Passenger elevators and escalators may not be used for transporting freight.

**ENTRY TO PARKING GARAGE IS 6'5"** - Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will not clear this entry). Contact your official show decorator to make arrangements for your dock delivery. You may be routed via a marshalling yard to the loading dock.

**BRING YOUR OWN CARTS** - Please bring your own carts to expedite your work. We have a limited number of flatbed carts available on a first come, first served basis. Carts are checked out at the HCF zone in the garage. Please return the cart when finished.

**DOOR CLEARANCE IS 6'0" WIDE x 6'5" HIGH** - Door clearance is 6' x 6'5" at the Hand Carried Freight area in the garage. Delivery of materials exceeding these dimensions must be delivered via the loading dock. Contact the official show decorator for scheduling.

**COMPLIMENTARY PARKING** - Complimentary parking is available only if you enter and exit within one hour. You can have your parking ticket validated at the Hand Carried Freight Service Desk.

**LOADING DOCK ACCESS** – Exhibitor vehicles that are too large for the Hand Carried Freight access will be required to use the loading dock. Use of the loading dock is strictly limited to those vehicles that are granted access according to rules set forth by Show Management and/or the official show contractor. Such vehicles may be required to use a Marshaling Yard. When allowed, parking on the loading dock for purposes of unloading and loading is limited to 30 minutes. Vehicles that exceed this limit may be towed without warning at the vehicle owners' expense.

# Washington State Convention Center

## SOUTH HAND-CARRIED FREIGHT LOADING AREA LOAD AND UNLOAD - ONE HOUR LIMIT IN LOADING ZONES

Maximum Vehicle Height 6' 5" • No Full-Size Vans • No Trailers  
Contact show management for hours of operation for your event

- FROM I-5 SOUTHBOUND**
- Interstate 5 Southbound
  - Stewart Street exit (#166)
  - Left on Boren Avenue
  - Right on Seneca Street
  - Right on 8th Avenue
  - Garage entrance is on your right
  - Follow signs to Hand-Carried Freight Loading Area

- FROM I-5 NORTHBOUND  
and I-90 WESTBOUND**
- Interstate 5 Northbound
  - Madison Street exit (#164A) takes you to 7th Avenue
  - Right on Madison Street
  - Left on 8th Avenue
  - Continue past Seneca Street on 8th Avenue
  - Garage entrance is on your right
  - Follow signs to Hand-Carried Freight Loading Area

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