



SPACE NEEDLE

VENDOR GUIDELINES

The following guidelines have been established to ensure a positive experience for our guests, vendors, event clients and guests, and team members, as well as to protect and ensure the integrity of the building.

Space Needle is open to the public. As such, all vendors are expected to be aware of the public guests and demonstrate respectful and courteous behavior to guests and team members alike. Space Needle reserves the right to add or change this list at any time and as such, all vendors should work with the Event Planning Manager to understand the most up to date guidelines.

General

- Vendors, including Wedding Planners, Event/Meeting Planners and Destination Management Companies, must agree to and sign the Vendor Guidelines. All utensils, furniture, fixtures and equipment will be at the sole discretion of the Space Needle and in accordance with the care and function of the glass floor. We reserve the right to specify all materials brought to and used on The Loupe.
- Vendor agrees to assume full responsibility for the conduct of its employees, contractors or third parties hired to provide services. Liability for damages to the premises and/or equipment will be charged accordingly.
- Vendor agrees to comply with Space Needle health and safety rules and are cautioned to heed all warnings. Vendor agrees to communicate health procedures and expectations, such as physical distancing and face covering requirements, to all its team members. Updated processes and protocols may be found at www.spaceneedle.com or through the event planning manager on the event.
- Vendor is required to gather contact details for contact tracing should it be necessary: Cell phone, email, address, where else they delivered, etc.
- To the extent possible delivery times will be staggered to encourage physical distancing upon arrival.
- Vendors will provide COVID mitigation plan, including sanitization of all rental items and employee health checks.
- The Space Needle is a registered trademark of Space Needle LLC. Any use of the Space Needle name, image or mark and the usage of the Space Needle image in promotional products must be approved by Space Needle LLC and may require a licensing agreement and fee.
- Unless specifically stated otherwise, all areas not listed in the contract, such as the Upper Atmos and Ring Level (restrooms), will remain open to the public. As such, all vendors are expected to be aware of the public guests and demonstrate respectful and courteous behavior to guests and team members alike.
- Guest control procedures, including, but not limited to, lanyards, will be utilized for guests traveling between floors when only the Loupe is reserved for the event.



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- Space Needle is a non-smoking venue. Smoking and vaping are prohibited in all areas of the building, including the outer deck of the Upper Atmos.
- Food and beverage is not allowed to be transported between floors or outside of event space unless all floors are reserved for the event.
- All food and beverage must be ordered from Space Needle.
- Event set up may only occur during the hours listed on the Event Order.
- Compostable products will be used for all receptions.

Décor

- All tents and other rental items must be ordered through Space Needle.
- Only Space Needle preferred vendors will be used for all events on The Loupe.
- Pipe and drape is not allowed on the Loupe or the Upper Atmos.
- Rotation of The Loupe is available at the discretion of the client and the Space Needle. Rotation may be restricted or limited based on conditions of the event and/or at the request of the client.
- Animals, with the exception of service animals, are not allowed in the Space Needle.
- Group may not affix anything to the walls, floors or ceilings.
- Decorations, signs or displays brought into the Space Needle must be approved by Space Needle LLC prior to the event date.
- All displays and decorations will comply with the City of Seattle Building Code and applicable fire prevention ordinances.
- Glitter, confetti and paint are not allowed in the Space Needle.
- Live trees and plants must receive prior approval before being placed anywhere in the building. Client is responsible for providing all fire extinguishing requirements.
- Candles with flames are not permitted.
- Fog machines are not permitted.

Storage

- Parcels for events held with Space Needle LLC may be delivered one business day prior to the event. Please include the name of the Group, date of the event and send to the attention of the assigned Event Planning Manager. Space Needle LLC cannot be responsible for storage of exhibit property or large quantities of parcels. Storage fees may apply.
- Drayage fees are as follows:
 - \$100 acceptance fee
 - \$50 for every additional box under 25 lbs
 - \$100 for every additional box over 25 lbs
 - No pallets will be accepted.
- The Space Needle cannot store any decorations prior to the day of an event unless pre-arranged and approved by an Event Planner.
- The Space Needle is not responsible for any objects left after an event. Everything must be removed on the day of the event.



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Security

All vendors and guests, and all bags are subject to search. Any person engaging in disruptive, disorderly or illegal behavior shall promptly be expelled from the premises and may be liable for any costs or damages caused by, or resulting from such behavior.

Load-In and Loading Dock

Please check in at the Security window upon arrival to get a vendor badge. All load-in and load times must be coordinated through and confirmed by the Event Planning Manager. Load-in is through the Space Needle loading dock and through the basement of the building to the service elevator. All vendors must check-in through the dock master. Vehicles that pull up to the loading dock are subject to an exterior inspection and names of those arriving for load-in should be provided prior to arrival for Security. Credentials are cross-referenced prior to providing access badges for entry.

By signing below Vendor acknowledges receipt and understanding of all guidelines for working within the Space Needle and confirms that all staff related to any event at Space Needle will understand and follow all guidelines set forth.

Print Name

Signature Date

Company Name