



Alcohol Authorization Request Form

Effective through June 30, 2020

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

Sales manager to check one of the below package options, and forward to client for completion

- [Special Event Winery (SEW/SEG) Package] – Option #1
 [Temporary Sales License (TSL) Package] – Option #2

The Portland Expo Center has exclusive food and beverage distribution rights within the Portland Expo Center. Exhibitors may distribute samples of alcoholic beverages ONLY upon written authorization of the Portland Expo Center Director. Licensed vendors may sample and sell factory sealed containers of individual bottles of wine for off-site consumption if they hold a "Special Event Winery License" (SEW) or "Temporary Sales License" (TSL) and have the written approval of the Portland Expo Center Director via this form. Special circumstances may require a "Temporary Sales License" (TSL) issued from the Oregon Liquor Control Commission (OLCC). Requests to use a TSL will be considered on an annual case by case basis by the Portland Expo Center. The Portland Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

General Conditions:

1. The Portland Expo Center Director must approve all alcohol sampling/selling (for on premise consumption) taking place on the grounds of the Portland Expo Center via this form, and signed at time of contracting.
2. Alcohol sales must be approved by the Oregon Liquor Control Commission, Beer and Wine Supervisor, 9079 SE McLoughlin Blvd.; Portland OR 97222. The licensee, distributor or exhibitor acquires all necessary Oregon Liquor Control Commission applications, permits and licenses for such selling. Oregon Liquor Control Commission applications, permits and licenses applicable to the requested selling (SEW/SEG's or TSL) must be submitted to the Oregon Liquor Control Commission and to the Portland Expo Center a minimum of 30 days prior to the event.
3. The sale of factory sealed bottles of wine, beer or cider will be for off-site consumption only.
4. A copy of the insurance certificate, holding Metro, the Metro Exposition Recreation Commission (MERC) and the members, officers, directors, agents and employees of each entity, harmless for any problem occurring from the dispensing of samples of alcohol, must be attached to this form. The certificate of liability should note "liquor liability" under "other" for one million dollars per each common cause and one million dollars aggregate.
5. Out of state wineries are not permitted to sample or sell on-site unless the event is contracted under a non-profit organization.
6. All pouring must cease 60 minutes prior to the published event ending time or at the time alcohol sales and service is ceased by Aramark/pacificwild.
7. Expo house rules restrict the sampling of distilled spirits. Any exception must be approved in writing by the Expo Center Director.
8. All policies are subject to change. Show management must work with the Expo event manager to ensure that alcohol sampling and sales are within current OLCC and Expo guidelines.

Event Date:

Name of Event:

Attach a list of all booth number(s) where samples will be offered and/or where the sales of factory sealed wine will be sold. Please specify which booth will be sampling and which, if any, will be selling.

Firm Name:

Contact:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Product/Size Dispensed:

Proposed Method of Dispensing:

Please Explain Purpose of Offering Samples and Number of Projected Vendors Sampling:

Authorized by:

Lessee/Request by:

Matthew Rotchford, Director
 Portland Expo Center

Date

Signature

Date





AUDIO VISUAL RATES

Effective through June 30th, 2020

Audio Visual Item	Rate
Audio	
6 Channel Mixer w/ EQ	\$ 60.00
CD Player	\$ 105.00
Direct In (DI) Box	\$ 45.00
Sound System	\$ 425.00
Audio Feeds – Miscellaneous	
Exhibit Halls	\$ 75.00
Meeting Rooms	\$ 60.00
Carts & Stands	
Project-O-Stand	\$ 30.00
Mic Stand w/ Boom	\$ 28.00
Table Top Mic Stand	\$ 28.00
Lecterns	
Tabletop w/Mic	\$ 60.00
Standing w/o Mic	\$ 45.00
Microphones	
Wired Handheld	\$ 35.00
Wireless System (Handheld / Lapel)	\$ 175.00
Projection Equipment <i>(All projection equipment rents with a cart and/or stand)</i>	
Data Projector	\$ 315.00
Projection Screens	
8' x 8' with tripod	\$ 68.00
9' x 12' with stand	\$ 125.00

To order any of the above items online, please click [here](#).

