

# Washington State Democratic Central Committee

January 27-28, 2017  
Red Lion Hotel Olympia

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## Sign Policy

- Please do not obstruct venue staff as they setup the meeting rooms.
- Please comply with all requests from venue staff and State Party staff to remove signs or other printed materials.
- Please use only BLUE PAINTER'S TAPE to attach printed materials to any surface.

Printed materials may **NOT** be placed in the following areas:

- No signs are to be placed on/behind the stage, screen, or head table in any meeting room unless permission is given by the meeting facilitator/chair.
- No signs are to be placed in the lobby, on the front doors, on the stairs, in the elevator, in the restaurant/bar, in the hallways, or attached to the outside of the venue.
- No signs are to be placed blocking official information posted by the venue or the State Party.

Printed materials may **ONLY** be placed in the following areas:

- **Hospitality Suite signs** for Friday may be displayed on the designated easels in the registration area, the hotel lobby, and on the door of your suite. Please remove these at the end of Friday evening.
- **Campaign signs** may only be displayed on Saturday and only in rooms where meetings are taking place. Signs must be placed during times when the room is not in use so as not to obstruct proceedings. Signs must be removed as soon as the meeting concludes.
- **Flyers** may not be placed on chairs in meeting rooms unless a designated person can remove all unclaimed flyers as soon as the meeting concludes.
- Flyers may be handed out in the display table area, but not in front of the registration tables. Please be courteous of other non-affiliated guests staying in the host hotel.

***Please note that if signs are put up in a manner that is not according to this policy they will be taken down and thrown away.***

***These rules do not apply to the meeting signs displayed by WSDCC staff.***