



*Effective through June 30, 2019*

### **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 [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**

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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**

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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 on-line 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**

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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**

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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.