



OREGON
CONVENTION
CENTER

CLIENT SERVICE GUIDE

JULY 2010

777 N.E. MARTIN LUTHER KING JUNIOR BOULEVARD • PORTLAND, OR 97232 • 503.235.7575

WELCOME

Our Service Commitment: “To provide a first class facility dedicated to exceeding customer expectations at every opportunity”.

This Service Guide is designed to orient you to the center and to provide information on many of its more technical aspects. It will benefit you to read this booklet to ensure a successful and smooth-running event. We request that you convey the information in this document to your staff, subcontractors, and exhibitors.

The Oregon Convention Center is more than a spacious, state-of-the-art facility. What really makes it work is our staff of over 110 full-time employees eager to exceed your expectations. We share years of experience working together as a team on every type of event imaginable. We take our role in making each one a success, very seriously. If you cannot locate the answer to a specific question, do not hesitate to contact anyone listed in the Directory section of this guide.

It is our desire to make our customers and visitors aware of the center’s strong commitment to sustainability and the responsibility all of us share in helping to preserve our natural environment. Simply observing the provisions we have made for the proper disposal of items and the sorting of recyclables can make a difference. All we ask is for the support and cooperation of your staff, subcontractors, and exhibitors. We have made it easy to do. Many of our programs are explained in this guide and on our website at **www.oregoncc.org**.

Thank you for selecting the Oregon Convention Center. We look forward to working with you and providing you and your guests with the best event service experience ever!

(Updated: 7/1/10)

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Oregon Convention Center Directory

www.oregoncc.org

Toll Free 1-800-791-2250

Administration/Main Office -----	503-235-7575
Jeffrey A. Blosser – Executive Director	Fax 503-235-7417
jeffblosser@oregoncc.org	
Karen Totaro – Assistant Executive Director-----	503-731-7901
karentotaro@oregoncc.org	
Advertising -----	408-859-1003
Steve Ernst - Spot Focus Sales	
se@spotfocus.com	
Audio Visual -----	503-731-7889
Chuck Dills – Audio Visual Supervisor	Fax 503-731-7806
chuckdills@oregoncc.org	
Natalia McDonough – Audio Visual Sales Coordinator	503-731-7895
nataliamcdonough@oregoncc.org	
Catering Sales -----	503-731-7851
Brendan Coffey – Aramark Resident District Manager	503-731-7853
brendancoffey@oregoncc.org	Fax 503-731-7888
Valerie Walklate-Yasui – Director of Catering Sales-----	503-731-7906
valerie@oregoncc.org	
Gloria Nelson – Senior Catering Sales Manager-----	503-731-7868
glorianelson@oregoncc.org	
Rachelle Clark – Catering Sales Manager-----	503-731-7828
rachelleclark@oregoncc.org	
Event Services -----	503-731-7890
Mark L. Williams – Director of Event Services	Fax 503-731-7900
markwilliams@oregoncc.org	
Bruce McKinney – Senior Event Manager-----	503-731-7865
brucemckinney@oregoncc.org	
Mike Miles – Event Manager-----	503-235-7579
mikemiles@oregoncc.org	
Judy Henry – Event Manager-----	503-235-7581
judyhenry@oregoncc.org	
Marie McLean Sheldon – Account Executive-----	503-731-7860
mariemclean@oregoncc.org	
Raena Mayhew – Account Executive-----	503-731-7914
raenamayhew@oregoncc.org	
Tom Jelineo – Account Executive -----	503-731-7825
tomjelineo@oregoncc.org	
Exhibitor Services -----	503-731-7801
Cheryl Hart – Facility Services Sales Coordinator	Fax 503-731-7819
cherylhart@oregoncc.org	
Guest Services (Parking/Ticketing/Volunteers)-----	503-731-7874
Bruce Burnett – Guest Services Manager	Fax 503-731-7884
bruceburnett@oregoncc.org	
Multi Media Services -----	503-731-7830
Jon Smith – Marketing Information Services Manager	Fax 503-731-7884
jonsmith@oregoncc.org	

Operations-----503-235-7578
 Ryan Thorpe – Director of Operations Fax 503-731-7806
ryanthorpe@oregoncc.org

Matt Uchtman – Operations Manager – Technical Services-----503-731-7841
mattuchtman@oregoncc.org
 Paul Stanley – Operations Manager – Set-Up/Housekeeping-----503-731-7862
paulstanley@oregoncc.org

Security-----503-731-7850
 Nick Brown – Special Services Manager Fax 503-731-7884
nickbrown@oregoncc.org

Sales & Marketing-----503-731-7887
 Matt Pizzuti – Director of Sales & Marketing Fax 503-731-7802
mattpizzuti@oregoncc.org

Lisa Chan – Sales Manager-----503-235-7572
lisachan@oregoncc.org
 Julie DeWeese – Sales Manager-----503-235-7574
juliedeweese@oregoncc.org
 Cindy Wallace – Sales Manager-----503-731-7803
cindywallace@oregoncc.org

Sustainability-----503-731-7949
 Brittin Witzenburg – Sustainability Coordinator Fax 503-731-7806
brittinwitzenburg@oregoncc.org

Telecommunications-----503-731-7834
 Steve Ebner – Telecom Service Sales Fax 503-731-7806
steveebner@oregoncc.org

Helpful Website Links:

OCC Website----- www.oregoncc.org

For Help in Planning Your Event----- FindIt.oregoncc.org

Sustainability Information----- www.oregoncc.org/sustainability

Order OCC Exhibitor Services----- orders.oregoncc.org

OCC Photos----- www.oregoncc.org/photos

OCC Logos----- www.oregoncc.org/logos

OCC News and Events----- epoint.oregoncc.org

License Checklist

Initial Process

Date Completed

Signed License Agreement including initial deposit due (if required)
Second rental payment due (if required)
Final rental payment due (if required)
Signed Catering Service Agreement including Payment
First introduction letter highlighting information the Event Manager will need to accompany agreement
One (1) set of preliminary floor plans for exhibit space is due to your Event Manager
for review and Fire Marshall Approval (if applicable) PRIOR to selling exhibit space

Two (2) Months Prior To the Event

Date Completed

You will receive a second reminder letter noting what information your Event Manager still needs

Due One (1) Month Prior To the Event

Date Completed

Labor Requests (security, medical, admission and box office staff)
Transportation Information to the Event Manager
Food and Beverage Deposit Schedule Information
Special Sustainability Needs to Event Manager/Sustainability Coordinator
Exhibitor and Event Parking Needs to Event Manager
Completed Function Sheets with all Utility needs to the Event Manager
Exhibitor lists to the Event Manager and Exhibitor Services
Final program and "as sold" floor plans to the Event Manager
Completed Insurance Certificate to the Event Manager
Set pre-convention/post-convention meeting as needed with OCC
You will receive your 3rd and final reminder letter noting what information your Event Manager still needs and the fees that will incur if any further delay

Due Fourteen (14) Days Prior To the Event

Date Completed

Final Audio Visual (AV) Bid information, if applicable
Final Menu Selection

Due 3 to 5 Business Days Prior To the Event (based on expected attendance)

Date Completed

Catering guarantee numbers are due to your Catering Sales Manager

*****Failure to provide information above by the established deadline may result in additional fees and labor charges**

GENERAL INFORMATION (Listed in Alphabetical Order)

ACCOUNT EXECUTIVE

The Account Executive role is to serve as the single point of contact for specified events that meet a specific criteria so all of the client needs can be met through a single source. The Account Executive works out of the Events Department and will guide their clients through all elements of the event as the single point of contact, "Your Meeting Advantage".

ADHESIVES

No adhesives, tacks, nails, etc., can be used to affix items to doors, tables, walls, windows, etc., in any location at the convention center. Contact your Event Manager/Account Executive for other options.

ADVERTISING, PUBLICITY, PROMOTION

All advertising copy for ticketed events held in the Oregon Convention Center must be submitted to the Sales Department. Any changes to ticket pricing must be approved in advance by the Executive Director after event advertising has been placed in publications. Copies of the OCC logo are available from your Sales Manager or Account Executive or via the OCC website at www.oregoncc.org/logos for reproduction and inclusion in your literature. Please forward a copy of all event advertising to your Sales Manager or Account Executive. For interior and exterior advertising opportunities for your event, including electronic signage, banners, and website advertising or advertising packages, contact OCC's exclusive sales agent, Spot Focus. The contact person is Steve Ernst at 408-859-1003 or his e-mail address se@spotfocus.com.

