



# CLIENT SERVICES GUIDE

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# CLIENT CHECKLIST

## Important Dates & Deadlines

### DUE 30 DAYS PRIOR TO THE EVENT

- ☐ Preliminary schedule of event
- ☐ Preliminary layout of event
- ☐ Preliminary catering and linens chosen
- ☐ Preliminary AV & Internet needs
- ☐ All other event requirements needed eg. furniture
- ☐ Certificate of Insurance Due
- ☐ Staffing and security needs

### DUE 14 BUSINESS DAYS PRIOR TO THE EVENT

- ☐ Confirmed Linens

### DUE 10 BUSINESS DAYS PRIOR TO THE EVENT

- ☐ Final Guest Services
- ☐ Preliminary Payment Due

### DUE 5 BUSINESS DAYS PRIOR TO THE EVENT

- ☐ Final Event Schedule & Layout Due
- ☐ Final Attendance Due
- ☐ Final Meal Count & Dietary Requirements Due
- ☐ Confirm AV & Internet Needs
- ☐ Room Décor Submitted For Approval

# VENUE INFORMATION

## FACILITY DESCRIPTION

The three-story Edward D. Hansen Conference Center features an 11,000-square-foot ballroom, two versatile conference rooms, an executive boardroom and a fully equipped banquet kitchen. The ballroom can be divided into four separate spaces to suit various events. This venue is perfect for hosting weddings, auctions, trade shows, and other banquet-style gatherings. Conveniently located in downtown Everett at the intersection of Hewitt and Broadway, the center is just a few blocks from Interstate 5 and only 23 miles north of Seattle. With easy access from multiple freeway directions, arriving and departing for large events is a smooth and efficient experience.

## FACILITY PERSONNEL



Corey Margolis	General Manager	(425) 322-2602	Corey.Margolis@oakviewgroup.com
Kristi Simmons	Conference Center Sales Manager	(425) 322-2630	Kristi.Simmons@oakviewgroup.com
Michael Bouscher	Director, Events & Operations	(425) 322-2634	Michael.Bouscher@oakviewgroup.com
Alexandria Wright	Senior Event Manager	(425) 322-2605	Alexandria.Wright@oakviewgroup.com
Zach Taylor	Event Coordinator	(425) 322-2615	Zachary.Taylor@oakviewgroup.com
Annie McCloskey	Event Coordinator	(425) 322-2628	Annie.McCloskey@oakviewgroup.com
Tayler Fredrickson	Director of Marketing	(425) 322-2629	Tayler.Fredrickson@oakviewgroup.com
Ali VanZanten	Marketing Coordinator	(425) 322-2681	Ali.VanZanten@oakviewgroup.com



Mark Kehret	General Manager	(425) 322-2727	Mark.Kehret@oakviewgroup.com
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## EVENT COORDINATOR

Once your event is secured with a signed contract and deposit, an Event Coordinator will be assigned to assist you throughout the planning process. This coordinator will serve as your main point of contact, providing expertise on all aspects of the Conference Center, answering questions, and facilitating communication with our team. On the day of your event, the Event Coordinator will be onsite to address any questions or needs that may arise. Their role ensures that your event is meticulously planned and executed seamlessly. For larger events like weddings or galas, we recommend hiring a "wedding coordinator" or "private coordinator," as the Event Coordinator is not responsible for booking or managing outside vendors.

## ADMISSIONS TAX

The Everett Admissions Tax is for any and all events that sell tickets to the general public and will be collected by the Edward D. Hansen Conference Center on behalf of the Everett Public Facilities District. Unless subject to exemption under EMC 3.20.030 or RCW 35.21.280 or successor law, there is levied and imposed, upon every person who pays an admission charge to any place, a tax of five percent paid for the admission charge. An admission charge of five dollars or less is exempt from admissions tax. Non-profit organizations are exempt from this tax.

The Conference Center has a form to fill out to assist you in submitting the correct amount of tax. A separate invoice for the admissions tax will be sent following the event and payment is due within 30 days of receipt of that invoice.

For more information, please visit: <https://everett.municipal.codes/EMC/3.20>

## FIRST AID LOCATIONS

If a need arises for first aid, please contact your Event Coordinator. If it is an emergency, please call 911 immediately.

## ADA & ACCESSIBILITY

The Conference Center is committed to providing reasonable accommodations for individuals with disabilities to ensure their full participation in events held at the Conference Center. If you have any questions or specific needs, please inform your Event Coordinator. An elevator will be available for ADA guests at your event.

## ANIMALS

Animals, or pets, except for ADA Service Animals, are not permitted to the Conference Center except as an approved exhibit or activity legitimately requiring the use of animals. Minimum qualifications for consideration include:

- Client and/or Animal Handlers will be responsible for any legal actions or liabilities if the animals harm anyone.
- Animals will not be allowed in the facility outside of the event hours.
- The animals must be contained in the room where the event is taking place.
- All clean-up after the animals will be the responsibility of the client.

## CODE OF CONDUCT

We ask that all patrons entering the Conference Center follow a few standard practices while using the space. The venue enforces a zero-tolerance, anti-harassment policy for our employees and guests. As such, we prohibit harassment that is sexual in nature, as well as harassment that is based on race, color, religion, gender, national origin, age, disability, or other bases protected by local, state, and federal law. Such harassment demeans our employees and guests, and undermines the safe, effective and efficient operation of our business. In accordance with this policy, the client and their guests agree to adhere to the anti-harassment commitment and to ensure that all employees and guests are treated with dignity and respect. To this end, any sexual, racial, or other harassing and discriminatory language, gestures, visual or physical conduct by the client and their guests are strictly prohibited and will result in revocation of attendance to this event.

We also ask that the client and all guests treat the space with care. It is a public facility, and many people will be utilizing the space afterwards. We ask that you keep an eye on your space and monitor children ages 12 and under.

## GUNS & WEAPONS

Guns or weapons of any kind are strictly prohibited into the Conference Center.

## EMERGENCY EXITS

The ballroom has three emergency exit routes. They are located at the end of pre-function hallway, the catering hallway, and back down the front stairs and towards the conference center entrance.

## BUILDING ACCESS

The Conference Center is not accessible 24 hours a day. Your Event Coordinator will assist in determining the daily opening and closing times of the building based on your event needs.

## LOAD-IN/OUT/TIMELINE OF EVENTS

The Edward D. Hansen Conference Center has a designated loading/unloading area at the main entrance. Clients may drive vehicles, trucks, and vans onto the concrete area for easier access to the main doors, but must ensure they do not block the public sidewalk. Additionally, there is a parking zone for loading/unloading outside the main entrance. Limited carts are available for use, though it is recommended to bring your own for events with large load-ins. The main entrance is conveniently located near two elevators for easy access to the upper conference levels. The freight elevator measures 8'8" x 5'8". All load-in and load-out times must be pre-approved with the Event Coordinator. Early load-in and late load-out are not guaranteed.

## 24-HOUR SECURITY

The venue is equipped with several cameras inside and outside, as well as 24-hour security on-site at all times monitoring the venue.

## DELIVERY/SHIPPING/STORAGE AVAILABILITY

Due to limited space, the Edward D. Hansen Conference Center does not accept the storage of décor items and shipments more than two business days before or after the event. All items from your event must be completely cleared within this timeframe. Any items that are not picked up after three days will be disposed of. All shipments will require tracking numbers and an estimated delivery date, which should be sent to the Event Coordinator. If there are special requirements beyond those listed, please contact the Event Coordinator. The shipping label should include the name of the client/event and Event Coordinator.

Edward D. Hansen Conference Center  
Attn: Event Coordinator Name  
Client Name  
2000 Hewitt Ave  
Suite 200  
Everett, WA 98201



## BUSINESS CENTER

Limited business services for your attendees and exhibitors can be provided. This includes printing and photocopying, using office supplies and FedEx/USPS/UPS pick up. Please contact your Event Coordinator for more information and pricing on these services offered.

## SMOKING

Smoking of any kind, including vaping or e-cigarettes, is strictly prohibited on the entire grounds of the facility.

