GENERAL SHOW INFORMATION, RULES & REGULATIONS

For assistance, please con tact our Exhibitor Service Department at (888) 372-3976 or email **ECCCinfo@reedexpo.com**.
Click on the **Vendor Forms & Deadlines** section of the online manual to see all approved vendors for this event.

ADA COMPLIANCE

All public areas, lobbies, exhibit halls and meeting rooms within the SCC are ADA accessible. ADA features include accessible parking and restrooms, automatic door entrances, TTY, and assisted listening devices. Please advise Show Management of special considerations at least 30 days in advance.

AGE RESTRICTIONS

Per display rules, regulations, and security protocols, **individuals under the age of 16 are not permitted in the exhibit hall during move-in or move-out; no exceptions will be made.**

During official Show Hours and Show Days, children of any age are allowed in the exhibit hall. During these times, children aged 6 and older must have an attendee badge and are not permitted to wear Exhibitor badges. **For security reasons, all children under 16 must be accompanied by an adult at all times.**

ANIMALS

Animals or pets, with the exception of ADA Service Animals, are not permitted into event space at the SCC unless prior written approval has been obtained. For exhibitors, activities or demonstrations that legitimately require the use of animals, contact your Show Management representative for approval.

ATMs

There are ATMs throughout the Seattle Convention Center.

BAG & WEAPONS CHECKS

We will perform bag checks of attendees and exhibitors at all entrances of the event.

BALLOONS

Helium balloons may not be given out in the Convention Center. Helium balloons for decorative purposes are subject to prior written approval of Show Management. Removal of any balloons after the event will be charged to the Exhibitor or Sponsor at the prevailing rate established in the applicable fee schedule.

BATTERIES

Temporary power must be provided by Exhibitor Services and ordered in advance. Not allowed: Portable or car batteries; power banks; any device that is not UL listed, not self-contained, can accept a two or more pronged plug and/or is intended to power anything larger than a small electronic device, such as a tablet or cell phone.

BICYCLES/HOVERBOARDS/ROLLERBLADES

The riding of bicycles hoverboards and the use of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times in the Convention Center.

BOOTH FURNISHINGS

Booth equipment, services and furnishings are available through the Official General Contractor of ECCC, **GES**. **Please refer to the Vendor Forms & Deadlines section of the online manual for order information.**

BOOTH ENCLOSURES & APPROVALS

- **20’ x 20’ BOOTH SPACE +:** If your booth space is a 20’x20’ or larger, please send a booth diagram to Casey Sdeo – Casey.Sdeo@rxglobal.com

- Any booth larger than a 10x10 (100 square feet) that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, moss fabric, etc.) and requires approval from show management. If your booth has any type of covering, please submit a booth diagram for approval and fire marshal feedback / requirements to Casey Sdeo – Casey.Sdeo@rxglobal.com

- Covered booths that are between 101 – 300 square feet in area (this pertains to the covered portion only) will need to have the following items inside each booth:
    - A fire extinguisher bearing a minimum U.L. classification of 2A 10BC.
    - A portable smoke detector set inside the booth at the highest point of the covered area.
    - Means of turning off electrical power to the booth during non-show hours.

- Covered booths in excess of 300 square feet in area will need to submit their booth schematic/layout to Casey Sdeo Casey.Sdeo@rxglobal.com, for fire marshal approval. They must be protected by an approved automatic fire suppression system (i.e., automatic fire sprinkler system) which has been reviewed, approved and inspected by the fire marshal. They also must meet all the requirements listed above.

- The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material. Please be sure to keep copies of certifications with you on site. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

- If any enclosed booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.

BOOTLEG POLICY

The buying and selling of counterfeit / knock-off / unlicensed materials is not tolerated ECCC. ECCC is a celebration of the best of popular culture, and bootlegs have no place in the show. Violation of this rule will result in one and only one warning. A second violation and you'll be removed from the show.

BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact **GES** at the Exhibitor Service Center **PRIOR TO 10:00 AM, Sunday, March 7, 2027**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

CHILDREN

Per display rules, regulations, and security protocols, individuals under the age of 16 are not permitted in the exhibit hall during move-in or move-out; no exceptions will be made.