AIR CONDITIONING

Air conditioning is provided to occupied spaces on your licensed event day. If you wish to have air conditioning for the ingress/egress days (other than the event day), it can be provided at a cost of \$500.00 per ballroom per day or \$500.00 per every 30,000 square feet of exhibit hall space per day. It would be imperative to keep all access doors closed for the A/C to function correctly in the exhibit halls.

ALCOHOL CONSUMPTION

The consumption of alcoholic beverages is restricted to the licensed area and only during those times as concession stands are open or as ordered through the catering contract via the OCC in-house food and beverage caterer. For safety reasons, alcohol consumption is not permitted during ingress/egress times. No outside alcohol may be brought onto the property without the appropriate approval (Refer: Alcoholic Beverage Sampling and Sales Forms).

ALCOHOLIC BEVERAGE SAMPLING AND SALES FORMS

(Refer: Attachment A – Alcohol Authorization Request Form)

ANIMALS

Animals or pets, with the exception of ADA Service Animals, are not permitted in the OCC except as an approved exhibit, activity, or performance legitimately requiring use of animals. The request for approval for such animals to be on the premises must be received in writing in advance (a minimum of 3 business days) and be approved by the OCC Executive Director or designee.

The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition animals are considered service animals under the ADA, regardless of whether they have been licensed or certified by state or local government

ATMS

The OCC has two ATMS within the facility located as follows:

- Main MLK Lobby
- South MLK Lobby next to Starbucks

(There is a \$3.00 fee per transaction)

AUDIO VISUAL SERVICES

OCC has a full service in-house Audio Visual Department. We offer concert quality sound, full lighting design and video packages to meet any budget and show demand. OCC's A/V Department can handle a variety of needs from the basic meeting room requests to complex services for large multi-media shows. For price quotes and detailed information reflecting your specific event needs, or to meet with our A/V Staff, please contact your Event Manager/Account Executive. Should your event opt to use an outside A/V provider there will be power charges based on the requirements. It is important to notify your Event Manager/Account Executive if you are using an outside A/V company so that their ingress/egress and electrical needs can be addressed. Exhibitor's A/V needs may be ordered online at orders.oregoncc.org.

The complimentary electrical service in the OCC meeting rooms is for client use only. Clients will receive one free connection as outlined below and cannot transfer their complimentary connection to their A/V provider.

- If the client is utilizing a complimentary lectern and microphone in their set, they are permitted to plug one (1) device into the power available on the lectern at no charge (i.e. the presenter's laptop). If the client is not utilizing a lectern in their set they may plug one (1) device into the 120v receptacle at the front of the room for no charge.
- All other use of electrical service in the meeting rooms will be charged at OCC's current rates.
- All electrical service in carpeted areas must use OCC extension cords for life safety reasons. OCC's in-house 120v cords are 12-3, double insulated, and UL listed. Clients and A/V providers may not use their own extension cords in carpeted areas, nor run extension cords from the lectern to avoid being charged for additional power.
- Please contact the OCC Event Manager with the amount of power and number of extension cords required no later than seven (7) days prior to the first contracted move-in day.
- If the client would like the electrical charges added to the master invoice, please contact the Event Manager.
- All OCC equipment that is not returned will be charges to the responsible party (master account or Audio Visual providers credit card) Please inform the Event Manager when finished with cords/equipment so they can be picked up and placed back into inventory.
- If you have any specific questions contact the OCC Operations at 503-235-7578.

BANNERS

OCC has specific approved areas for banner hanging inside the facility that will not block any permanent facility directional signage. Please contact your Event Manager/Account Executive for detailed information, locations and labor rates. For exterior street pole banner information contact Exhibitor Services in the OCC Operations Department at 503-731-7801.

BALLOONS

No helium filled balloons are permitted in the facility without the express written permission of the OCC Executive Director or designee.

BICYCLE PARKING

Non-secured bicycle racks for parking bikes are available outside the facility at the following locations: Holladay Plaza, Martin Luther King Jr. Blvd. Plaza, and MLK South entry doors. In addition there are racks available on the P1 and P2 levels of the OCC parking garage at no charge. Check out the OCC Website at www.oregoncc.org for a detailed listing of bike parking locations.

BROADCAST RIGHTS/RECORDING

OCC reserves the right to videotape and record events for its own records, publicity, and promotional purposes. The Licensee may not engage in any broadcasting, telecasting, videotaping, audio recording or transcription activity, without written permission from the OCC Executive Director, provided all such recording is for business associated with the stated event functions. The Licensee is responsible for all costs associated with such broadcast and/or recording rights. The Licensee shall make all arrangements for such recording and notify the Event Manager in writing.

BUSINESSES LOCATED WITHIN OCC

- Starbucks – We proudly brew Starbucks Coffee at two locations; one across from the “B” meeting rooms and one located near the “D” meeting rooms.
Hours: Hours are determined by the Food and Beverage management with recommendations based on demographics provided by the Sales Office and Show Management. In most cases, at least one location will be opened when there are 500 or more guests in the building.
- Self Service Business Center - Located directly above the main MLK Lobby. Services Include: computer access, faxing, copying, and computer printing. Contact information is also posted for the local UPS store which can provide additional services including; large print jobs, banner creation or shipping services.
Hours: 7 days a week when the facility is in use from 7am – 11pm

CABLES

All electrical or Audio Visual cables must be secured and matted with approved gaffers tape to conform to safety standards. Audio Visual contractors who provide or install their own cables and matting will be inspected by OCC staff to ensure the installation is in compliance with all safety standards.

CANCELLATIONS/BUILDING SPACE

Refer to the appropriate section of your License Agreement for details pertaining to cancellations of building space. Should you have any questions or require clarification, please contact your Sales Manager/Account Executive. Event staffing cancellations require 72 hours notice (excluding holidays); otherwise a minimum charge of four hours per staff person scheduled will be incurred. Cancellations during shifts will result in charges for the balance of each shift. Special rates for overtime and statutory holidays may apply.

CATERING SALES MANAGER

If you have ordered food and beverage for your event, you will be assigned a Catering Sales Manager or an Account Executive to work with you through this process from menu selection through the logistics of your set-up and service. The Catering Sales Manager will work in unison with you and your Event Manager or you will have an assigned Account Executive who will handle all of your needs from start to finish.

CEILING HANG POINTS FOR EXHIBIT HALLS AND BALLROOMS

All loads and methods of suspension must be pre-approved by OCC's Operations Department. A rigging plan showing loads and method of suspension is required for such approval. Any rigging that is found to be incorrect or unacceptable for any reason will be made safe at the expense of the show management responsible. Rigging points in the ballrooms are for dead hangs only, no live loads. Rigging and inspection fees may apply. Technical information and load capacities are available. Please contact your Event Manager/Account Executive if your set requires rigging of any kind. (Refer: Rigging)

CHANGEOVERS/ROOM TURNS

Each meeting room set will be provided with a specific size of skirted staging (based on availability), a head table with linen and skirting, heating/cooling as required during event hours, house lighting within the room, one lectern with a wired microphone, tables, chairs, and one daily cleaning at no additional cost. Any changes to the initial meeting room set during the term of the agreement will be subject to the prevailing labor rate. Please contact your Event Manager/Account Executive for more information.

COAT CHECK/LUGGAGE CHECK

Coat and luggage check services are exclusive to OCC. Portable coat racks are available in limited quantity upon request. OCC is not responsible for items left in coat check areas or on coat racks. Please contact your Event Manager/Account Executive to arrange for a coat check and/or a luggage check service (at the prevailing rate) for your event.

DECORATOR AND DISPLAY COMPANIES

Decorator and Display companies are required to set-up and tear down within the dates and times specified in the License Agreement with OCC. Decorator companies are responsible for following all of the OCC Decorator Rules and Regulations, which may be found on the OCC website at www.oregoncc.org. All decorators/contractors must enter at the security console entry between bay 9 and bay 10 on the loading dock. All contractors must be identified with a badge or uniform while on-site. If no identifying badge or uniform is worn, then OCC will distribute temporary badges at a cost of \$1.00 per badge per day to show management charges.

- No equipment, pallets or waste materials may be left on the loading dock beyond the license agreement timeframe or charges will be incurred.
- Shows with ten foot aisles must have booths set on the floorbox grid in the exhibit halls. Prior approval must be given and charges agreed to for show set-off the standard grid.
- It is important that your decorator provide accurate timely floor plans noting any electrical floor boxes or special needs, etc. for OCC approval.
- Any damage, facility charges or other costs incurred by display, decoration or labor contractors are the responsibility of the Licensee. Please ensure your decorator reviews the rules and regulations as noted above to eliminate any additional charges.

