



# RENTAL RATES

## JULY 2023 - JUNE 2024

# CONTACT

DATE INQUIRIES  
RENTAL QUESTIONS



## ALICIA CRAWFORD LOOS

SALES & MARKETING MANAGER  
aliciacrawford@expocenter.org  
(503) 736-5202

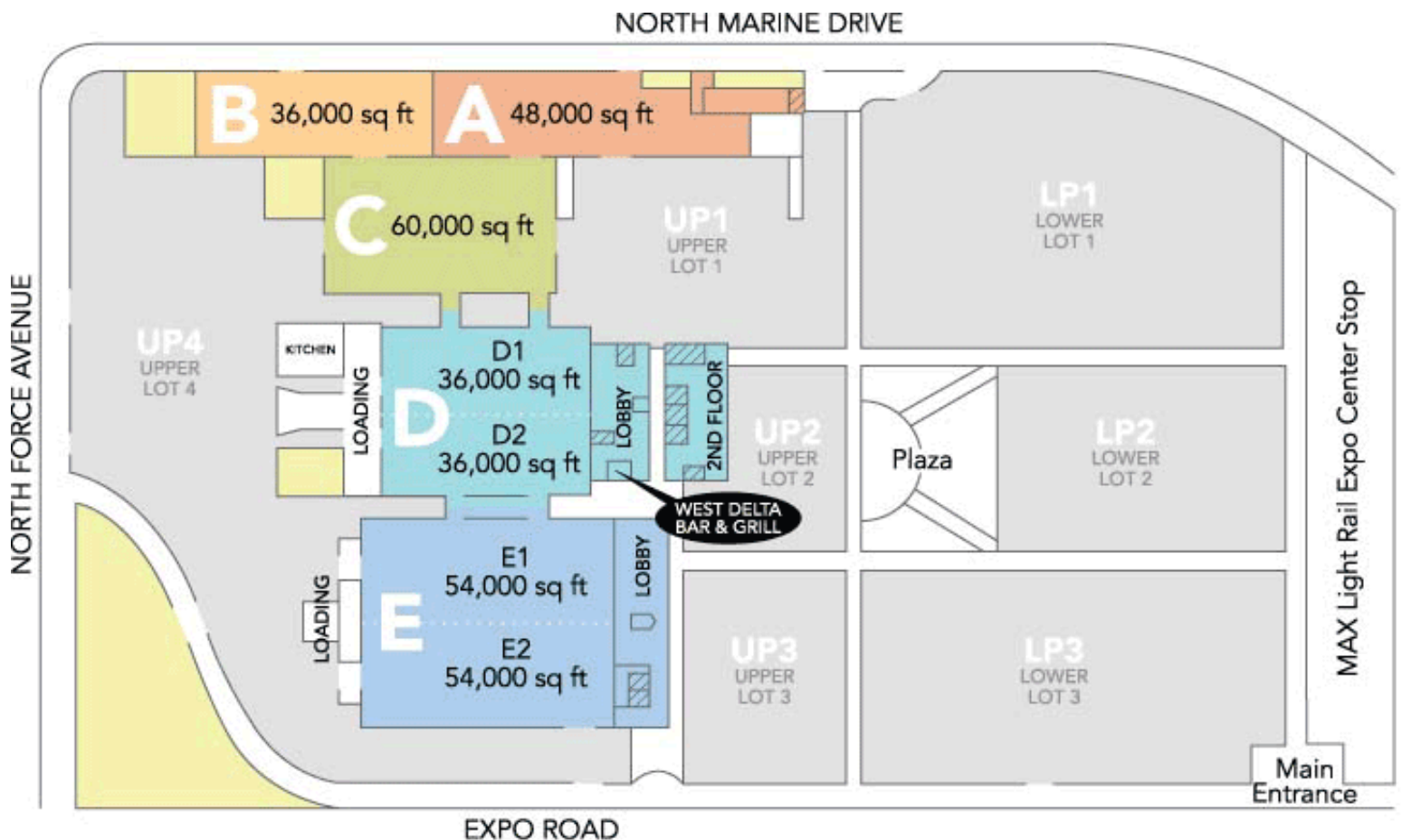


## KRISTI THOMSON

SALES MANAGER  
kristithomson@expocenter.org  
(503) 736-8206

## FACILITY MAP

JULY 2023 - JUNE 2024



# EXHIBIT HALL RATES

## JULY 2023 - JUNE 2024

HALL	SQUARE FOOTAGE	DIMENSIONS	TICKETED EVENT DAILY RENTAL	NON-TICKETED DAILY RENTAL
A	48,000	400' X 120'	\$3,430	\$4,210
B	36,000	300' X 120'	\$2,710	\$3,145
C	60,000	300' X 200'	\$4,465	\$5,290
D	72,000	300' X 240'	\$7,510	\$8,675
E	108,000	360' X 300'	\$10,780	\$12,700
DE	180,000	-	\$16,871	\$19,647
CDE	240,000	-	\$19,729	\$23,052
ACDE	288,000	-	\$21,312	\$25,064
ABCDE	324,000	-	\$23,480	\$27,580
D1/D2	36,000	300' X 120'	\$3,755	\$4,335
E1/E2	54,000	360' X 150'	\$5,390	\$6,350
CONNECTOR	4,500	30' X 150'	\$455	\$455
GREEN WALL	-	-	\$455	\$455

### TICKETED EVENTS

- All ticketed events shall use the Portland Expo Center Box Office and authorized ticket agents only (*TicketsWest*).
- All ticketed events are subject to a 6% user's fee charge, plus 3.7% credit card fee for each ticket sold.

