



*Effective through June 30, 2012*

Remit to: Portland Expo Center  
2060 N. Marine Drive, Portland, OR 97217  
Tel (503) 736-5200 Fax (503) 736-5201

## **Welcome to the Portland Expo Center...**

Thank you for your interest in the Portland Metropolitan Exposition Center. Within this packet you will find detailed facility information including current rates, Aramark catering overviews and a Rental Application. Much of this same information and more is readily available at our website at [www.expoctr.org](http://www.expoctr.org). The site is designed to assist both show managers and patrons in gaining information about our facility and its events, both quickly and easily.

The Expo Center is a multi-purpose facility that has served for more than 35 years as the region's primary destination for consumer public shows, trade shows, and public events. This 60-acre campus includes a complex of five inter-connected buildings comprising 330,000 square feet of multi-use exhibition space, 9 meeting rooms, a full-service kitchen and parking for 2,200 vehicles. The Expo Center is located just off the Interstate 5 between downtown Portland and Vancouver, Washington.

The facility hosts nearly 100 events annually, attracting in excess of 500,000 attendees. The Expo Center is operated by the Metropolitan Exposition-Recreation Commission (MERC) and governed under Metro regional government. The facility is not publicly tax funded and is a local success story for self-sustaining venue management.

We welcome the opportunity to host your event and show you why the Expo Center is the right choice for your event – large or small, indoors or out.

Regards,

Matthew P. Rotchford, Acting Director  
Portland Metropolitan Exposition Center  
503.736.5200 / 503.736.5201 fax  
[mpr@expoctr.org](mailto:mpr@expoctr.org)  
[www.expoctr.org](http://www.expoctr.org)







Effective through June 30, 2012

Remit to: Portland Expo Center  
2060 N. Marine Drive, Portland, OR 97217  
Tel (503) 736-5200 Fax (503) 736-5201

## Portland Metropolitan Exposition Center Rental Rates

### Rates effective 7/1/11 - 6/30/12

\*Ticketed Events are subject to a Commission User Fee of 6% of gross ticket sales, vs. \$0.50 min. per ticket in addition to ticketed rates listed.

Exhibit Hall Space	Dimensions	Sq. Ft.	Ceiling Height	10'x10' Exhibits	Max Seating Capacities		
					Theatre	Classroom	Banquet
<a href="#">Hall A</a>	400'x120'	48,000	15'	246	2726	1680	1860
<a href="#">Hall B</a>	300'x120'	36,000	15'	226	2700	1656	1440
<a href="#">Hall C</a>	300'x200'	60,000	25'	333	4736	3000	2880
<a href="#">Hall D</a>	300'x240'	72,000	30'	386	7000	3208	4620
<a href="#">Hall D1</a>	300'x120'	36,000	30'	193	3500	1640	2100
<a href="#">Hall D2</a>	300'x120'	36,000	30'	193	3500	1640	2100
<a href="#">Hall E</a>	360'x300'	108,000	30'	640	9000	5280	6240
<a href="#">Hall E1</a>	360'x150'	54,000	30'	319	4500	2680	2880
<a href="#">Hall E2</a>	360'x150'	54,000	30'	321	4500	2680	2880
<a href="#">East Hall (Hall A)</a>	40'x110'	4,400	18'	22	336	260	240
<a href="#">Connector (Halls D &amp; E)</a>	30'x150'	4,500	30'	16	350	204	220

Meeting Room Space	Dimensions	Sq. Ft.	Ceiling Height	Max Seating Capacities			
				Theatre	Classroom	Banquet	Conference
<a href="#">Rm A101</a>	19'x35'	700	7.5'	70	30	32	32
<a href="#">Boardroom (Hall D)</a>	12'x17'	204	9'	25	12	12	12
<a href="#">Rm D101</a>	26'x19'	494	14'	53 / 60	18 / 24	20	28
<a href="#">Rm D102</a>	15'x22'	330	14'	33	17 / 21	20	22
<a href="#">Rm D201</a>	26'x50'	1300	14'	162	63 / 72	80	58
<a href="#">Rm D202</a>	28'x28'	784	14'	75 / 88	36 / 48	40	40
<a href="#">Rm D203</a>	28'x29'	812	14'	80 / 94	48	50	40
<a href="#">Rm D204</a>	28'x28'	784	14'	75 / 88	36 / 48	40	40
<a href="#">Rms. D202-4</a>	28' x 85'	2,380	14'	300	156	140 / 160	88
<a href="#">Rm E101</a>	21'x25'	525	14'	50 / 60	18 / 24	30	28
<a href="#">Rm E102</a>	24'x25'	600	14'	66 / 68	27 / 36	40	34
<a href="#">Rms. E101-2</a>	45' x 25'	1,125	14'	126 / 138	54 / 63	80	46