During official Show Hours and Show Days, children of any age are allowed in the exhibit hall. During these times, children aged 6 and older must have an attendee badge and are not permitted to wear Exhibitor badges. For security reasons, all children under 16 must be accompanied by an adult at all times.

CLEANING

Exhibitors should arrange for booth cleaning services through the official show decorator. Booths with food and beverage sampling must order porter service.

COAT/BAGGAGE CHECK

The SCC operates a paid coat check open to all Exhibitors and Fans. You can also check briefcases, backpacks, umbrellas and luggage. Overnight storage is prohibited.

COLD STORAGE

We do not have cold storage available. Please plan accordingly.

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept. **1 Lincoln Plaza** **New York, NY 10023** **Tel: 212-621-6000**	**BMI (Broadcast Music, Inc.)** **10 Music Square East** **Nashville, TN 37203-4399** **Tel: 800-925-8451, 615-401-2000**

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

CRATE REMOVAL, STORAGE AND RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, ***provided you have used material handling services for the delivery of your booth***. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. "**EMPTY STICKERS**" can be acquired from the **GES** desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

COVERED BOOTHS

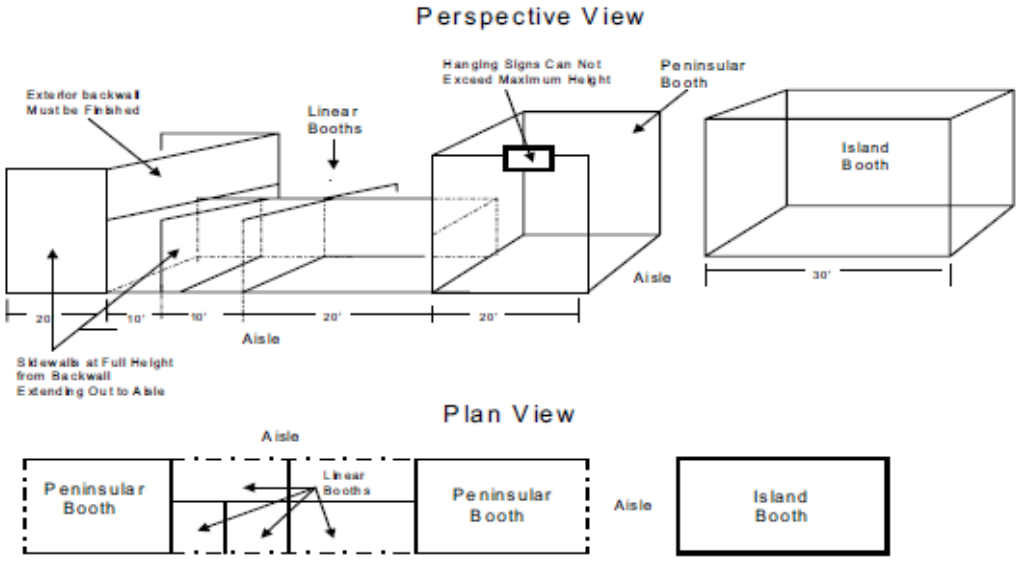
If your booth has any type of covering, please submit your booth plan to casey.sdeo@rxglobal.com. Any booth that has any material or object placed over or upon the exhibit is considered a **covered booth (e.g. roof, canopy, tent, moss fabric, etc.).**

Covered booths of **100 square feet to 300 square** feet require the following:

- Booth plan must be reviewed and approved by the Fire Marshal at least three months in advance.
- Minimum of one "2A 10BC" rated fire extinguisher must be placed within the covered area.
- A smoke detector must be placed at the highest point of each covered area.
- There must be a means of turning off electrical power to the booth during non-show hours.
- Please submit booth plan to casey.sdeo@rxglobal.com
- Covered booths of **300 square feet + require special permissions** and may require installation of fire suppression system and additional Fire Marshal approval.
- For all booths over 600 sqft, please submit your booth plans to casey.sdeo@rxglobal.com to share with the proper approval team.

