Seattle Convention Center

Event Services

Hand-Carried Freight Guidelines

General Hand-Carried Freight HCF Information

Seattle Convention Center (SCC) provides Hand-Carried Freight (HCF) areas within the facility to accommodate small, privately operated vehicles (POV). Upon approval by the Event Manager (EM), these areas may be reserved by Show Management to allow off-street access for exhibitors to transport materials to and from their exhibit areas. Once approved, Show Management will publish the dates and times established for the operation of Hand-Carried Freight in advance to their exhibitors.

Vehicles exceeding the HCF heights below must schedule deliveries through the loading dock. Exhibitors may first be routed via a marshalling yard to the loading dock. There is no onsite freight storage nor can SCC accept deliveries for exhibitors. Contact the official show decorator to make arrangements for dock deliveries.

Exhibitor HCF Locations

HCF - Arch North
Exhibitors must use the entrance on 9th Avenue between Pike Street and Pine Street. This area typically services Halls 4DEF and the Tahoma level. Height clearance at this entry is 9’8”. Standard full-size van will clear this entry.

HCF - Arch South
Exhibitors must use the 8th Avenue parking garage entrance. This area typically services Halls 4ABC and Level 6. Height clearance at this entry is 6’5”. Standard full-size vans will not clear this entry.

HCF - Summit
Access via the Summit Parking Garage on Olive Street. This area services all levels and areas of the Summit building. Clearance is 8’ 4” for Level 1 HCF Loading area. Standard full-size vans will clear this entry only. No trailers can be accommodated.

Badges

To enter HCF and the exhibit areas, exhibitors will first need to register onsite and obtain a show badge from the organizers.

Carts

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 and must be returned when finished. Exhibitors are encouraged to bring their own carts to expedite their work. Carts are not released at the end of the show until aisle carpet is rolled up.

Elevators and Escalators

Passenger elevators and public escalators may not be used for carts, dollies or to transport freight and materials. Exhibitors must use specified freight or service elevators.

Oversize Vehicles

POV’s that exceed the height restrictions in the HCF areas may be directed to the loading dock. More information on these arrangements can be obtained in the “Work Rules for Freight Handling.”

Parking

Complimentary parking is available in HCF only if exhibitors exit the garage within one hour. Parking tickets are validated at the HCF Service Desk. Exhibitors who remain in the garage will be charged normal rates.

Restocking Supplies

If exhibitors will need to restock their booth supplies during show days, arrangements for HCF hours must be made in advance. Show Management must notify exhibitors of the specific access times.