



Effective through June 30, 2012

Expo Admissions Services

The Expo Center employs full service admissions staff to handle ticket taking, door watch and coat check. Staff members are customer-service oriented and are often the first person patrons meet upon their arrival to the event. Your event manager will arrange admissions staff based upon event load. Please see [Labor Rates](#) for current hourly rates.

Expo Audio / Visual

From simple, basic overhead projection presentations to the latest in computer data projection for complex, large scale productions, the Expo Center can handle most A/V needs for meetings, seminars, exhibits or banquets. 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

The Portland Expo Center's exclusive food and beverage contractor, pacificwild, presented by ARAMARK, is here to serve you. Whether your event is a sit down meal for 3,000 or a buffet for 300, pacificwild staff will meet your needs while making the planning process easy. A wide variety of menu options are available - from the budget conscious to the most elegant - from healthy refreshment breaks, direct booth services, and memorable receptions and desserts. Unique concession fare throughout the facility also offers a diversity 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. Your service provider can provide electrical service order forms to be included in exhibitor packets. It is advised that electrical services be reserved 30 days prior to your first event day. Contact your event manager for details.

Expo Equipment Services

The Expo Center offers additional equipment and services available for rent and/or purchase, such as flip charts, bleachers, and outdoor canopies. See [Additional Equipment and Services](#) for a complete listing of current rates and information or contact your event manager for details.

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. Expo's operations staff will drop natural gas lines based upon your event and exhibitor needs; equipment hook-up is performed by exhibitor contracted personnel. [Natural Gas Service Order Forms](#) are available for inclusion in exhibitor packets. It is advised that natural gas services be reserved 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. Each 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

Expo offers experienced security and medical professionals to assist clients in providing a safe, controlled atmosphere for attendees. An emergency medical technician (EMT) is required to be on site for all events expecting 500 or more attendees. The EMT will be scheduled (15) fifteen minutes prior to 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 available on the Expo Center 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. Pricing structures and services vary between providers. Expo event managers will be advised of all reserved security services no later than 30 days prior to the event, or be advised that the Expo Center will order security services in order to maintain event security standards. Please see [Labor Rates](#) for current hourly rates. There is a four-hour minimum per position.

Expo Telecommunications

The Expo Center can provide a number of telecommunications services for your event including, but not limited to basic analog and long distance telephone service 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 a cost of \$120. 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. [Telephone Service Order Forms](#) are available on line for inclusion in exhibitor packets. Contact your event manager for more information.

Expo Ticketing Services

All ticketing services are provided by Expo's in-house ticket services department, a professional and reliable full-service ticketing operation covering all aspects of event ticketing and sales, including design, set-up and printing; advance, remote outlet and day-of-event sales; daily statements; and final reconciliation. Pre-printed tickets with logos and security options are also available. Licensees will be charged for labor and ticket printing at the conclusion of the show. See the [Ticketing Information](#) sheet or contact the ticket services department 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.