



# RENTAL RATES AND CONDITIONS

Effective through June 30<sup>th</sup> 2023

Areas	Dimensions	Sq. Ft.	Ceiling Ht.	Cost/Show Day Ticketed*	Cost/Show Day Non-Ticketed
<b>Exhibit Halls</b>					
Hall A	400'x120'	48,000	15'	\$ 3,330	\$ 4,085
Hall B	300'x120'	36,000	15'	\$ 2,630	\$ 3,050
Hall C	300'x200'	60,000	25'	\$ 4,335	\$ 5,135
Hall D	300'x240'	72,000	30'	\$ 7,290	\$ 8,420
Hall D1	300'x120'	36,000	30'	\$ 3,645	\$ 4,210
Hall D2	300'x120'	36,000	30'	\$ 3,645	\$ 4,210
Hall E	360'x300'	108,000	30'	\$ 10,470	\$ 12,330
Hall E1	360'x150'	54,000	30'	\$ 5,235	\$ 6,165
Hall E2	360'x150'	54,000	30'	\$ 5,235	\$ 6,165
<b>Combined Exhibit Halls</b>					
Hall A, B		84,000	15'	\$ 5,662	\$ 6,778
Hall A, C		108,000	15' / 25'	\$ 7,282	\$ 8,759
Halls A, B, C		144,000	15' / 25'	\$ 9,780	\$ 9,780
Halls D, E		184,500	15' / 25' / 30'	\$ 16,380	\$ 19,071
Halls A, B, C, D		216,000	15' / 25' / 30'	\$ 16,223	\$ 18,621
Halls C, D, E		244,500	25' / 30'	\$ 19,155	\$ 22,376
Halls A, B, C, D, E		328,500	30'	\$ 22,796	\$ 26,768
<b>Meeting Rooms</b>					
Rm A 101	20'x35'	700	7.5'	\$ 190	\$ 190
Rm D 101	26'x19'	494	14'	\$ 165	\$ 165
Rm D 102	15'x22'	330	14'	\$ 355	\$ 355
Rm D 201	26'x50'	1300	14'	\$ 480	\$ 480
Rm D 202	28'x28'	784	14'	\$ 265	\$ 265
Rm D 202-3	28'x56'	1568	14'	\$ 530	\$ 530
Rm D 203	28'x29'	784	14'	\$ 265	\$ 265
Rm D 203-4	28'x56'	1568	14'	\$ 530	\$ 530
Rm D 204	28'x28'	784	14'	\$ 265	\$ 265
Rm D 202-4	28'x85'	2,352	14'	\$ 795	\$ 795
Rm D 205 (Boardroom)	12'x17'	204	9'	\$ 195	\$ 195
Rm E 101	21'x25'	525	14'	\$ 200	\$ 200
Rm E 102	24'x25'	600	14'	\$ 230	\$ 230
Rm E 101-2	45'x25'	1,125	14'	\$ 430	\$ 430
<b>Auxiliary Space</b>					
Hall A Lobby		4,400	18'	\$ 565	\$ 565
Hall D Lobby		6,400	22'/10'	\$ 2,455	\$ 2,455
Hall E Lobby		7,200	20'	\$ 2,780	\$ 2,780
Hall A Lounge		1,500	9'	\$ 260	\$ 260
Hall D Lounge				\$ 680	\$ 680
East Hall	40'x110'	4,400	18'	\$ 900	\$ 900
Connector (w/ hall rental only)	30'x150'	4,500	30'	\$ 440	\$ 440
<b>Parking Lots / Outside Exhibit Space</b>					
Outside exhibits billed at per sq. ft. charge of \$0.025			Min. fee	\$ 420	\$ 420
Upper Parking Lot 1				\$ 2,150	\$ 2,150
Upper Parking Lot 2				\$ 1,080	\$ 1,080
Upper Parking Lot 3				\$ 990	\$ 990
Upper Parking Lot 4 (West)				\$ 4,445	\$ 4,445

Upper Lot Plaza			\$	420	\$	420
Lower Parking Lot 1		211,900	\$	5,300	\$	5,300
Lower Lot 1 East		73,300	\$	1,835	\$	1,835
Lower Lot 1 West		138,600	\$	3,465	\$	3,465
Lower Parking Lot 2		98,000	\$	2,450	\$	2,450
Lower Parking Lot 3		147,000	\$	3,675	\$	3,675
Expo Storage (Boneyard)		16,000	\$	420	\$	420

**\*Ticketed events are subject to a commission user fee of 6% of gross ticket sales, vs. \$0.50 min. per ticket in addition to the ticketed rates listed. Rates listed below are per event day. As available, a maximum of three (3) load-in/out days at no charge, ½ rate thereafter.**

### **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 janitorial service. Refuse removal from the event space is an additional charge based upon market price. Combined exhibit hall rentals receive a discounted rate.

### **Meeting Rooms**

The Expo Center currently has eight (8) meeting rooms that vary in size and function. Meeting room rental is calculated on a per event day basis, and includes the basic set-up, existing lighting, heating, air conditioning and basic 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 (schedule dependent) 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 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 \$0.025 per square foot per event day, with a minimum of \$420 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.