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## SERVICE & EVENT CONTACTS

- **Administration Office (main line)** ..... 253.830.6601  
Fax: 253.573.2363 Email: [contact@tacomavenues.org](mailto:contact@tacomavenues.org)
- **Audio/Visual:** Shawn Norman, AV Director, PSAV ..... 253.830.6692  
Email: [snorman@tacomavenues.org](mailto:snorman@tacomavenues.org)
- **Fire Regulations:** Tacoma Fire Prevention Bureau ..... 253.591.5740
- **Parking:** Eric McMillan, Republic Parking ..... 253.307.0071  
Email: [emcmillan@rpnw.com](mailto:emcmillan@rpnw.com)
- **Shipping & Receiving, Advance:** Convention Center main line ..... 253.830.6601  
You may also contact your Event Coordinator or Sales Manager for information
- **Tacoma-Pierce County Health Department (Temporary Food Permit)** 253.798.6460
- **Ticketmaster:** Michael Moravick..... 253.593.7655  
Email: [michael.moravick@ticketmaster.com](mailto:michael.moravick@ticketmaster.com)
- **Building Security** ..... 253.830.6600
- **Rigging:** Shawn Norman, PSAV ..... 253.830.6692  
Email: [snorman@tacomavenues.org](mailto:snorman@tacomavenues.org)

Order forms for the following services can be found on our website at [tacomaconventioncenter.org/exhibit](http://tacomaconventioncenter.org/exhibit)

- **Electrical Services**
- **Utilities, Phone, and Internet Services**
- **Equipment Rental**

# EXHIBITOR GUIDELINES

## 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 thirty (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.

## 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 surface. Failure to comply will result in cleaning or replacement fees including labor. Painter's tape or UHU tac are acceptable for use on wall surfaces. Gaffer's tape may be used for placement on flooring.

## 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 online at least thirty (30) days prior to the event, e.g. air, water, drain, electrical, telephone, etc. Orders may be placed on our website, [tacomaconventioncenter.org/exhibit](http://tacomaconventioncenter.org/exhibit). All multiple booth areas should include a layout with utility locations clearly marked with each order. Please attach these diagrams to your online order. This will help ensure your area is set correctly.

## Exhibitor Fire Safety

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-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. A complete list of Fire Regulations is available upon request.

## 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 Event Coordinator for more detail regarding required permits.

## 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 or any surfaces within 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 the "Rigging" section of this document for rigging guidelines.

## Exhibitor Food Samples

Subject to Event Coordinator approval, those who manufacture, process or distribute food in their normal course of business and wish to distribute food samples, may be allowed to do so. Food samples must be no larger than bite-size and beverage sizes no larger than three (3) ounces. Please contact the Event Coordinator prior to the event for approval of food distribution.

Any exhibitor not manufacturing, processing or distributing food in their normal course of business who would like to distribute food items, must purchase these items from the exclusive food service contractor, Aramark. Please contact Aramark at 253.830.6671 to make 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 twenty-one (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, 8am to 4:30pm.

## When Should the Permit Application be Returned?

The Health Department recommends the application be returned with the required fee a minimum of three (3) weeks before the event. 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 fourteen (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. The selling of food or beverage is prohibited.

## Exhibitor Giveaways

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

## Smoking Policy

The Convention Center 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 sixteen and animals are not permitted on the event floor during move-in and move-out times. Exceptions are made for service animals.

## 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. Gaffer's tape is an acceptable alternative.

Decorators/contractors who use chalk in permanently carpeted areas will be assessed a cleaning fee to remove the chalk stains from the carpet.

## PARKING AND DIRECTIONS

### General Directions to the Greater Tacoma Convention Center

1500 Commerce, Tacoma, WA 98402

From I-5 Southbound/Northbound:

1. Take Exit 133 (City Center exit) toward I-705 / City Center
2. Keep LEFT toward I-705 / City Center
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 Convention Center will be on your left
6. To access onsite parking, turn LEFT on Court C

### Parking

Parking lots are operated by Republic Parking and managed by the City of Tacoma. Parking availability may be impacted by neighboring hotel construction or other events in the Convention Center. For questions, please contact your event organizer or visit our website for additional options and information.

Accessible parking is available in Parking Lot A garage on a first come, first serve basis, and can be accessed via the ramp from Commerce Street.

Standard parking rates:

\$6.00 ... 0-4 Hours

\$12.00 ... 4+ Hours / All Day

(subject to change at any time)

### Alternate Parking Options and Public Transportation

Alternate Off-Site Parking options include street parking, downtown Tacoma parking lots, Republic Parking NW lots, Diamond Parking lots, and the Tacoma Dome Station Transit Garage serviced by Link Light Rail. Please visit our website for additional information on alternate parking options.