## **Exhibit Halls**

The Expo Center is comprised of five (5) expansive exhibit halls that can be used separately and collectively. Exhibit hall rental is calculated on a per event day basis with daily rent determined by ticketed or non-ticketed admission. Rent includes the space designated, existing lighting, heating, air conditioning (Halls D & E only), adjoining show office, access to common areas, and limited janitorial service. Refuse removal from the event space is an additional charge based upon market price. Combined exhibit hall rentals receive a discounted rate. Please see [Rental Rates](#) for current ticketed and non-ticketed rates, and detailed specifications.

## **Meeting Rooms**

The Expo Center currently has ten (10) meeting rooms that vary in size and function. Meeting room rental is calculated on a per event day basis, with daily rent determined by ticketed or non-ticketed admission. Rent includes the space designated, existing lighting, heating, air conditioning, adjoining show office, and limited janitorial service. Changes in room set-up and or additional equipment will be charged at the prevailing rates. Audio / visual and catering services are available; contact your event manager for information.

## **Auxiliary Space**

Space adjoined to the exhibit halls, such as lobby areas, are also available for rent on a per event day basis for receptions and other events. Expo maintains control of common areas that lead to the main exhibit halls and encourages clients to work together when these points of entry are shared between events.

## **Move-In / Move-Out**

Complimentary move-in/out days, when available, are calculated on a one-for-one basis with paid event days, up to a maximum of three (3) days. Additional days in excess of the maximum are charged to the licensee at one-half the daily rent. Days required for use by your decorator should be considered in this calculation. Complimentary move-in / move-out days may vary depending upon event schedules and spacing concerns.

## **Parking Lots / Outdoor Exhibit Space**

The rental of outdoor space is at the discretion of the Expo Center. Outside space is calculated at \$0.02 per square foot per event day, with a minimum of \$320 per event day. Parking capacity estimates are always a consideration in determining if parking lot rental will be allowed. If parking capacities are considered insufficient for expected attendance, a premium rate structure may be charged. Outside space is to be considered "as is" and all required services are charged at prevailing rates. Rules and regulations particular to outdoor exhibit space rentals may apply.

## **Insurance Requirements**

All events are required to provide proof of insurance of at least \$1,000,000 comprehensive general liability, worker's compensation and \$500,000 automobile liability coverage. All insurance certificates are required to have the following listed as additional insured: "Metro, MERC, Portland Metropolitan Exposition Center and the members, officers, directors, agents and employees of each entity."

## **Rules and Regulations**

Please read and review the [Rules and Regulations](#) that are considered an extension of the license agreement and are designed to give the licensee an outline of the responsibilities and operational guidelines for the Portland Expo Center. Questions or concerns can be answered by your event manager.

---

**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.



# LABOR RATES

Effective through June 30, 2012

Labor Services	Rate (Per Hour)
<b>Admissions Labor (4 Hour Minimum**)</b>	
Admissions Supervisor	\$ 21.50
Coat Check Personnel	\$ 17.00
Ticket Taker / Badge Checker / Door Guard / Gate Attendant	\$ 17.00
Usher	\$ 17.00
<b>Audio Visual Labor (1 Hour Minimum)</b>	
AV Set-up / Standby per Hour	\$ 35.00
AV Technician per Hour	\$ 45.00
Rigging Inspection (4 Hour Minimum **)	\$ 75.00
<b>Ticket Services / Box Office Labor (4 Hour Minimum**)</b>	
Ticket Services Supervisor	\$ 25.75
Ticket Seller	\$ 20.25
<b>Operations Labor (1 Hour Minimum**)</b>	
Operations	\$ 43.50
Temporary Labor	\$ 21.50
Electrician	\$ 46.00
<b>Security / Medical (4 Hour Minimum)</b>	
Medical Specialist – First Aid	\$ 25.50
Peer Security Supervisor	\$ 18.00
Peer Security Traffic	\$ 17.00
Peer Security	\$ 17.00
Portland Police Officer	\$ 75.25
Portland Police Sergeant	\$ 86.25
<b>Telecommunications (1 Hour Minimum)</b>	
Technician	\$ 55.00
<b>CAD Drawing Labor (1 Hour Minimum)</b>	
Specialist	\$ 50.00

All rates are hourly and subject to individualized changes without notice.  
Overtime rates are equal to time and a half.