Or call 503.736.5200 and ask to speak to the Event Manager for your event

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 Portland 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.).



EQUIPMENT AND SERVICE RATES

Effective through June 30, 2020

*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	\$ 2.50
Padded Stacking Chairs	\$ 3.00
Padded Folding Chairs	\$ 4.00

Tables

6' x 30" Table	\$ 12.00
6' x 30" Table with Linen and Skirting	\$ 22.00
6' Round	\$ 15.00
Table Linen	\$ 10.00

Displays

Easel	\$ 28.00
Flip Chart Easel with 3M pad	\$ 50.00
Additional 3M Pad	\$ 35.00
Dry Erase Board / Bulletin Boards [24" x 36"] w/Markers	\$ 36.00

Miscellaneous Equipment

Full Bleacher	\$ 360.00
Half Bleacher	\$ 200.00
Tensabarrier [Rope and Stanchion]-Minimum 2 units	\$ 35.00
Concrete Jersey Barrier	\$ 40.00
Outdoor Tenting / Canopy	\$ 210.00

Miscellaneous Services / Fees

Lost Standard Key	\$ 150.00
Re-Core Service (Security Key)	\$ 150.00
Lost Re-Core Security Key	\$ 290.00
Photocopies	\$.25
Room Turn Fee – Meeting Rooms	\$ 160.00
Excess Refuse	Market Rate
Bike Rack – per linear foot w/ minimum of 150 feet per order	Market Rate



Hotels within close proximity of the Portland Expo Center

Best Western Inn at the Meadows 1215 N Hayden Meadows Drive Portland, OR 97217	Phone: 503.286.9600 Website: www.bestwesternoregon.com Distance from Expo: 1.7 miles
Courtyard Portland North by Marriott 1231 N Anchor Way Portland, OR 97217	Phone: 503.735.1818 Website: www.Marriott.com Distance from Expo: 1.3 miles (0.5 miles walking)
Comfort Inn & Suites 401 E 13 th Street Vancouver, WA 98660	Phone: 360.696.0411 Website: www.choicehotels.com Distance from Expo: 2.9 miles
Country Inn & Suites by Radisson, Delta Park 9930 N Whitaker Road Portland, OR 97217	Phone: 503.289.1800 Website: www.countryinns.com Distance from Expo: 1.6 miles
Fairfield Inn & Suites Portland North by Marriott 1200 N Anchor Way Portland, OR 97217	Phone: 503.286.6336 Website: www.marriott.com Distance from Expo: 1.3 miles (0.5 miles walking)
Holiday Inn Express & Suites Jantzen Beach 2300 N Hayden Island Drive Portland, OR 97217	Phone: 503.283.8000 Website: www.ihg.com Distance From Expo: 2.1 miles
Hilton Vancouver Washington 301 W 6 th Street Vancouver, WA 98660	Phone: 360.993.4500 Website: www.hilton.com/vancouver-wa.com Distance from Expo: 2.9 miles
Motel 6 Portland North 1125 N Schmeer Road Portland, OR 97217	Phone: 503.247.3700 Website: www.Motel6.com Distance from Expo: 1.8 miles
Oxford Suites Portland – Jantzen Beach 12226 N Jantzen Drive Portland, OR 97217	Phone: 503.283.3030 Website: www.OxfordSuitesPortland.com Distance from Expo: 1.4 miles
The Portlander Inn 10350 N Vancouver Way Portland, OR 97217	Phone: 503.345.0300 Website: www.jubitz.com Distance from Expo: 1.5 miles
Red Lion Hotel on the River 909 N. Hayden Island Drive Portland, OR 97217	Phone: 503.283.4466 Website: www.redlion.com Distance from Expo: 1.4 miles
Residence Inn by Marriott Portland North 1250 N Anchor Way Portland, OR 97217	Phone: 503.285.9888 Website: www.marriott.com Distance from Expo: 1.3 miles (0.5 miles walking)