Tacoma's Free Link Light Rail runs frequently throughout the downtown corridor with a stop located just outside the Convention Center on Commerce Street. More information can be found at [soundtransit.org](http://soundtransit.org).

Pierce Transit provides local bus routes, SHUTTLE paratransit, and vanpool. Detailed information can be found at [piercetransit.org](http://piercetransit.org). Sound Transit operates express buses, light rail, and commuter train services. Detailed information may be obtained at [soundtransit.org](http://soundtransit.org).

### Passenger Load & Unload

Passengers may be dropped off at the 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 15th Street.

# RIGGING GUIDELINES

Shawn Norman, PSAV: 253.830.6692, [snorman@tacomavenues.org](mailto:snorman@tacomavenues.org)

Rigging is defined in this document as the overhead suspension of objects from any portion of the physical building. PSAV is the exclusive rigging provider of all rigging labor and all rigging hardware. This includes structural attachments, chain hoists, and truss wraps. Clients and contractors are required to submit rigging plans to the Greater Tacoma Convention Center through the PSAV Rigging Coordinator for load calculations and safety review at least 30 days in advance of an event. PSAV will forward the reviewed plot to the GTCC Event Coordinator and Operations Manager for final approval. The GTCC and PSAV must be notified immediately if any rigging requests are made which do not comply with stated rules and regulations. All rigging must be done by PSAV provided labor with PSAV provided rated, stamped, and approved hardware only.

## Display/Banner Bars & Lighting/Theatrical Bars

Contractors are allowed to hang their own banners if the banner is less than 100 lbs. in weight, less than 10 ft. in length, and does not require the use of a chain hoist. Display or Banner Bars are located throughout the facility in select spaces. These bars have a maximum loading of 15 pounds per lineal foot.

Lighting or Theatrical Bars located in the Ballrooms and in the Meeting Rooms 315 through 318 are only acceptable for rigging static (non-dynamic) fixtures. These bars have a maximum loading of 35 pounds per fixture, there must be at least 18" between each fixture corresponding to the stage pin connection on the bar, and the maximum loading on the bar shall not exceed 100 pounds.

## Ballrooms

There are no rigging points in the Ballrooms. 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 GTCC approved hangers only. Airwall tracks may have a maximum of 100 pounds per hanger, with a minimum distance between hangers of 4 feet. Airwall attachments must be statically hung (no chain hoists). Any item hung from airwall hangers must be 10 ft. or less in length.

## 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 GTCC approved hangers only. Airwall tracks may have a maximum of 100 pounds per hanger, with a minimum distance between hangers of 4 feet. Airwall attachments must be statically hung (no chain hoists). Any item hung from airwall hangers must be 10 ft. or less in length.

## Exhibit Hall

All rigging must have a protective wrap of carpet or burlap when wrapping around structural steel of the lower truss in the Exhibition Halls. Rigging loads may be applied at the truss bottom chord level,

either to the truss chords themselves (oriented east-west) or to the beams spanning between the bottom chords of the trusses (oriented north-south). The rigging loading criteria that shall be observed is as follows:

- No more than 2,000 pounds of total load can be applied to any one north-south beam.
- No more than 10,000 pounds of total load can be applied to any one east-west truss, regardless of whether that load is applied directly to the truss, to the beams that are supported by and tributary to the truss, or some combination of the two.

Four example options for rigging that satisfy the criteria outlined above are as follows:

**Option 1:** 2,000 pound loads 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 Exhibition 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:** 1,667 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 Exhibition 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 one (1) 10,000 pound load may be applied to any of the trusses and no loads may be applied to the north-south beams.