CUBIC CONTENT

Emerald City Comicon (ECCC) follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. ***However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.***



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly. Maximum allowable height is also directly affected by the ceiling height of your booth area. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

BOOTH TYPE	BOUNDED BY	MAXIMUM HEIGHT LIMIT
Linear Booth	**1 or 2 Aisles**	**12 Feet**
Peninsula Booth	**3 Aisles**	**18 Feet**
Island Booth	**4 Aisles**	**20 Feet**

PLEASE NOTE: All structures over 18 feet must be approved by show management and the rigging partner on the event. Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

• Anything exceeding 20’ in height must be secured by rigging. Please send a booth diagram to Casey Sdeo – Casey.Sdeo@rxglobal.com and contact GES to order rigging.
• Signs with any dimension greater than 20' must be pre-approved by Show Management. Please send booth diagram to Casey Sdeo – Casey.Sdeo@rxglobal.com .
• Hanging signs must fit within the footprint of your booth space.

CUSTOMS BROKER / INTERNATIONAL SHIPPING

Phoenix International Business Logistics, Inc. is the official provider of international shipping, customs brokerage, freight forwarding and related services. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines.

The exhibitor must ensure that all documents are valid and complete, and procedures are followed correctly. Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

Phoenix International Business Logistics, Inc. will maintain a full staff on-site at the Exhibitor Service. Please refer to the Vendor Forms & Guidelines section of the online manual for order information. Please be sure to indicate your booth number on all forms.

DAMAGE

Exhibitor will be invoiced for labor and materials required to repair damage or for the removal of excess refuse or leftover exhibit materials at the sole discretion of SCC.

DECORATIONS

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 helium balloons, crepe paper, cellophane, confetti, cotton, cornstalks, hay bales, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, or any flammable items.

DELIVERY OF FREIGHT

The Center does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to the Center after the official move-in date must be to the attention of the event general decorating contractor. All equipment brought into the Center must be delivered and removed through the loading dock areas. The Center will not accept shipment of freight and/or material to the show manager. An exception to this is equipment loaded through the designated Hand Carry areas accessible through the parking garage. All equipment brought into the Center must be brought into the building via the access doors assigned to your event space. Under no circumstances will C.O.D deliveries be accepted by the Center.

DEMONSTRATION AREAS

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

HIGH RISK ACTIVITIES

All high-risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

DEMONSTRATION EQUIPMENT

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

DRONES/UNMANNED AERIAL VEHICLES (UAV)/REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)

The operation of Drones/ Unmanned Aerial Vehicles (UAV)/Remotely Piloted Aircraft Systems (RPAS) within the facility, or on the property as a whole, outside of a demonstration within a confined netted area, is not permissible. Guidelines are as follows.

- Drone/ UAV/RPAS must weigh less than 55lbs. including payloads (i.e. on-board camera)
- Will be flown within a fully enclosed area (including ceiling) or tethered to a single point using netting
- Netting must be made of material that is sturdy enough to prevent the Drone/ UAV/RPAS from breaking or escaping the enclosure
- Drone/UAV/RPAS must always be within the Operator's Visual Line of Sight (VLOS) at all times
- Demonstration is restricted to within the booth space
- Public Space including, concourse, lobbies, corridors, pre-function space, registration areas, food courts and inner roadway is prohibited
- Maintain a distance of 18 inches away from any building structure including sprinklers

EMERGENCY RESPONSE

In the event of a medical emergency, please contact SCC Security immediately.

Arch	**Summit**
206-694-5127	206-219-4748
905 Pike Street	1011 Olive Way
x5127 on a house phone	x4748 on a house phone

In addition, there are red "hot line" phones located around the facility. Pick up one of the red phones located in elevator lobbies for automatic connection to SCC Security. Or as any uniformed SCC employee for assistance. If a medical emergency occurs while you are at SCC, please contact SCC Security immediately. SCC requests that guests NOT contact 911 directly when possible. Contacting SCC Security will minimize the response time of emergency response units in the event they need to be dispatched to the facility. SCC Security Officers can lead emergency response units directly to the individual in need. For this reason, SCC requests all clients and guests not to call 911 directly.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call the GES Exhibitor Services Department at (800) 475-2098 for a quote.

EXCLUSIVE RIGHTS FOR CERTAIN BUSINESS AT THE CENTER

The SCC maintains exclusivity for certain services which the Center provides itself and for certain services provided by other companies which have a contract with the Center.
The following is a list of the companies holding the exclusive rights to perform certain services:

- Aramark: All Food and Beverage services. Exhibitors requesting to serve, offer, or sample F&B items must have prior approval from Exhibitor Services and Show Management.
- Smart City: All internet, wifi, phone, or telecommunication services.
- Edlen Electrical: All power, air, water, drain, or natural gas services.
- Encore: Audiovisual preferred partner (not exclusive).