Greater Portland and Vancouver Hotels

The Benson, a Coast Hotel 309 SW Broadway Portland, OR 97205	Phone: 503.228.2000 Website: www.coasthotels.com Distance from Expo: 6.9 miles
Evergreen Inn & Suites 3828 NE 82 nd Ave. Portland, OR 97220	Phone: 503.256.2550 Website: www.evergreeninnportlandairport.com Distance from Expo: 7.6 miles
La Quinta Inn & Suites Portland Airport 11207 NE Holman St. Portland, OR 97220	Phone: 503.382.3820 Website: www.wyndhamhotels.com Distance from Expo: 8.7 miles
Inn at the Convention Center 420 NE Holladay Portland, OR 97232	Phone: 503.233.6331 Website: www.innatcc.com Distance From Expo: 6.1 miles
Radisson Hotel Portland Airport 6233 NE 78 th Ct. Portland, OR 97218	Phone: 503.251.2000 Website: www.radisson.com Distance From Expo: 6.8 miles
Studio 6 4911 NE 82nd Portland, OR 97220	Phone: 503.255.9771 Website: www.staystudio6.com Distance from Expo: 7.2 miles
Best Western Inn of Vancouver 11506 NE 3 rd Street Vancouver, WA 98684	Phone: 360.254.4000 Website: www.bestwesternoregon.com Distance from Expo: 9.5 miles
The Viking Motel 6701 N Interstate Ave. Portland, OR 97217	Phone: 503.285.4896 Website: www.vikingmotelportland.com Distance from Expo: 2.9 miles
Clarion Hotel Portland International Airport 11518 NE Glenn Widing Dr. Portland, OR 97220	Phone: 503.252.2222 Website: www.choicehotels.com Distance from Expo: 9.6 miles
Comfort Suites Portland Airport 12010 NE Airport Way Portland, OR 97220	Phone: 520.505.2356 Website: www.choicehotels.com Distance from Expo: 9.7 miles
Country Inn & Suites Portland International Airport 7025 NE Alderwood Road Portland, OR 97218	Phone: 503.255.2700 Website: www.countryinns.com Distance from Expo: 7 miles
Courtesy Inn Motel 11324 NE Sandy Blvd Portland, OR 97220	Phone: 503.252.6059 Website: www.courtesyinnmotel.com Distance from Expo: 10 miles
Shilo Inns Beaverton 9900 SW Canyon Road Beaverton, OR 97225	Phone: 503.297.2551 Website: www.shiloinns.com Distance from Expo: 12 miles

Courtyard by Marriott Portland Airport 11550 NE Airport Way Portland, OR 97220	Phone: 503.252.3200 Website: www.marriott.com Distance from Expo: 9.5 miles
Days Inn by Wyndham 1530 NE 82 nd Portland, OR 97220	Phone: 503.883.8095 Website: www.wyndhamhotels.com Distance from Expo: 8.9 miles
Econo Lodge Portland Airport 9520 NE Sandy Blvd. Portland, OR 97220	Phone: 503.252.6666 Website: www.choicehotels.com Distance From Expo: 7.9 miles
Embassy Suites by Hilton Portland Airport 7900 NE 82 nd Ave. Portland, OR 97220	Phone: 503.460.3000 Website: www.embassysuites.com Distance from Expo: 7.4 miles
Fairfield Inn Marriott Portland Airport 11929 NE Airport Way Portland, OR 97220	Phone: 503.253.1400 Website: www.marriott.com Distance from Expo: 9.3 miles
Hampton Inn Portland Airport 8633 NE Airport Way Portland, OR 97220	Phone: 503.288.2423 Website: www.hilton.com Distance from Expo: 8.7 miles
Hilton Portland Downtown 921 SW 6 th Avenue Portland, OR 97204	Phone: 503.226.1611 Website: www.hilton.com Distance from Expo: 7.3 miles
Best Western Plus Portland Airport Hotel & Suites 11938 NE Airport Way Portland, OR 97220	Phone: 503.251.9991 Website: www.bestwestern.com Distance from Expo: 10 miles
Marriott Residence Portland Downtown at RiverPlace 2115 SW River Parkway Portland, OR 97201	Phone: 503.552.9500 Website: www.Mariott.com/pdxri Distance from Expo: 8.1 miles
The Palms Motel 3801 N Interstate Avenue Portland, OR 97227	Phone: 503.287.5788 Website: www.palmsmotel.com Distance from Expo: 4.7 miles
Ramada Portland Airport 6221 NE 82 nd Avenue Portland, OR 97220	Phone: 503.255.6511 Website: www.wyndhamhotels.com Distance from Expo: 6.9 miles
Sheraton Portland Airport Hotel 8235 NE Airport Way Portland, OR 97220	Phone: 503.281.2500 Website: www.marriott.com Distance From Expo: 9.3 miles
Econo Lodge Vancouver 601 Broadway St. Vancouver, WA 98660	Phone: 360.693.3668 Website: www.choicehotels.com Distance from Expo: 2.6 miles

