



Washington State  
Convention &  
Trade Center

## North Halls

### Exhibitor Move-Out Instructions for Loading Dock and Hand Carried Freight During Designated Show Closing/Move-Out Hours

#### General Guidelines

In order to make move-out run smoothly and with as little confusion as possible, the following rules and procedures will be followed:

- ABSOLUTELY NO FREIGHT (EXCEPT SMALL HAND CARRIABLE BOXES) WILL BE ALLOWED TO EXIT THROUGH THE FRONT LOBBY DOORS INTO THE GALLERIA. ALL EXHIBIT MATERIALS MUST BE REMOVED VIA THE LOADING DOCK, HAND CARRIED FREIGHT ELEVATOR TO THE PARKING GARAGE, OR OUT THE PIKE STREET SERVICE ENTRANCE.
- PLEASE REVIEW FINAL SHOW DATE AND CLOSING HOURS. **NO EXHIBIT WILL BE ALLOWED TO MOVE-OUT PRIOR TO SHOW CLOSING.**
- THE WSCTC 4-WHEEL HANDCARTS WILL NOT BE AVAILABLE UNTIL AFTER SHOW CLOSING AND THE AISLE CARPET IS ROLLED UP.

#### North Loading Dock/Hand-Carried Freight Procedures

- **NO VEHICLES** WILL BE ALLOWED TO ENTER THE LOADING ZONE WITHOUT A PASS ISSUED BY THE DOCK MASTER.
- THE WSCTC 4-WHEEL CARTS **WILL NOT** BE AVAILABLE UNTIL AFTER SHOW CLOSING AND THE AISLE CARPET IS ROLLED UP.

Because of the limited space available in the Loading Zone, vehicles cannot be parked while move-out is in progress. Exhibitors must load their vehicles immediately and leave the dock available for others. In order to receive a pass, all materials to be moved-out must be packed, ready to load, and brought to the Loading Dock. Once your materials are ready, contact the Dock Master (in the bright red jacket) and show the person you are ready to load. You will be issued WSCTC pass, which will allow your vehicle access up the truck ramp to the North Loading Dock or into the North HCF Loading Zone.

#### South Hand-Carried Freight/Parking Garage

- THE WSCTC 4-WHEEL CARTS **WILL NOT** BE AVAILABLE UNTIL AFTER SHOW CLOSING AND THE AISLE CARPET IS ROLLED UP.

The only hand-carried freight access to the WSCTC parking garage is via the large freight 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 WSCTC garage via this elevator.

If you have questions or concerns, please contact the Dock Master.