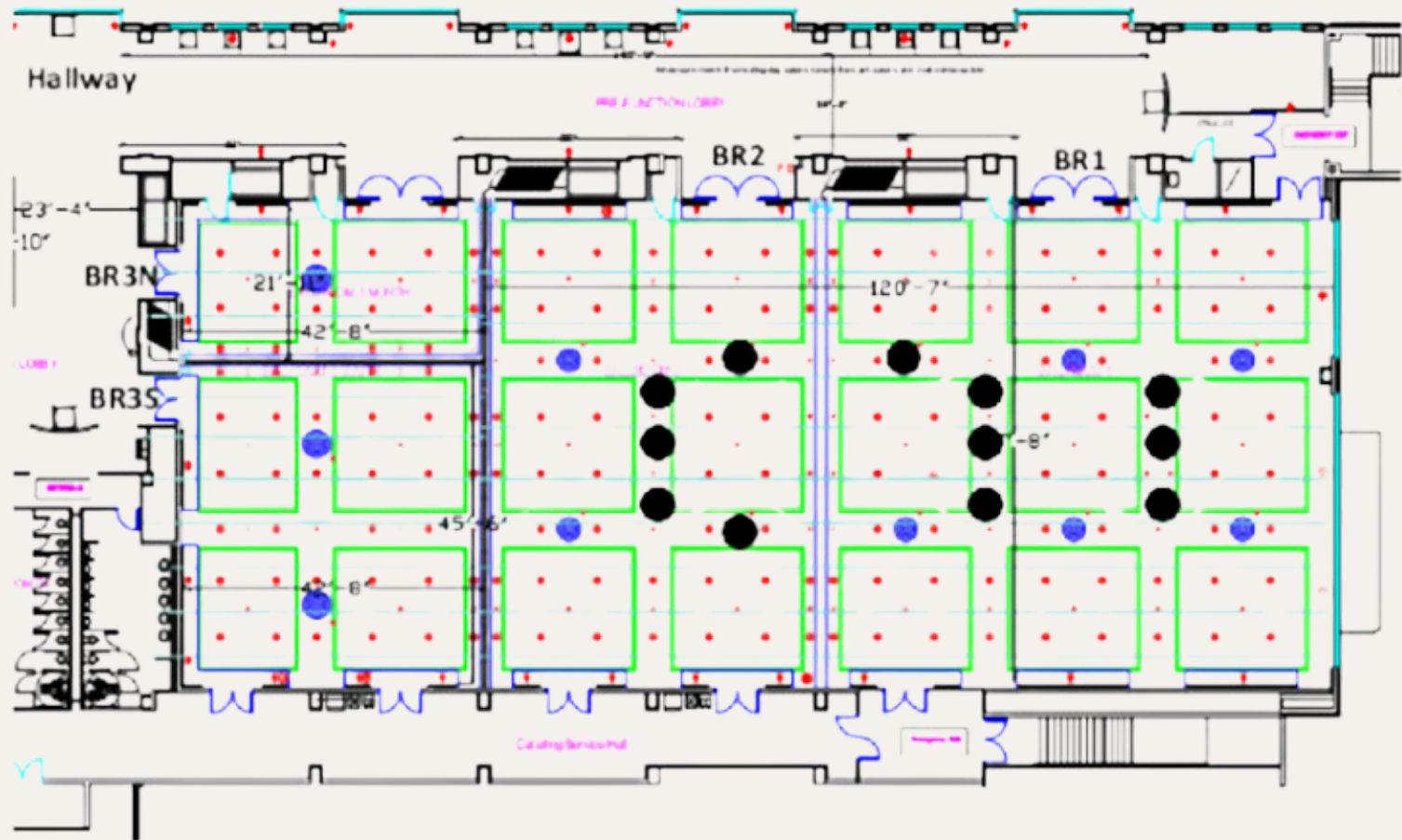
## AV POLICIES

The Edward D. Hansen Conference Center has an exclusive partnership with Service Solutions for all in-house AV services. Service Solutions offers a comprehensive range of AV solutions, including staging, rigging, audio, video production and lighting, with options to suit any budget. Clients working with Service Solutions will be assigned an AV Director to help plan and coordinate their event needs. While clients may bring in outside AV equipment and services, the client and external vendor will be fully responsible for the setup, implementation, and teardown of the equipment. Please note that rigging services are exclusively provided by Service Solutions.

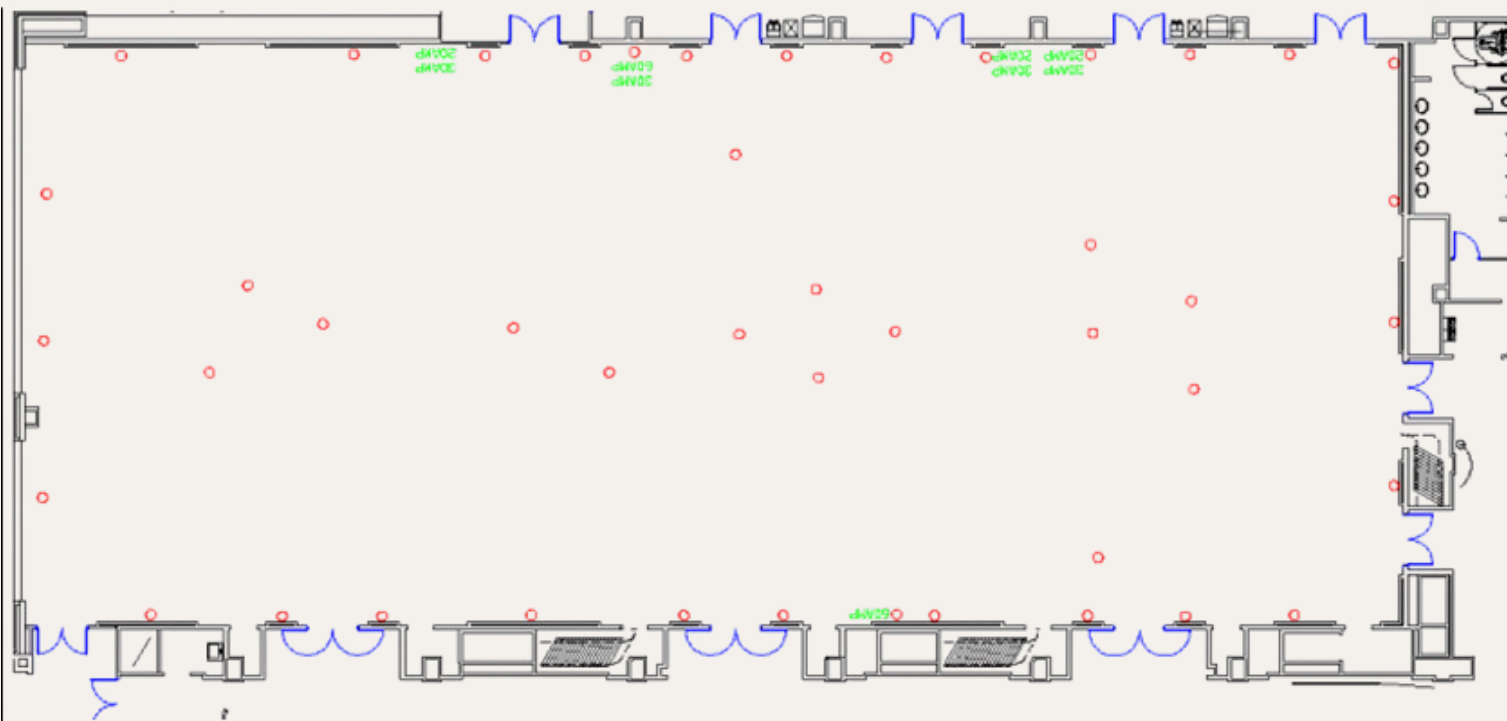
## WI-FI/INTERNET OPTIONS

The Edward D. Hansen Conference Center provides complimentary Wi-Fi for clients only. This network is not public and should not be shared with event guests. Internet lines can be activated in most rooms and areas upon request. If your event requires a hardline connection, please confirm this with your Event Coordinator at least five business days prior to the event.

# RIGGING GRID



# POWER MAP



## CLEANING INFORMATION

Clients hosting events with over 100 guests are required to pay a refundable cleaning/damage deposit of \$750 at the time of contract signing.

