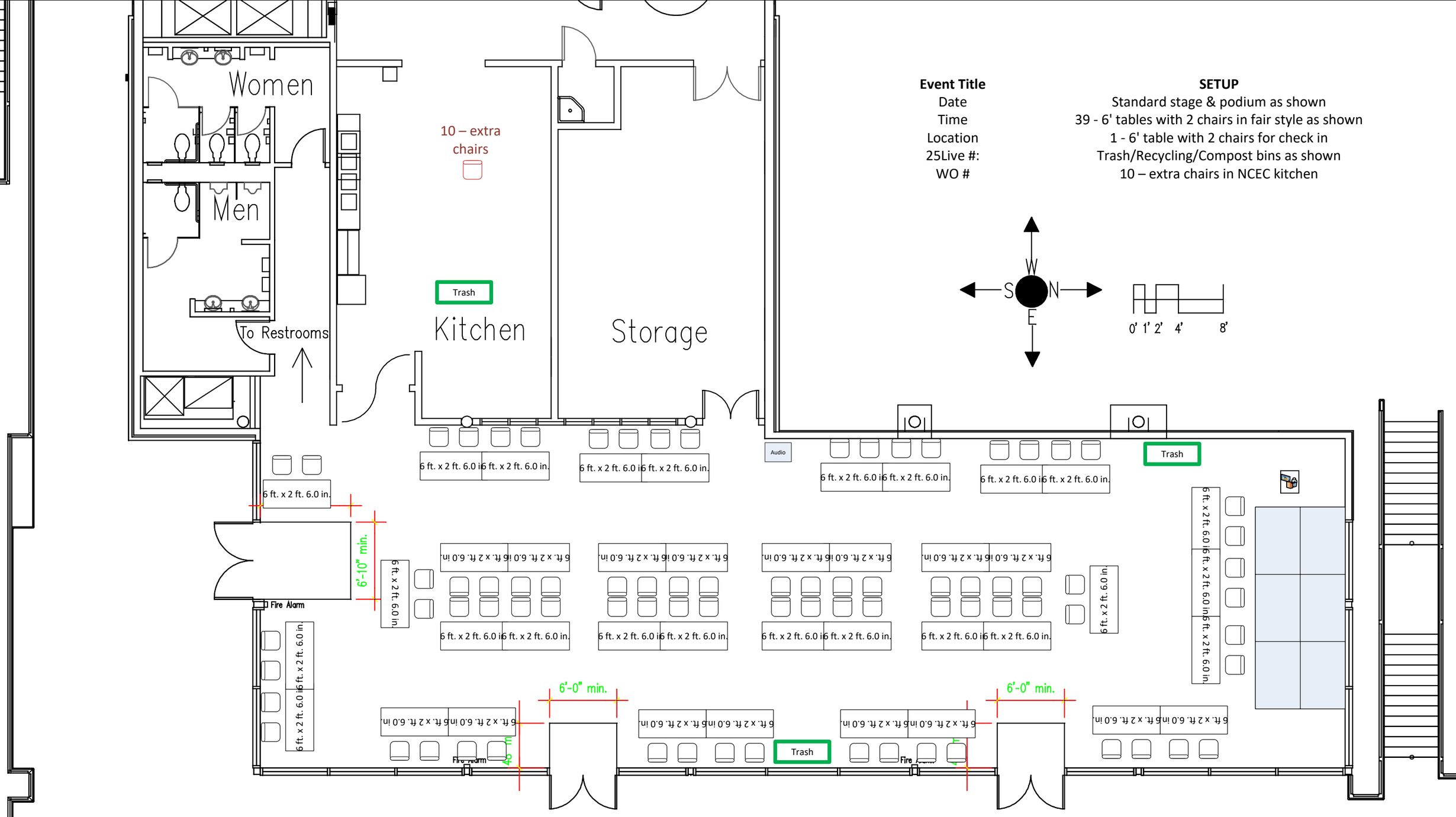
Event Title
Date
Time
Location
25Live #:
WO #

SETUP
Standard stage & podium as shown
39 - 6' tables with 2 chairs in fair style as shown
1 - 6' table with 2 chairs for check in
Trash/Recycling/Compost bins as shown
10 – extra chairs in NCEC kitchen



Please note that this diagram conforms to the Fire Safety Codes and ADA rules at its stated capacity for this space. Any changes to this diagram/set-up now or at the actual event, must be approved by Event & Conference Services (425-352-3556). Facilities staff is <u>not</u> allowed to change this diagram/set-up or to obtain additional furniture unless it is approved by Event & Conference Services (425-352-3556). It is the patron's responsibility to assure compliance with the Fire Safety Codes and ADA rules throughout and during their event.