

# Expo Center Rental Application

**Complete and return to:** *Portland Metropolitan Expo Center / Attn: Matthew P. Rotchford / 2060 N. Marine Dr. Portland, OR 97217*  
*503.736.5200 phone / 503.736.5201 fax / info@expocenter.org*

The following information is requested by the Portland Metropolitan Exposition Center management to assist in the review and consideration of your request for lease of the Expo Center facilities. The accuracy and completeness of the information provided below are very important insofar as this information will be a critical factor in considering your request. **Be as detailed and specific as possible. Until Expo Center management officially approves this application and a formal License Agreement is fully executed, there is no legal or binding commitment between the Expo Center and the rental applicant.**

<b>NAME &amp; TITLE</b> (Main Contact/Licensee): _____	<b>TODAY'S DATE:</b> _____
<b>BUSINESS NAME:</b> _____	<b>EVENT TYPE</b> (Select All that Apply): <i>CONSUMER PUBLIC</i>
<b>ADDRESS:</b> _____	<i>TRADE SHOW            MEAL FUNCTION            OTHER</i>
<b>CTYSTZIP:</b> _____	<b>IS THE EVENT TICKETED OR NON-TICKETED?</b> _____
<b>PH. 1:</b> _____ <b>PH. 2:</b> _____ <b>FAX:</b> _____	<b>IF SO, STATE TICKET PRICES:</b> _____
<b>E:MAIL:</b> _____ <b>WEBSITE:</b> _____	<b>EST. DAILY ATTENDANCE:</b> _____ <b>TOTAL</b> _____
<b>ALTERNATE CONTACT:</b> _____ <b>PH.1</b> _____	<b>HOW DID YOU LEARN / HEAR OF THE EXPO?</b> _____
<b>EVENT NAME:</b> _____	<b>BANK &amp; CREDIT REFERENCES:</b> (Name, Phone #,Account #)
<b>EVENT DESCRIPTION:</b> _____	_____
_____	_____
<b>LOAD-IN DATE(S):</b> _____ <b>TIME(S):</b> _____	_____
<b>EVENT DATE(S):</b> _____ <b>TIME(S):</b> _____	<b>INDUSTRY REFERENCES:</b> (Name, Company, Phone #)
<b>LOAD-OUT DATE(S):</b> _____ <b>TIME(S):</b> _____	_____
<b>SPACE(S)</b> (i.e. Hall D, Rms. D202-4): _____	<b>PREVIOUS EVENTS:</b> (Event Type / Title, Date, Facility)
<b>IS THIS EVENT PUBLIC OR PRIVATE:</b> _____ <b>MEDIA RELEASE OK?:</b> _____	_____
<b>TAX ID # OR SSN:</b> _____ <b>DECORATOR:</b> _____ <b>PH:</b> _____	_____
<b>FOOD &amp; BEVERAGE SERVICES:</b> <b>CATERING</b> _____ <b>CONCESSIONS</b> _____ <b>BREAKS</b> _____	<b>OTHER COMMENTS / NOTES:</b>
<b>SIGNATURE:</b> _____ <b>TITLE:</b> _____ <b>DATE:</b> _____	_____