### RENTAL RATES

- Any exhibit/trade show set-up, labor, or equipment (*i.e. pipe/drape, tables, chairs, etc.*) needed for the show shall be the responsibility of the Licensee to contract independently with a decorator.
- A Set-up fee shall be charged for non-food functions in the Exhibit Hall including but not limited to general session sets, theater sets, and classroom sets that require chair and table setup and removal. You may use your own third-party decorator for setup.
- Complimentary move-in/out time is computed on a one-for-one basis with show days for a maximum of two (2) days, subject to availability. After two (2) days, the rate is one-half the daily rental fee for the exhibit hall per day.

### SERVICES INCLUDED

- Daily rental charges are based on twelve (12) hours of occupancy. Additional labor hours and utility charges will apply after twelve (12) hours of occupancy.
- Space in the lobby is considered common space and should be used for registration and ingress/egress purposes only. Other uses must be approved by Expo.
- House lighting, ventilation, and heat/air conditioning is provided during event hours. Work lights will be maintained during move-in/out hours. Halls ABC do not have air conditioning.
- Event janitorial and trash removal based on square footage and occupancy. Excessive refuse charges may apply.

# MEETING ROOM RATES

JULY 2023 - JUNE 2024

ROOM	SQUARE FOOTAGE	DIMENSIONS	MAX SEATED (THEATRE)	TICKETED EVENT DAILY RENTAL	NON-TICKETED DAILY RENTAL
D102	330	15' X 22'	33	\$165	\$170
D201	1,300	26' X 50'	162	\$480	\$495
D202	784	28' X 28'	75	\$265	\$275
D203	812	28' X 29'	80	\$265	\$275
D204	784	28' X 28'	75	\$265	\$275
D202-D203	1,596	28' X 57'	160	\$530	\$550
D202-204	2,380	28' X 85'	250	\$795	\$825
D201-D204	3,680	-	-	\$1,275	\$1,320
E101	525	21' X 25'	40	\$200	\$205
E102	600	24' X 25'	50	\$230	\$235
E101-E102	1,125	45' X 25'	90	\$430	\$440
EAST HALL	4,400	40' X 110'	335	\$900	\$900

# PARKING LOT RATES

## JULY 2023 - JUNE 2024

PARKING LOT	SQUARE FOOTAGE	DAILY RENTAL
UPPER LOT 1	108,000	\$2,150
UPPER LOT 2	43,000	\$1,080
UPPER LOT 3	39,000	\$990
UPPER LOT 4	177,856	\$4,445
UPPER LOTS 1-2-3	168,800	\$4,220
LOWER LOT 1	211,900	\$5,300
LOWER LOT 2	98,000	\$2,450
LOWER LOT 3	147,000	\$3,675
LOWER LOTS 1-2-3	456,900	\$11,425
ALL LOTS	803,556	\$20,090
BONEYARD LOT*	16,000	\$420
GRAVEL LOT*	75,000	\$750

*\*Dead End Storage Options*

# RENTAL INFORMATION

## JULY 2023 - JUNE 2024

### EXHIBIT HALLS, BALLROOMS, AND MEETING ROOMS

- Event-related equipment shall be provided within the limits and availability of Expo's inventory and subject to additional charges.
- A one-time setup fee is charged in Exhibit Halls for non-food functions including but not limited to general session sets, theater sets, and classroom sets that require chair and table setup and removal.
- Costs for requested changes, additional equipment, inventory outside of Expo, services, and/or personnel (i.e. med tech, A/V labor, admissions, and box office staff, etc.) shall be charged to the Licensee at the prevailing rate.
- All Electrical services will be provided by Edlen Electric.
- Any exhibit/trade show set-up, labor, or equipment (i.e. pipe/drape, tables, chairs, etc.) needed for the show shall be the responsibility of the Licensee to contract independently with a decorator.

### MOVE IN AND MOVE OUT

- Complimentary move-in/out time is computed on a one-for-one basis with show days for a maximum of two (2) days, subject to availability. After two (2) days, the rate is one-half the daily rental fee per day.

### EVENT REQUIREMENTS AND STAFFING

- The Expo Center will provide all event-related staff at the Licensee's expense. All event requirements must be approved by Expo's management at least thirty (30) days prior to the beginning (first day) of the term.
- A late fee may be imposed if the Licensee does not submit all event information and requirements to Expo within thirty (30) days of the first move-in day or event day, whichever comes first.
- The licensee shall provide a minimum of \$1 million comprehensive general liability insurance to cover the licensed rental term.
- Security from our approved provider list is required for the contract term. Level and locations determined by Expo Center Management.

### FOOD AND BEVERAGE

- All catering and concession needs are provided exclusively by Expos's catering contractor, Levy Restaurants. Licensees cannot use any other food providers for their event requirements. No outside food is permitted on the premises.
- In addition to the Portland Expo Center's License Agreement a separate catering contract and deposit for food and beverage service is required 30 days before the event.
- OLCC - The Portland Expo Center's liquor license through the State of Oregon's Liquor Control Commission (OLCC) requires that five different "substantial food items" must be available whenever alcohol is being served. The OLCC defines "substantial food items" as "food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée." If Licensee requests bar service for any event, it must request a minimum food order that meets the standard of five "substantial food items". For alcohol sampling alcohol monitors will be scheduled as needed at the licensee's expense.