## DEPOSITS/DAMAGES

LICENSEE agrees to pay the costs of repair or replacement for any and all damages caused by LICENSEE, its agents, employees or invitees during the Event, or the set up or breakdown of the Event. LICENSEE further agrees that LICENSOR can retain ticket sales receipts, if applicable, in an amount equal to the estimated costs for such repairs or restoration, and may set off any such amounts against ticket sales proceeds. LICENSOR will provide a detailed accounting to LICENSEE when such repairs or restoration are completed.

## LIABILITY INSURANCE INFORMATION

As outlined in the contract for your event, insurance is required. The provided insurance must meet the following criteria to be considered compliant.

- \$ 1,000,000.00 for injuries, including death, sustained by one person;
- \$ 1,000,000.00 for injuries, including death, to two or more persons;
- \$ 100,000.00 for property damage;
- \$ 500,000.00 automobile liability for all owned and hired autos;
- This insurance must be submitted 30 days prior to your event.

Your Event Coordinator will acquire insurance on your behalf at \$0.75 per person if insurance is not submitted 30 days prior to your event.

## CANCELLATION POLICY

In the event of a cancellation by Licensee of the Event (except as permitted in connection with an Event of Force Majeure or as a result of an uncured breach by Operator), no Deposit refund shall be made, and Licensee shall be obligated to pay the percentage of the full Fee contemplated to be due hereunder had the Event actually occurred as set forth in the chart below:

Days Prior to Scheduled Event Date	Percentage of Fee Due
0-120	100%
120-180	50%
180+	Deposit (due as of the date of any cancellation)

# ROOM SPACES & SET-UP OPTIONS

## GRAND BALLROOM

Our Grand Ballroom is an expansive space created by combining Ballrooms 1, 2, and 3, making it an ideal setting for conferences, weddings, large receptions, and banquets. This versatile space accommodates up to 650 guests for banquets and 750 for receptions. Ballroom 1, the largest of the three, boasts a breathtaking large window with scenic views of the Cascade Mountains. Ballroom 3 can be divided into two smaller sections, perfect for intimate gatherings and smaller events. The foyer and Pre-Function Hallway can also be used, with the Pre-Function Hallway offering a great space for cocktail parties, buffet stations, check-in areas, grazing tables, or as a welcoming area for guests before their event begins.

## CONFERENCE ROOMS AND EXECUTIVE BOARD ROOMS

Located on the Mezzanine level, our Conference Center holds two versatile conference rooms, ideal for meetings, preparation spaces, or break rooms. Each room is similarly sized, accommodating up to 40 guests for receptions and 30 for banquets. The executive boardroom has wrap around windows and is equipped with a 12-foot table, providing seating for up to 24 people.

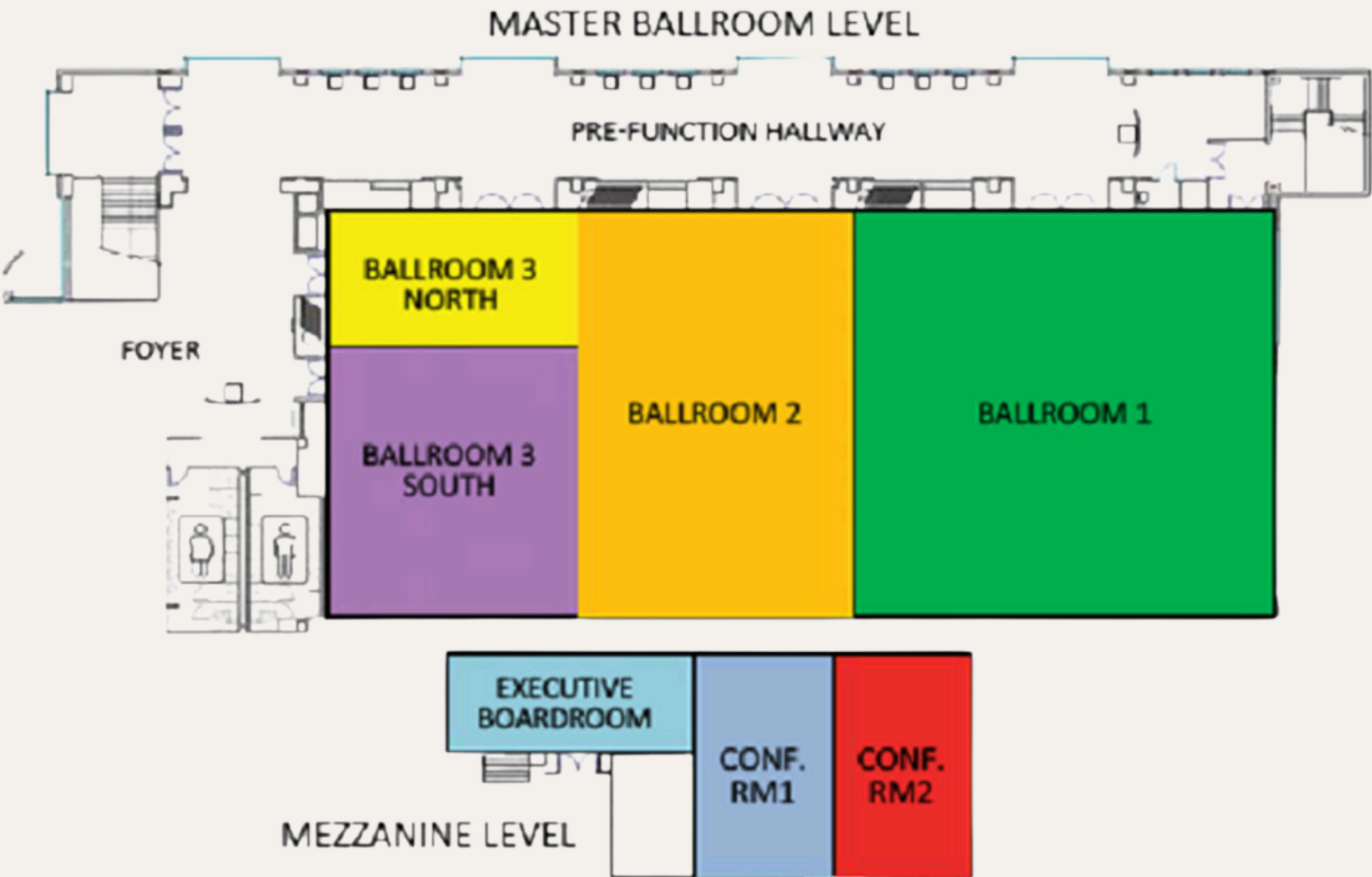




# CAPACITIES

Room	Dimensions	Ceiling	Sq. Ft.	Banquet	Theater	Boardroom	Classroom	Reception	Exhibit
Executive Boardroom	17' x 41'	8'	697	N/A	N/A	24	N/A	N/A	N/A
Conference Room 1	21' x 38'	8'	798	30	49	N/A	32	40	N/A
Conference Room 2	23' x 38'	8'	874	30	49	N/A	36	40	N/A
Grand Ballroom	69' x 165'	18'	11,385	650	800	N/A	504	750	50
Ballroom 1	69' x 72'	18'	4,968	270	350	N/A	224	300	20
Ballroom 2	69' x 47.6'	18'	3,284	200	246	N/A	160	200	16
Ballroom 3	69' x 43'	18'	2,967	150	246	N/A	120	200	16
Ballroom 3 - North	22.5' x 43'	18'	971	50	66	N/A	40	50	5
Ballroom 3 - South	46.5' x 43'	18'	2,003	90	100	N/A	80	90	12

