

As of 11/6/2020

CONTACTS + FAQ

Venue Contacts for More Information

GREATER TACOMA CONVENTION CENTER

[Chelene Potvin-Bird](#)

[Tammi Bryant](#)

LYNNWOOD CONVENTION CENTER

[Tracy Thornton](#)

MEYDENBAUER CENTER

[Sara Waltemire](#)

SPOKANE CONVENTION CENTER

[Jessica Deri](#)

THREE RIVERS CONVENTION CENTER

[Heather Breymeyer](#)

WASHINGTON STATE CONVENTION CENTER

[Michael McQuade](#)

WENATCHEE CONVENTION CENTER

[Linda Herald](#)

YAKIMA VALLEY TOURISM AND YAKIMA CONVENTION CENTER

[Brynn Johnson](#)

[Lisa Krous](#)

Frequently Asked Questions

[Is the 200-person capacity limit per event, per building or per room?](#)

The guidance allows for 200 people to gather for a business meeting, training or testing per room. Some venues are limiting to capacity to 200 people per floor or area of their building to ensure that any group of 200 has a dedicated path of travel. Event start, end and break times may need to be staggered to reduce contact.

[Can I have exhibits as an element of my meeting?](#)

A booth or table top exhibit fosters “networking” which is restricted. At this time, tradeshow and exhibits (including table top) are limited to outdoor only and are only permissible in counties in Phase 3 of the [Safe Start Washington Plan](#). Be sure to check on the phase associated with your meeting location to see if this is allowable.

Can I have food service at my meeting?

Absolutely! Food service is allowed at your meeting. Venue catering staff will work with you to design a menu that can be a self-contained, pre-plated or 'grab and go' style meal that minimizes contact between catering staff and guests. Most venues have revised their menus in response to the pandemic, so start by asking to see a menu of grab and go or pre-plated options. Meal seating will be designed to keep six feet of distance between guests while they are eating. A meal cannot be held reception-style with guests mingling.

What cleaning and sanitation standards should I expect from my host venue?

Many convention centers in Washington have earned or are applying for the Global Biorisk Advisory Council® (GBAC) STAR™ Facility accreditation. The accreditation is awarded by GBAC, a subdivision of ISSA, the leading trade association for the cleaning industry worldwide. The accreditation is provided to facilities who demonstrate a well-established and maintained cleaning, disinfection and infectious disease prevention program with well-trained professionals and clear documentation of cleaning processes. To achieve the accreditation, facilities must demonstrate compliance with the 20 elements of the program, including risk assessment, standard operating procedures, proper cleaning and disinfection chemicals, and personal protective equipment.

Furthermore, all the venues in Washington must ensure that each meeting room is properly cleaned and sanitized between uses and that lobbies and restrooms are sanitized on regular intervals throughout the day. Each venue also needs to have sufficient hand sanitizing stations available for guests. Be sure to check with your specific venue on the cleaning protocol for your event.

With COVID-19 being transmitted through aerosols, what steps are venues taking to make it safer to meet inside?

Convention centers around Washington have either undergone or are in the process of upgrading their HVAC systems to include improved filtration systems and increased outside airflow as much as possible. The Centers for Disease Control calls for increasing filters to MERV 13, the highest level of filtration possible, if HVAC systems can allow it. Venues are also keeping doors and windows open when possible to further increase outside airflow.

What is expected from the meeting organizer hosting the meeting?

There are a couple of key responsibilities for meeting organizers. The first is ensuring that all attendees are pre-registered with contact information as on-site registration is not permitted. That information must be retained by the organizer in case contact tracing is necessary. The second thing that organizers are responsible for is managing the program in a way that reduces the gathering of attendees in common areas. If you have multiple sessions happening in a building, it will be key to stagger start, end and break times to reduce gathering in common areas. Check with your specific venue to see if there are any further expectations.

Is my nonprofit fundraiser now allowed under the new guidance? Fundraising is a key part of my business.

The Governor's guidance is designed to allow business meeting, trainings and testing, so unfortunately fundraising events with outside patrons do not meet the current criteria. If you would like to conduct an internal training or meeting for your staff, that would certainly be allowed.

Can a single organization contract more than one business event in the same day using safely separated zones?

Yes, a single group may have multiple seminars provided they fall within the Governor's guidelines.

Will your venue provide temperature checks?

Temperature checks will be performed for staff at some venues upon arriving at work. Guests will not be subject to temperature checks performed by the venue. Individual events may choose to enact this system with their own personnel.

What if one of my attendees shows symptoms after they have been admitted to my meeting?

Each venue will have designated Health Rooms for attendees to utilize as part of the event's operational manifest.

What if one of my attendees notifies me that they have tested positive for COVID after my meeting?

Meeting planners must notify the venue and the local health department within 24 hours if you suspect an attendee previously exposed to COVID-19 was present at your event or if you are aware of an attendee developing a confirmed or suspected case of COVID-19 within a 14-day period immediately following the event.