

WORLD TRADE CENTER SEATTLE 2016 BOOKING GUIDELINES

FOR EXECUTIVE MEMBERS, TENANTS, AND NONPROFIT MEMBERS

General Information

- The World Trade Center Seattle (WTCSE) member services desk is open for business between the hours of 8:30am and 4:30pm Monday through Friday.
- The Member's Lounge located within Suite 400 is complimentary for members on a drop-in basis during regular business hours. The Member's Lounge is always available during regular business hours.
- The small meeting rooms within the Member's Lounge are available for two hour increments and should be reserved in advance through <http://wtcseattle.com/meeting-reservation> or by calling 206.441.5144. These rooms are complimentary and may be booked without food and beverage.
- The Holland America Line Room is available for members during lunch hours of 11:30am to 2:00pm. The room may also be booked for group meetings and events. Please call 206.441.5144 to make a reservation.

Boardroom Meetings

The WTCSE can provide members with food and/or beverage service in the boardrooms for all events. To ensure the best possible service, we require food to be ordered 72 hours in advance. If the meeting is scheduled after that time frame and food is required we will be able to accommodate requests based on the Chef's recommendations. *Outside food or beverage is not permitted in the boardrooms.*

- Members may book boardrooms complimentary for half-day periods (either morning or afternoon sessions, with no food and beverage) up to five (5) times per month within 14 days of the event. *Based on event demand, complimentary meetings are only available during this time frame.*
- Boardroom meetings are available for all day meetings or half-day meetings that do not fall within the complimentary time slots with a minimum, these minimums are outlined below.
- Meetings held beyond the time frame of 8:30am and 5:00pm will require a concierge fee of \$35 per hour (a four hour minimum may be required). Saturday and Sunday are available for private events.
- Holland America Line Room à la carte lunch revenue will be credited towards minimum.



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Boardroom Cancellation Fees

If a meeting room with food and beverage must be cancelled, please contact the WTCSE at least 21 days (three weeks) in advance to avoid a cancellation fee. If the meeting is cancelled 20 days or less from the start date of the meeting, a cancellation fee equal to the meeting minimum or the final cost specified on the banquet check, whichever is greater, will apply.

Complimentary meeting space (that was placed on hold within 14 days of the event) without food and beverage may be cancelled 72 hours in advance or more with no cancellation fee. A \$75 cancellation fee will be applied if cancelled less than 72 hours in advance.

Boardroom Minimums

	Meetings <i>Meetings held between 8:30am - 4:30pm, and meetings reserved 15 or more days in advance</i>	Complimentary Half-Day Meetings <i>Must be booked within 14 days of event and held between 8:30am - 12:00pm or 1:00pm - 4:30pm Maximum of five meetings per month.</i>
Boardroom A or B or C (Capacity: 8 people per room)	Minimum \$80.00*	Waived Food & Beverage Minimum
Boardroom AB or BC (Capacity: 18 people per room set)	Minimum \$150.00*	Waived Food & Beverage Minimum
Boardroom ABC (Capacity: 26 people)	Minimum \$220.00*	Waived Food & Beverage Minimum
Boardroom D (Capacity: 16 people)	Minimum \$150.00*	Waived Food & Beverage Minimum

*Minimums do not include A/V equipment

Holland America Line Room

Events in the Holland America Line Room can be booked with reduced food and beverage minimums, member set-up and access fees. Rates are dependent on dates and times. For additional information please contact concierge@wtcseattle.com.



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Parking

Complimentary parking is provided for the card holding members while meeting or dining at the WTCSE **during garage hours which is between 7:30am and 5:00pm, Monday through Friday**. Guests of members will be charged for parking at the current parking rate, or members can charge guest parking to their WTCSE account.

Parking Fees

Each member is entitled to one complimentary valet parking each time they are meeting or dining with us. Should a member wish to pay for their guests' parking, the fees for parking during the lunch hours of 11:30am to 2:00pm will be as follows:

- \$8.00 per car (plus 12.5% WSST) in the World Trade Center Building
- \$12.00 per car (plus 12.5% WSST) in the Art institute of Seattle Garage

Fees for guests' validated parking during a meeting will vary based upon the length of the meeting and appear on the finalized Banquet Event Check. Please note, for validations, when paying WTCSE directly, the 12.5% tax is included in the cost.

Audiovisual Requests

WTCSE can provide audiovisual at preferred rates through AVMS. Audiovisual requests require pre-arrangement with your Event Planner at WTCSE at least 24 hours in advance. Please see the WTCSE Member A/V Services Menu.

Direct Billing Privileges with Credit Card on File

Members may enjoy direct billing privileges by having a credit card on file with us. Each month, on or near the 10th of the month, all charges for luncheons, parking and charges related to meetings in the boardrooms or Member's Lounge incurred during the previous month will be automatically charged to the card. A statement including all expenses will be emailed to the member. The credit card will also be charged for annual dues unless dues are paid by check before the final due date.

Credit Card Not on File

For members who do not wish to have a credit card on file, we will present the bill for any purchases directly at the conclusion of the meal and/or meeting for charges incurred in both the Holland America Line Room and the boardrooms.



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Event Associated Charges in the Holland America Line Room

For event related charges in the Holland America Line Room, payment in full will be required prior to the day of the event. Any outstanding balance will be due the day of the event. In these instances, no monthly statements will be mailed; a receipt for expenses incurred will be presented on each occasion.

Direct Billing for Sponsors in the Holland America Line Room and Boardrooms

For those WTCSE Sponsors at the supporting level and above, direct billing charges will be allowed for programs in the boardrooms and/or Holland America Line Room.

Event Sponsorship Opportunities

A benefit of being a WTCSE member is the ability to sponsor a non-member event. Guidelines are below.

Sponsorship Opportunities	Number of Non-Member Events Per Year
Supporting Members (At the \$5K Level and Above)	Two Non-Member Events
Executive Members	One Non-Member Event
Nonprofit Members & Tenants	Not Eligible

For all sponsored bookings, the following policies apply:

- The sponsorship must be agreed upon before the event is negotiated and contracted.
- If the member's sponsorship is not stated upfront but is established at a later date, the client will be requested to choose between the member benefit reduced pricing, or the previously negotiated rate.
- The event contract will be signed by the member in addition to the non-member.
- All payments can be made through the non-member; however the ultimate responsibility still lies with the member.