DELIVERIES

OCC cannot accept freight shipments on behalf of exhibitors before or during scheduled move-in times. Show Management will be responsible for consignment of all freight shipments. Show Management is responsible for all arrangements and related costs for off-site storage before, during, and following the license period outlined in the License Agreement. The OCC accepts materials under 125 lbs and no more than three (3) days prior to the event. Please keep in mind, the fee for freight handling, storing and delivery to your event space is \$.20 per pound with a \$25.00 minimum handling fee. If you have two or more shipments arriving separately, the \$25.00 minimum will apply to each shipment on an individual basis.

All shipments must be clearly marked with the following information on each package:

- Oregon Convention Center, 777 NE Martin Luther King Blvd. Portland OR 97232
- Event/Show Name (BOLD)
- Event Date/s

- OCC Account Executive's Name
- Your Full Name or Licensees Full Name

Should you have special deliveries, please contact the Event Manager/Account Executive.

DISABILITIES

OCC is in current compliance with all the Americans with Disabilities Act (ADA) requirements. OCC has elevators, restrooms, concessions and telephones designed to accommodate the needs of those with physical and non-physical impairments. The Ballrooms, Meeting Rooms and Exhibit Halls may be equipped with services for the hearing impaired upon request though dependant upon the OCC inventory. Any special requirements you may need should be discussed with the Event Manager/Account Executive at the earliest time possible.

DOCKS

(Refer: Loading Facilities)

ELECTRICAL SERVICE

Electrical services are supplied exclusively through OCC. Exhibitor order forms are available online at orders.oregoncc.org or through the Operations Department by calling 503-731-7801. Re-selling OCC electrical services is not permitted. Floor plans of the exhibit halls and ballrooms that show locations of electrical floor boxes are available upon request. A labor charge will be added if exhibit booths are not lined up on the designated floor boxes. OCC charges for electrical service in all meeting rooms, ballrooms, and exhibit halls. Contact your Event Manager/Account Executive for further information and pricing.

ELEVATORS (FREIGHT)

There are four freight elevators within OCC. There are two that access the Oregon Ballroom on the North and South ends. They are accessible via the North Dock off of First Avenue on the exhibit floor level. There is one that accesses the Portland Ballroom via the service corridor directly behind the ballroom and a final freight elevator that accesses the parking garage, loading dock, and Portland Ballroom service area. Use of any freight elevator must be arranged through the Event Manager/Account Executive. For the safety and well-being of all individuals, freight elevators are not licensed for passenger use.

Oregon Ballroom Elevators (2)

Rate Load: 11,500 lbs.
 Door Size: 9'8" W x 10' H
 Interior Dimensions:
 10' W x 12' D x 10' H

Portland Ballroom Elevator (1)

Rate Load: 5,000 lbs.
 Door Size: 4'6" W x 8' H
 Interior Dimensions:
 5'4" W x 8'9" D x 8' H

Garage Freight Elevator (1)

Rate Load: 20,000 lbs.
 Door Size: 10' W x 10' H
 Interior Dimensions:
 9'10" W x 24' D x 10' H

ELEVATORS (PASSENGER)

There are a total of seven public elevators inside OCC; Four (4) stop at P2 (Lower Garage), P1 (Upper Garage), Level 1 (Exhibit Hall Level), and Level 3 (Portland Ballroom/OCC Admin) on the west side of the facility. Two (2) stop at Level 1 (Exhibit Hall Level), Level 2 (Mezzanine Lobbies), Level 3 (Oregon Ballroom), and Level 4 (Sky View Terrace) on the North side of the facility. One (1) stops at Level 1 (Exhibit Hall Level), Level 2 (MLK Lobby), and Level 3 (OCC Admin/Portland Ballroom). In consideration of all individuals needing use of these elevators, furniture and equipment cannot be transported in them.

EMERGENCY MEDICAL TECHNICIANS (EMT)

Every event having an expected attendance of 1,000 or more will require an EMT to be on-site during event hours. This is an exclusive OCC service. Contact your Event Manager/Account Executive for the prevailing hourly rate and to order coverage for your event. There may be certain events where OCC will require one or more medical technicians to work directly with a specific event if necessary i.e., athletic competitions, etc.

ESCALATORS

There are seven sets of escalators connecting the Exhibit Hall/Meeting Room Level 1 with the Mezzanine Lobbies Level 2 and the Ballroom Level 3.

EVENT MANAGER

Once a License Agreement has been signed, an Event Manager will be assigned to work with you. The Event Manager will assist in room layout, organizing staff and services that are available through OCC to ensure your event requirements are fully met. The Event Manager is your primary contact once the license agreement is signed.

EVENT STAFFING

Staffing requirements need to be finalized in conjunction with the Event Manager/Account Executive a minimum of forty-five (45) days prior to the event date. **All staff cancellations require 72 hours notice (excluding weekends and holidays); otherwise a minimum charge of four hours per staff will be incurred.** Cancellations during shifts will result in charges for the balance of each shift. Your Event Manager will be able to assist with determining appropriate staffing levels. Your Event Manager may require additional staffing to cover breaks, entry and exit points, and patrol lobbies etc. For more information please contact your Event Manager.

EXCLUSIVE OCC SERVICES

The following is a list of services provided by the OCC. The services are exclusive to OCC. Therefore, bringing in an outside contractor is prohibited for the following services. It is also important to know that the OCC exclusive services cannot be re-sold with the additional cost passed on to the exhibitors.

- Aisle/Booth Cleaning
- ATM's
- Business Center Services
- Catering and Concessions
- Coat/Luggage Check
- Compressed Air
- Electrical Service
- EMT's
- Event Staffing (Admissions/Badge Check/Gate Attendants/Ticket Takers etc.)
- Natural Gas
- Parking On-Site
- Porter Service
- Telecommunications (Telephone/Internet/Wi-Fi)
- Ticketing/Ticket Office Staffing
- Water Service

EXHIBITS

All exhibits are to be transported in and out of the OCC via the loading dock during designated ingress/egress times. Equipment, furniture, and exhibits cannot be transported in the passenger elevators or on the escalators. OCC does not provide furniture or equipment for exhibit booth use. Furniture rentals should be arranged through the designated decorator/display company for your show.

The public spaces at OCC may not be obstructed by exhibits or closed to general public access. Doors, windows, fire hose cabinets, AED's, pull stations, fire extinguishers or house lighting attachments may not be covered or obstructed. All exhibit layouts require the advance approval of OCC and the Fire Marshal. Contact your Event Manager/Account Executive for pre-approved lobby usage areas for registration counters/displays etc.

EXHIBITOR ACCESS

During designated ingress/egress times, exhibitors and contracted suppliers will enter/exit the OCC via the assigned loading bays in the First Avenue loading area unless other arrangements

have been made between OCC and Show Management. It is a requirement that each show have a door check staff. Contact your Event Manager/Account Executive to schedule staff for controlled access.

EXHIBITOR SERVICES

The Exhibitor Services Department promotes and sells the services of the OCC directly to exhibitors; provides a point of contact for exhibitors who are interested in purchasing additional services, and assists exhibitors and show management during an event. The department representative contacts exhibitors for upcoming shows and sells facility services including audio/visual, utilities, telephone, internet connections, WI-FI, booth cleaning and porter service. Exhibitors may order services online at orders.oregoncc.org.

FIRE REGULATIONS

All floor plans require advance written approval and sign-off by OCC. Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction. Fire lanes in and around the facility must remain clear and unobstructed. Adequate Security Staff will be required to control vehicle traffic in these areas during ingress/egress times.

Easels, signs, chairs, etc. may not be placed beyond booth areas into the aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner. Empty cardboard boxes cannot be stored in show or exhibit areas. Show Management is responsible for advising exhibitors that booths must be cleared of combustible rubbish daily.

All decorations, including but not limited to drapes, signs, banners, acoustical materials, hay, straw, moss, bamboo, plastic, cloth, fabric, linen and similar decorative materials must be flame retardant. Table coverings must be flame treated unless they lie flat with an overhang of no greater than six (6) inches (15.24CM). Please contact your Event Manager/Account Executive for more details.

Internal combustion engines, vehicles or equipment cannot contain more than a quarter (1/4) tank of gasoline or fuel and must be inoperable (i.e. battery and/or ignition disconnected). Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with show management. No vehicles may be displayed unless approved by OCC. A permit issued by the Fire Marshals Office will be required. Any camper trailers or RV's must have empty propane tanks to be displayed on show floors. Vehicle move-in/move-out fee may apply. Additional details regarding OCC fire regulations are available from your Event Manager/Account Executive.