\*\*Denotes corresponding union representation.



# EQUIPMENT AND SERVICE RATES

Effective through June 30, 2012

\*Rates are reflective of advance order pricing and subject to changes without notice.

**Standard prices apply to orders received less than 14 days prior to event – Check with your event manager.**

## Equipment and services available for rent

## Advanced Rate

### Chairs

Plastic Folding Chairs	\$	1.25
Padded Stacking Chairs	\$	2.75
Padded Folding Chairs	\$	3.75

### Tables

6' x 30" Table	\$	10.00
6' x 30" Table with Linen and Skirting	\$	17.00
6' Round Table Linen	\$	11.00
Table Linen	\$	7.00

### Displays

Easel	\$	25.00
Flip Chart Easel with 3M pad	\$	38.00
Additional 3M Pad	\$	27.50
Dry Erase Board / Bulletin Boards [24" x 36"]	\$	30.00

### Miscellaneous Equipment

Full Bleacher	\$	300.00
Half Bleacher	\$	150.00
Tensabarrier [Rope and Stanchion]	\$	25.00
Concrete Jersey Barrier	\$	25.00
Outdoor Tenting / Canopy [10'x 10']	\$	170.00

### Miscellaneous Services / Fees

Lost Standard Key	\$	100.00
Re-Core Service (Security Key)	\$	75.00
Lost Re-Core Security Key	\$	250.00
Photocopies	\$	.15
Room Turn Fee – Meeting Rooms	\$	100.00
Excess Refuse - 10 & 20 yard dumpsters		Market Rate
Bike Rack / Concert Barricade		Market Rate



# AUDIO VISUAL RATES

Effective through June 30, 2012

Audio Visual Item	Rate
<b>Audio</b>	
6 Channel Mixer w/ EQ	\$ 50.00
Multi Disk CD Changer / Player	\$ 100.00
Direct In (DI) Box	\$ 40.00
Sound System - Yamaha 8 channel powered mixer, w/ 2 15" Speakers	\$ 360.00
<b>Audio Feeds – Miscellaneous</b>	
Exhibit Halls	\$ 40.00
Meeting Rooms	\$ 40.00
<b>Carts &amp; Stands</b>	
A/V Cart w/drape - various heights	\$ 25.00
Project-O-Stand	\$ 25.00
Mic Stand w/ Boom	\$ 25.00
Table Top Mic Stand	\$ 25.00
<b>Lecterns</b>	
Tabletop / with mic	\$ 45.00
Standing - no mic	\$ 40.00
<b>Microphones</b>	
Wired Handheld SM58	\$ 30.00
Wired Lapel	\$ 30.00
Wireless System (Handheld / Lapel)	\$ 150.00
<b>Projection Equipment</b> <i>(All projection equipment rents with a cart and/or stand)</i>	
Data Projector -2000 ANSI lumens	\$ 325.00
Overhead Projector	\$ 40.00
Slide Projector	\$ 40.00
Addtl. Carousel	\$ 15.00
<b>Projection Screens</b>	
8' x 8' with tripod	\$ 35.00
9' x 12' with stand	\$ 70.00
<b>Video</b>	
21" Monitor with VCR Combo, Cart	\$ 120.00
27" Monitor with Cart	\$ 120.00
36" Monitor with Cart	\$ 150.00
4 Head VCR Videocassette player	\$ 80.00
DVD Player	\$ 100.00