Kimpton Hotel Monaco Portland 506 SW Washington St. Portland, OR 97204	Phone: 503.222.0001 Website: www.monaco-portland.com Distance from Expo: 7.1 miles
Hotel Lucia 400 SW Broadway Portland, OR 97205	Phone: 503.225.1717 Website: www.hotellucia.com Distance from Expo: 6.8 miles
Homewood Suites by Hilton 701 SE Columbia Shores Blvd Vancouver, WA 98661	Phone: 360.750.1100 Website: homewoodsuites3.hilton.com Distance from Expo: 3.4 miles
Staybridge Suites 7301 NE 41 st Street Vancouver, WA 98662	Phone: 360.891.8282 Website: www.ihg.com/staybridge Distance from Expo: 7.4 miles
Rodeway Inn at Portland Airport 9723 NE Sandy Blvd Portland, OR 97220	Phone: 503.255.1400 Website: www.choicehotels.com/rodeway-inn Distance from Expo: 7.5 miles
Rodeway Inn Convention Center 305 N Broadway Portland, OR 97227	Phone: 503.284.5181 Website: www.choicehotels.com Distance from Expo: 5.6 miles
Quality Inn & Suites Airport 9727 NE Sandy Blvd Portland, OR 97220	Phone: 503.255.1404 Website: www.choicehotels.com Distance from Expo: 7.7 miles
Econo Lodge Portland – I-205 4512 SE 82 nd Ave Portland, OR 97266	Phone: 503.774.8876 Website: www.choicehotels.com Distance from Expo: 12.6 miles
Hyatt Place Portland Airport 9750 NE Cascades Parkway Portland, OR 97220	Phone: 503.288.2808 Website: www.hyatt.com Distance from Expo: 9 miles
Holiday Inn Express, Northwest Portland 2333 NW Vaughn St. Portland, OR 97210	Phone: 503.484.1100 Website: www.ihg.com/holidayinnexpress Distance from Expo: 6.2 miles
Holiday Inn Express Suites Vancouver 7205 NE 41st Vancouver, WA 98662	Phone: 360.253.0500 Website: www.ihg.com Distance from Expo: 7.4 miles



Effective through June 30, 2020

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 features 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; choose from the budget conscious to the most elegant, including 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) 232-9001. 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 natural gas distribution system providing 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 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 telecommunication services to our clients and their exhibitors. Both internet data lines and analog telephone lines can be installed throughout the venue. Expo's data infrastructure features an extensive network of 100Mbps fiber switches and includes both wired and wireless connectivity options. Wired Connections have direct internet connectivity with full public IP addresses and standard rates of 10Mbps [expandable to 100 Mbps], and can be installed to any location within the facility including meeting rooms, lobbies, and the show floor. Order forms are available online for inclusion in your exhibitor packets. Wireless Access Points [802.11a/b/g/n dual-band radios] are installed in all halls and can support hundreds of simultaneous users. Wireless connections and data-rates are scalable and include web-based authentication suitable for a myriad of uses. Please talk to your event manager for options involving activation, pricing, and general protocol for the Wi-Fi network.

