

ARTISTS AT THE CENTER

Helpful FAQs and Information about producing at Seattle Center

Hello and thank you so much for having your performance at Seattle Center! Please take a moment to read through all pertinent information below.

TECH INFO: 4 weeks prior to your performance, please provide the following:

- You stage plot and audio tech needs outlined on an official Tech Sheet
- Your day-of performance contact person and their cell phone number.
- Details on any free parking or loading permits you will need, including quantity and best way to receive those permits in advance.

ARRIVING TO CAMPUS:

- If you are driving onto campus to load in, please go through Gate 2 which is located at 2nd Avenue and Thomas Street at Seattle Center – right next to Seattle Children’s Theatre. You will be greeted by a Gate Guard, who will allow you onto campus.
- If a Gate Guard is not present, please pick up the telephone located by the gate and let them know you have arrived for a performance and need to be admitted to campus.
- Check in with your Event Representative at the agreed upon time prior to beginning load-in of equipment. If ER is not present, contact Customer Service at 684-7200 to assist you in contacting them. The Customer Service (Information) Office is located at the North end of the Armory Main Floor.
- You will have 30 minutes to unload. We ask that you please then exit the campus the way you came in.

PARKING:

- Free Parking Vouchers will be provided for you by the Event Rep. These are valid at either of the two Seattle Center garages. The most convenient lot is the Mercer Street Garage directly across from McCaw Hall.
- Parking Garage locations here: <https://www.seattlecenter.com/visitor-info/parking>
- How to use pink parking voucher: If the garage has an attendant in the booth when you arrive, simply hand them the voucher. If unattended, take a ticket from machine when you arrive. When you leave at end of day, feed original ticket into machine, followed by the pink voucher. The machine will accept it as payment and raise the gate.
- For load out, you will repeat the same process outlined above to access the grounds.

CAMPUS RULES:

- Plan to provide equipment not available through Seattle Center inventory. Items such as fire extinguishers, extension cords, specialized AV equipment, instruments and backline must be provided by the artist.
- Parking on grounds is not allowed except for brief moment so loading/ unloading.
- There is no driving on any lawns or grassy areas whatsoever.
- Fire lanes must be clear at all times. Do not park in “No Parking” areas. Please respect Seattle Center grounds.
- Check with Seattle Center Event Staff before borrowing any equipment for stage or setup purposes. Liability laws limit providing certain items to non-Seattle Center staff.
- Seattle Center does not loan ladders or other tools and equipment for client use. You may bring your own ladder and are liable for any injury that results from its use.
- Seattle Center staff must install any banners hung on stage, grid or balconies, or anywhere over the public.
- Seattle Center equipment and setup is provided based on pre-Event arrangements. Minor adjustments or requests are permitted, but major changes need to be cleared through the Event Representative. Fire regulations and other considerations need to be addressed for certain adjustments. When in doubt, find your Event Representative and ask!
- Do not use tape of any kind to fasten signage or any material to painted surfaces. No nails are allowed in walls except on specified portable art walls where Seattle Center provided art hanging equipment may be used. No stapling onto tables.
- No sandwich boards are allowed on grounds. Seattle Center can provide event boards if requested in advance.
- Noise cannot exceed the current City of Seattle Ordinances (95 db max). Your Event Representative ultimately has the right to control volume levels inside buildings and outside on grounds.
- Temporary cables across public aisles or walkways must be covered with rubber mats.
- Do not block exits, fire pull stations, or electrical panels.
- Please, no Stickers or distribution of stickers on campus.