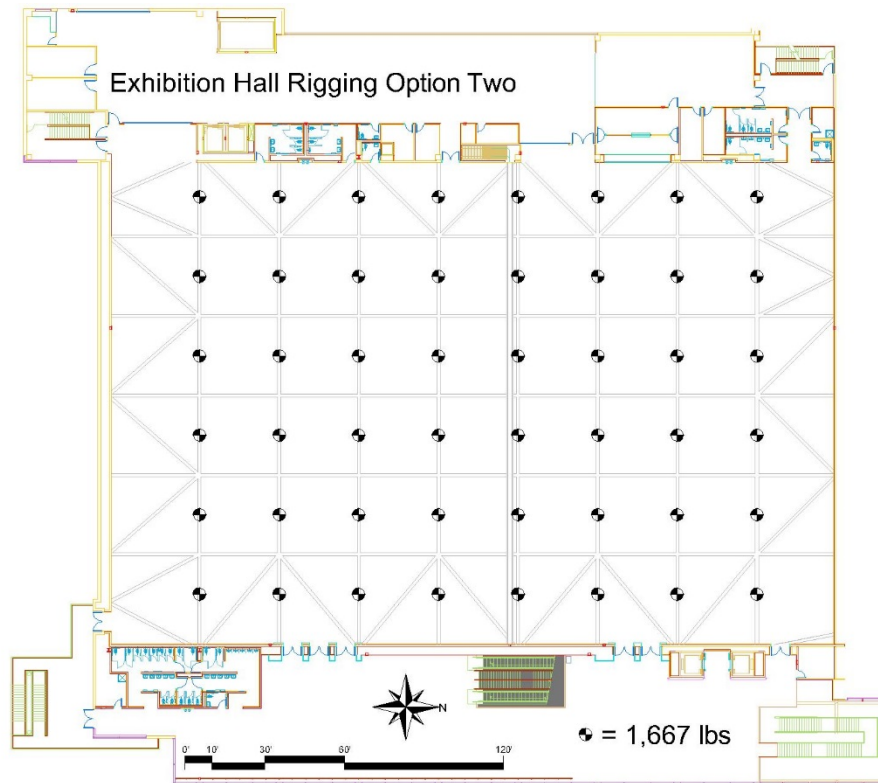
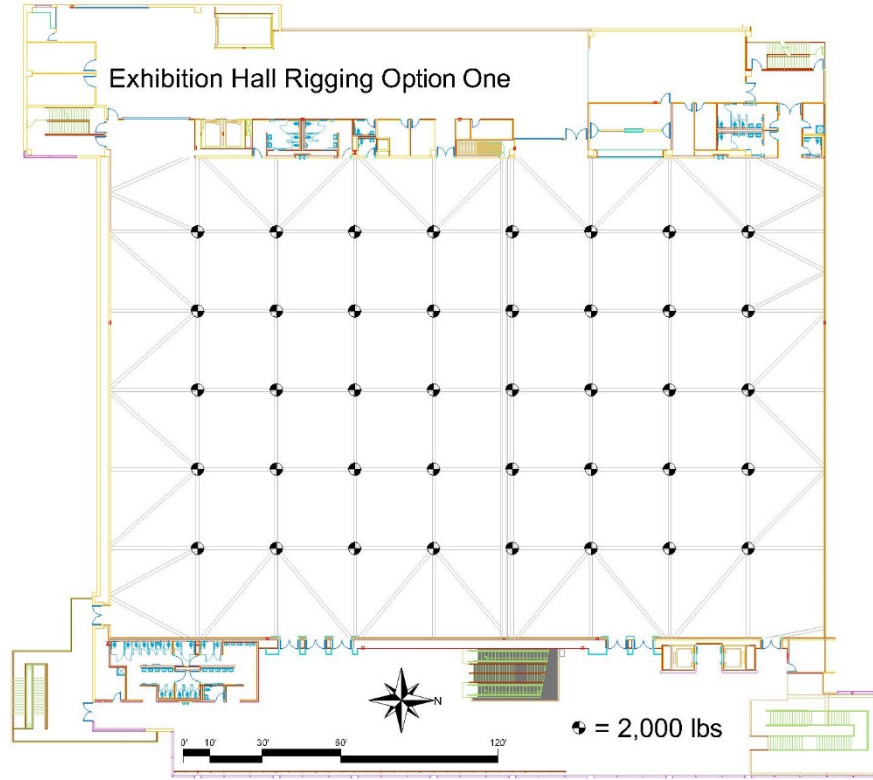
The options outlined above are the most straightforward configurations of loading that illustrate the allowable loading criteria. Other configurations of rigging loads applied to the truss bottom chords and beams that satisfy the allowable loading criteria would also be acceptable.