### EXCLUSIVE SERVICES

- Portland Expo Center exclusively provides utilities, food and beverage (catering and concessions), parking, event staffing, and ticketing services at the prevailing rates for licensees, exhibitors, and attendees who may utilize these services.
- **Edlen Electric** - Temporary Electrical Exclusive Provider
- **TicketsWest** - Advanced Ticket Sales & Box Office Services Exclusive Provider
- **Levy Restaurants** - Food & Beverage Exclusive Provider

# RULES & REGULATIONS

## JULY 2023 - JUNE 2024

*The following Rules and Regulations are an extension of the License Agreement and are designed to give the Licensee an outline of the responsibilities and operational guidelines of the Portland Metropolitan Exposition Center.*

### 1. **Authority:**

A. The Executive Director shall have full responsibility for the operation of the Center and shall act for and on behalf of the Commission in the management, supervision, and control of the facilities.

B. The Executive Director is hereby authorized to enter into agreements with corporations, associations, individuals, partnerships, and other entities for events in the Center which, in the Executive Director's opinion, are in the best interest of the Center.

2. **Compliance with Laws:** The Licensee shall, at its own expense, promptly comply and cause its employees, agents, contractors, exhibitors, patrons, and invitees to comply with all laws, ordinances, orders, rules, and requirements of all federal, state, county, metropolitan governments, commissions and officers whenever applicable, all rules and regulations of the Portland Police Department and the Portland Fire Department and all policies, rules, regulations established by the Commission for the use of the Center and the jurisdiction of the Commission. Any failure by Licensee, its employees, agents, contractors, exhibitors, patrons, and invitees to comply with any of the requirements of this section shall entitle Commission, its delegee(s), successors or assigns, at its sole discretion, to cancel any existing contracts between Commission and Licensee, and/or deny Licensee, its successors, assigns, or alter egos, future use of any Commission or Metro facilities.

3. **Copyrights and Proprietary Material:** The licensee warrants that no music, literary or artistic work, or other property protected by copyright will be performed, reproduced, or used, nor will the name of any entity protected by trademark be reproduced or used during the Licensee's use of the Center unless Licensee has obtained written permission from the copyright or trademark holder. Licensee covenants to comply strictly with all laws regarding copyrights, royalties, and trademarks and warrants that it will not infringe on any related statutory, common law, or other right of any person during its use of the Center. Licensee will indemnify and hold the Commission and its officers, agents, and employees harmless from all claims, losses, attorney's fees, court costs, and damages with respect to such copyright and proprietary material.

4. **Building and Public Safety:** The Licensee agrees not to bring into the Center any material, equipment, or object which is likely to endanger the facilities, or the life of any person, or to cause injury to any person without the prior written approval of the Executive Director.

A. **Notice of Event Requirements and Floor Plans:** Before the sale of any exhibit space, the Licensee shall submit to the Commission for approval a complete floor plan for the event and, if requested, submit a description of all electrical, plumbing, communications systems, or related work. At least thirty (30) days before the first day of the event, the Licensee shall provide the Commission with all other pertinent information required by the Commission for the event such as room or hall setup staging, technical requirements, and food and beverage requirements.

B. Licensee shall conduct business in the Authorized Location(s) in a dignified and orderly manner with full regard for public safety and in conformity with the Expo Center's Fire and Safety Rules and Regulations as such may exist from time to time.

C. No portion of the sidewalks, ramps, entries, doors, corridors, vestibules, hallways, lobbies, stairways, elevators, aisles, or driveways shall be impeded by Licensee or its agents or used for any purpose other than ingress or egress from the Center. Access to public utilities, fire suppression equipment, heating, and air conditioning vents shall not be covered or obstructed at any time by Licensee or its agents.

D. Persons will not be permitted inside any area of the Center in excess of the established capacity.

E. The Center does not provide exhibit crate storage on-site without specific written approval of the Executive Director. Licensee and Licensee's service contractors are expected to make all arrangements for storage of exhibit crates and packing materials if such approval is not granted by the Executive Director.

F. The Licensee shall not permit any live animal, reptile, fish or bird to enter or remain in the Center unless approved in writing by the Executive Director. Properly trained assistance animals accompanying a person with a disability are accepted. All such animals so admitted must at all times remain on a leash or under similar control.

### 5. **Rental Regulations and Schedule:**

A. The rental fee designation in Section 1 of the License Agreement is due and payable prior to the occupancy of the Center.

B. The rental fee consists of fees for using authorized locations of the Center.

C. A partial deposit is required with the execution of the License Agreement. Deposits are nonrefundable, except in such cases where the Commission is unable to deliver possession of the identified location(s) of the Center.

D. Payments made to the Commission pursuant to this Agreement may be by one of the following options: check, cash, ACH, wire transfer, or credit card. Total credit card payments made by Licensee to the Commission in a fiscal year (July 1st through June 30th) may not exceed \$50,000.00. For the purpose of clarity, in the event the Licensee enters into more than one License Agreement with the Commission, credit card payments made under all contracts will collectively count towards the \$50,000.00 calendar-year limit. Wire transfer instructions and details are available upon request. All checks should be made payable to Portland Expo Center, 2060 N. Marine Drive, Portland Oregon 97217.

E. Exhibit booth configuration and size of each booth shall be designated on the final floor plan submitted by the Licensee and approved by the Executive Director prior to occupancy of the Center by the Licensee. Room rental may be waived or reduced in lieu of substantial food and/or beverage functions as approved by the Executive Director or his designee.



# RULES & REGULATIONS

## JULY 2023 - JUNE 2024

6. **Broadcast Rights:** The Center reserves all rights to all broadcasting, telecasting, videotaping, and transcription of all performances, functions, meetings, and activities of all users of the Center including the Licensee. Licensee shall not engage in any broadcasting, telecasting, videotaping, recording, or transcription activity without the written permission of the Commission, and before such permission is granted, the Commission may require payment of such privilege and for any costs to the Center relative to such activity.

