

Seattle Convention Center

Event Services

Exhibitor Move-Out Instructions

North and South Loading Dock + North Hand-Carried Freight Elevator & South Hand-Carried Freight Elevator

General Guidelines

Please follow these rules and procedures to ensure a smooth move-out:

- Absolutely no freight (except small hand-carried boxes) will be allowed to exit through the glass lobby doors into the Galleria. All booth materials must be removed via the loading dock, hand-carried freight elevator to the parking garage, or out the Pike Street service entrance.
- Review final show date and closing hours. No booths will be allowed to move out prior to show closing.
- Seattle Convention Center (SCC) four-wheel handcarts will not be available until after the show close and aisle carpet is rolled up.

Loading Dock / North Hand-Carried Freight (NHCF)

Before accessing the dock or NHCF loading zone, exhibitor vehicles and trucks must first get a dock pass from the Dockmaster.

To receive a dock pass: Once your booth materials are packed and ready to load, contact the Dockmaster (in the bright red jacket) and inform them of booth number and name of business. They will dispatch traffic staff to your booth to verify your materials are packed and ready. Once verified, you will be issued a dock pass which will allow your vehicle access up the truck ramp. Exhibitors must then quickly load up their vehicles and exit the dock when finished.

- NO vehicles will be allowed up the truck ramp to the loading dock without a dock pass issued by the Dockmaster.
- NO vehicles will be allowed into the NHCF loading zone without a dock pass issued by the Dockmaster.
- Because of the limited space available at the loading dock, vehicles cannot remain parked on the loading dock; they must be actively loading out.
- SCC's four-wheel carts will not be available until after the show closes and the aisle carpet is rolled up

South Hand-Carried Freight (SHCF)/Parking Garage

The only hand-carried freight access to the SCC parking garage is via the SHCF elevator on the South Loading Dock. This elevator will be staffed starting at show closing and will make continuous trips. Items can be taken directly to cars parked in the SCC main garage via this elevator.

- NO move-out pass required for SHCF Elevator.

If you have questions or concerns, please contact the Dockmaster.