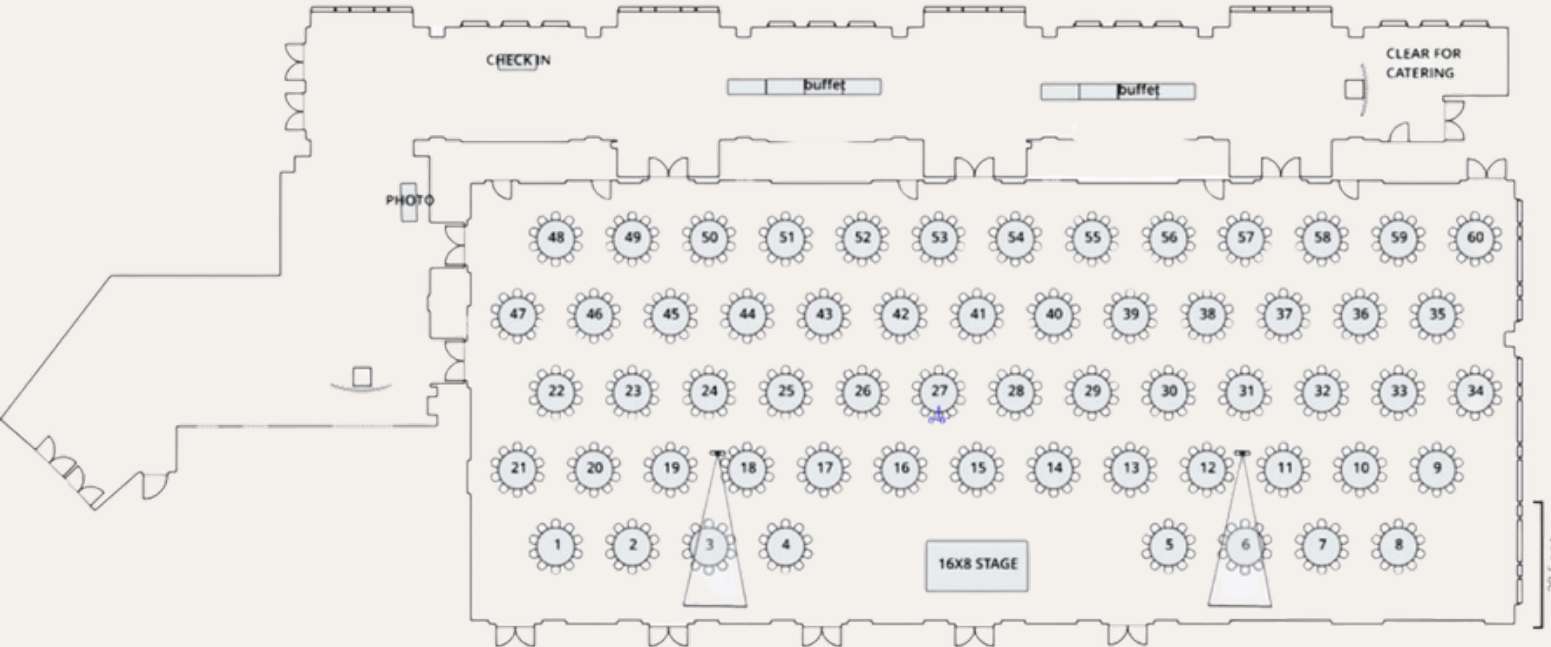
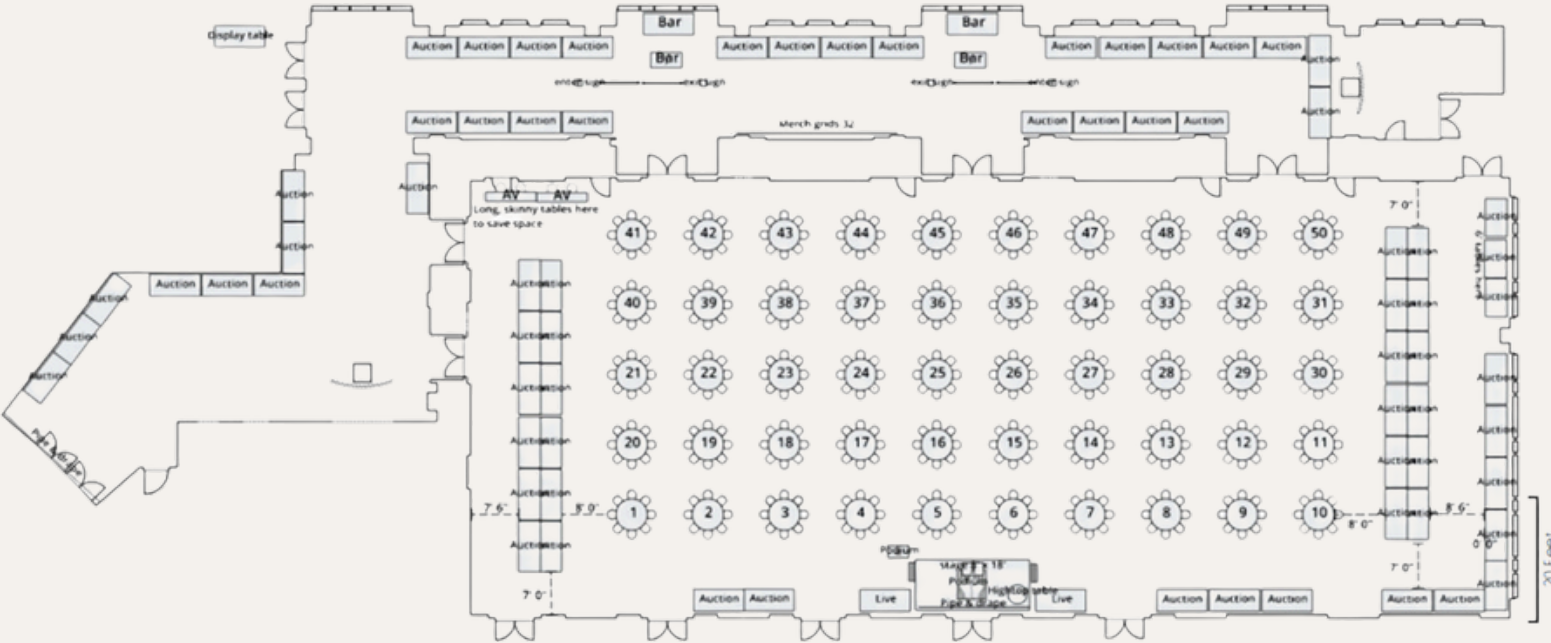
# LAYOUT