Expo Ticketing Services

All ticketing services are provided by Expo's in-house ticket services department. We offer 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. Advance sales are offered through TicketsWest's website, 24/7 call center and outlets. Pre-printed tickets with 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, 2020

Labor Services	Rate (Per Hour)
Admissions Labor (4 Hour Minimum**)	
Admissions Supervisor	\$ 25.50
Ticket Taker / Badge Checker / Usher / Gate Attendant / Coat Check	\$ 20.50
Audio Visual Labor	
AV Set-up / Standby per Hour	\$ 65.00
Rigging Inspection (4 Hour Minimum **) / Overtime rates may apply	\$ 85.00
Ticket Services / Box Office Labor (4 Hour Minimum**)	
Ticket Services Supervisor	\$ 29.75
Ticket Seller	\$ 23.25
Operations Labor (1 Hour Minimum**)	
Operations	\$ 58.00
Temporary Labor	\$ 28.00
Electrician	\$ 58.00
Security / Medical (4 Hour Minimum)	
Medical Specialist – First Aid	\$ 26.50
Peer Security Supervisor	\$ 27.00
Peer Security Traffic	\$ 23.50
Peer Security	\$ 23.50
Portland Police Officer	\$ 110.00
Portland Police Sergeant	\$ 132.00
Uniformed Security Agent	\$ 32.00
Telecommunications (1 Hour Minimum)	
Technician	\$ 65.00
CAD Drawing Labor (1 Hour Minimum)	
Specialist	\$ 60.00

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

****Denotes corresponding union representation.**

The Portland Expo Center recommends the following local decorators, however contracts with any decorator are allowed.

Barbur Boulevard Rentals dba, Oregon Event & Tent Co. 8205 SW Barbur Blvd. Portland, OR 97219	Phone: 503.246.4268 Fax: 503.246.9375 E-Mail: info@oregoneventandtent.com Website: www.oregoneventandtent.com www.barburrentals.com
Peter Corvallis Productions 2204 N Clark Avenue Portland, OR 97227	Phone: 503.222.1664 Fax: 503.222.1047 E-Mail: sales@petercorvallis.com Website: www.petercorvallis.com
DWA Trade Show & Exposition Services 6700 NE 59 th Place Portland, OR 97218	Phone: 503.228.6800 Fax: 503.228.6808 E-Mail: sales@dwatradeshow.com Website: www.dwatradeshow.com
Paradym Events 2110 NE Aloclek Drive, Suite 604 Hillsboro, OR 97124	Phone: 503.219.9290 Fax: E-Mail: kevin@paradymevents.com Website: www.paradymevents.com
Royce's Prop Shop 5406 N Albina Portland, OR 97217	Phone: 503.283.8828 Fax: 503.283.3651 E-Mail: info@propshop.com Website: www.propshop.com
Trade Show Supply House, Inc. PO Box 999 Vancouver, WA 98666	Phone: 360.624.4498 Fax: E-Mail: tradeshowsupplyhouse@comcast.net Website:
Triumph Expo & Events, Inc. 330 SE Division Place Portland, OR 97202	Phone: 503.417.8000 Fax: 503.417.8001 E-Mail: esr@triumphexpo.com Website: www.triumphexpo.com
West Coast Event Productions, Inc. 6720 N Basin Ave Portland, OR 97217	Phone: 503.294.0412 Fax: 503.294.0616 E-Mail: Website: www.wcep.com



NATURAL GAS SERVICE ORDER FORM

Effective through June 30, 2020

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

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: _____ CCV: _____

NAME: _____ AUTHORIZED SIGNATURE: _____

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	Initial Service	\$315.00	\$365.00	\$ _____
_____	Each Additional Service	\$210.00	\$260.00	\$ _____

*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.