7. **Recording:** No recording, either visual or audio, of any kind shall be made of the event covered by this Agreement without the prior written approval of the Executive Director. The Commission reserves the right to require payment from Licensee for that privilege. 8. **Utilities:** The Center shall provide heat, cooling (where available), and existing lighting as normally available during show days. One-half normal lighting will be allowed for move-in and move-out days. Additional heating, cooling (where available), and lighting requested by the Licensee will be assessed at the prevailing rate.

9. **Event Services:**

A. Commission agrees to make available to the Licensee; either in-house or through the Center's agent up to its existing capacity, all electric power required, water, and sewer drains requested by Licensee or its exhibitors. All charges arising from such services by the Center shall be charged at the prevailing rate for connections and consumption of the requested utility to the contracted party, the Licensee, or its exhibitors, decorators, and agents.

B. Commission will furnish additional services to Licensee such as labor, audiovisual, sound, lighting, equipment, materials (to the extent of the existing inventory), technicians, etc., at the Licensee's request provided that the Licensee is responsible for the payment of such services at the prevailing rate.

10. **Facility Services:**

A. The Center's personnel shall maintain all public access areas which include lobbies, concourses, hallways, restrooms, meeting rooms (except when utilized for exhibit space), association offices, and registration area at no extra cost to Licensee.

B. All janitorial and cleaning service, except as described in Paragraph A above, beginning with the first leased day through the final leased day, shall be the responsibility of the Licensee.

C. In the event that no aisle carpeting is used, the Center will provide (at no expense) personnel and equipment to properly clean aisles prior to the opening of each show day.

D. The Center will provide trash disposal receptacles for trash, debris, and general packing material as a result of exhibiting in the Center. Costs to remove debris or trash shall be borne by the Licensee. Non-hazardous fluids, chemicals, petroleum-based products, perishable items, or any other non-dry material must be disposed of in a manner prescribed by the Center.

E. Any changes to the initial meeting room set will be subject to an hourly charge at the prevailing rate.

F. All parking rights are under the exclusive control of the Center and the Licensee shall not participate in or share any of the revenue.

11. **Ticketed Events:** Should the contracted event require the selling of tickets to gain admission, then the Center may require the Licensee to follow the TICKET BOX OFFICE POLICIES and procedures outlined below.

12. **Admission, Security, and First Aid:** The Licensee shall be responsible for complete admission, security, and first aid services for all locations licensed, including exhibit areas, meeting rooms, loading dock areas, emergency exits, and any storage areas from the time of initial occupancy until the completion of move out. Such services, may at its option, be provided by the Commission and will be at the expense of the Licensee. All admission, security, and first aid service arrangements are subject to approval by the Executive Director or his designee.

Commission reserves the right to determine the type and quantity of security and/or law enforcement officers that will be required for any specific event, in its sole discretion. By way of example and not as a limitation, Commission reserves the right to determine in its sole discretion the following: (a) the minimum numbers of security personnel required; (b) assigned locations of security personnel, including patrols or stations within the facility; and (c) whether contract security, Commission employees, uniformed security, "T-shirt" or "peer" security, Portland Police Officers or other governmental law enforcement agencies, or any combination thereof, shall be required for any specific event. Licensee shall be responsible for full payment of any security costs as determined by the Commission. The Commission shall be entitled to withhold said sums upon settlement if not paid by then, and/or demand deposits to cover any anticipated security costs.

13. **Signs, Poster, Literature:**

The Licensee shall not post nor permit any sign upon said premises or anything that will tend to injure, mar or in any manner deface the Center. Licensee will not permit nails, hooks, adhesive fasteners, tacks, screws or any other such device to be installed on any part of the building or premises. Signs may only be posted on approved areas or equipment for such use and all signs and posters must relate to the event to be held on the Center's property. The hanging of pictures, banners, signs, or any other items on interior or exterior walls, draperies, or structures requires prior written approval by the Executive Director.



# RULES & REGULATIONS

## JULY 2023 - JUNE 2024

14. **Abandoned Equipment and Lost or Misplaced Articles:** Any equipment or articles of the Licensee or exhibitors remaining past the expiration of the license period may be considered abandoned and may be disposed of by the Center as the General Manager deems necessary and at the cost of the owner. The Commission shall have the sole right to collect and have custody of any articles left on the premises by the Licensee's invitees and to provide for the disposition thereof. The Commission shall assume no responsibility for losses suffered by the Licensee, its agents, servants employees, or invitees which are occasioned by theft or disappearance of equipment, articles, or other personal property in and at the Center.

15. **Commission's Right of Entry:** In permitting the use of the licensed area(s), the Commission does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of such area. Duly authorized representatives of the Commission, City of Portland, and Metro may enter the areas to be used and any other areas of the Center at any time and on any occasion without any restrictions. All facilities, including the area which is the subject of this Agreement, shall at all times be under the charge and control of the Commission.

16. **Residual Matters:** Any matters not expressly covered by the license agreement or by applicable policy, rules, and regulations adopted by the Commission shall be determined by the General Manager at his discretion.

17. **Solicitations:** No collections or donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without the approval of the Commission or its General Manager.

18. **Failure to Vacate/Removal of Property:** Upon the expiration or sooner termination of the License Agreement thereof, the Licensee or its designated representative, shall immediately remove all goods, wares, merchandise, property, and debris owned by the Licensee or which Licensee has placed or permitted to be placed on or at the Center. Any such property not so removed shall be considered abandoned and procedures relating to Section 16 above will be in force at the discretion of the General Manager.

19. **Balloons:** No lighter than air balloons shall be permitted in the facility without the express written approval of the Executive Director.

