



VENDOR GUIDELINES

Thank you for serving our clients for this event. Below you can find a few guidelines that will ensure a successful event. Should violations of HUB Policy or damage to the facility occur we reserve the right to restrict future service in our facility.

AV EQUIPMENT

Non--HUB sound systems cannot connect to HUB audio systems. All audio equipment must be brought in (speakers, cabling, mics etc.).

CANDLES

Candles are only permitted if the top of the flame is 1.5" below the top of the container. Battery operated candles can be placed directly on tables/surfaces without a holder.

CARTS

The HUB Main Desk has 2 carts available for check out on a first come first serve basis. An ID must be exchanged for the cart.

DAMAGE

Precautions must be taken to prevent damage to the HUB. Including but not limited to covering the feet of equipment and furnishings to protect the floor and using caution while accessing the loading dock. Repair costs from any damages will be passed along to the client.



DECORATIONS

Delicate surface painters' tape may be used on the HUB walls and floors. No nails/duct tape/gaffers tape/push pins permitted. Glitter, spray paint, confetti and fog machines are not permitted.

DELIVERIES

Event deliveries must be made directly to the reserved room while a member of the client's organization is present.

FOOD SERVICE

Cooking is not permitted in the HUB. All food must arrive fully cooked. Food service, setup/cleanup, and food prep is restricted to Food Staging Areas only. HUB Furnishings must be protected from any heating/warming elements.

DAY-OF CONTACT INFORMATION

- > **Phone Number:** 206 543 8191
- > **Text Number:** 206 594 2325
- > **Office Location:** First floor, behind Information Desk

FOOD STAGING AREAS

Available for rental with major event spaces. These areas are for food staging and storage. All waste must be taken down to dumpsters at the loading dock. Bins must be returned to the Food Staging Area after being emptied.

INSURANCE

The HUB reserves the right to request a certificate of liability insurance from vendors being used in the HUB. All vendors are required to be bonded and insured.



LOADING DOCK

Located on the east side of the HUB along Stevens Way NE, can accommodate up to 2 semi-trucks (back-in parking) or 4 delivery trucks in separate bays. Vehicles may be left only while actively loading/unloading.

LOAD IN/LOAD OUT

All load in and load out must happen within the client's reservation window.

ROOM SET UP

Only HUB staff can move HUB equipment and furnishings to ensure compliance with fire code. If anything needs to be moved please work with the client or in room staff for support.

SERVICE ELEVATOR

The elevator card needed to access the service elevators can be checked out from the HUB Main Desk, on the first floor. An ID must be exchanged for the elevator card. All elevator cards are available on a first come first serve basis.

STORAGE

Storage in the HUB requires a room reservation. Contact the HUB if storage is needed.

TRASH

All waste must be placed in the appropriate receptacle, if full contact the HUB.

DELIVERY & DROP OFF INFORMATION

- > Marked delivery vehicles do not need to stop at the gatehouse.
- > Unmarked delivery vehicles must present invoice at the gatehouse to receive a delivery permit.
- > Delivery vehicles may park in general parking spaces on campus for free up to 30 minutes. Beyond 30 minutes parking must be paid for.