THE CONFERENCE CENTER
at Seattle-Tacoma International Airport

First-class facilities sophisticated enough to welcome any event, and flexible enough to deliver exactly what you need. A single, unmatchable location – at the heart of one of the country’s most modern and vibrant metropolitan airports, and just steps away from your next flight. A service-driven group of individuals dedicated to making your experience here as effortless as it is memorable.

This is The Conference Center at Seattle-Tacoma International Airport.

HOURS

MONDAY - FRIDAY
7:30AM to 5PM
After-hours and holiday meetings are available upon request.
Just a short walk from the arrival and departure gates, our modern facility offers over 7,000 square feet of rentable space, pre-security. Conference Center rooms are located on the mezzanine level at the south end of the airport, above checkpoint #1.
## MEETING ROOM CAPACITIES

<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Square Footage</th>
<th>Ceiling Height</th>
<th>Boardroom</th>
<th>U-Shape</th>
<th>Hollow Square</th>
<th>Classroom</th>
<th>Banquet Rounds 7ppl each</th>
<th>Crescent Rounds 5ppl each</th>
<th>Theater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo</td>
<td>450</td>
<td>13’</td>
<td>10</td>
<td>-</td>
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<tr>
<td>Seoul</td>
<td>860</td>
<td>13’</td>
<td>20</td>
<td>18</td>
<td>24</td>
<td>30</td>
<td>56</td>
<td>40</td>
<td>54</td>
</tr>
<tr>
<td>Amsterdam</td>
<td>970</td>
<td>13’</td>
<td>16</td>
<td>20</td>
<td>28</td>
<td>30</td>
<td>49</td>
<td>35</td>
<td>54</td>
</tr>
<tr>
<td>London</td>
<td>1,110</td>
<td>13’</td>
<td>20</td>
<td>24</td>
<td>32</td>
<td>32</td>
<td>56</td>
<td>40</td>
<td>70</td>
</tr>
<tr>
<td>Beijing</td>
<td>1,040</td>
<td>13’</td>
<td>20</td>
<td>22</td>
<td>28</td>
<td>32</td>
<td>56</td>
<td>40</td>
<td>64</td>
</tr>
<tr>
<td>International Auditorium</td>
<td>3,120</td>
<td>13’</td>
<td>-</td>
<td>-</td>
<td>48</td>
<td>100</td>
<td>175</td>
<td>125</td>
<td>210</td>
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<tr>
<td>(Amsterdam, London &amp; Beijing Combined)</td>
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<tr>
<td>International A</td>
<td>2,080</td>
<td>13’</td>
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<td>34</td>
<td>44</td>
<td>56</td>
<td>98</td>
<td>70</td>
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<tr>
<td>(Amsterdam &amp; London Combined)</td>
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<tr>
<td>International B</td>
<td>2,150</td>
<td>13’</td>
<td>-</td>
<td>30</td>
<td>44</td>
<td>56</td>
<td>105</td>
<td>75</td>
<td>144</td>
</tr>
<tr>
<td>(Beijing &amp; London Combined)</td>
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<tr>
<td>Central Auditorium</td>
<td>2,850</td>
<td>11’</td>
<td>-</td>
<td>26</td>
<td>36</td>
<td>80</td>
<td>112</td>
<td>84</td>
<td>164</td>
</tr>
</tbody>
</table>

*Note: Central Auditorium includes 14 sq. pods of 8 and 14 sq. pods of 6.*
CATERING
Café Pacific Catering is our exclusive caterer. We are happy to provide their menus, or you may contact them directly at port@cafepacific.com or 253-850-2844.

WHAT MAKES US GREEN
- All conference rooms have bins for composting & recycling
- Our caterer only uses either reusable dishes & flatware, or compostable products
- Our convenient airport location allows for fly-in, fly-out meetings, reducing the amount of transportation needed once you arrive here in Seattle
- We offer easy access to public transportation such as the Link Light Rail, buses, and green taxis
- The Seattle-Tacoma International Airport is one of the greenest airports in the nation

EQUIPMENT & AMENITIES
Most rooms are equipped with the following features:
- Computer (complete with wireless keyboard and wireless mouse)
- LCD Projector
- Drop-down screen
- Podium with podium microphone
- Wireless microphone
- Secure, dedicated conference Wi-Fi
- Wired internet access for presenter
- PowerPoint remote
- Polycom conference phone
- Flipchart/easel with markers
- Extension cords and power strips

ADDITIONAL AMENITIES
Additional audio-visual and meeting room amenities are available. Charges may apply.
Please ask your conference sales manager for details.
PARKING
We are proud to offer complimentary parking validations to conference center customers and their guests. Please park in general parking (floors 3,5-8), at the very south end of the airport garage, near the yellow or green elevators or rows N-U.

GETTING HERE
From the airport garage:
- Take the elevator to the fourth floor of the garage and walk across skybridge 1 to the main terminal. (The Link light rail Sea-Tac Airport station is connected to the fourth floor of the garage.)
- Take the escalator or elevator to the ticketing level. You will find the stairs and elevator to The Conference Center directly behind the international ticket counters to the mezzanine level.
- Our reception area is at the top of the stairs, through the double glass doors on your left.

Drop off:
- Request that the driver drop you off on the “Departures” drive by the international airlines.
- Take the stairs or elevator located directly behind the international ticket counters to the mezzanine level.
- Our reception area is at the top of the stairs, through the double glass doors on your left.

Hotel shuttles:
- Request that the driver drop you off by the international airlines.
- Proceed to the fourth floor of the airport parking garage.
- Walk across skybridge #1, between the yellow and green elevator banks.
- Take the stairs or elevator located directly behind the international ticket counters to the mezzanine level.
- Our reception area is at the top of the stairs, through the double glass doors on your left.
Please contact our sales office for rates & availability. Our team of dedicated professionals will be happy to work with you on your next meeting or event!

SALES OFFICE
Info@portseattle.org
206.787.6602

AMY McDONOUGH
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206.787.6663