EXHIBITOR APPOINTED CONTRACTORS (EAC's)

Exhibitor Appointed Contractor Process
An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but

also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

ECCC recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC.
Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of $300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information etc.)

EAC Check-In Process & Location(s):
All EACs must check-in at the EAC counter(s) as follows:

Exhibits in **Summit Building** (Level 0 and Flex Hall Locations):
Seattle Convention Center Security Office – 1101 Olive Way. (Olive Way and Boren Ave.)

Exhibits in **Arch Building** (Halls 4E & 4F):
Seattle Convention Center Security Office – 905 Pike Street. (Pike and 9th Avenue)

Identification Process: Individuals picking up wristbands/Venue Visitor badge must show a form of identification (ESCA badge, company badge, business card, apparel, etc.)

Dates and Times: Wristbands or Venue Visitor badge required for entry for both Arch Exhibits and Summit Exhibits.

Move-in:
Tuesday, March 4
8:00 am – 6:00 pm
Wednesday, March 5
8:00 am – 6:00 pm

Expo Floor Hours
Thursday, March 6
10:00 am – 7:00 pm
Friday, March 7
10:00 am – 7:00 pm
Saturday, March 8
10:00 am – 7:00 pm
Sunday, March 9
10:00 am – 5:00 pm

Move-out:
Sunday, March 9
5:00 pm – 11:55 pm
Monday, March 10
8:00 AM – 11:00 AM

Note: EAC's are not allowed in the exhibit halls during the show hours.

EXHIBITOR GUIDELINES

Exhibitors Hiring Labor

Exhibitors who hire other than the official show decorator for booth installation and dismantling, must notify Show Management of the names of their I&D 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 Convention Center.

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 WSCC.

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

Exhibitor Utilities
Utilities must be ordered 30 days prior to the event, i.e. Air/Water/Drain, electrical and telephone services. Service order forms are available through your decorator. All multiple booth areas should include a layout with utility locations with the order. This will help everyone set the area accurately.

Exhibitor Fire Safety and Decoration
All fire, safety and Convention Center 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 gallon 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 must be chained and secured at all times.

Exhibitor Signs, Decorations or 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.

Exhibitor Food Samples
Subject to Show Management 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. Please contact Show Management for prior 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 (206) 694-5085 to make these arrangements or to purchase food and beverage from the exhibitor menu. No selling of food or beverage is permitted.

Exhibitor Give-Aways
Samples may not include stick-on decals, balloons, etc.

Smoking Policy
This is a smoke-free environment. Please do not smoke in the facility.

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

For Safety
Children under 16 are NOT permitted on the show floor during move-in and move-out times.

EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times during Move-In, Show Days and Move-Out. No one under the age of 18 is permitted to wear an exhibitor badge. Access to the Show floor begins at **8:00 AM** during Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters**.** Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.
For more information, please refer to the Exhibit Appointed Contractors section of the online manual.

EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:
Casey Sdeo / **Operations Manager / RX /** Casey.Sdeo@rxglobal.com

EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.**

FIRE REGULATIONS

Fire regulations prohibit the storage of combustible materials behind the back curtains of booths, and in the service space between back-to-back booths. Written authorization by first Licensor and then the Seattle Fire Marshal shall be required for the following:

a) display and operation of any heater, barbecue, heatproducing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of an exhibit;

b) display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the Seattle Fire Marshal;

c) all toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals; and

d) fireworks, fire performances or live acts or other pyrotechnics to be set off in or near the Convention Center.

Exhibitors, service contractors and all event personnel must comply with all federal, state and local fire codes which apply to places of public assembly.

All decorations, carpeting drapes, signs, banners, plastic displays, or other combustible items must be inherently flame resistant or treated with a flame proofing substance when within 18 inches of ignition sources; such as light fixtures, heaters, electrical outlets, electrical connections, or other flame-producing devices. Verification of flame proofing in accordance with NFPA 701 or State of California Fire Marshal must be left in the booth for the duration of the show for SFD inspection.