FIRST AID

The OCC has two fully equipped First Aid Rooms located in the Pre-Function A lobby and outside Exhibit Hall E. EMT's may be contacted by picking up any house phone and dialing "0" or by contacting any OCC staff member.

An Emergency Medical Technician (EMT) is required during event hours when attendance is 1,000 or more and may be required during ingress/egress of Exhibit Halls. Please confirm the event hours and the prevailing hourly rate with your Event Manager/Account Executive.

FLOOR LOADS

Exhibit Halls:	350 lbs. per sq. ft. capacity
Ballrooms:	125 lbs. per sq. ft. capacity
Meeting Rooms:	125 lbs. per sq. ft. capacity
Lobbies:	125 lbs. per sq. ft. capacity

Please discuss your needs with the Event Manager/Account Executive if there are any concerns regarding floor load capacities.

FLOOR PLANS

All floor plans must be pre-approved by the Fire Marshal and the Event Manager/Account Executive prior to any booth space being sold. The approvals must take place a minimum of thirty (30) days prior to the first contracted event day. All tradeshow booths must be set on a 30 foot center with minimum 10' aisles. When laying out 10' x 10' booths all utility boxes must fall on the back of the booth so that utilities are accessible. Failure to do so will result in additional labor charges billed to show management. Contact your Event Manager for a copy of the OCC floor plan template in AutoCAD (dwg or dxf format); other formats are available upon request.

FLOOR TYPE

Ballrooms:	Carpet
Exhibit Halls:	Concrete (treated with sealer)
Meeting Rooms:	Carpet
Lobbies:	Carpet

**During ingress/egress, carpeted areas used to transport freight or vehicles must be protected. (Refer: Vehicle Ingress/Egress)

FOG/SMOKE/LASER LIGHTS

Fog machine, smoke effects or laser light shows will not be permitted without the express written approval by the OCC Executive Director or designee. If approved only water based hazer's can be used and such devices may incur additional staff costs as required by the Fire Marshal's Office to monitor and respond to potential alarms.

FOOD AND BEVERAGE SAMPLING

Food and beverage sampling is permitted with prior approval of the OCC's Executive Director. Please see the attached OCC Sampling Policies. All sampling of food and beverage products is subject to compliance with generally accepted standards of health, safety, and sanitation and the specific requirements of the City of Portland Health Department and also, where applicable, the Federal Department of Health and Agriculture. Sampling of products will be limited to a sample size and may be limited by the facility's Corporate Sponsorship and catering agreements. Please discuss your plans with your Catering Sales Manager and Event Manager/Account Executive a minimum of thirty (30) days prior to your event. (Refer: Attachment B – OCC Food and Non-Alcoholic Beverage Sampling Policy)

FOOD AND BEVERAGE SERVICE

All catering and concessions, food and beverage services are provided exclusively by Aramark/Giacometti Partners LTD. No outside food and beverage is permitted on the premises.

All food and beverage operations within the OCC and on the OCC grounds are exclusive to the OCC. The Licensee shall not share in any revenues generated.

Contact your Catering Sales Manager/Account Executive for menu selections, payment policies, guarantee, and additional catering services. Menus are available from the Catering Office at 503-731-7851.

A guaranteed attendance number for all catered food and beverage functions is required 3 to 5 business days (depending on the size of the event) prior to each function (excluding weekends and holidays); Otherwise the estimated number will be taken as the guarantee and invoiced accordingly.

FREIGHT

(Refer: Deliveries or Shipping/Receiving)

GARBAGE REMOVAL

(Refer: Recycling)

HAZARDOUS SUBSTANCES

(Refer: License Agreement)

HOUSEKEEPING

Housekeeping and the cleaning of contracted areas are included in the basic room rental. However, depending on the nature of these events, additional housekeeping costs may be incurred. The Event Manager/Account Executive will be able to assist in identifying areas that have potential cost implications. The OCC is the exclusive provider of cleaning and vacuuming of aisle carpets (at the prevailing rate) in exhibit type events. Cleaning of Exhibitor booths is also an exclusive service provided by the OCC and can be arranged on-line at orders.oregoncc.org. Client and exhibitors are asked to remove all signage and exhibit materials by the end of their contracted move-out time.

The OCC is not responsible for any items left beyond the contracted move-out time. In addition, if there is an inordinate amount of debris left, there will be a charge to the event for the removal by the OCC staff. Your subcontracted decorator should oversee the removal of all the debris prior to their departure to ensure charges are not added.

HOUSE PHONES

House phones are located throughout the OCC. Specifically there is one located in every meeting room, in each public telephone bank and in strategic public lobby spaces. In order to reach the OCC operator just press "0".

INDEMNIFICATION

(Refer: License Agreement)

INSURANCE

(Refer: License Agreement)

KEYS

Keys and security cores may be ordered with advance notice (minimum of thirty (30) days prior to the event) at the prevailing rate through the Event Manager/Account Executive. Keys must be returned on the last day of the event. There is a \$100.00 charge for each standard key not returned and a \$250.00 charge for each security core key not returned.

LICENSES/PERMITS

The Licensee is responsible for obtaining all licenses, permits, and approvals from the appropriate regulatory boards and authorities that may be required for, but not limited to, staging the event (including business licenses, special occasion, and special event licenses). The cost of these licenses is the responsibility of the Licensee.

OCC operates under its own liquor license through its exclusive food and beverage provider.

LIGHTING LEVELS

Lighting during ingress/egress will be at levels suitable for working. House lighting levels during event days are as arranged with your Event Manager/Account Executive. Any specialty lighting requirements are available through the OCC's Audio/Visual Services Department for a fee.

LOADING FACILITIES

Exhibitor and freight entry to the OCC is via the main loading dock off of First Avenue.

The main loading areas consist of 19 loading bays. All 19 loading bays have dock levelers. Each exhibit hall has limited drive-in access through roll-up doors. For specific measurements of roll-up doors please contact your Event Manager.

Due to commitments to other events and building requirements, not all bays and load-in areas will be available at all times. Therefore, it is important to coordinate your event dock needs with your Event Manager as early as possible.

Vehicles cannot park in the loading area or on the truck route at any time. Assigned docks will be open for unloading and loading only (no parking). Fourteen (14), twenty-minute parking spaces are available directly across from the main loading dock to be used for quick access.

For ingress/egress staffing requirements, please consult with the Event Manager/Account Executive as all events are required to provide dock marshals or hire dock marshals and gate attendants through the OCC.

LOBBY SPACE

All OCC lobby space serves as entrances for OCC guests, delegates, and members of the public. It is available on a limited basis for shared use with other OCC functions. Portions of public spaces may be used for registration, food functions, and limited exhibits with prior approval per your license agreement. A rental charge may be incurred at the prevailing rate. Please discuss your specific needs with your Sales Manager/Account Executive.

LOGOS/PHOTOGRAPHS/OCC IMAGES

Logos of the OCC are available via the OCC website at www.oregoncc.org/logos. High resolution photographs and OCC images are available for your printed materials through OCC's Multi-Media Department at 503-235-7724.

LOST AND FOUND

All lost and found articles are catalogued and stored for thirty (30) days. After that period, all articles are disposed of at the sole discretion of the OCC. This includes booth/display items left behind by exhibitors.

Any inquiries regarding lost and found items should be directed to 503-235-7575 or to your Event Manager/Account Executive.

MAPS

(Refer: Attachments)

MEDIA

If your event is expected to attract media attention, please advise your Event Manager/Account Executive so they may explain the options available for live remotes, taping, additional lighting, etc. that may be requested.

MEDICAL

(Refer: First Aid)

MOTORIZED VEHICLES

All motorized vehicles owned by the OCC are to be operated by licensed/authorized OCC personnel only. Motorized carts (segways, scooters, golf carts, etc.) used for convenience are not allowed in carpeted areas (this excludes carts used by patrons with disabilities).

Vehicles that are on display are subject to the following conditions: gas tanks are less than ¼ full, gas caps locked or sealed, batteries disconnected, drip pans under vehicles, vehicles are clean and dry, keys are left with OCC Security if unattended, and the Fire Marshal has approved the display. Please consult your Event Manager/Account Executive if you have any questions. (Permit and fees may apply.)

PARKING

On-site parking is available in the OCC underground parking garage located beneath the south side of the building. There are two entrances into the garage; the main entry point is directly off First Avenue into the P2 Level of the garage and the secondary entry is directly off of Lloyd Avenue into the P1 Level of the garage. In addition there is public parking in our Lloyd Lot (corner of MLK and Lloyd Blvd.) via a credit card only pay box.