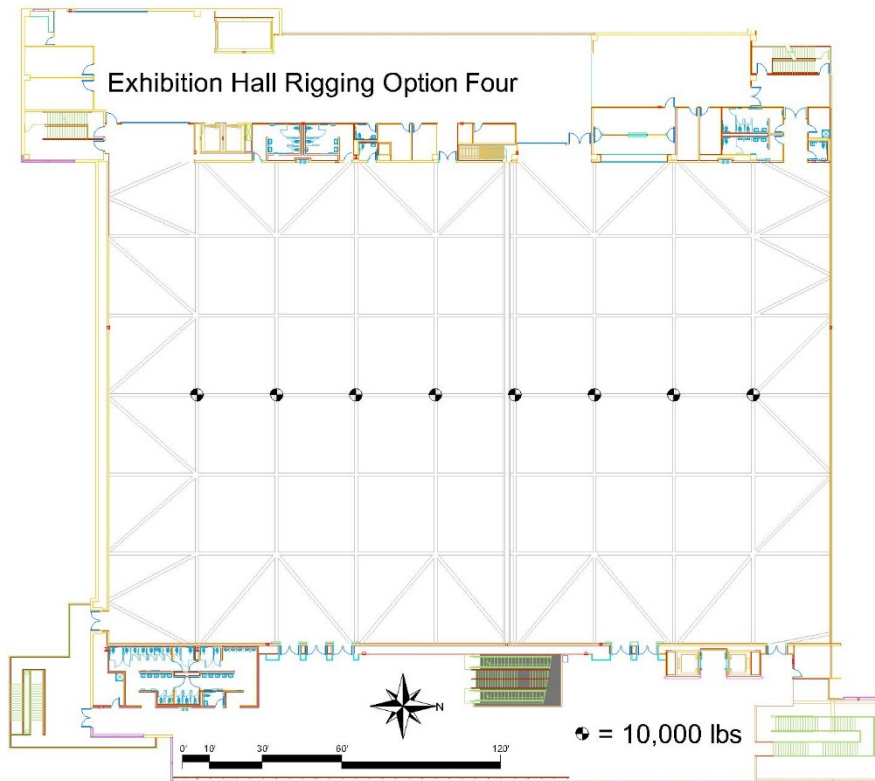
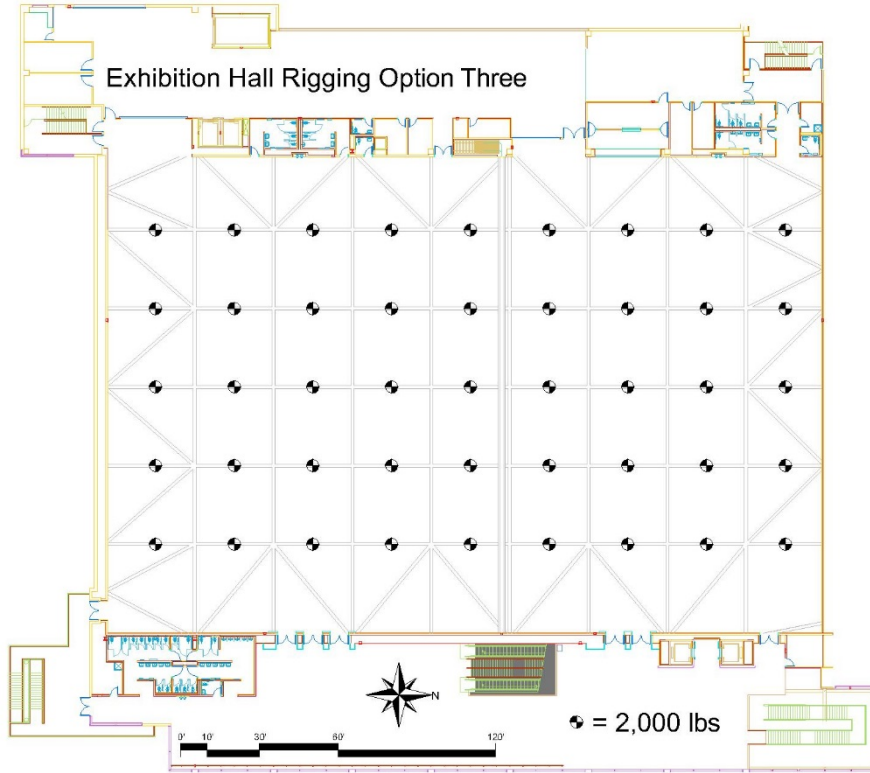
Airwall, or Operable Wall, tracks located between Exhibition Halls A and B may be used for rigging with GTCC approved hangers only. Airwall tracks may have a maximum of 100 pounds per hanger, with a minimum distance between hangers of 4 feet. Airwall attachments must be statically hung (no chain hoists). Any item hung from airwall hangers must be 10 ft. or less in length.

## Not Allowed:

Rigging is not allowed from any fixtures 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. Two-Way Radio, Distributed Antenna System (DAS) and Wireless Network (Wi-Fi) equipment and cabling may not be moved or impeded in any way. "Homemade" (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 Exhibition Halls; walking or climbing on the lower truss is not allowed.







## SERVICE ORDERS & PERMITS

Electrical services utilities, phone, internet services, and equipment rental must be ordered and paid for on our website, [tacomaconventioncenter.org/exhibit](http://tacomaconventioncenter.org/exhibit).

### Fire Permits:

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

### 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, 8am to 4:30pm

## 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 feet
- 20 feet 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 tank

## 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.