## Expo Audio Visual Rental Conditions

- Rates shown are daily rates based on the Portland Expo Center inventory only, and are subject to change when our inventory has been depleted. Call for information regarding multiple day rates.
- All material and equipment furnished by the Portland Expo Center shall remain the property of the Expo Center.
- Equipment not returned at the close of the event will be charged to the Licensee's account at the prevailing replacement costs.
- Initial set-up costs, in most cases, are included in the cost of a daily rental.
- For larger screen video, data projection, theatrical lighting or extensive sound requirements mostly associated with exhibit hall presentations, please contact the Portland Expo Center events department at (503) 736-5200.
- Additional set and strike labor incurred beyond the initial provided with rental will be billed at prevailing rates per each A.V. staff person required (1 hr. min.).
- Equipment may not be removed from any set without the Portland Expo Center staff assistance (with the exception of laser pointers as stated below).
- Laser pointers will be supplied, upon request, to the Licensee by the Portland Expo Center at the beginning of the event. It is the responsibility of the licensee to distribute the laser pointers as needed and to return them to the Expo Center event coordinator at the close of the event.
- One wired handheld microphone will be supplied for each meeting area at no charge, within the inventory of the Portland Expo Center. Wired lapel microphones will only be supplied in addition to the complimentary microphone at prevailing rates.
- An audio mixer must be specified any time more than one audio input is being used in a meeting area (i.e. microphones, CD, piano, etc.).





Portland Expo Center parking services are staffed by City Center Parking, Inc. There is a charge for all parking during events at the Portland Expo Center. Special arrangements may be made with licensees wishing to pay for their attendees' parking; please contact your event manager to discuss options. Parking is free of charge on move-in and move-out days. Licensee is provided with fifteen (15) complimentary parking passes which are valid for the run of show, and include in and out privileges.

## Parking Services and Fees:

<b>Attendee General Parking</b>	<b>\$8.00</b>	<b>Per space, per entry; no in and out privileges</b> This rate applies to all shows and events and is collected at the parking lot entrance.
<b>Attendee Carpool Parking</b>	<b>\$7.00</b>	<b>Per space, per entry; no in and out privileges</b> Carpools are defined as three (3) or more passengers in a vehicle; fee is collected at the parking lot entrance.
<b>Exhibitor Parking Passes</b>	<b>\$7.00</b>	<b>Per space, per event day; with in and out privileges</b> Passes may be sold by show management, City Center parking, or both. Please contact the Portland Expo Center office or your event manager prior to show time to discuss necessary requirements and/or arrangements for your show.
<b>Exhibitor Overnight Vehicles</b>	<b>\$7.00</b>	<b>Per space, per day</b> This includes RVs, utility trailers, boat trailers or any other exhibitor vehicle left on the premises overnight. RV services are not available; units must be self-contained.
<b>Dead End Storage</b>	<b>\$320.00</b>	<b>Per event/weekend</b> Licensees who wish to provide on-site dead end storage for their exhibitors (non-motorized equipment to be left on-site throughout event), can contract space, if available, for this purpose.



### Overview

Ticketing services are professional and reliable at the Portland Expo Center. A full-service operation, all aspects of ticketing are handled by Expo including design, set up and printing; advance, day-of-event and remote sales; daily ticket statements and final ticket reconciliation.

### Staff

Expo ticketing staff has decades of professional experience and customers have come to know and rely upon their expertise and exceptional customer service.

### Ticket System

The Portland Expo Center utilizes an in-house computerized ticketing system from Tickets.Com. It is a ProVenue Max system, which is flexible, easy-to-use and allows fast transaction speeds. The system delivers security, data integrity and reliability to our ticketing operation and offers reports ranging from the simple to the sophisticated, tracking sales on a daily and run-of-show basis.

### Ticket Design

A wide variety of options are available for the front-of-ticket design, including standard show information, logos and sponsor names and coupons. Please submit black and white line art in actual size, 200-300 dpi resolution, photo shop TIF, JPEG, BMP, PSD or EPS files.

### Advance Sales

If desired, we can arrange for event tickets to be sold in advance through TicketsWest. The ticket agency sells tickets at many outlets, over the phone and over the Internet. TicketsWest will add a service charge to the ticket price that is paid by the ticket buyer at point of purchase. Please feel free to contact us for timely updates on advance sales.

### Current Departmental Charges

For all of the above listed services the licensee shall pay a per ticket charge for each ticket printed (currently \$.12) plus the prevailing hourly labor fees for a box-office supervisor (\$25.75) and ticket seller(s) (\$20.25). Ticket sellers work on a minimum 4-hour shift. Every reasonable attempt is made to keep costs to a minimum, and schedules are organized judiciously, allowing for reductions in staff as show traffic warrants.

