



In-House Services 2009-2010

Effective through June 30, 2010

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Expo Admissions Services

The Expo Center (MERC) also employs a full service admissions staff to handle all of your ticket taking, door watch and coat check needs. These staff members are truly customer-service oriented and are often the first person patrons meet upon their arrival at your event. Your Event Manager will order these staff for you based upon event load. Please see [Labor Rates](#) for current hourly rates.

Expo Audio-Visual

Everything from basic small Overhead Presentations to the latest in Computer Data Projection for large scale productions can be provided for your meeting, seminar or banquet here at the Expo Center. Contact your Event Manager for details or see the [Audio Visual Information](#) sheet for more information. To receive a discounted advance rate, all orders must be received no later than 14 days prior to your first event day.

Expo Catering & Concessions

When you plan your catered event at the Portland Metropolitan Expo Center, ARAMARK is here to serve you. Whether a sit down meal function for 3,000, or a buffet for 300, ARAMARK will help personalize your food and beverage needs while making the planning process easy. Our programs offer a wide variety of menu options from the budget conscious to the most elegant. In addition, ARAMARK can offer healthful break services, direct booth services, and memorable receptions and desserts. Concession fare is offered throughout the facilities with a wide range of affordable options for your patrons. See the [Food & Beverage](#) page for more information.

Expo Electrical

The Expo Center is equipped with enough power for a full-scale concert or a simple and convenient 5-amp lay-in to exhibit booths. Electrical services and installation are solely provided by Event Power & Lighting at (360) 225-3830 or [Hollywood Lights](#) at (503) 232-8855. A current listing of [Service Rates](#) is available for your review. Your service provider can provide you with Electrical Service Order Forms that you or your decorator can include in exhibitor packets. It is advised that you solidify your power requirements 30 days prior to your first event day. Contact your Event Manager for details.

Expo Equipment Services

The Expo Center has a great deal of additional equipment and services available for rental and or purchase such as flip charts, bleachers, or outdoor canopies. See [Additional Equipment and Services](#) for a complete listing of current rates and information or contact your Event Manager for details.

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Expo Natural Gas

The Expo Center is equipped with a safe distribution system of natural gas availability throughout the facility. Halls D & E are the most easily accessible. Our qualified Operations Staff will drop the natural gas lines based upon the information you provide. Actual equipment hook-up to be performed by exhibitor contracted personnel. We also have [Natural Gas Service Order Forms](#) that you or your decorator can include in exhibitor packets. It is advised that you solidify your natural gas requirements 30 days prior to your first event day. Please contact your Event Manager or see [Utility Information](#) for complete information.

Expo Parking Services

The Expo Center parking operation is managed by City Center Parking, Inc. There is a charge for all parking during events at the Expo Center. Special arrangements may be made with licensees wishing to pay for their attendee's parking. Parking is free of charge on move-in and move-out days. Licensee is provided with (15) fifteen complimentary parking passes which are valid for the run of show, and include in and out privileges. See [Parking Information](#) for complete information or contact your Event Manager to discuss options. .

Expo Security / Medical Services

Our security providers and medical staff will provide your event with experienced security and medical professionals to assist you in providing a safe, controlled atmosphere for your attendees. An Emergency Medical Technician (EMT) is required to be onsite for all events expecting 500 or more attendees. This staff person will be scheduled 15 min. prior to your show opening and up to one-half hour after it closes, and will be billed at the final settlement. With simultaneous events, the cost of this position will be divided among all applicable events. The EMT is ordered directly by the Event Manager.

An [Approved Security Providers List](#) is listed on this website. On an event-by-event basis, Expo management may require security staff. Following a consultation with your Event Manager, contact and directly hire an approved Security Provider for security coverage during your event. These companies will work with you to provide a safe and secure event atmosphere for your event. Pricing structures and services vary between providers. Expo Event Managers should be advised of your Security order no later than 30 days prior to your event, or be advised that Security personnel will be ordered for your event at the discretion of EXPO in order to maintain EXPO event security standards. Please see [Labor Rates](#) for current hourly rates. There is a four-hour minimum per position.

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Expo Telecommunications

The Expo Center can provide a number of telecommunications services for your event including, but not limited to; Basic Analog Service, Long Distance, and High Speed Data lines. For the convenience of the Show Manager, an in-house phone is located in each show office and can be activated to allow local and/or long distance calls, at your request. There is a \$120 charge for this service. Long distance calls will be billed at the market rate. Additional private telephone lines can be installed at nearly any desired location, from meeting rooms and show offices to lobbies and exhibit booths. We also have [Telephone Service Order Forms](#) on line that you or your decorator can include in exhibitor packets. High Speed Data Lines are available for \$330 for the first line, \$230 for the 2nd – 4th line, \$130 for the 5th – 10th and \$105 for the 11th – 20th. Talk to your Event Manager for details.

Expo Ticketing Services

The Ticket Services Department provides a professional and reliable, full-service ticketing operation to Expo Center clientele. When contracted, we oversee all aspects of event ticketing and sales including; ticket design and set up, ticket printing, advance ticket sale arrangements at remote outlets if requested, day-of-event ticket sales, daily ticket statements and final ticket reconciliation. We handle all of our own cash needs. Our ticketing system can create pre-printed tickets with logos and security options. All ticketed events are required to use our in-house box office services and staff. Parameters may vary per event. Licensee will be charged for labor and ticket printing at the conclusion of the show. See the [Ticketing Information](#) sheet for more information.

Expo Utility Services

For all utility needs other than those items described above, such as Water hook-ups, contact your Event Manager directly. See [Labor Rates](#) for current hourly rates for services.

Questions or Service:
The Portland Expo Center
503-736-5200 / info@expoctr.org
www.expoctr.org