20. **Tire Black:** While in the facilities, the use and/or application of tire black or any similarly silicone-based products is strictly prohibited. Alternate arrangements will be considered with final approval by the Executive Director.

21. **Discharge of Waste:** The discharge of waste, in the form of wash water, into the waters of the state is a Class 1 violation of Oregon Administrative Rule 340 45 0015 (1) (a). The washing of any equipment or items, including but not limited to recreational vehicles, boats, passenger vehicles, trucks, machinery, or any such items on the grounds of the Center is strictly prohibited.

22. **Transportation Demand Management Plan:** Events anticipating 1,500 or more attendee vehicles per event day must comply with City of Portland Conditional Use document 99 00815 CU DZ AD that provides for the placement of a public transportation tagline in print media serving the Tri County area. Contact the Expo Center Administrative Office for further information.



# SERVICES & RATES

## JULY 2023 - JUNE 2024

CONTACT  
DATE INQUIRIES  
PLANNING QUESTIONS



## BRIAN JOERG

EVENT MANAGER

brianjoerg@expocenter.org  
(503) 736-5254



## CHRIS FRUHLING

EVENT MANAGER

chrisfruhling@expocenter.org  
(503) 736-5354



## RIAL BAIRD

EVENT MANAGER

rialbaird@expocenter.org  
(503) 736-5255

## EXCLUSIVE PROVIDERS

JULY 2023 - JUNE 2024

*Portland Expo Center exclusively provides utilities, parking, event staffing, food & and beverage (catering & and concessions), and ticketing services at the prevailing rates for licensees, exhibitors, and attendees who may utilize these services.*

**TicketsWest**

**TIFFANY COOPER**

tiffanycooper@expocenter.org  
(503) 736-5235

**Levy**

**STEVE SCHNIEDER**

sschneider@levyrestaurants.com

**EDLEN**  
The Power People

**GREG CASEY**

gcasey@edlen.com  
(503) 736-5260

# IN-HOUSE SERVICES

## JULY 2023 - JUNE 2024

### Admission Services

The Expo Center employs full-service staff to handle all aspects of entry including ticket taking, badge and coat check. Staff members are customer service 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 more information.

### Audio-Visual & Equipment Rentals

The Expo Center can handle AV and equipment needs for any meetings, seminars, exhibits or banquets from small-scale to large-scale productions. Please see the [Audio-Visual Rates](#) for a complete list of current inventory. To receive a discounted advance rate, all orders must be received no later than fourteen (14) days prior to your first event day.

Expo Center's inventory includes a variety of equipment from tables and chairs to bleachers and staging. Please see [Equipment Rates](#) for a complete list of current inventory.

### Catering & Concessions

The Portland Expo Center's exclusive food and beverage contractor, Levy Restaurants, is here to serve you. Whether your event features a seated meal for 3,000 people or a buffet for 30 people, the Levy Restaurants 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 [Levy Restaurants Catering Menu](#) for more information.

### 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 Elden Electrical. Please see [Temporary Electrical Service Rates](#) for more information. Your service provider can provide electrical service order forms to be included in exhibitor packets. It is advised that electrical services be reserved 21 days prior to your first event day.

### Natural Gas

The Expo Center is equipped with a safe natural gas distribution system providing availability throughout the facility. Expo's operations staff can drop natural gas lines from the ceiling based on your event and exhibitor needs; equipment hook-up is performed by exhibitor-contracted personnel. It is advised that natural gas services be reserved and placement finalized thirty (30) days prior to your first event day.

# IN-HOUSE SERVICES

## JULY 2023 - JUNE 2024

### Parking Services

The Expo Center parking operation is managed by ACE Parking. 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 non-event move-in and move-out days. Each licensee is provided with (15) fifteen complimentary parking passes that are valid for the run of show, and include in and out privileges. See [Parking Information](#) for more information.

### Security and 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 typically be scheduled thirty (30) minutes prior to the event opening and after it closes. The EMT is ordered directly by the event manager.

Security is required for the contract term and can be arranged by your Event Manager or contracted directly from our [Approved Security Providers List](#). All security schedules must be approved by Expo Center Management. For some events, a detailed security plan of operations may be required. Pricing structures and services vary between providers. Expo event managers will be advised of all reserved security services no later than thirty (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 Price Sheet](#) for current hourly rates. There is a four-hour minimum per position.

### Technology Services

The Expo Center can provide a number of technology services to our clients and their exhibitors. Wi-Fi, hardwire internet lines and telephone lines can be installed throughout the venue. Expo's data infrastructure features an extensive network throughout the facility with speeds up to 500Mbps. Wired Connections have direct internet connectivity with full public IP addresses and standard rates of 20Mbps (expandable to 500 Mbps), and can be installed in any location within the facility including meeting rooms, lobbies, and the show floor. Wireless Access Points are installed in all halls and can support hundreds of simultaneous users. Rates are based on number of users and bandwidth needs.

Please talk to your Event Manager about options involving activation, pricing, and general protocol for the Wi-Fi network.

### 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; advanced and day-of-event sales; daily statements; and final reconciliation. Advance sales are offered through TicketsWest's website. 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.