Supervisor charges begin a half hour before the ticket sellers call time and end an hour after ticket sales stop.

Ticket sales begin thirty minutes before the show opens each day and stop an hour before the show closes unless other sale times are requested.

### User Fee

The user fee supports funding for the Expo Center's Phase III projects which include the realignment of South Access Drive, additional parking stalls, and eventual replacement of Exhibit Halls A, B, C and related improvements. The fee is currently assessed at 6% of tickets sold with a minimum of \$.50 per ticket. Ticketed events that *both* sell fewer than 3,000 tickets *and* generate ticket sales of less than \$15,000 are exempt from the user fee. Funds generated through this fee will not be available to the Expo Center's operating budget but are held in a restricted status and available only for Phase III expenses. Adding \$.50 to the admission ticket price for an event typically is the best method of accounting for this expense.



# NATURAL GAS SERVICE ORDER FORM

Effective through June 30, 2012

Remit to: Portland Expo Center  
2060 N. Marine Drive, Portland, OR 97217  
Tel. (503) 736-5200 Fax (503) 736-5201

NAME OF EVENT \_\_\_\_\_ BOOTH No. \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ EVENT DATES \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED PERSON \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FORM OF PAYMENT:  Enclosed is my check or money order in the amount of (no personal checks please) \$ \_\_\_\_\_

CREDIT CARD INFORMATION:  Visa  Mastercard  American Express (Payable to: Portland Expo Center)

ACCOUNT No.: \_\_\_\_\_ Exp. DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	Initial Service	\$220.00	\$270.00	\$ _____
_____	Each Additional Service	\$120.00	\$170.00	\$ _____

\*To receive advanced rate discount, orders must be received with payment a minimum of fourteen (14) days prior to first move-in day. ORDER SUBTOTAL \$ \_\_\_\_\_

SERVICE INFORMATION: 3/4" male NPSM  
Service will be brought to the rear of the booth in the most convenient manner.

TYPE OF EQUIPMENT TO RECEIVE UTILITY: \_\_\_\_\_

## Natural Gas Service Conditions and Regulations

- All equipment must comply with City of Portland building code and all federal, state and local safety codes.
- Claims will not be considered unless filed by the requesting service recipient prior to close of the event.
- All material and equipment furnished by the Portland Expo Center shall remain the property of same, and shall be removed by same, at the close of the event.
- The Portland Expo Center reserves the right to refuse service to any exhibitor whose equipment is deemed unsafe by the operations manager.
- Quoted rates only provide for the bringing of service to the booth in the most convenient manner and do not include connecting equipment.
- To receive advance order rates, orders must be received a minimum of fourteen (14) days prior to the first scheduled move-in day and payment must accompany the order. Advance orders will receive priority service.
- Credit will not be given for service provided and not used.
- Payment in full must be rendered before provision of service.



10.13.11 sas





# TELEPHONE SERVICE ORDER FORM

Effective through June 30, 2012

Remit to: Portland Expo Center  
2060 N. Marine Drive, Portland, OR 97217  
Tel. (503) 736-5200 Fax (503) 736-5201

NAME OF EVENT \_\_\_\_\_ BOOTH No. \_\_\_\_\_  
 EXHIBITOR NAME \_\_\_\_\_ EVENT DATES \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 AUTHORIZED PERSON \_\_\_\_\_  
 AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FORM OF PAYMENT:  Enclosed is my check or money order in the amount of (no personal checks please): \$ \_\_\_\_\_  
 CREDIT CARD INFORMATION:  Visa  Mastercard  American Express (Payable to: Portland Expo Center)  
 ACCOUNT No.: \_\_\_\_\_ Exp. DATE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

(To access outside line you must first dial 9)

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	Analog Telephone Line <small>(Please specify if using other equipment, ie modem, fax machine, credit card machine, or require a complimentary phone instrument)</small>	\$170.00	\$200.00	\$ _____
_____	Each Additional Telephone Line	\$130.00	\$160.00	\$ _____

SPECIAL REQUIREMENTS OR CHARGES: \_\_\_\_\_ \$ \_\_\_\_\_

(No Proxy serving is allowed unless approved by the Expo operations department.)