Satellite lot locations are also located nearby. Parking is available on a first come, first serve basis. Attendees may be charged upon entry at the prevailing rate per space or be subject to the hourly rate and charged on exit. In and out privileges are not available. Overnight parking may be possible by contacting the Event Manager for arrangements. Space is limited

An exhibitor parking lot is available (containing 160 spaces) at a cost to the show or to individual exhibitors. The lot is located directly across from the main loading dock and must be reserved in advance of the event. The exhibitor lot does have in and out privileges. This lot may also accommodate limited overnight parking for trucks, trailers and utility vehicles for an additional fee (no overnight RV parking is permitted). Contact your Sales Manager to reserve this parking lot.

A reminder that parking is not permitted on the loading dock or in any of the loading bays except for the purpose of loading and unloading. In addition, parking is not allowed on any sidewalk or plaza areas around the facility.

PHOTOGRAPHY

The OCC retains the right to take photographs of an event for its own records and/or for publicity purposes.

PRODUCT SALES

Sales of event-related products are permitted within contracted event space, excluding all common areas. Any common area required for event related product sales needs to be discussed in detail with your Sales Manager/Account Executive. The OCC may receive a percentage of all product sales depending on the specific license agreement.

PROPANE

The use of propane within the facility must be approved by the OCC and the Fire Marshal's Office. It is imperative that you contact your Event Manager/Account Executive if you or one of your exhibitors requires the use of flammable gas, as propane permits are mandatory per the office of the Fire Marshal.

RECYCLING

Please identify any specialized waste removal needed for your event. This includes debris from theme décor set-ups (e.g. trees, plants, bark-mulch, etc.) or as a result of your event activities (e.g., food sampling, non-reusable crates/wrapping, etc.). There are additional costs to Show Management for removal of excessive trash, pallets, bark dust, mulch, etc. The Event Manager will be able to advise you in greater detail.

The OCC is committed to recycling and provides recycling areas within the exhibit halls for exhibitor use. In addition, there are specialized recycling containers with designated labels throughout the facility to meet your event waste needs. More info about the OCC's sustainability efforts and service offerings at www.oregoncc.org/sustainability.

ROOM CAPACITIES

Room capacities will vary widely depending upon the specific function requirements such as staging, lighting and audio/visual set-up. It is necessary to discuss your proposed function details with your Event Manager/Account Executive to ensure safe and appropriate allocation of space. Optimum room set layouts are available via Room Vista @ www.oregoncc.org/spacefinder General room capacity information is available on the OCC website (www.oregoncc.org).

RIGGING

If your set requires rigging of any kind, please contact your Event Manager/Account Executive. The OCC Operations Department will review all load capacities and safety requirements. A rigging plot is due to the OCC thirty (30) days prior to your event day for final approval. All rigging is subject to inspection at a prevailing hourly rate. All rigging in ballrooms is to be for dead hangs only, no live loads. (Refer: Ceiling Hang Points)

RULES AND REGULATIONS

See the "OCC Rules and Regulations" on the OCC website at www.oregoncc.org/exhibitors for an overview of information that each client should review to aid in a smooth ingress/egress and run of show.

SALES MANAGER

Your Sales Manager will assist you in space selection and issuing license agreements as well as any addendums or special attachments needed. They will work with you to ensure you fully understand the agreement and answer any contractual questions you may have. It is also the Sales Manager's responsibility to ensure you adhere to the license agreement. They will follow-up with you after your event has been completed to make sure your event was a success and discuss any questions you may have pertaining to that specific event and/or future events.

SATELLITE DISH PLACEMENT

Should your event set-up require installation of satellite dishes, please notify the Event Manager/Account Executive as there are only a limited number of locations for satellite dishes.

SECURITY

The OCC's Security Staff provides 24-hour coverage for general building security. Event security must be hired from the approved list of security providers. Ask your Event Manager/Account Executive for the most current list of providers.

Due to the complexity of the facility, there are minimum requirements for security staff and loading dock patrol agents, particularly during ingress/egress of an event. These vary depending upon the nature and size of the event. Please contact your Event Manager/Account Executive for detailed information regarding the above or if your event requires any specialized security due to the needs of a specific guest speaker, sporting /athletic activity, etc.

Certain events may require police officers. If this is the case, the Department of Special Service's Manager will contract this service directly with the police union. The show will be billed for all service through the OCC billing process.

SERVICE DESK

The OCC provides a service desk to assist exhibitors with ingress and orders for services that include electrical, compressed air, water fill/drain, natural gas, telecommunications, booth cleaning, porter service and audio/visual services. The desk service is free for exhibitors and no additional cost to the licensee. Hours of service will be determined by the OCC and may include full staffing during heavy times or a Hot-Phone. The service desk is located next to your decorator's service area for the convenience of exhibitors requiring service.

SET-UP INSTRUCTIONS

OCC will require complete information on the physical set-up of your event including utility needs a minimum of thirty (30) days prior to your event. It is imperative that you review all your event details with your Event Manager/Account Executive as soon as the information is known to ensure all your needs can be met and to eliminate any late charges on last minute changes.

Placing your Event Manager/Account Executive on your exhibitor and/or delegate mailing list will keep them well informed and enable staff to anticipate many aspects of your event.

The OCC does not restrict exhibitors from carrying in their own material or from setting up their own exhibits. Review your decorator contract for specific requirements that may apply to your event.

The OCC Security Staff may be employed for traffic and loading dock control as well as security control during ingress/egress periods. Your Event Manager/Account Executive will inform you of traffic/dock control security needs we may require for your event.

Bicycles, skateboards, roller blades, roller skates or other types of recreational transportation are not to be used in the facility at any time, unless approved by your Event Manager/Account Executive.

All vehicles, once unloaded, are required to exit immediately from the exhibit area.

Exhibitors are required to bring their own tools, ladders, brooms, hand trucks and other items required to build or transport their exhibit. OCC tools, carts etc. cannot be loaned out to anyone on-site.

SHIPPING AND RECEIVING

The Self Service Business Center above the main MLK Lobby has contact information posted regarding UPS/FedEx pick-up. The UPS store can arrange to have someone on-site to ship items directly from the show location. Contact your Event Manager/Account Executive to arrange this service for your event. (Refer: Deliveries).

SIGNS AND SPECIAL DECORATIONS

Signs, banners, and posters may not be physically attached to any part of the OCC or to any of the furnishings or fixtures of the OCC without prior approval (Refer: Adhesives). A limited number of easels are available for displaying such material upon request and availability near your contracted event space. Easels are limited in public spaces due to the extensive electronic signage that is provided. If signage is necessary in public spaces it must be approved by your Event Manager/Account Executive and of a professional convention quality (no hand-made or paper signs taped to boards are permitted) Sign making services are available through the local UPS Store for a charge. (Contact information is located within the OCC Self Service Business Center).

SMOKING

The OCC is a non-smoking facility. Smoking is only permitted outside of the facility a minimum of 25 feet from public entries in the designated areas. All exhibitors need to exit the front of the facility to smoke.

SOUND SYSTEM

The OCC has a full service in-house Audio/Visual Department. We offer concert sound, full lighting design and video packages to meet any budget and show demand. Patch fees may be required when connecting outside A/V equipment to the house sound systems. Please contact your Event Manager to set up a meeting with the on-site A/V staff to discuss your event requirements.

The sound system in each of the 12 Ballroom sections is designed for speech reproduction as well as background music. It is possible to connect the Ballroom systems together (Oregon Ballroom – 4 sections/Portland Ballroom – 8 sections) to provide one combined system. A/V inputs to the system may be made from various ports. Each input location is equipped with four microphone jacks.

All of the meeting rooms are equipped for A/V recording and simultaneous interpretation amplification. Divided rooms may combine to form one system. Remote recording is possible for

media services. The in-house sound system may require supplemental sound equipment depending on your production requirements. For detailed information specific to your event needs, please contact your Event Manager/Account Executive.

STORAGE

The OCC storage space is limited; therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Any goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time. It is important that your exhibitors have the correct shipping information for your contracted decorator as exhibitors cannot ship directly to the OCC.

Show Management is responsible for the arrangements and related costs for off-site storage before, during, and following the license period as outlined in the License Agreement. If items are being shipped to the OCC for a move-in, it is imperative that the exhibitors place the name of the event and the event date directly on the shipping label in order for it to be accepted and delivered accordingly.

Freight cannot be stacked nor stored on the truck route or against fire exits, fire pull stations or fire hose cabinets. Freight may be stored on the loading dock (depending on availability) at a cost of 20 cents per square foot, per show day for events that rent 90,000 square feet or more. Contact your Event Manager for more details.

