



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

OCC SELF-SERVICE BUSINESS CENTER:

Where is the OCC Self-Service Business Center located?

On the third floor next to the Operations Administration Office overlooking 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 - \$7.95 per 15 minutes
- Access to set laptop to print – \$5.95 per 15 minutes
- Access to fax or scan pages - \$2.99 per page
- Access to fax/International - \$5.00 per page
- Access to print out boarding pass only - \$3.00 flat fee
- Access to make copies - .25 cents per B/W copy

Method of payment for all services is via credit card or debit card only, per machine

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. a contact name and phone number 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 with the UPS Store (not OCC).

What if I need assistance or have questions?

TRM is the service provider. There are emergency 1-800 numbers noted on the equipment to call for assistance.

If you have an account number with DHL, FedEx, or UPS there is a drop box at the Business Center.

CLIENT/EXHIBITOR SHIPPING (UNDER 150LBS):

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 on destination and weight. There is an additional convenience charge added onto the shipping charge as follows...

UPS shipping charge plus:

0-25 pounds = \$2.50 per piece

25-50 pounds = \$3.75 per piece

Over 50 pounds = \$5.00 per piece