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	First IP - High Speed Data Line	\$335.00	\$360.00	\$ _____
_____	Additional IP - High Speed Data Line	\$235.00	\$260.00	\$ _____

Labor: The Expo Center telecommunications specialist charges labor beyond services noted above (call for current rate). \$ \_\_\_\_\_

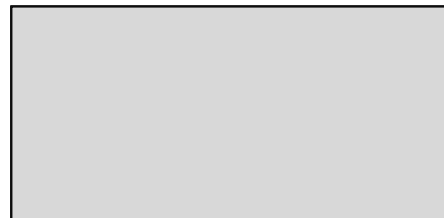
\*To receive advanced rate discount, orders must be received with payment a minimum of fourteen (14) days prior to first move-in day. **GRAND TOTAL** \$ \_\_\_\_\_

**PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED**

SHOW GENERAL LOCATION OF LINE PLACEMENT IN BOOTH		<b>FOR EXPO USE ONLY</b>	
REAR		ORDER SUBTOTAL	\$ _____
LEFT	RIGHT	LESS PREPAYMENT	( _____ )
		CALLS	\$ _____
AISLE		LESS PAYMENT	( _____ )
		BALANCE DUE EXPO/EXHIBITOR	\$ _____

### Telephone Service Conditions and Regulations

1. Claims will not be considered unless filed by exhibitor prior to close of show.
2. All material and equipment furnished by the Portland Expo Center for this service shall remain the property of the Portland Expo Center, and shall be removed ONLY by the Portland Expo Center at the close of the event. Please leave telephone(s) in booth.
3. Unless otherwise directed, only Portland Expo Center personnel are authorized to cut floor coverings to permit installation of service.
4. Credit will not be given for lines installed but not used.
5. Advanced orders shall receive priority service.
6. Prices are based upon current rates and are subject to change without notice.
7. Access to utility floor boxes must be maintained.
8. A \$25.00 charge applies to move installed lines.
9. Rates quoted for all connections cover the bringing of one service to the booth in the most convenient manner, and do not include connecting equipment or wiring.
10. All equipment must comply with FCC regulations.





# APPROVED SECURITY PROVIDERS

Effective through June 30, 2012

The following companies are qualified to provide uniform and peer-t-shirt security staff for the Portland Expo Center.

<b>Ace Security Service, Inc.</b> 4134 N. Vancouver Ave., Suite 203B Portland, OR 97217	Phone: Fax: E-Mail: Contact:	503.335.1417 503.335.8419 aceeventservices@comcast.net Cheryll Brookins
<b>ABM Security Services</b> 10151 SW Barbur Blvd., Suite 203D Portland, OR 97219	Phone: Fax: E-Mail: Contact:	503.245.1403 503.245.1781 sgrant@abm.com Susan Grant
<b>Bravo Event Services/Security</b> 14760 SE Taryn Ct. Happy Valley, OR 97086	Phone: Fax: E-Mail: Contact:	503.685.2027 503.558.0694 bravo-inc@msn.com Daniel Kor
<b>Coast to Coast Event Services, Inc.</b> 1631 NE Broadway #156 Portland, OR 97232	Phone: Fax: E-Mail: E-Mail: Contact:	503.235.2585 360.539.0052 Shana.Anderson@coasttocoastevents.com Denise.Pang@coasttocoastevents.com Shana Anderson OR Denise Pang
<b>Creative Security, Inc.</b> 3365 Cordon Road NE Salem, OR 97305	Phone: Fax: E-Mail: Contact:	503.363.2130 503.361.2232 creativesecurity@uswest.net John A. Braun
<b>DB Security Services, Inc.</b> P.O Box 1527 Fairview, OR 97024	Phone: Fax: E-Mail: Contact:	503.710.8474 503.512.7677 david@dbsecurityservices.com David Breames
<b>Securitas Security Services USA, Inc.</b> 129 SW 4 <sup>th</sup> Avenue Portland, OR 97204	Phone: Fax: E-Mail: Contact:	503.243.1620 503.222.5994 nath.gard@securitasinc.com Nathan Gard
<b>Starplex Corporation</b> 11300 Bull Mountain Road Tigard, OR 97223	Phone: Fax: E-Mail: Contact:	503.222.5957 503.222.9553 mschueller@starplexcms.com Mike Schueller