OFFICE USE ONLY:

Date Received: _____

Date Processed _____

Fax Order _____





TELECOM SERVICE ORDER FORM

Effective through June 30, 2020

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: Order Online [Here](#) Enclosed is my check or money order in the amount of... \$ _____
 CREDIT CARD INFORMATION: Visa Mastercard American Express (Payable to: Portland Expo Center)
 ACCOUNT No.: _____ Exp. DATE: _____ CCV: _____
 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>	\$228.00	\$258.00	\$ _____
_____	Each Additional Telephone Line	\$190.00	\$220.00	\$ _____

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	\$380.00	\$405.00	\$ _____
_____	Additional IP - High Speed Data Line	\$280.00	\$305.00	\$ _____

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		FOR EXPO USE ONLY	
REAR		ORDER SUBTOTAL	\$ _____
LEFT	RIGHT	LESS PREPAYMENT	(_____)
		CALLS	\$ _____
		LESS PAYMENT	(_____)
AISLE		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.

OFFICE USE ONLY

Date Received: _____

Date Processed: _____

Fax Order: _____





RENTAL RATES AND CONDITIONS

Effective through June 30th 2020

Areas	Dimensions	Sq. Ft.	Ceiling Ht.	Cost/Show Day Ticketed*	Cost/Show Day Non-Ticketed
Exhibit Halls					
Hall A	400'x120'	48,000	15'	\$ 3,050	\$ 3,740
Hall B	300'x120'	36,000	15'	\$ 2,410	\$ 2,790
Hall C	300'x200'	60,000	25'	\$ 3,965	\$ 4,700
Hall D	300'x240'	72,000	30'	\$ 6,660	\$ 7,700
Hall D1	300'x120'	36,000	30'	\$ 3,330	\$ 3,850
Hall D2	300'x120'	36,000	30'	\$ 3,330	\$ 3,850
Hall E	360'x300'	108,000	30'	\$ 9,570	\$ 11,280
Hall E1	360'x150'	54,000	30'	\$ 4,785	\$ 5,640
Hall E2	360'x150'	54,000	30'	\$ 4,785	\$ 5,640
Combined Exhibit Halls					
Hall A, B		84,000	15'	\$ 5,460	\$ 6,530
Hall A, C		108,000	15' / 25'	\$ 7,015	\$ 8,440
Halls A, B, C		144,000	15' / 25'	\$ 9,425	\$ 11,230
Halls D, E		184,500	15' / 25' / 30'	\$ 16,630	\$ 19,380
Halls A, B, C, D		216,000	15' / 25' / 30'	\$ 16,485	\$ 18,930
Halls C, D, E		244,500	25' / 30'	\$ 20,595	\$ 24,080
Halls A, B, C, D, E		328,500	30'	\$ 26,055	\$ 30,610
Meeting Rooms					
Rm A 101	20'x35'	700	7.5'	\$ 240	\$ 240
Rm D 101	26'x19'	494	14'	\$ 175	\$ 175
Rm D 102	15'x22'	330	14'	\$ 150	\$ 150
Rm D 201	26'x50'	1300	14'	\$ 440	\$ 440
Rm D 202	28'x28'	784	14'	\$ 240	\$ 240
Rm D 202-3	28'x56'	1568	14'	\$ 480	\$ 480
Rm D 203	28'x29'	784	14'	\$ 240	\$ 240
Rm D 203-4	28'x56'	1568	14'	\$ 480	\$ 480
Rm D 204	28'x28'	784	14'	\$ 240	\$ 240
Rm D 202-4	28'x85'	2,352	14'	\$ 720	\$ 720
Rm D 205 (Boardroom)	12'x17'	204	9'	\$ 180	\$ 180
Rm E 101	21'x25'	525	14'	\$ 185	\$ 185
Rm E 102	24'x25'	600	14'	\$ 215	\$ 215
Rm E 101-2	45'x25'	1,125	14'	\$ 400	\$ 400
Auxiliary Space					
Hall A Lobby		4,400	18'	\$ 525	\$ 525
Hall D Lobby		6,400	22'/10'	\$ 2,250	\$ 2,250
Hall E Lobby		7,200	20'	\$ 2,535	\$ 2,535
Hall A Lounge		1,500	9'	\$ 245	\$ 245
Hall D Lounge				\$ 625	\$ 625
East Hall	40'x110'	4,400	18'	\$ 875	\$ 875
Connector (w/ hall rental only)	30'x150'	4,500	30'	\$ 400	\$ 400
Parking Lots / Outside Exhibit Space					
Outside exhibits billed at per sq. ft. charge of \$0.023			Min. fee	\$ 400	\$ 400
Upper Parking Lot 1		86,000		\$ 1,980	\$ 1,980
Upper Parking Lot 2		43,200		\$ 995	\$ 995
Upper Parking Lot 3		39,600		\$ 910	\$ 910
Upper Parking Lot 4 (West)		177,900		\$ 4,090	\$ 4,090
Upper Lot Plaza		11,300		\$ 400	\$ 400