# AUDIO-VISUAL RATES

## JULY 2023 - JUNE 2024

ITEM	RATE
<b>Meeting Room Package 1</b> (projector, screen, lectern)	\$400
<b>Meeting Room Package 2</b> (package 1, wired mic & mixer)	\$450
<b>4-Channel Mixer</b>	\$60
<b>Sound System</b> (two speakers, wired microphone)	\$425
<b>Audio Patch Feed</b> (exhibit hall or meeting room)	\$85
<b>Wired Handheld Microphone</b>	\$35
<b>Wireless Microphone System</b> (handheld/lapel)	\$175
<b>Data Projector</b>	\$325
<b>8' x 8' Projection Screen</b>	\$70
<b>9' x 12' Projection Screen with Stand</b>	\$130

### AUDIO-VISUAL RENTAL CONDITIONS

- Rates shown are for the run of event.
- Equipment found damaged or not returned at the close of the event will be charged to the licensee's account at the prevailing replacement costs.
- Additional set and strike labor incurred beyond the initial provided with rental will be billed at prevailing rates for each AV staff person required (one-hour minimum).
- Equipment may not be removed from any set without Expo Center approval.
- An audio mixer must be specified any time more than one audio input is being used in a meeting area (i.e. microphones, speakers, etc.).

# EQUIPMENT RATES

## JULY 2023 - JUNE 2024

ITEM	RENTAL
Black Plastic Folding Chairs	\$3
6' x 30" Table	\$15
6' Round Table	\$25
30" Cocktail Round	\$20
Full Bleacher (150 seats)	\$1,000
Half Bleacher (75 seats)	\$400
Stanchions (2 pieces)	\$20
6' x 8' Stage Deck	\$90
Bike Rack / Crowd Barrier Per Section	\$25
Lost Standard Key	\$155
Re-Core Key Service	\$350
Excess Refuse	Market Rate

### EQUIPMENT RENTAL CONDITIONS

- Rates shown are for the run of the event.
- Equipment found damaged or not returned at the close of the event will be charged to the licensee's account at the prevailing replacement costs.
- Additional set and strike labor incurred beyond the initial provided with rental will be billed at prevailing rates.
- Equipment may not be removed from any set without Expo Center approval.
- Rental rates above are inclusive of set and strike labor for each item.



# LABOR RATES

## JULY 2023 - JUNE 2024

ADMISSIONS (4-hour minimum)	PER HOUR RATE
Admissions Supervisor**	\$32.00
Ticket Taker, Badge Checker, Usher, Gate Attendant, Coat Check**	\$25.50
EVENT SERVICES LABOR (1-hour minimum)	PER HOUR RATE
AV Setup/Standby	\$65.00
CAD Drawing Specialist	\$60.00
Event Manager	\$50.00
TICKET SERVICES & BOX OFFICE (4-hour minimum)	PER HOUR RATE
Ticket Seller**	\$26.75
Ticket Services Supervisor	\$37.75
OPERATIONS (1-hour minimum)	PER HOUR RATE
Custodial**	\$45.00
Engineer**	\$70.00
Utility Lead**	\$65.00
SECURITY & MEDICAL (4-hour minimum)	PER HOUR RATE
Med Tech**	\$45.00
Peer Security	\$32.00
Peer Security Supervisor	\$34.00
Portland Police Officer	\$125.00
Portland Police Sergeant	\$145.00

### LABOR RATE CONDITIONS

- All rates are hourly and subject to individualized changes without notice.
- Overtime and Holiday rates are equal to time and a half.
- \*\*Denotes union representation.

# UTILITY RATES

## JULY 2023 - JUNE 2024

NATURAL GAS	RATE
Gas Connection (from ceiling)	\$335

WATER SERVICE	RATE
Water Access / Connections	\$175

*Water rate dependent on usage and volume of consumption*

UTILITY CHARGES (after complimentary 12-hours)	RATE
HVAC (per hour)	Market Rate
LIGHTS (per hour)	Market Rate

INTERNET	PER HOUR RATE
Basic WI-FI Connection (10Mbps)	\$410
Hard Line Internet (20Mbps)	\$385

# ELECTRICAL SERVICE RATES

## JULY 2023 - JUNE 2024



Professional installation of temporary electrical services at the Portland Expo Center is solely provided by **Edlen Electrical Exhibition Services Inc.**

Please contact Greg Casey for all electrical inquiries, specialty pricing, or general questions:  
**GREG CASEY | GCASEY@EDLEN.COM | (503) 736-5260**

120 Volt Duplex Receptacle	Advanced Rate	Standard Floor Rate
500 Watts/5 Amps	\$110	\$165
1000 Watts/10 Amps	\$140	\$210
1500 Watts/15 Amps	\$168	\$252
2000 Watts/20 Amps	\$186	\$279

208 VOLT EQUIPMENT OUTLETS	Advanced Rate	Standard Floor Rate
30 Amp-Single Phase	\$360	\$540
60 Amp-Single Phase	\$546	\$819
100 Amp-Single Phase	\$781	\$1,172
100 Amp-Three Phase	\$860	\$1,290
200 Amp-Three Phase	\$1,274	\$1,911
400 Amp-Three Phase or 480 Volt Outlets	Quote	Quote

LIGHTS & EQUIPMENT	Advanced Rate	Standard Floor Rate
8ft Pole with 1 Light	\$95	\$115
8ft Pole with 2 Lights	\$105	\$131
Arm Light	\$95	\$115
Power Strips	\$24	\$30
25' Extension Cord	\$27	\$27
ADA Cable Ramps	\$50	\$62.50

LABOR	PER HOUR RATE
Monday - Friday (8am - 4:40pm)	\$122
Evenings (4:30pm - 8am) & Weekends	\$183
Holidays	\$244

Orders confirmed twenty-one (21) days prior to event load-in qualify for **Advance Rate pricing**.  
 Orders confirmed less than twenty-one (21) days before event load-in are subject to the **Standard Floor Rate**.