SUSTAINABILITY COORDINATION

The OCC has a Sustainability Coordinator in-house as a first point of contact for any question related to “greening” an event. The OCC offers the ability to compost and recycle for all events an additional option is our “sustainability station” that is a manned booth on the show floor. Premium sustainability services are available for a minimal fee and can be ordered through the Event Manager/Account Executive.

TELECOMMUNICATIONS/INTERNET/NETWORKING

The OCC is the exclusive provider of Telecom and Internet services at the OCC.

Telephone: The OCC provides single-line analog or multi-line digital phone services. Speaker and conference phones, long distance access, voice mail and other services may be provided upon request.

Internet/Networking: The OCC’s network infrastructure includes two parallel building wide networks, connected through our massive fiber optic backbone. All station wiring is CAT 6 and CAT 5. A wide range of internet services can be provided: shared or dedicated bandwidth, private or public IP addresses, WiFi (see WIFI below for more detail) and more. Local area networking (LAN) is also available.

Exhibitors may order telephones or internet connections online at orders.oregoncc.org. For further information and pricing contact OCC Telecom Service Sales at 503 -731-7834.

TICKET SALES AND HANDLING

All onsite ticket sales will be sold through the OCC Ticket Office utilizing OCC Ticket Services staff. Advance ticket sales must be sold through an authorized ticket agent that has a current working agreement to conduct business with the OCC. More specific information pertaining to ticket sales and handling are outlined in detail, in your License Agreement and OCC Ticket/Box Office Policies. Should you have any questions or concerns, please contact your Sales Manager.

VEHICLE INGRESS/EGRESS

Automobiles and trucks may be displayed in some lobby areas. Carpeted and marble areas require protective measures, which may be provided by the OCC’s Operations Department. Applicable costs are applied for vehicle ingress/egress at the prevailing rate. Contact your Event Manager regarding physical restrictions to lobby areas. Also refer to the section entitled “Fire Regulations” concerning displaying a vehicle at the OCC.

VISITOR INFORMATION CENTER (VIC)

Volunteers staff the Visitors Information Center located inside the Martin Luther King (MLK) Lobby when it is warranted. They provide information about OCC, give directions and assist attendees with local area attractions. Contact your Event Manager/Account Executive for specific staffing hours during your show.

WATER COOLERS

Water coolers are more sustainable than bottled water. Should you require a water cooler within a specific room, they may be ordered through the food and beverage provider for a fee. Please contact your Catering Sales Manager or Account Executive for more details.

WEBSITE <http://www.oregoncc.org>

The OCC's website contains information about onsite services, room capacities, upcoming events, exhibitor, and attendee information, decorator rules and regulations, exhibitor utility order forms and late breaking OCC news. The website features a virtual tour of the facility, a guide to the OCC's recycling and sustainability focus, event schedules and more. Also, the OCC provides an on-line resource tailored to the needs of clients and visitors alike at findit.oregoncc.org. This regularly updated website contains all of the center's most current information for planning events and orienting clients and visitors to the facility.

The OCC's website also features a chronological event listing. With your permission your event will be added to the calendar page. Should you request it, your URL or e-mail address can be linked to the calendar listing. Contact your Sales Manager.

WI-FI

Wireless internet access is available throughout the Center. Basic Wi-Fi service is available in public areas for a fee of \$12.95 per day. Basic Wi-Fi service is not intended for exhibit hall, ballroom or meeting room use. High speed access can be ordered exclusively from the OCC for large groups or individual access and is available throughout the facility. Customer support for this service is provided on site. Please contact your Event Manager/Account Executive or OCC operations for details and pricing

OREGON CONVENTION CENTER
FOOD AND NON-ALCOHOLIC BEVERAGE SAMPLING POLICY

A. FOOD, CANDY, ETC.

1. Food sampling will be permitted by those exhibitors whose products/business they represent are being sampled
2. No other food may be distributed from booths other than exhibiting companies whose product or service is being represented at the show. Exhibitors wishing to give away food and beverages from their booth, but who do not qualify for sampling may purchase such give-away food and beverage items from the Oregon Convention Center's exclusive food and beverage contractor.
3. Food sampling will be bite sized portions (the size used in grocery store samples). Anything larger must be pre-approved by the OCC Executive Director.
4. No food or drinks are to be sold for on premise consumption
5. All non-alcoholic beverage samples must be in 2 to 3.5 oz. containers
(Refer: Attachment A - Alcohol Authorization Form for sampling of alcoholic beverages)
6. Any products that are sold for off-premise consumption must be factory sealed to discourage on-premise consumption.
7. All persons dispensing products of food must have the proper food handling permit from Multnomah County and/or the City of Portland if required by the Multnomah County Health Department. (small sample sizes usually do not require the permit unless dealing with raw uncooked food product)
8. All exhibitors are expected to carry such permits if required while on-site and may be subject to inspection of such permits by the Multnomah County Health Department.
9. If required by the Multnomah County Health Department sanitizing/hand washing stations will be the responsibility of the licensee to provide for exhibitors sampling food products.
10. Any exhibitor distributing samples that do not meet OCC portion guidelines, or that require a permit by the Multnomah County Health Department without the authorized food handlers permit may be asked to discontinue sampling from their booth.
11. All insurance shall hold Metro, MERC (Metropolitan Exposition Recreation Commission) and the members, officers, directors, agents and employees of each entity harmless from any problem occurring from the dispensing of samples of food and beverage from the Licensee and/or the exhibitor dispensing the samples.
12. It is the responsibility of the Licensee, distributor or exhibitor to acquire all necessary Permits and licenses if required for such sampling. Multnomah County Health Department, Environmental Health, 3653 SE 34th Ave. Portland, OR 97202 (503) 988-3400

Client Signature: _____ **Date:** _____

Oregon Convention Center

ALCOHOL AUTHORIZATION REQUEST

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

[Special Event Winery (SEW) Package] – Option #1

[Temporary Sales License (TSL) Package] – Option #2

The Oregon Convention Center has exclusive food and beverage distribution rights within the Oregon Convention Center. Exhibitors may distribute samples of alcoholic beverages ONLY upon written authorization of the Convention Center Executive 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 Oregon Convention Center Executive 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 Oregon Convention Center. The Oregon Convention Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

General Conditions:

1. The Oregon Convention Center Executive Director must approve all alcohol sampling/selling (for on premise consumption) taking place in the Oregon Convention Center via this form, and signed at time of contracting.
2. Selling must be approved by the Oregon Liquor Control Commission, Beer and Wine Supervisor, 9079 SE McLoughlin; 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, licenses applicable to the requested selling (SEW's or TSL) must be completed and submitted to the Oregon Liquor Control Commission and to the Oregon Convention 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, 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 per each common cause and one million aggregate

Event Date:

Name of Event:

Attach 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:

Jeffrey A. Blosser, Executive Director
Oregon Convention Center

Date

Signature

Date

"MAX"-Metropolitan Area Rapid Transit-Public Transportation

Convention Center
MAX stop

Holladay St.

Bus Zone

777 NE MLK Jr. Blvd.
Portland, OR 97232
503-235-7575

Taxi Zone

Pacific St.

Oregon St.

Irving St.

Hoyt St.