Lower Parking Lot 1		211,900		\$ 4,875	\$ 4,875
Lower Lot 1 East		73,300		\$ 1,685	\$ 1,685
Lower Lot 1 West		138,600		\$ 3,190	\$ 3,190
Lower Parking Lot 2		98,000		\$ 2,255	\$ 2,255
Lower Parking Lot 3		147,000		\$ 3,380	\$ 3,380
Expo Storage (Boneyard)		16,000		\$ 400	\$ 400

***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 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 \$0.023 per square foot per event day, with a minimum of \$400 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.



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:

Attendee General Parking	\$10.00	Per space, per entry; no in and out privileges This rate applies to all shows and events and is collected at the parking lot entrance.
Exhibitor Parking Passes	\$8.00	Per space, per event day; with in and out privileges 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. Passes are sold as run-of-show passes only.
Exhibitor Overnight Vehicles	\$8.00	Per space, per day 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.
Dead End Storage	\$400.00	Per event/weekend 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 many years 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 a state of the art computerized ticketing system from TicketsWest. It is flexible, easy-to-use and allows quick 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. Depending on the event set up, our ticket barcode scanning system can also be used, which allows for real time attendance counts.

Advance Sales

If desired, we can arrange for event tickets to be sold in advance through TicketsWest. This locally based ticket agency sells tickets over the internet, at its 24/7 local Call Center, and at its many outlets. Service charges are added to the ticket price and are paid by the ticket buyer at point of purchase. All transactions are convenient, quick, reliable and secure. Regular advance sales reports are easily available via email. TicketsWest includes Expo Center advanced sales events in their newsletters, which go out to over 100,000 potential customers in the Oregon/SW Washington region.

Current Departmental Charges

For all of the above listed services the licensee shall pay a per ticket charge for each ticket printed (currently \$.14), a credit card fee on all credit card transactions (currently 3.25%), plus the prevailing hourly labor fees for a box-office supervisor (\$29.75) and ticket seller(s) (\$23.25). 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.

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.