# PARKING INFORMATION

## JULY 2023 - JUNE 2024

Portland Expo Center parking services are staffed by ACE Parking. 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. Parking is free of charge on move-in and move-out days. The licensee is provided with fifteen (15) complimentary parking passes which are valid for the run of show, and include in and out privileges. *The Expo Center reserves the right to change parking rates at anytime.*

**Attendee General Parking** | **\$12.00** | **Per Space, Per Entry** *(no in/out privileges)*

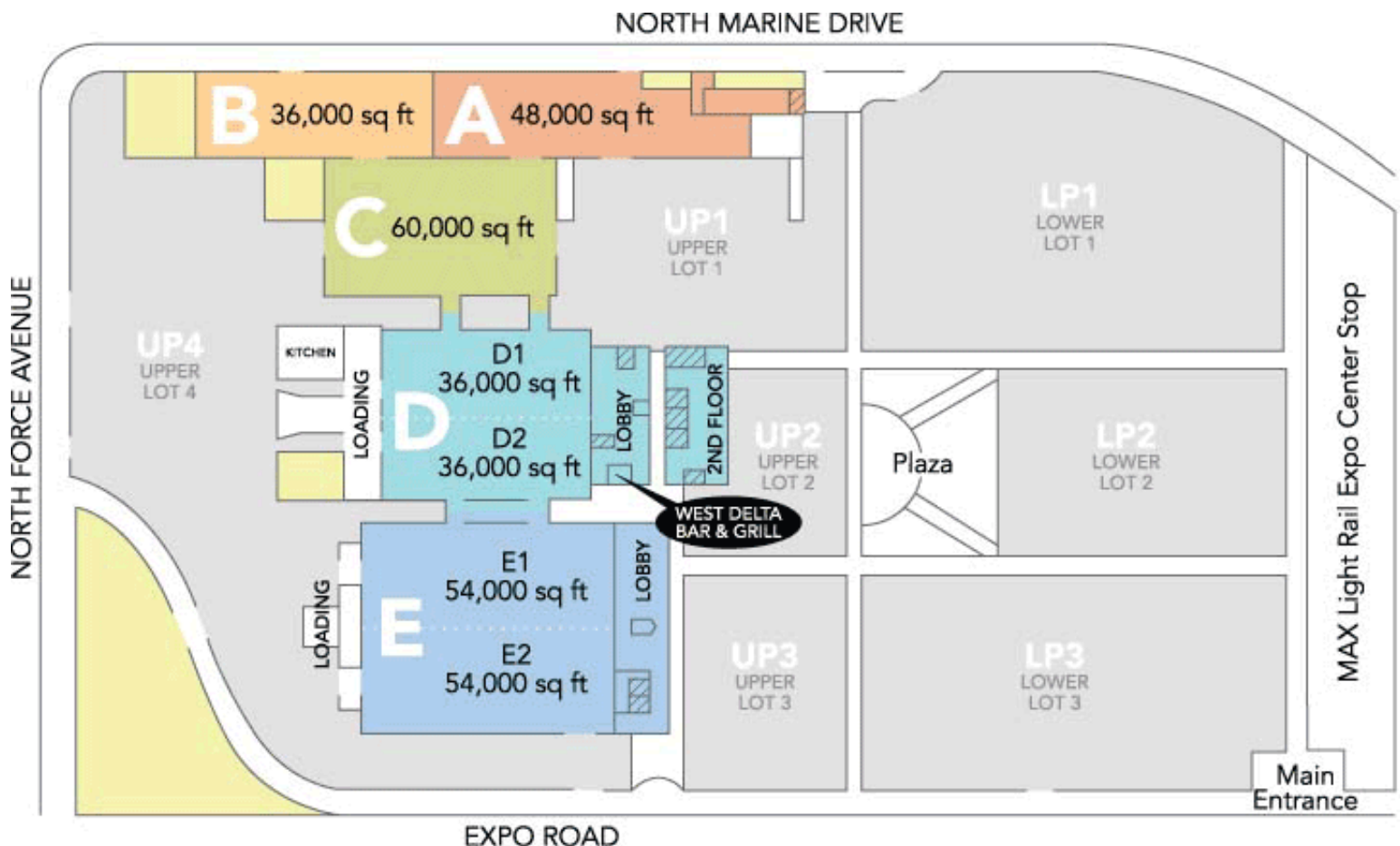
This rate applies to all shows and events and is collected at the parking lot entrance.

**Exhibitor Parking Passes** | **\$12.00** | **Per Space, Per Event Day** *(with in/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.

**Oversized Vehicles** | **VARIES** | **\$12.00 Per Space, Per Day**

This includes RVs, utility trailers, boat trailers or any other oversized vehicle. Final parking rate based on how many spaces occupied. RV services are not available.



# TICKETING INFORMATION

## JULY 2023 - JUNE 2024

Ticketing services are professional and reliable at the Portland Expo Center. We offer a full-service operation and will work with each client personally to design, set up, and promote advanced and day-of-event sales. We supply 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

All tickets must be sold on the Portland Expo Center ticketing system – TicketsWest. Tickets are subject to service charges. 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. Each ticket is imbedded with a unique code which will track and validate real-time attendance while catching fraudulent tickets upon entrance.

### Advance Sales

Once contracted the ticketing manager will discuss your ticketing needs and create your personalized ticketing page. You can build anything from general admission to VIP event experiences, ticket packages, group sales and promotions. Our mobile-friendly system makes it easy for your customers to buy tickets, manage their accounts and transfer or resell tickets from their smartphone. In addition, connect with your patrons through personalized automated campaigns and remarketing messages to drive repeat transactions and elevate the customer experience.

