

SHIPPING

- Please have items shipped to our address no earlier than 3 business days before your event, as we have limited space and no shipping and receiving department.
- All standard boxes can be picked up at the main concierge desk.

Label Information:

Name of Event

Hold For (Guest Name)

Box 1 of ____

Bell Harbor Conference Center

2211 Alaskan Way, Pier 66

Seattle, WA 98121

If anything is too large to come Fed Ex, UPS, or DHL please see the loading dock information below.

LOAD-IN & LOAD-OUT OF ELLIOTT HALL

- Turn into surface parking lot located on Alaskan Way at the **north end** of the building
- Approach the mesh gate at the north end of the lot
- On your left is a call box, dial #03 to reach the Bell Harbor Concierge. The Concierge will open the gate for you.
- Drive through the gate and proceed straight down the Pier
- At the end of the Pier, turn left (this will be your only option)
- Proceed down the pier, to your left, you will see several roll-down doors providing access to Elliott Hall, Bay 1-12.

IMPORTANT NOTE

The Pier is a loading and unloading zone only, no vehicles may be left on the Pier that are not directly involved in loading or unloading.

The loading dock is surface level only. No truck bed facilities are available. Please make arrangements for a lift gate truck and pallet jack or fork lift.