- Acceptable verification of flame resistance include:
  - A tag or label affixed to the item by the manufacturer indicating it meets standards.
  - Valid Certificate of Flame Resistance from a third party or manufacturer of the item.
- Evidence of selftreatment of items by aerosol spray or other means is not acceptable.
- Items which are not accompanied by a verification of flame proofing must be removed prior to the show opening.
- Oilcloth, tarpaper, sisal paper, nylon, Orlon and certain synthetic materials, which cannot be made flame resistant, are prohibited.

Please refer to the SCC's Fire Safety Guidelines.

FOOD AND BEVERAGE

Aramark is the exclusive provider of Food and Beverage services. 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 SCC Exhibitor Services at 206-694-5015 to make these arrangements or to purchase food and beverage from the exhibitor menu. Catering orders must be placed before the published advanced ordering deadline in order to receive advanced pricing rates. A six-week lead time is needed to guarantee special order requests. No selling of food or beverage is permitted by exhibitors.

FOOD SAMPLING

Subject to Show Management approval, those exhibitors 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 more than three ounces. Any food sampling requires a valid Washington State Food Handlers Permit. Exhibitors are required to order booth porter service for cleaning. Please contact Show Management and Exhibitor Services for prior approval of food distribution. No selling of food or beverage is permitted by exhibitors.

GENERAL DECORATING CONTRACTOR

General Decorating Contractors are hired by Show Management. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Contractors supply their own on-site management and supervisors and hire freight moving and exhibit building labor from the SCC.

GIVEAWAYS

Giveaways may not include stick-on decals, temporary tattoos or helium balloons. Please contact Show Management for any other restrictions.

GOOD TASTE AND THE RIGHTS OF OTHERS

Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON NEIGHBORS' SIDE

Backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

GREEN INITIATIVES

ECCC is committed to reduce, reuse, and recycle approach to planning and producing our shows. Recycling waste, trash and other paper products and using recycled products are just a few of the steps we have taken toward "green" tradeshow experience.

For example, sending out this Service Manual in a web-based format conserves over 150,000 pieces of paper previously used for the 3-ring binder format.

Here are a few examples of what you can do to help the environment:

- Reduce, Reuse, Recycle
- Sign your office up for a recycling program: paper, plastic, cans, etc.
- Develop an online ordering system for your buyers.
- Reduce marketing on paper by opting for more electronic communication, email attendees after the show.
- Design your booth display to last for 5 years or longer using natural fibers.
- Practice Green Purchasing wherever possible by specifying Environmentally Preferable Products (EPP). These products or services contain recycled content, minimize waste, conserve energy or water, and reduce the number of toxics disposed or consumed.
- Reduce packing material by utilizing recyclable materials and take advantage of convention center recycling options for packaging.
- Donate extra amenities or promotional products to local charities rather than shipping them back or tossing them in the trash.
- Reed Exhibitions has implemented the following programs and purchasing habits in an effort to reduce the amount of waste generated and encourage our clients and vendors to Reduce, Reuse and Recycle whenever possible.

- We have successfully implemented Express Badge on many shows, allowing attendees to print their badge on demand at show site. This process reduces the printing and mailing of unnecessary badges.
- Our offices are set up to recycle paper, plastic, cans.
- We design a show look for a minimum of 3-year lifecycle and recycle graphics for the same period.
- We have reduced paper communications both internally and externally by opting for electronic communication.
- Producing an on-line exhibitor manual reduces our paper consumption by over 150,000 sheets on this show alone.
- Wherever possible we partner with local charities to provide donation opportunities for our exhibitors as a way to "reuse" leftover products and merchandise, thus saving on packing materials and carbon emissions by not shipping home. A great way to "Reuse" material for a good cause.

HAND-CARRIED FREIGHT GUIDELINES

The Seattle Convention Center has a temporary small vehicle delivery area within its facility. This space is reserved by Show Management to allow safe access for exhibitors to transport materials to and from their exhibit areas. Show Management will publish the dates and times established for the operation of Hand Carried Freight (HCF) in advance but please adhere to your Target Move-In times for when you are allowed to move into your booth/area. Please consult your building/exhibit hall assignment and refer to the designated maps/directions for specific building navigation.