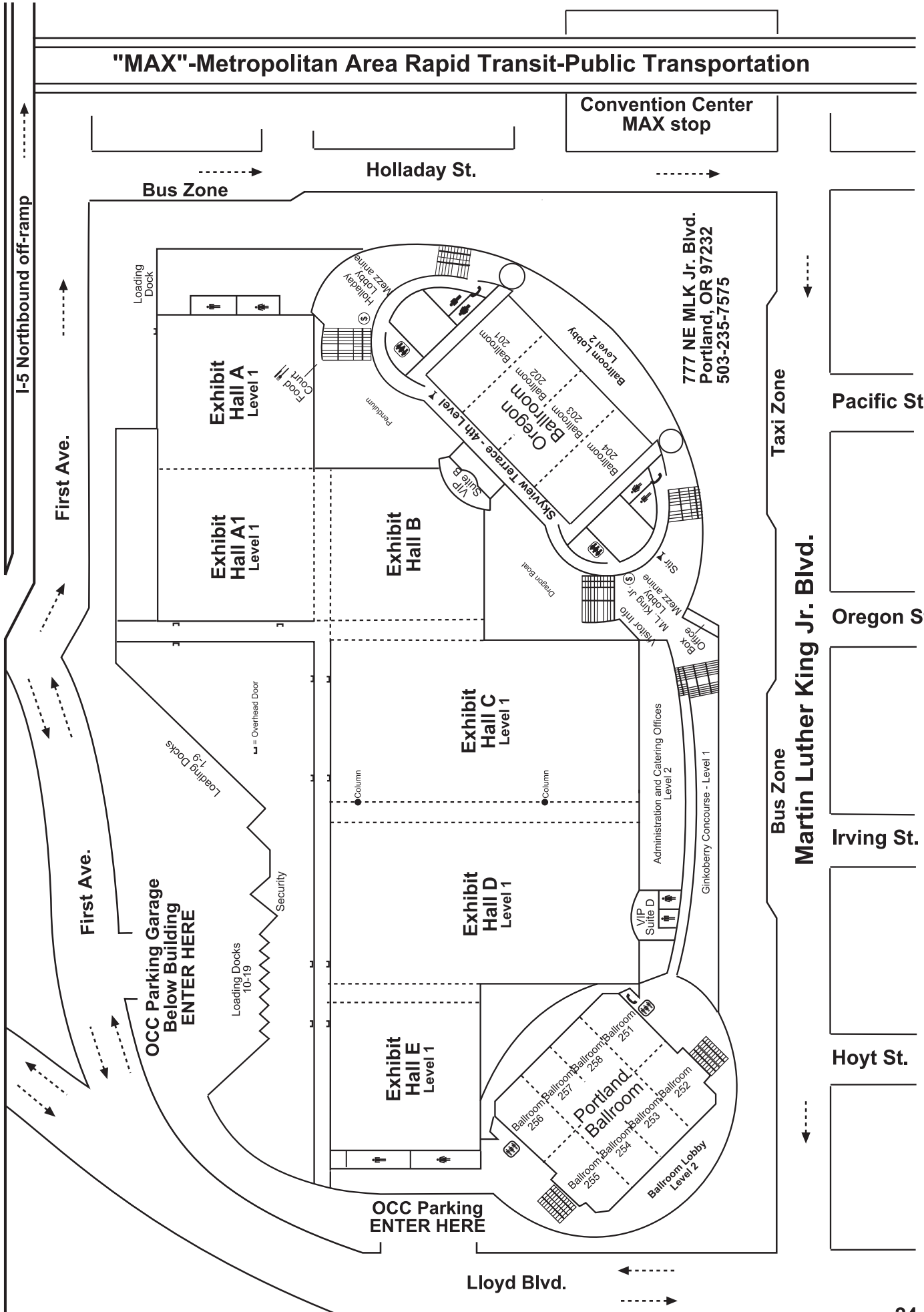
Martin Luther King Jr. Blvd.

Bus Zone

Lloyd Blvd.

Interstate 5

N



"MAX"-Metropolitan Area Rapid Transit-Public Transportation

**Convention Center
MAX stop**

Holladay St.

Bus Zone



I-5 Northbound off-ramp

First Ave.

**777 NE MLK Jr. Blvd.
Portland, OR 97232
503-235-7575**

Taxi Zone

Pacific St.

Exhibit Hall A

Exhibit Hall A1

Exhibit Hall B

Exhibit Hall C

Exhibit Hall D

Exhibit Hall E

Oregon St.

Irving St.

Martin Luther King Jr. Blvd.

Hoyt St.

Bus Zone

First Ave.

**OCC Parking Garage
Below Building
ENTER HERE**

Security

**Loading Docks
10-19**

Overhead Door

Loading Dock

Food Court

Food Court

Food Court

Food Court

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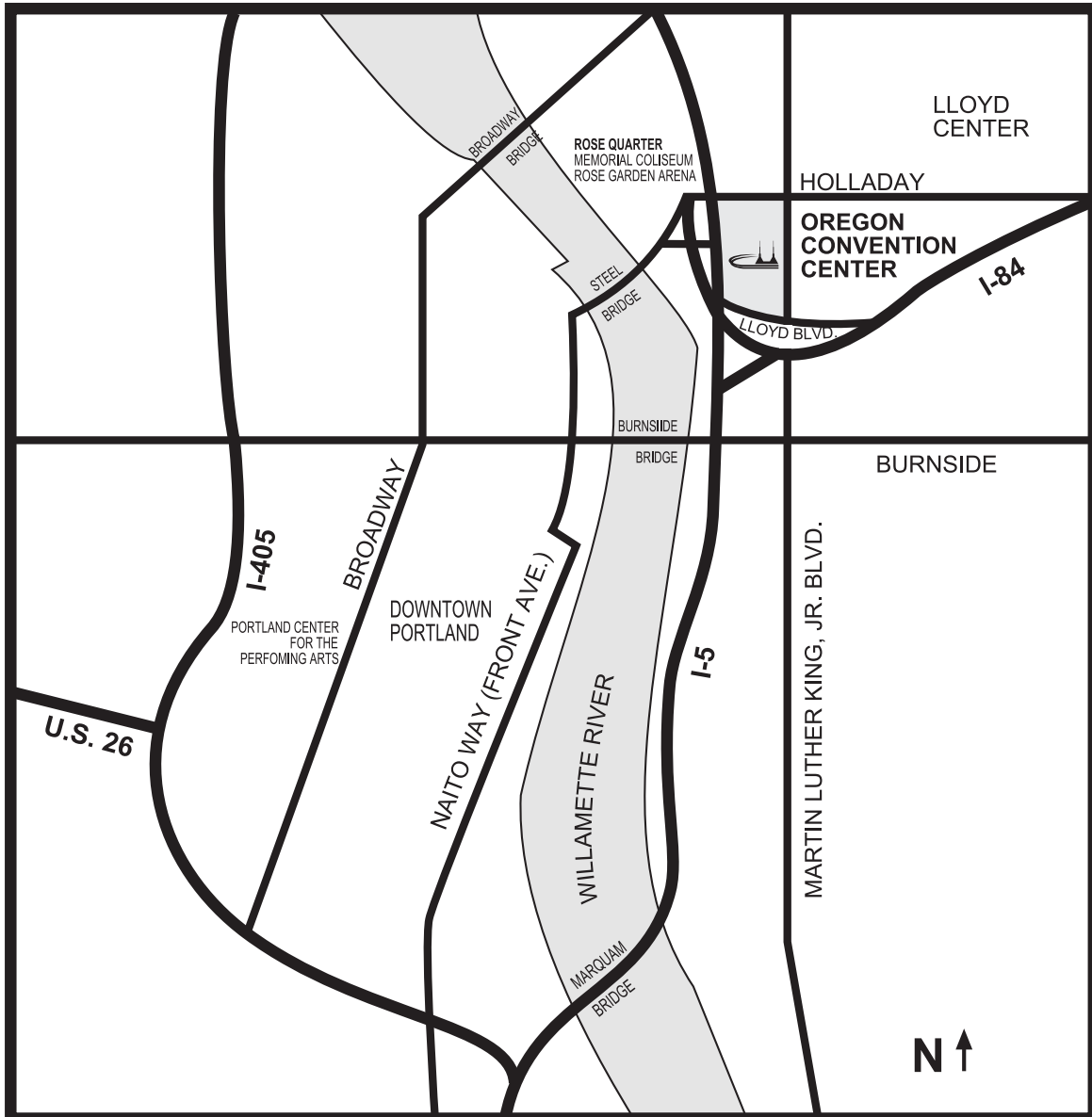
Lloyd Blvd.