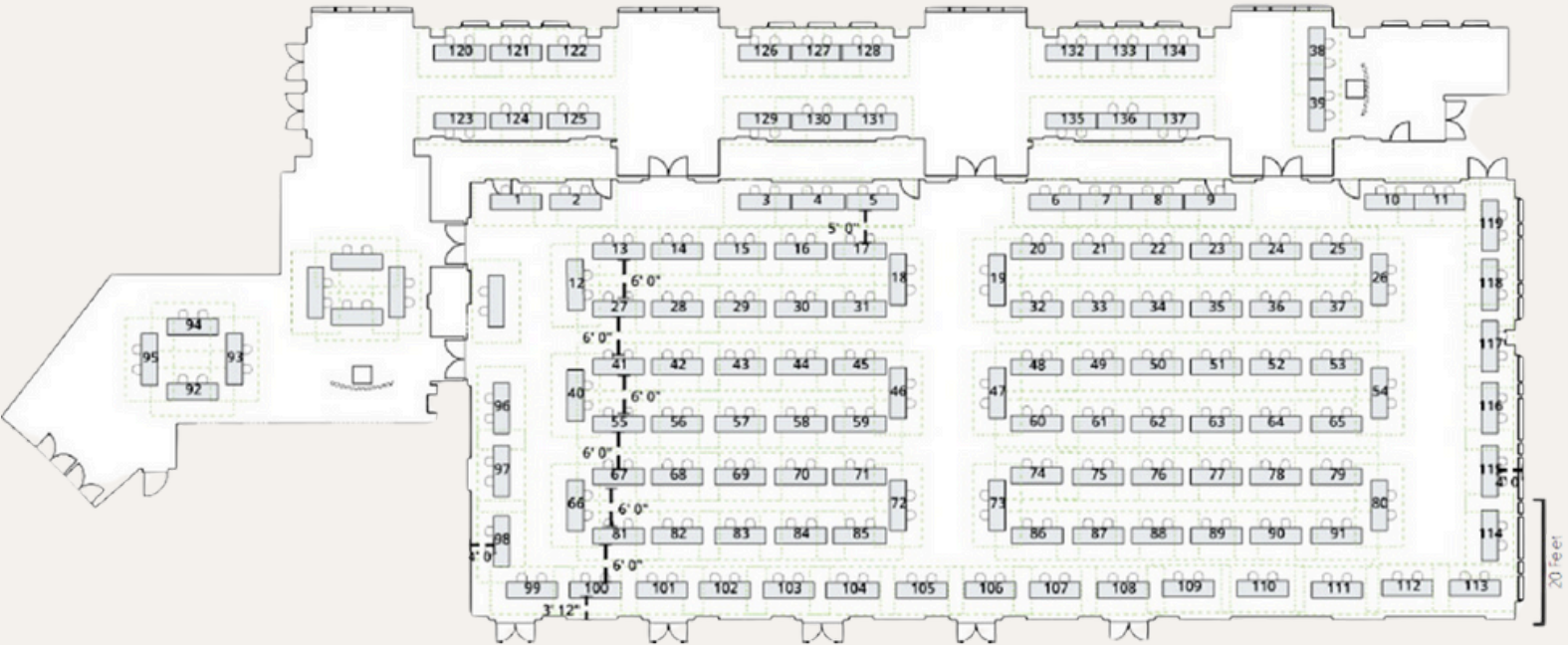


# LAYOUT EXAMPLES

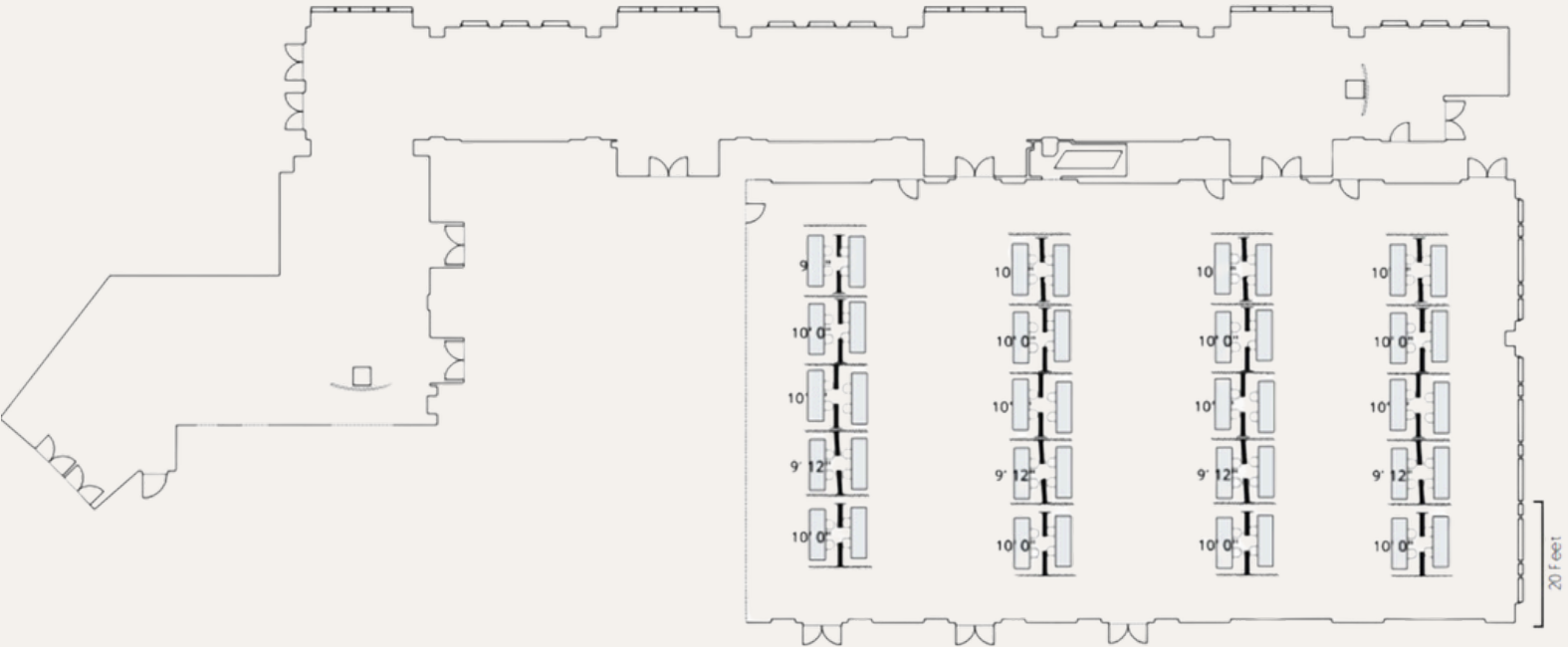
## BANQUETS

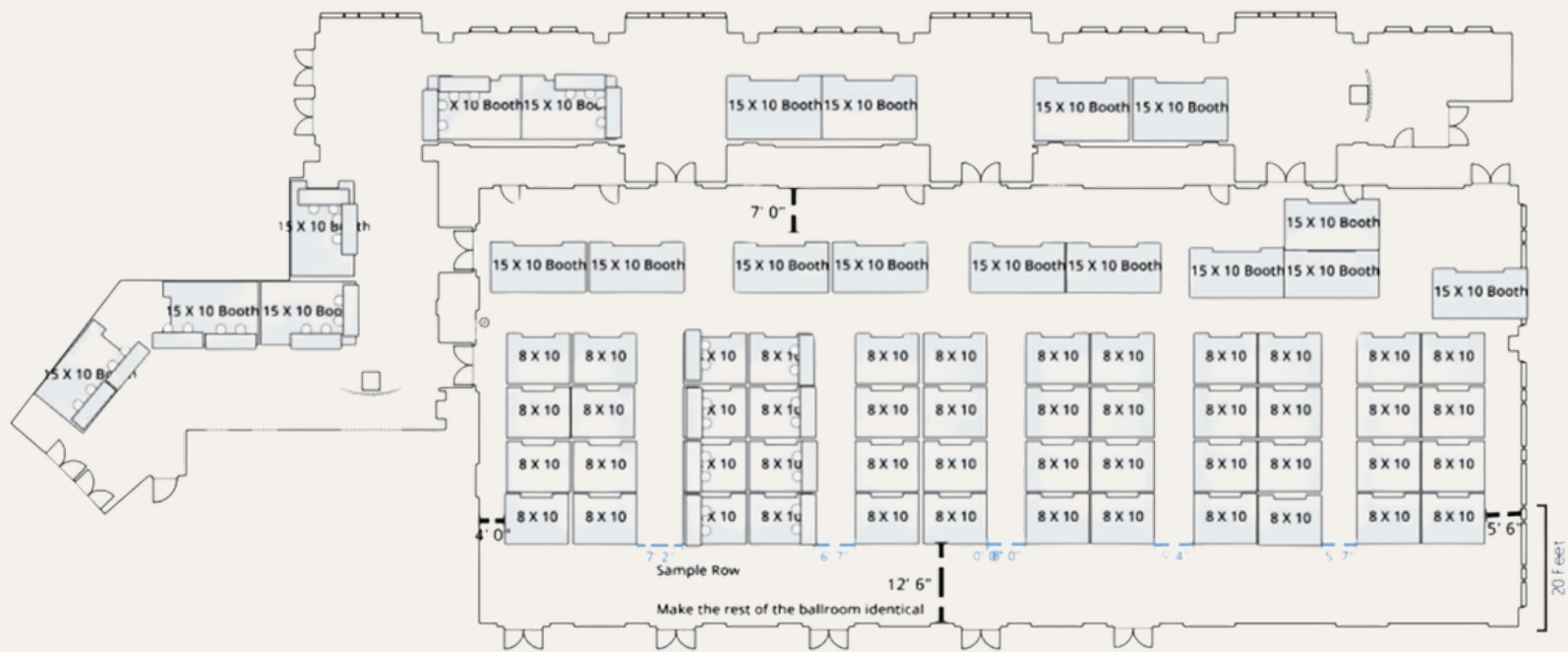


VENDOR FAIR

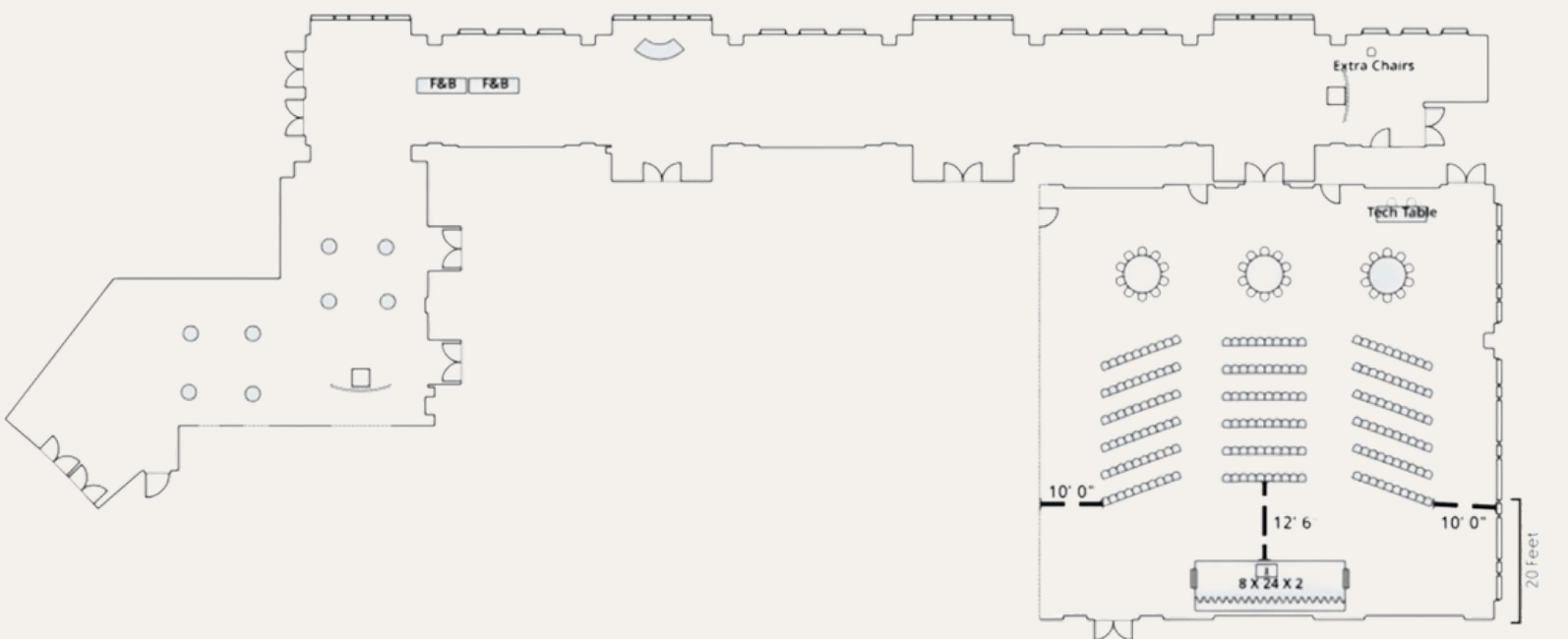


TRADE SHOWS

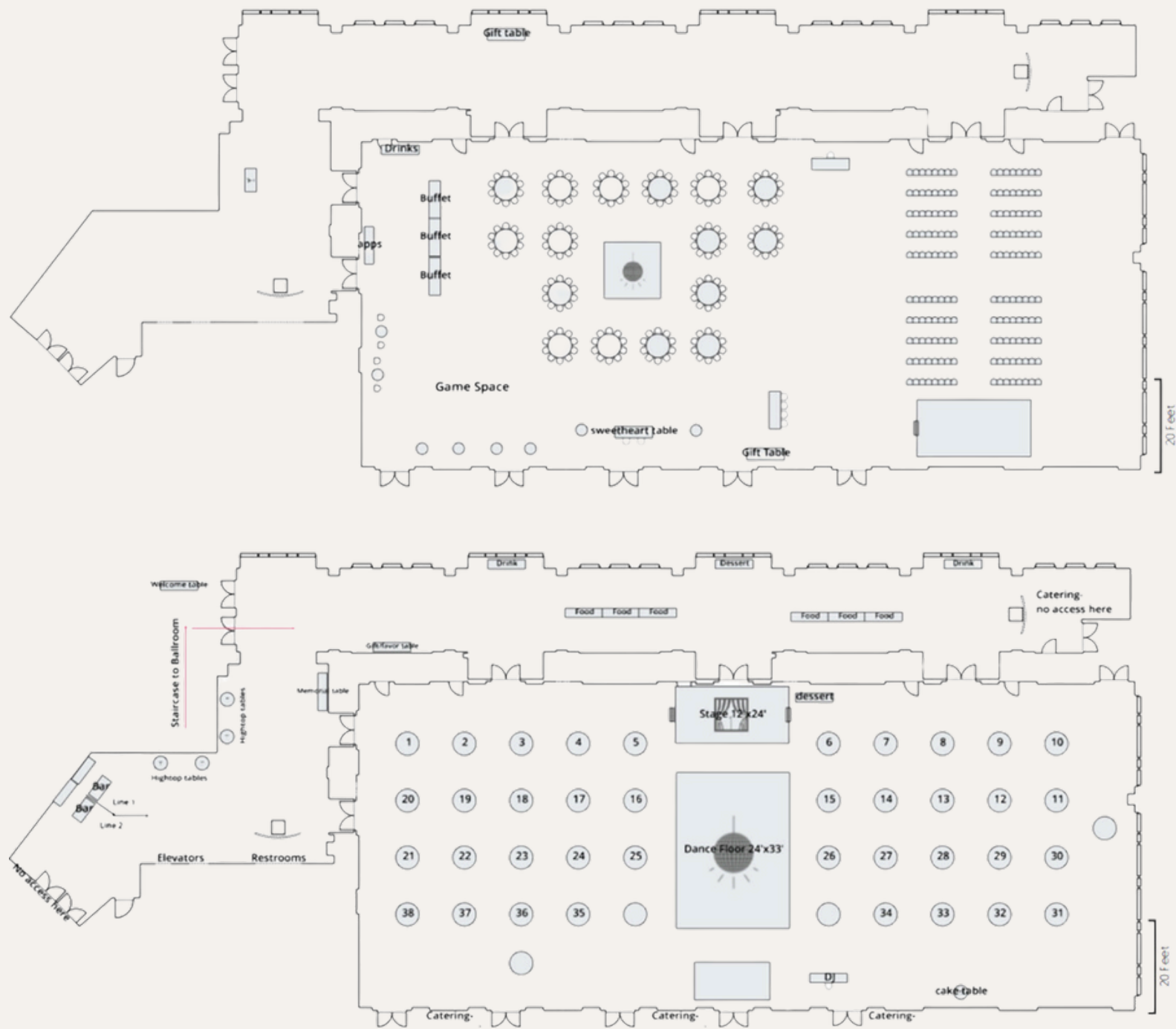




# GRADUATION



WEDDINGS



## ROOM EQUIPMENT

**Dance Floor:** Our dance floor is made up of 3' X 3' tiles with the largest dance floor being 24' X 33'. If any vinyl is applied to the dance floor, the client will be held responsible for any damages to the dance floor. There is a \$250 setup and teardown fee for the dance floor.

**Restrooms:** The Conference Center has a men's and women's restroom located on the same floor of the ballroom. They are located by the entrance to Ballroom 3, and they will be unlocked and monitored during all events.

**Stage Sizes:** Stages must be built based off the dimensions of our stage pieces. Our stage pieces are 8' X 6' X 2', with the largest stage being 12' X 40' X 2'. Each stage will include a podium and sets of stairs.

**Furniture:** The Conference Center offers a variety of furniture options, including rectangular tables, round tables, and cocktail tables. Your Event Coordinator will be happy to assist you in selecting the furniture that best suits the needs of your event.

## ROOM DÉCOR POLICIES

Venue staff are not responsible for setting up or taking down décor. All décor arrangements are the client's responsibility. Additional fees may apply if décor requires extra cleaning or causes damage to the venue. Any décor not on the pre-approved list must be approved by your Event Coordinator at least five days prior to the event date.

