



# EXHIBITOR INFORMATION

## EXHIBITION SCHEDULE



**MOVE IN &  
SET UP**



**EXPECTED EXHIBIT  
HALL TIMES**



**DISMANTLING &  
MOVE OUT**

Monday, September 4, 2023  
 10:00 am - 6:00 pm

Tuesday, September 5, 2023  
 7:00 am - 4:00 pm  
 5:00 pm - 7:00 pm Welcome  
 Reception

Friday September 8, 2023  
 2:00 pm – 6:00 pm

Wednesday, September 6, 2023  
 7:00 am - 4:00 pm

Thursday, September 7, 2023  
 7:00 am - 4:00 pm

Friday, September 8, 2023  
 7:00 am - 2:00 pm

## CONGRESS VENUE

Hyatt Regency Seattle  
 808 Howell St  
 Seattle, WA 98101  
 United States



**Access for loading and unloading during exhibition set-up and dismantling:**

If you are handling your own unloading and delivery of boxes and materials, you can do that on the Hyatt Regency Loading Dock and get directions to the 5th Floor.

- To access Loading Dock, enter from 8th Street between Howell and Stewart Streets
- Jacks on a trailer must be raised to maximum height to avoid bottoming out and crowning over crest—there is a grade change of approximately 8 feet from 8th Avenue to the Loading Dock
- Dock is on a first come, first served basis 24 hours per day, 7 days a week. Security may be called at the number by the entrance should the dock doors be shut
- Should deliveries require assistance bringing items from the Loading Dock to the meeting space on the 5<sup>th</sup> floor, additional fees will be billed based on volume and weight (via FedEx).
- (5) Stalls in Loading Dock including (2) Lift Gates at stalls 2 and 3
- Recommended 40' vehicles from nose to tail
- Tractor-trailer rigs up to WB-65 may be able to pull onto 9th Avenue but will require a fork-lift (not available from hotel). Fork-lift parking and necessary street closures are the responsibility of vendor.
- Extended parking of vehicles at the dock is prohibited.

Make sure you are self-sufficient and bring all equipment required to move your materials.

**Parking:**

**Limited Self-Parking is available in the hotel-attached garage on a first come, first served basis. A U-Park open lot is adjacent to the hotel as well. Rates are subject to change.**

808 Howell Street Parking Garage

Vehicle height limit in garage Levels P6 & P7 is 6' 7".

Vehicle height limit in garage Levels P4 & P5 is 6' 9".

Please contact hotel directly (+1 206-973-1234) for oversized vehicle parking options.

The parking garage is open 24 hours a day, 365 days a year.

Cost for overnight parking is \$48 – Rates subject to change.

It is not possible to reserve parking spaces in the underground car park.

**Delivery/collection of booth material:**

You can commission the company **Fern EXPO** for the delivery and collection of material and for help with booth construction/material.

Please contact Mrs. Suelena Dugger for this purpose:

Phone: ++1 206 571 4833

Email: [Sdugger@fernexpo.com](mailto:Sdugger@fernexpo.com)

Please use the provided shipping labels to send material to **Fern EXPO**.

As there might be a strike of UPS in August, deliveries to **Fern EXPO** are possible from now on to August 31. **Fern EXPO** will deliver the material to the Hyatt Regency Seattle on Monday, September 4 in time for your set up.

Alternatively, FedEx handles all incoming and outgoing packages for the hotel.

To expedite the delivery of your packages, please include the following information on your packages:

Contact Name

Convention/ Conference/ Event Name

808 Howell Street, Seattle, WA 98101

Box # \_\_\_ of \_\_\_

All packages are subject to handling fees based on quantity and weight.

Deliveries should be scheduled to arrive no more than 3 days prior to the event start date to avoid storage fees.



**Fern EXPO** does not provide booth dismantling - you must organize everything on your own and have it ready before **Fern EXPO** will pick up any material. If you have contracted your shipping with **Fern EXPO**, you will be provided with shipping labels for outbound shipping.

**Return of Empties:** **Fern EXPO** personnel will return all empties containers, cardboard boxes, wooden crates, and pallets. It is estimated that it will take an additional 1-2 hours for the completion of all empties to be returned. It is important to keep all aisles clear so the crews can return the empty containers without unnecessary delays. Please plan your schedule accordingly, the first empty container will be returned onto the exhibit floor one hour after closing and the last one could be 2 or more hours after closing.

**Outbound Shipping:** All exhibitors must fill out a material handling form (Bill of Lading/BOL). Any open balances with **Fern EXPO** must be paid in full to receive the BOL. Once your exhibit materials have been packed, leave your shipment in your booth; however, please return BOL document to the Fern Exhibitor Service Desk. This is the process to communicate to **Fern EXPO** that your shipment is ready to be picked up from your booth space. **Fern EXPO** will not accept a BOL prior to show closing. Please make sure your name and mobile number are legible on the document. It is recommended that you verify with your carrier pick up time and address. You will be asked in the event your carrier fails to show what option you would prefer for shipping, (1) ship out **Fern Transportation** (2) Return to Fern warehouse house at your expense for carrier to pick up at later date.

