



OREGON CONVENTION CENTER “SELF-SERVICE BUSINESS CENTER” AND CLIENT/EXHIBITOR SHIPPING NEEDS (LESS THAN 150 LBS)

OCC SELF-SERVICE BUSINESS CENTER:

Where is the OCC Self-Service Business Center located?

On the third floor next to the Operations Administration Office and directly above the Stir Lounge in the main MLK Lobby.

What are its hours of operation?

7 days a week, 7am-11pm

What are the prices for the services?

- Access to full computer system - \$5.95 per 15 minutes
- Access to fax or scan pages - \$1.99 for first page, .99 per page after
- Access to make copies - .35 cents per B/W copy- \$1.49 Color copy per side

Method of payment is via credit or debit card only.

What if I have a huge copy order or need color copies?

If you need to make more than 500 copies, color copies, signs, etc., contact information is posted for the local UPS Store. You are able to e-mail copy jobs to the store and have your completed order delivered to you here at the Center. Or you can call the store to have them pick-up your job and deliver it back to you. Payment will be directly to the UPS Store (not OCC).

What if I need assistance or have questions?

Please call 1-866-363-6420, Eleven Wireless operates the equipment and billing services for the business center. They will assist you with billing and equipment issues.

CLIENT/EXHIBITOR SHIPPING (LESS THAN 150 LBS)

How can I use the UPS Store service for items under 150 pounds?

Please request shipping services through your Event Manager or Account Executive. The EM or AE will contact the UPS Store to set up your preferred date(s) of service and the location in the Center where pick-ups will be made.

What are the shipping costs?

Shipping costs will vary depending upon destination and weight. There is an additional convenience fee added to the shipping charge as follows:

UPS Shipping charge plus fee:

- 0 – 25 pounds = \$2.50 per piece
- 25 – 30 pounds = \$3.75 per piece
- Over 30 pounds = \$5.00 per piece