The following décor items are permitted:

- LED Candles (not lit candles)
- Centerpieces Materials: including flowers/plants (larger than 3 inches), feathers (larger than 3 inches), picture frames, chargers, bottles, etc.
- Specialty Linen

The following décor items are prohibited:

- Fire/free standing candles
- Glitter/confetti
- Pop-up Tents/free standing structures with ceilings
- Dirt
- Hay
- Chalk
- Sparklers/Cold sparklers
- CO2
- Non-fire retardant fabric
- Smoke/fog/haze machines
- Incense
- Helium balloons



Decorations from an outside company are required to be removed from the venue within event time, per the contract. If client would like to remove decorations outside of contract event times/date it needs to be pre-approved by the Event Coordinator.

## DÉCOR/SIGN/BANNER HANGING METHODS

Venue staff do not assist in the setup or take down of hanging décor or signs. All décor is the client's responsibility. Client may be subject to additional fees if décor requires extra cleaning or damage to the venue. Any hanging method that is not on the pre-approved list must be approved by Conference Center Sales Manager and/or Event Coordinator prior to event date. Clients wishing to use the venue's logo may only use the Edward D. Hansen Conference Center logo.

Pre-approved hanging methods:

- Blue painters' tape

Non-approved hanging methods:

- Tape of any kind (excluding blue painters' tape)
- Glue of any kind
- Tacks/pins
- Nails

## BANNERS

Banners may not be affixed or hung on any surfaces without prior approval by the Event Coordinator. If you would like your banner to be hung on pipe and drape this needs to be pre-approved and communicated to the Event Coordinator. Banners may not be hung on walls or on windows with adhesives, nails, tacks or any other method.

## SIGNAGE

Venue will provide four 11"x14" signs directing guests where to go in the venue. If the client would like to borrow sign holders or sign/art easels (select sizes and amounts available) please communicate that with Event Coordinator.

The venue will not post, or allow to be posted, any signs, cards or posters except in such display areas as client expressly permits. Any use of such areas shall be on a non-exclusive basis. All such material is subject to prior approval by the venue.

## LINENS

Limited linen colors are available through our local AlSCO provider. Table linens and table napkins are provided free of charge with food and beverage. Linen options must be chosen two weeks before your event to ensure on time delivery and availability. The Edward D. Hansen Conference Center have a limited selection of centerpieces and decorations for event usage.

## PERSONAL OR OUTSIDE LINENS

Personal/outside vendor linens are subject to pre-approval by Event Coordinator. Venue staff will not assist in the removal or placement of personal or outside vendor linens. Venue is not responsible for any damage that may occur to linens.

## EVENT STAFFING & GUEST SERVICES

The Conference Center can provide professional and experienced personnel for most of your event needs. They are knowledgeable about the facility and the surrounding area, familiar with our facility's policies and procedures, and experienced in enforcing event rules and regulations. Some of the areas where the Conference Center staffing may be of assistance include: Event Hosts/Ushers, Registration, Badge Check/Ticket Taker, Coat/Parcel Check. Costs incurred for dedicated staffing have a four-hour minimum per staff member. One Guest Service staff member in the Conference Center lobby for a maximum ten (10) hours will be included at no charge. Over ten hours, client will be billed \$25/hour per Guest Services staff member.

The venue shall provide all personnel, including security personnel, to properly staff the Conference Center during the Event. The venue shall determine in its sole discretion the appropriate number of security and other personnel necessary to properly serve and protect the public during the Event. The costs thereof shall be paid by the client according to the prices listed on the then current services rate sheet.

Security is exclusively arranged through the Conference Center's event staff, upon request or at the discretion of the Center based on the size of the group, nature of the event and service of alcoholic beverages. All accrued security expenses will be charged to the client.

# FOOD & BEVERAGE

OVG Hospitality is thrilled to welcome you to the Edward D. Hansen Conference Center. Our Executive Chef, Michael Ruthruff, has crafted a menu featuring chef-designed packages, including a selection of regional and local favorites.

As the exclusive food and beverage provider for the Conference Center, we are dedicated to upholding the highest standards of quality and service. We look forward to curating a unique and unforgettable experience for your event. With a focus on exceptional food, beverages, and efficient, attentive service, our OVG culinary team strives to source ingredients locally whenever possible—"From our state to your plate!"

If any of your guests have dietary restrictions, please inform our Premium Services Manager, who will be happy to assist in creating a customized menu to suit their needs. Our catering options include a wide variety of choices, from breakfast and à la carte options to boxed and plated lunches, appetizers, full buffet dinners, plated meals, indulgent desserts, and complete beverage service.

## EXCLUSIVE CATERER

OVG Hospitality is the exclusive provider of food and beverages for the Edward D. Hansen Conference Center. We are committed to the highest standards of quality and service. **No outside food or beverages of any kind are allowed into the facility by clients, guests or exhibitors without the prior written consent of OVG Hospitality.** Please let your Event Coordinator know if you have any questions regarding this policy.

## CONFIRMATION OF ORDERS

The Catering team will review your event details and provide a written confirmation, including the menu, service plan, and guest count, in the form of a Banquet Event Order (BEO). This form must be signed and returned at least five business days prior to your event.

## DIETARY CONSIDERATIONS

With advance notice, our chef can accommodate most special meal requests. Please notify your Catering Contact of any dietary needs, including vegetarian, vegan, gluten-free, or other restrictions. Special meal requests must be submitted at least five business days prior to your event. These requests will be included in your final guaranteed attendance and priced accordingly.

## DESSERT DASHES

The Edward D. Hansen Conference Center welcomes clients to host a dessert dash for their Auction or Gala. There is no fee associated with bringing in your own dessert. The Edward D. Hansen Conference Center does offer three levels of service for your Dessert Dash. Please discuss with the Premium Services Manager to determine what works best for your event.

### **Option A: Complimentary Service**

Edward D. Hansen Conference Center provides each table with utensils and plates for self-service. Client places markers indicating winning table number at the dessert display and winner brings dessert back to their table.

### **Option B: Enhanced Service \$1.50 per person**

Client places marker indicating winning table number at the dessert display. Servers collect desserts and slice them. At the appointed time, the sliced desserts are delivered to each winning table. Dessert Dash must be done prior to Entrée service to allow for adequate dessert service time.

### **Option C: Premium Service \$3 per person**

Client places marker indicating winning table number at the dessert display. Servers collect desserts, slice, and immediately serve the sliced desserts to each winning table. Dessert Dash may be done at any time during the event.

## CATERING MENU

The catering menu is available on the Angel Of The Winds Arena website.

For menu options specific to your event, please reach out to the Food and Beverage department. Please note that the catering menu and pricing are subject to change.

## BUYOUTS

For information and pricing on buyout options, please contact the Conference Center Sales Manager or OVG Hospitality.

## ONSITE SALES & MERCHANDISE

The sale of merchandise is subjected to a commission to the Edward D. Hansen Conference Center as specified in the license agreement. This commission is applied to gross sales after deducting any applicable sales tax.

## GUARANTEED ATTENDANCE

Final guarantees are due in writing, five business days in advance of your scheduled event. Final guarantees cannot exceed the capacity of the event space and cannot be reduced once the deadline expires. If the final guarantee increases or decreases by more than 25% from the initial estimated attendance by your final guarantee date, additional charges may apply. Every effort will be made to accommodate guarantee increases after they are submitted, subject to reasonable menu substitutions or additional cost. In the absence of a final guarantee, the initial attendance estimate will be used.

## OVERAGE – PLATED MEALS

For plated meals, we are prepared to serve the guaranteed attendance. Any additional meals including on-site requests will be invoiced on your Banquet Event Order and priced upon consumption. For any pre-set plated meals, meal counts must be equal to the maximum occupancy of table sets for the room.

## UNCONSUMED FOOD & BEVERAGE

The Edward D. Hansen Conference Center adheres to state and local health guidelines which dictate that food items may not be taken off the premises. Accordingly, all food and beverage must be consumed during the specific event.

## MANAGEMENT CHARGE

All catered events are subject to a 20% management charge. This charge is the sole property of the food / beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities and wages) and is not a charge in lieu of a tip. The Management charge is not a tip, gratuity or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the management charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.