- *Arch South HCF* – Map + Driving Directions
  Exhibitors must use the 8th Avenue Arch Garage entrance (1400 8th Avenue). 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.
- *Summit HCF* – Map + Driving Directions
  Access via the Summit Parking Garage on Olive Street (1009 Olive Way). 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.

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.

Complimentary Parking

Complimentary parking is available for exhibitor load in in designated areas, as space allows, at both the Arch and Summit locations only if you enter and exit within one hour. You can have your parking ticket validated at the HCF Service Desk.

Loading Dock Access (For vehicles over the HCF max height)

Exhibitor vehicles that are too large (over 8'4") 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. Any vehicle that accesses the loading dock will be unloaded by GES and will incur material handling charges.

Restocking Supplies

If you need to replenish supplies during the show, make sure you know the access hours for HCF and the loading dock. Contact Show Management in advance to arrange for your restocking needs during show days. Hours: 6:45AM – 10:45AM during show days Thursday-Sunday.

HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

HANGING SIGNS

Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or

suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

Linear Booth - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET

Peninsula Booth - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 18 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 23 ft. to top of the sign.

MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 20 FEET

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

HAZE OR FOG MACHINES

Haze or fog machines used in the exhibit halls or elsewhere in the facility are not permitted.

HAZARDOUS MATERIALS

Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of Seattle Convention Center management. Firearms, weapons, and live ammunition may not be displayed or sold at Seattle Convention Center events.

HEALTH & SAFETY GUIDELINES

Please refer to our show website for the most up to date Health & Safety information.
https://www.emeraldcitycomiccon.com/en-us/safety-guidelines.html

HELIUM BALLOON DISPLAYS

Helium-filled balloons and/or helium tanks are not permitted in any area of the Center unless they are the product displayed. A helium balloon responsibility form for helium related product displays can be obtained from the Convention Services Division. The exhibitor will be charged the cost of removing helium balloons from overhead. Helium Balloon Displays must be approved by the Seattle Convention Center.

HOTEL/TRAVEL DISCOUNTS

Please refer to the Please refer to the **Vendor Forms & Deadlines** section of the online manual for order information.

INSPECTION DEADLINE

Any booth not occupied by **8:00 AM on March 4, 2027,** will be presumed abandoned.

- If there is freight in the booth and Show Management believes the exhibitor will be late, then the General Contractor will set up the display as best they can with the information available
- If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned
- arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **8:00 AM on Thursday, March 4, 2027.**

LABOR PROVIDED BY THE CENTER

The Center provides skilled and courteous employees to perform most of the labor needed for events. With few exceptions (explained below), Event Managers, Contractors and Exhibitors must hire the Center's employees to perform the following work: lectric Work, Freight Moving, General Exhibit Building Functions, Plumbing Work, Rigging and Telephone Work.

Please refer to the **Vendor Forms & Deadlines** section of the online manual for order information.

LICENSE AGREEMENT

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

LOST AND FOUND

All found items are logged and placed in the SCC Security Control office. We attempt to identify and return all items. To inquire about lost items, contact the Security Control office at 206-219-4748 (Summit), 206-694-5127 (Arch), Info Booth(s), or Show Management. We request that all "lost" items turned in during the event to the show office, info desk or registration desk be turned over to SCC Security before vacating the premises.

MATERIAL HANDLING EXHIBITORS AGREEMENT / SHIPPING INFORMATION

All freight that is to be shipped from the SCC must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **GES** at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the **GES** Service Desk.

MATERIAL HANDLING (DRAYAGE) SERVICES

GES is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the SCC. Material Handling includes return of your empty cartons and crates at the close of the Show. Please refer to the **Vendor Forms & Deadlines** section of the online manual for more details. **GES** will maintain a full staff on-site at the Exhibitor Service Center.

NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

OFFICIAL CONTRACTORS

Please refer to the **Vendor Forms & Deadlines** section of the online manual for a detailed list of companies, the services provided and order forms.

Notice To Exhibitors Regarding Non-Official Contractors - Show Management carefully considers the selection of Official Contractors based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an Official Contractor so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to abide by the Exhibitor Appointed Contractor (EAC) procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.