### Current Departmental Charges

For all of the above-listed services, the licensee shall a credit card fee on all credit card transactions (currently 3.7%), plus the prevailing hourly labor fees for a box-office supervisor (\$37.75) and ticket seller(s) (\$26.75). 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 typically 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 gross ticket revenue of tickets priced at \$9.00+ or \$0.50 a ticket for tickets priced under \$9.00. 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.

**CONTACT**  
DATE INQUIRIES  
PLANNING QUESTIONS



### TIFFANY COOPER

TICKETING & PARKING MANAGER  
tiffanycooper@expoctr.org  
(503) 736-5235



GENERAL  
INFORMATION  
JULY 2023 - JUNE 2024

# ADMIN & OPERATIONS STAFF



## MATTHEW P. ROTCHFORD

EXECUTIVE DIRECTOR  
mattrotchford@expocenter.org  
(503) 736-5203



## CHUCK DILLS

OPERATIONS MANAGER  
chuckdills@expocenter.org  
(503) 736-5204



## CHRISTY MILLS

PROGRAM ASSISTANT  
christymills@expocenter.org  
(503) 736-5200



## DARRYL JONES

ASSISTANT OPERATIONS MANAGER  
darryljones@expocenter.org  
(503) 736-5242



## TOM NAST

OPERATING ENGINEER  
tomnast@expocenter.org  
(503) 736-5255

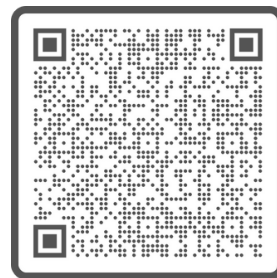
# POLICIES & INFORMATION



**MEDIA INFORMATION**  
EXPO logos & photos



**LEVY CATERING MENU**  
food & beverage options



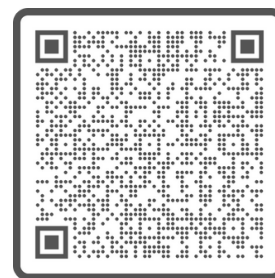
**EXHIBITOR ORDERING**  
order WIFI, electricity, etc.



**LEVY CATERING MENU**  
food & beverage options



**LEVY SAMPLING POLICY**  
food & n/a beverages



**LEVY ALCOHOL REQUEST**  
authorization form



# FACT SHEET

- The premiere facility of its kind on the entire West Coast
- More than \$30 million in investment and capital improvements since 1994
- Host to more than 115 community events and 500,000 public attendees annually
- A self-supporting, subsidy-free, success story in Facility Management
- Economic driver to multitudes of local area businesses, hotels, and restaurants
- Home to numerous world-class Consumer Public Shows, several for 50 years or more
- Community partner to numerous local non-profit and association events
- Valuable to corporate businesses for meetings, training, and employee retreats
- Poised for the future with renewed expansion/replacement of older structures

The Portland Expo Center is a first-class multi-purpose facility that has become the region's primary destination for consumer public shows, trade shows, and public events. Representing a broad cross-section of our area economy, the Portland Expo Center serves as the region's gathering place for numerous events covering a wide variety of community interests. As far back as 1921, the Expo site presented some of the largest exhibitions in the Northwest. Today, the Expo Center still serves a diverse group of regional and local small businesses that continue to positively impact Oregon's economy.

In 1994, Metro and the Metropolitan Exposition Recreation Commission (MERC), began its ownership and management of an aging complex of buildings from Multnomah County. Immediate renovations began to revive these facilities. With the initial support of the Intel Corporation, a series of fortuitous circumstances enabled the funding and construction of a new 108,000-square-foot exhibition facility (Hall E). The inaugural event, America's Smithsonian, was a tremendous success, opening with great fanfare in spring 1997. As a direct result of that expansion, a great number of the Expo Center's event producers were able to expand and enhance their offerings. By 2001, the modernization of the campus continued with an additional 112,000 square-foot facility that incorporated eight more meeting rooms, a spacious lobby, and a complete commercial kitchen facility.

This community campus currently includes a complex of five interconnected buildings. The Portland Expo Center totals over 330,000 square feet of multi-use exhibition space, 10 meeting rooms, professional catering facilities, parking for 2,500 vehicles, acres of outdoor exhibition space, and since 2004, convenient access to public transportation via the TriMet Interstate Max Light Rail system.

The Portland Expo Center has been the venue of choice for **local and international corporate events** such as; Adidas, Portland General Electric, Kaiser Permanente, Food Services of America, Nike, and many others. The facility has hosted everything from elaborate catered events to concerts and retreats to new vehicle showcases.

A great deal of the **consumer-public events** represented here have been serving the public for over 50 years, including; the Portland Auto Swap Meet, the Portland Home and Garden Show, the Antique and Collectible Shows, the Pacific Northwest Sportsmen's Show, and the Rose City Classic Dog Show to name only a few. These events and many others like it represent a myriad of dedicated attendees and varied exhibitors. They exemplify the unique business-to-consumer relationship that is brought together at the Portland Expo Center. The Expo Center has also been a consistent, active partner in the success of numerous **local community events** such as Just Between Friends: Children's Consignment Sale, and the Northwest Pet & Companion Fair.

The events at the Portland Expo Center drive tourists to our region that in turn become significant economic drivers for regional businesses throughout Oregon and SW Washington. The Portland Expo Center is fully self-supporting and is subsidy-free – a success story in facility management and public stewardship. Most facilities are funded by hotel-motel taxes or other subsidies. Expo Center pays its operational expenses and bond debt service strictly from the revenue generated from the successful management and execution of the over 100+ annual events. A conditional-use Master Plan developed in 2001, calls for the expansion of the grounds and facilities to ensure the Expo Center continues to serve our community for decades to come.