**Show Carrier:** **Fern Transportation** is the official show carrier. You may choose an alternate carrier; however, exhibitor representative is responsible for making the arrangements for pick up. Carriers must check in by 09/08/2023, 4:00 pm. Fern will make final arrangements for re-routing exhibitor materials remaining on the exhibit floor.

**Privately Owned Vehicle (POV):** If you unloaded your own vehicle, a material handling document (BOL) is not required. POV's cannot be left unattended on the loading dock.

**Freight Pick Up Address:** Hyatt Regency Seattle  
Attn. Federal Express  
808 Howell Street  
Seattle, WA 98101

If you have not contracted **Fern EXPO**, you can send your material back via the FedEx Shop at the Hyatt:

Store hours:

Monday 9:00 AM - 5:00 PM – Sep 4 Labor Day 10:00 AM – 4:00 PM  
Tuesday 9:00 AM - 4:00 PM  
Wednesday 9:00 AM - 4:00 PM  
Thursday 9:00 AM - 4:00 PM  
Friday 9:00 AM - 4:00 PM  
Saturday 9:00 AM - 4:00 PM  
Sunday Closed

T. +1 206 717 3791

E. [USA5744@FEDEX.COM](mailto:USA5744@FEDEX.COM)

w. <https://local.fedex.com/en-us/wa/seattle/office-5744>



**Intermediate storage of material:**

We do offer a room to temporarily store smaller boxes. Please contact ISCFS Staff at the Congress registration desk.

**Height of exhibition / freight elevator:**

- Room-Heights:
  - Quinault 22 feet
  - Foyer 32 feet

- Freight Elevator:

FREIGHT ELEVATORS PODIUM		
F1	F2	F3
4,500 lbs.	10,000 lbs.	14,000 lbs.
5' 8 1/2" x 9' 3 3/4" x 8' 0"	8' 7" x 12' 0" x 16' 4"	8' 7" x 12' 0" x 19' 8"

Only **Fern EXPO** is allowed to use the freight elevator. Fern EXPO will only transport what was shipped to the warehouse beforehand – they will not transport anything else with the freight elevator

**Flooring in the areas used:**

The floor is carpet.

Should the existing carpet be damaged during booth construction, this damage will be charged to the party responsible.

**Safety:**

No emergency exits, escape routes, traffic routes and safety equipment (fire alarms, hydrants, and fire extinguishers) may be obstructed or restricted at any time and must be accessible and clearly visible at all times. In the event of infringements, the party responsible shall be liable.

**Technical Guidelines:**

Booth can not block exits and must be 8 feet. From the exit.

**Permitted means of transport for booth material delivery in the Hyatt Regency:**

No electric pallet trucks/ants and/or forklifts may be used on the 5<sup>th</sup> floor. Only manually operated small transport carts and/or lift trucks are permitted.

**Booth security:**

Secure storage of smaller shipping materials will be located in a room on the exhibition floor.

Should you require individual booth security, onsite security is available for hire at a rate of \$85.00 per hour with a minimum of 4 hours and at least 2 weeks' notice.

**Liabilities for Damage or Theft:**

The Hyatt Regency is not liable for any damage to the building and/or inventory caused by you and/or contracted companies. The person causing this is solely liable. Any damage incurred in this respect will be charged to the person who caused it. The Hyatt Regency is also not liable for any theft of property. We therefore recommend that you take appropriate measures in advance.



**Welcome Reception:**

On September 5, 2023, the Welcome Reception will take place within the exhibition area on the 5<sup>th</sup> floor. It will start at approximately 5:30 pm. The Welcome Reception is a good opportunity for discussions and to maintain contacts. A full exhibition gives a nice overall picture, so you are invited to eat and drink with us. The event is free of charge for booth staff.

**Electricity, furniture, booth construction:**

A six-foot table and two chairs will be provided for each booth.

Order electricity from Encore:

[https://eventnow.encoreglobal.com/myevents/result/index/show\\_id/7472c762-50f3-ed11-8848-000d3a159bbb/](https://eventnow.encoreglobal.com/myevents/result/index/show_id/7472c762-50f3-ed11-8848-000d3a159bbb/)

Order booth elements from **Fern EXPO**: You will receive a personalized link and Log-In to the order form.

**Internet:**

Basic WLAN is available free of charge.

If you need a LAN connection or faster WLAN lines, you can book this with ENCORE.

**Catering - Food & Beverage:**

Standard catering for all participants and booth staff is included.

All other services that you would like to offer at your booth must be ordered from the Hyatt for a fee.

For catering orders, contact: [Katelyn.buch@hyatt.com](mailto:Katelyn.buch@hyatt.com)