OUTBOUND SHIPPING

GES Transportation is the Official Carrier of SCC. Please refer to the **Vendor Forms & Deadlines** section of the online manual for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. **GES Transportation** will maintain a full staff on-site at the Exhibitor Service Center.

PAINTING/BUILDING ALTERATIONS

Painting any structural part of the SCC (walls, floor, ceilings, etc.) is prohibited. Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited

PARKING AND DIRECTIONS

Information and directions to the Summit and Arch Building parking is available here.

PRIVATELY OWNED VEHICLES (POV)

Defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Vehicles containing more than 300 lbs. of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's.

Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle *Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times*.

PYROTECHNICS/FIRE ACTS

Fire acts, pyrotechnics and/or fireworks are not permitted at the SCC.

SELF-UNLOADING/PRIVATELY OWNED VEHICLES (POV) ACCESS AREA

For Hand-Carry items the Seattle Convention Center is flexible when it comes to off-loading your booth materials as long as you follow the rules. The movement of all freight from the loading docks at the SCC is handled by GES. However, Exhibitors are allowed to bring in certain hand-carried items through the temporary delivery areas within its public parking garage.

The Seattle Convention Center has a temporary small vehicle delivery area within its facility. This space is reserved by Show Management to allow safe access for exhibitors to transport materials to and from their exhibit areas. Show Management will publish the dates and times established for the operation of Hand Carried Freight (HCF) in advance but please adhere to your Target Move-In times for when you are allowed to move into your booth/area. Please consult your building/exhibit hall assignment and refer to the designated maps/directions for specific building navigation.

- *Arch South HCF* – Map + Driving Directions
  Exhibitors must use the 8th Avenue Arch Garage entrance (1400 8th Avenue). 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.
- *Summit HCF* – Map + Driving Directions
  Access via the Summit Parking Garage on Olive Street (1009 Olive Way). 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.

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.

Complimentary Parking

Complimentary parking is available for exhibitor load in in designated areas, as space allows, at both the Arch and Summit locations only if you enter and exit within one hour. You can have your parking ticket validated at the HCF Service Desk.

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SHIPPING

Please refer to the **Shipping Details** section of the online manual for information on your shipping options.

SMOKING

WSCC is a smoke-free environment. Please do not smoke or use vapor producing devices in the facility. Designated smoking areas are provided outside of the building. State law prohibits smoking within any public building or 25 feet of a building entrance.

SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. **EMERALD CITY COMIC CON** will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints

TAXES

All **EMERALD CITY COMIC CON** exhibitors must comply with the sales tax laws of the State of Washington.
https://dor.wa.gov/open-business/apply-business-license/how-apply-online

USE OF COMPANY PERSONNEL AS MANAGERS AND SUPERVISORS

Contractors are permitted to use their own personnel as managers and supervisors of the labor described above, provided that they have completed a questionnaire, been approved by the Center and affirm that they are performing only legitimate managerial tasks, and that the company maintains a reasonable ratio of managers and supervisors to labor. Violation of any of these conditions shall result in a revocation not only of the supervising employee's authorization, but also of the contractor's authorization to conduct business at the **SCC**.

Important: These rules are designed to protect the Center's important business interests. The Center reserves the right to eject anyone working in violation of these rules as well as the exhibitors, contractors and others for whom they are performing work.

VEHICLE DEMONSTRATIONS OR EXHIBITIONS

Gasoline powered vehicles may be displayed with a maximum of 1/4 tank or 5 gallons of gas, whichever is less. The vehicle gas cap must be taped or locked and the battery disconnected with cable ends taped over. Flooring beneath vehicle must be protected. There are no exceptions. Show management must provide approval for all vehicle displays. Please contact Casey Sdeo casey.sdeo@rxglobal.com

VENDOR INVOICES

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Convention Center.

WHEELCHAIRS

The Seattle Convention Center does not provide wheelchairs or other mobility devices for attendees or guests. Wheelchair rentals must be rented in advance. There is no vendor on-site at the SCC.

Access Medical Equipment 7612 Aurora Avenue North Seattle, WA P: 206-365-7700	Access Mobility Systems 7202 Evergreen Way Everett, WA 98203 P: 425-353-6563 P: 800-854-4176	Scootaround Seattle P: 888-484-1804	Wheels for Feet P: 425-256-2882 P: 855-494-3338