## CATERING CART SERVICE

Hosted and Non-Hosted Catering Cart services are available exclusively through the Edward D. Hansen Conference Center. Menus are customizable and can include the following: coffee, assorted beverages, pastries, sandwiches, salads and assorted snacks. Hosted and non-hosted concession sales are charged \$1000 for a four (4) hour minimum service. Hours may be extended at a rate of \$100 per hour. All Catering Cart Services will be determined at the sole discretion of the Edward D. Hansen Conference Center.

## OUTSIDE FOOD & DRINKS

Outside food or drinks are not permitted in Edward D. Hansen Conference Center. If food is required for your event, we have an in-house hospitality service available for purchase. Our Executive Chef is experienced in serving premium menus that cater to each individual event needs and wants. All arrangements for serving food and beverages and sale of concessions should be made through OVG Hospitality at 425-322-2726 or [Mark.Kehret@oakviewgroup.com](mailto:Mark.Kehret@oakviewgroup.com).

## ALCOHOL

The sale of or distribution of outside alcohol is not permitted in Edward D. Hansen Conference Center. OVG Hospitality holds the only approved liquor license for the building. Their staff are trained and permitted to serve alcohol during all events. OVG Hospitality has the right stop sales or conduct cut offs at any point during events. For further questions regarding this topic, you can reach out to OVG Hospitality at 425-322-2726 or [Mark.Kehret@oakviewgroup.com](mailto:Mark.Kehret@oakviewgroup.com).

# ADVERTISING & MARKETING

LICENSEE agrees that all advertising and marketing materials for the Event will be accurate and truthful, clearly displaying event times and ticket prices. The official Edward D. Hansen Conference Center logo must be used in all marketing materials, while the Angel Of The Winds Arena logo must not be used, as it represents a separate entity. Official logos may not be altered, and each use of the logo, as well as all advertising materials—including printed and digital formats—requires prior approval from the LICENSOR. The Conference Center retains exclusive rights to all advertising space on its premises, with all associated revenue accruing to the LICENSOR.

## SOCIAL MEDIA

We encourage clients to post their event on social media to increase attendance and awareness. Should you wish to be featured on the Conference Center's social media accounts, please tag @edwarddhansenc.

## BRANDING

Enhance visibility and customize your event for success. Branding opportunities are available inside and outside the conference center.

Please email [Tayler.Fredrickson@oakviewgroup.com](mailto:Tayler.Fredrickson@oakviewgroup.com) to learn more about our marketing and branding opportunities.

# PARKING INFORMATION & DIRECTIONS

The Edward D. Hansen Conference Center is within walking distance to more than 6,000 parking spaces.

## PARKING OPTIONS

The Edward D. Hansen Conference Center is conveniently located across from the Hewitt Surface Lot. The Hewitt Lot is located on the NE corner of Hewitt Avenue and Lombard Street. It is open 24 hours a day, 7 days a week. There are 40 spaces in this lot available for client use. The lot can be rented out per vehicle, or all 40 spaces can be rented out. Your Event Coordinator can offer parking passes at a discounted rate of \$7 per vehicle per day or should you wish to rent out all 40 parking spots, the standard rate is \$800 daily. Parking is always first-come, first-served.

## DIRECTIONS TO THE EDWARD D. HANSEN CONFERENCE CENTER

### FROM THE NORTH

Take I-5 South to Exit number 194 -US-2/Everett Avenue.

Take the Everett Avenue ramp towards the City Center.

Turn right onto Everett Avenue.

Turn left onto Broadway.

Turn Right onto Hewitt Ave.

Turn right onto Lombard Avenue then make another right into the Hewitt Surface Lot.

Upon exiting surface lot head south across Hewitt Avenue to the Edward D. Hansen Conference Center entrance

## FROM THE SOUTH

Take I-5 North to exit 192 – Broadway Avenue Exit

This exit will become Broadway heading northbound.

Turn Left onto Hewitt Ave.

Turn right onto Lombard Avenue then make another right into the Hewitt Surface Lot.

Upon exiting surface lot head south across Hewitt Avenue to the Edward D. Hansen Conference Center entrance.

## FROM THE EAST

Merge onto US-2 West.

Turn slight left to take the I-5 S ramp toward Seattle / Everett / Hewitt Avenue.

Take the ramp toward Hewitt Avenue/City Center.

Turn slight right onto California Street.

Turn left onto Maple Street / WA-529.

Turn right onto Hewitt Avenue / US-.

Upon exiting surface lot head south across Hewitt Avenue to the Edward D. Hansen Conference Center entrance.

# COMMUNITY ENGAGEMENT

The Edward D. Hansen Conference Center is conveniently located near various accommodation options, airports, malls, and restaurants.

## ACCOMODATION

Delta Hotels by Marriott **0.7 Miles**

3105 Pine Street  
Everett, WA 98201  
Phone: 425-339-2000

Courtyard by Marriott Seattle/Everett **0.3 Miles**

3003 Colby Avenue  
Everett, WA 98201  
Phone: 425-259-2200

Hotel Indigo Seattle Everett Waterfront **3 Miles**

1028 13th Street  
Everett, WA 98201  
Phone: 425-217-2772

Hampton Inn Seattle/Everett **0.7 Miles**

2931 West Marine View Drive  
Everett, WA 98201  
Phone: 425-349-4466

Angel Of The Winds Casino **18.4 Miles**

3438 Stoluckquamish Ln  
Arlington, WA 98223  
Phone: 360-474-9740

## AIRPORTS

Paine Field **8.3 Miles**

3308 100th Street SW  
Everett, WA 98204  
Phone: 425-388-5125

Bellingham Int'l Airport **66 Miles**

4255 Mitchell Way  
Bellingham, WA 98226  
Phone: 360-671-5674

Seattle-Tacoma International Airport **42 Miles**

17801 Pacific Highway South  
Seattle, WA 98168  
Phone: 206-433-5388

Vancouver International Airport **110 Miles**

3211 Grant McConachie Way  
Richmond, BC V7B 1Y7  
Phone: 604-207-7077

## LIMOUSINE SERVICES/TAXI COMPANIES

Everett Limo Service  
Phone: 425-374-4434

Orange Cab - Everett  
Phone: 425-783-0000

ShuttleExpress  
Shuttleexpress.com  
Phone: 206-622-1424

A & A Limousine  
& Bus Service  
Phone: 206-365-1008



## MALLS (SHOPPING CENTERS)

Alderwood Mall Shopping Center **14.3 Miles**  
3000 184th Southwest  
Lynnwood, WA 98037  
Phone: 425-712-0521

Everett Mall **5.7 Miles**  
1402 Southeast Everett Mall Way  
Everett, WA 98208  
Phone: 425-355-1771

Seattle Premium Outlets **7.25 Miles**  
10600 Quil Ceda Blvd.  
Tualip, WA 98271  
Phone: 360-654-3000

## RESTAURANTS

South Fork Baking Company **2.1 Miles**  
1410 Seiner Dr  
Everett, WA 98201  
Phone: 425-212-9327

Brooklyn Brothers Pizzeria **.05 Miles**  
1919 Hewitt Avenue  
Everett, WA 98201  
Phone: 425-258-6900

El Paraiso Mexican Grill **0.3 Miles**  
2801 Colby Ave  
Everett, WA 98201  
Phone: 425-252-6026

Scuttlebutt Brewing Company **2.3 Miles**  
3310 Cedar Street  
Everett, WA 98201  
Phone: 425-252-2829

Katana Sushi **0.5 Miles**  
2818 Hewitt Ave.  
Everett, WA 98201  
Phone: 425-512-9316

Anthony's Homeport **1.6 Miles**  
1726 West Marine View Drive  
Everett, WA 98021  
Phone: 425-252-3333

Thai Gusto **0.05 Miles**  
2011 Hewitt Ave  
Everett, WA 98201  
Phone: 425-252-3525

Toshi's Teriyaki **0.5 Miles**  
3101 Hoyt Avenue  
Everett, WA 98201  
Phone: 425-258-9660

That Chicken Place **0.05 Miles**  
1907 Hewitt Ave  
Everett, WA 98201  
Phone: 425-349-0253

Irishmen Pub **0.28 Miles**  
2923 Colby Avenue  
Everett, WA 98201  
Phone: 425-374-5783

Lombardi's **1.7 Miles**  
1620 W Marine View Drive  
Everett, WA 98201  
Phone: 425-252-1886