NEARBY RESTAURANTS

Beaches Restaurant & Bar 1919 SE Columbia River Drive Vancouver, WA 98661	Phone: 360.699.1592 Website: www.beachesrestaurantandbar.com Distance from Expo: 3.3 miles
BJ's Restaurant & Brewhouse 12105 N Center Portland, OR 97217	Phone: 503.289.5566 Website: www.bjsrestaurants.com Distance from Expo: 1.7 miles
Derby Kenton – American Breakfast and Lunch 8237 North Denver Avenue Portland, OR 97217	Phone: Website: Distance from Expo: 2 miles
Elmer's – Delta Park 9848 N Whitaker Road Portland, OR 97217	Phone: 503.289.9848 Website: www.eatatelmers.com Distance from Expo: 1.5 miles
Kenton Station Restaurant and Pub 8303 North Denver Avenue Portland, OR 97217	Phone: 503.286.9242 Website: www.kentonstationportland.com Distance from Expo: 2 miles
Los Pepitos Locos – Authentic Mexican Cuisine 2727 North Lombard Portland, OR 97217	Phone: 503.283.2851 Website: www.lospepitoslocos.com Distance from Expo: 2.8 miles
McMenamins Kennedy School – Brew Pub 5736 NE 33rd Portland, OR 97211	Phone: 503.249.3983 Website: www.mcmenamins.com Distance From Expo: 4.9 miles
McMenamins on the Columbia 1801 SE Columbia River Drive Vancouver, WA 98661	Phone: 360.699.1521 Website: www.mcmenamins.com Distance from Expo: 3.3 miles
Mock Crest Tavern – Burgers, Beer and Live Music 3435 North Lombard Street Portland, OR 97217	Phone: 503.283.5014 Website: www.mockcrest.com Distance from Expo: 3.1 miles
Cascade Grill @ Portlander Inn 10350 N Vancouver Way Portland, OR 97217	Phone: 503.345.0300 Website: www.jubitz.com Distance from Expo: 1.5 miles
Posies Café – Coffee, Pastries and Sandwiches 8208 North Denver Avenue Portland, OR 97217	Phone: 503.289.1319 Website: www.posiescafe.com Distance from Expo: 2 miles
Fino Bistro Bar Pizza– New York Style Pizza and Italian Cuisine 8225 North Denver Avenue Portland, OR 97217	Phone: 503.286.2100 Website: www.finopdx.com Distance from Expo: 2 mile

Salty's on the Columbia 3839 NE Marine Drive Portland, OR 97211	Phone: 503.288.4444 Website: www.saltys.com Distance from Expo: 3.6 miles
Shari's 9730 North Whitaker Road Portland, OR 97217	Phone: 503.289.2351 Website: www.sharis.com Distance from Expo: 1.6 miles
Stanford's – Jantzen Beach 12200 N Parker Ave Portland, OR 97217	Phone: 503.285.2005 Website: www.stanfords.com Distance from Expo: 1.7 miles
Tavern on Denver – Neighborhood Pub 8234 North Denver Avenue Portland, OR 97217	Phone: 503.285.7010 Website: www.tavernondenver.com Distance from Expo: 2 miles
World Famous Kenton Club – Neighborhood Bar & Live Music 2025 North Kilpatrick Street Portland, OR 97217	Phone: 503.285.3718 Website: www.kentonclub.com Distance from Expo: 2 miles
Joe's Crab Shack 101 E Columbia Way Vancouver, WA 98661	Phone: 360.693.9211 Website: www.joescrabshack.com Distance from Expo: 3.1 miles
Boomers Burgers & Ribs 1335 N Hayden Island Drive Portland, OR 97217	Phone: 503.517.2041 Website: www.boomersbbque.com Distance from Expo: 1.5 miles
Who Song & Larry's Mexican Restaurant & Cantina 111 SE Columbia Way Vancouver, WA 98661	Phone: 360.695.1198 Website: www.whosongandlarrys.com Distance from Expo: 3.1 miles
Subway 919 N Anchor Way Portland, OR 97217	Phone: 503.289.2821 Website: www.subway.com Distance from Expo: 1.2 miles (0.7 miles walking)
Rose City Taqueria 7007 N Fessenden St Portland, OR 97203	Phone: 503.247.3333 Website: www.rosecitytaqueria.com Distance from Expo: 3 miles



Columbia River RV Park 10649 NE 13 th Avenue Portland, OR 97211	Phone: 503.285.1515 Website: www.columbiariverrv.com Distance from Expo: 2.4 miles
Jantzen Beach RV Park 1503 North Hayden Island Drive Portland, OR 97217	Phone: 503.289.7626 Website: www.jantzenbeachrv.com Distance from Expo: 1.8 miles
Fox Run RV Park 9000 NE Martin Luther King Jr Blvd Portland, OR 97211	Phone: 503.285.1617 Website: www.foxrunrvpark.com Distance from Expo: 2.9 miles
Van Mall RV Park 10400 NE 53 rd St Vancouver, WA 98662	Phone: 888.941.9335 Website: Vanmallrv.com Distance from Expo: 9.9 miles