DIRECTIONS TO OCC

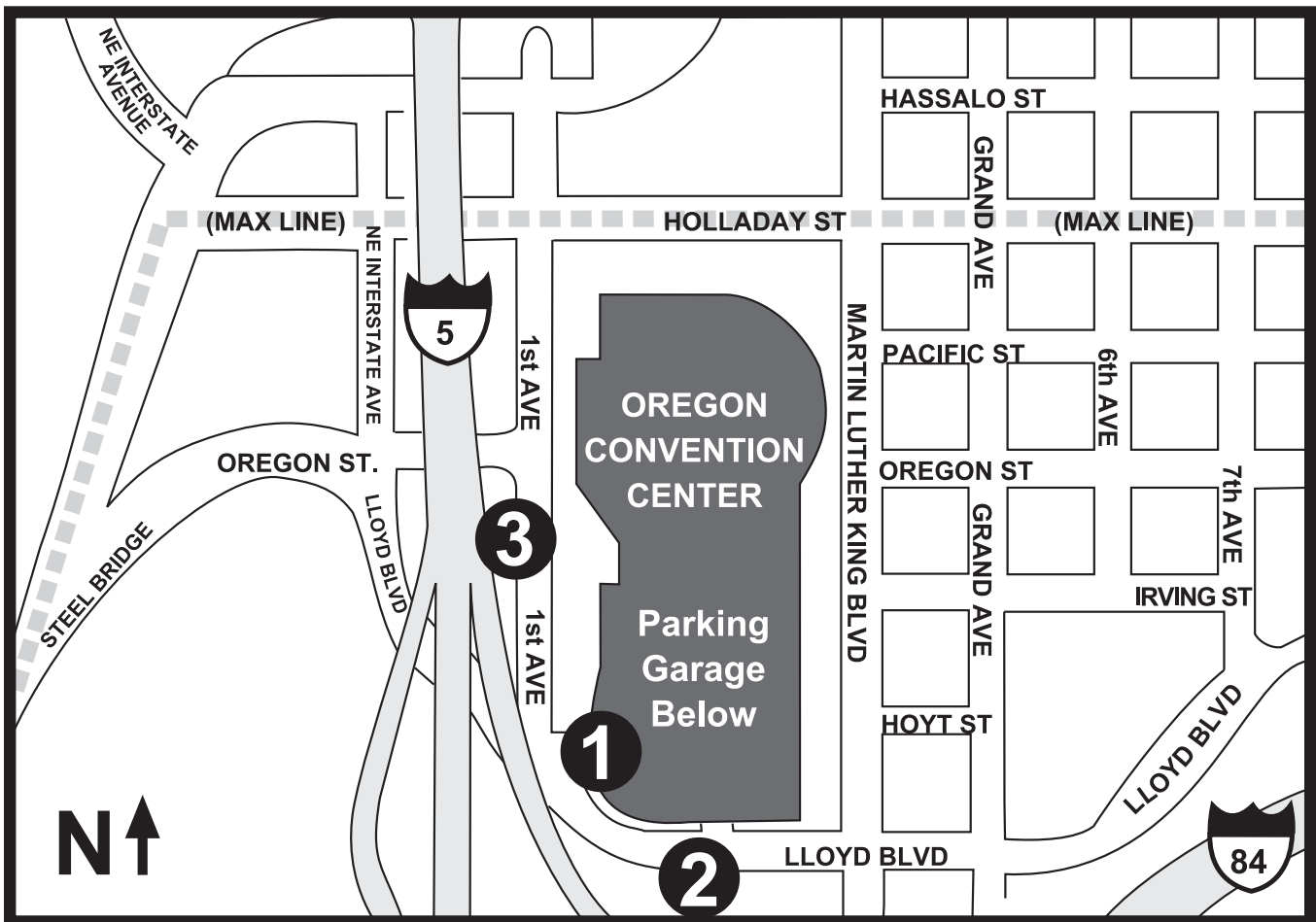
I-5 Northbound: Take Rose Quarter, Broadway/Weidler Street Exit (**Exit 302 A**), Go right on Weidler, and right on Martin Luther King Jr. Blvd.

I-5 Southbound: Take Rose Quarter/City Center Exit, (**Exit 302A**) go across Broadway, then left on Weidler, and right on Martin Luther King Jr. Blvd.

From I-84: Take Lloyd Blvd. Exit (**Exit 1**) stay on Lloyd Blvd. all the way to the Convention Center.



Look for the Towers
Oregon Convention Center
777 NE Martin Luther King Jr. Blvd.
Portland, OR 97232
503 235 7575



Oregon Convention Center Parking Locations

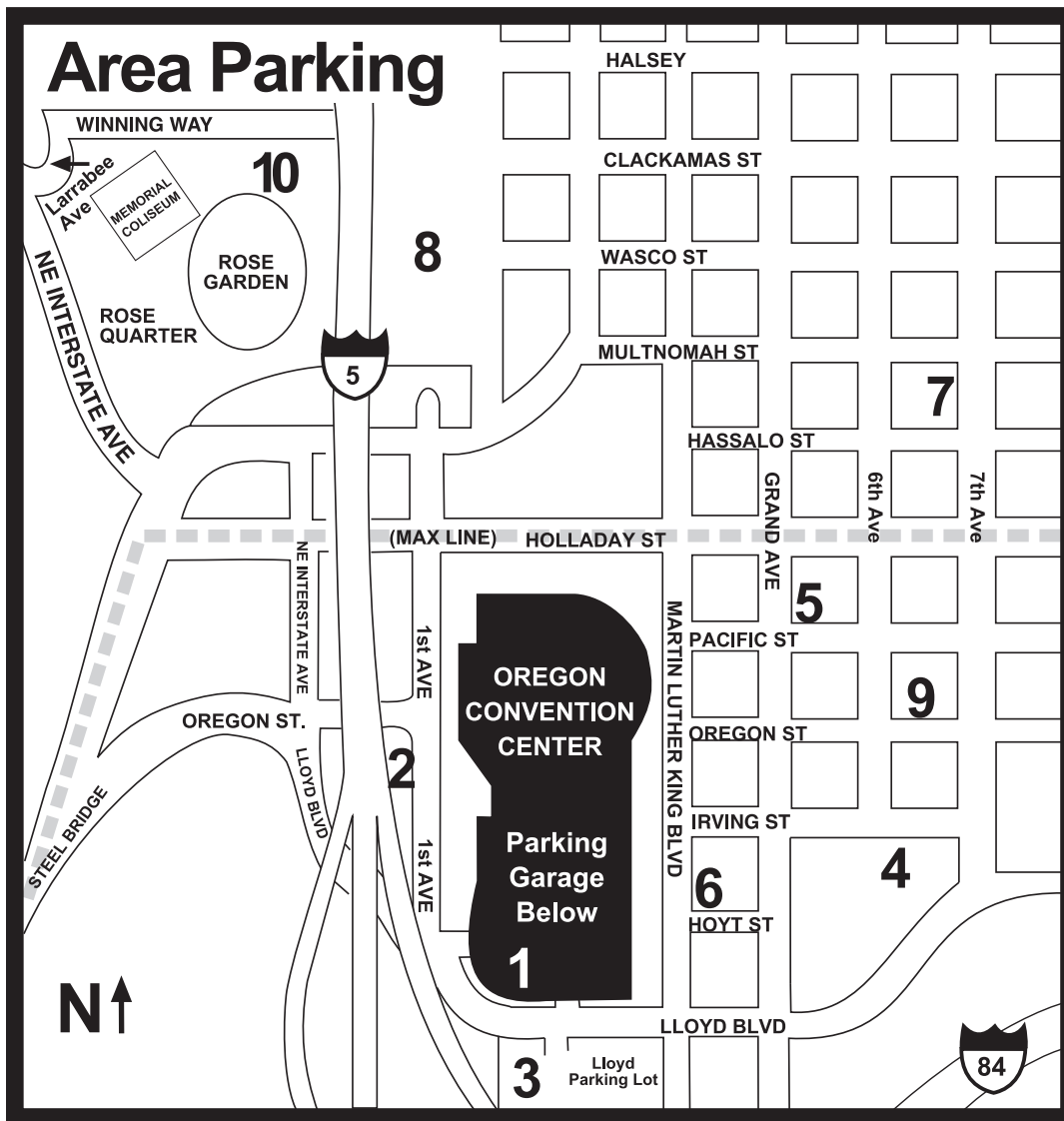
- 1** **Oregon Convention Center Garage**, entrance on NE Lloyd Blvd. and First Ave. Hourly parking rate available, \$8.00 maximum.
- 2** **Lloyd Parking Lot**, entrance on NE Lloyd Blvd. \$9.00 flat daily rate.
- 3** **I-5 Exhibitor Parking Lot**, entrance on NE first Avenue. Available only when advance arrangements have been made. Rate and permit costs may vary.

Oregon Convention Center encourages use of Tri-Met bus service and the Max light rail; both stop regularly at the Oregon Convention Center. Visit the Tri-Met web site at www.tri-met.org or call 503.238.RIDE (7433) for schedule information.

For those who must drive, OCC has on-site parking as well as closely located parking facilities to provide event parking for your convenience.

Short term drop-off/pick-up zones are available adjacent to the OCC on MLK Jr. Blvd. and on Holladay Street.

Disabled parking, on a first come first served basis, is available in all parking locations.



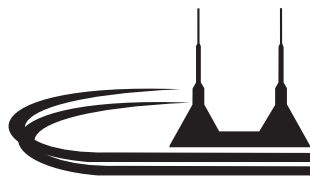
Available Parking Mon.-Fri., 8 a.m.-5 p.m.

1) OCC Garage	800
2) OCC Exhibitors' Lot	160
3) OCC Lloyd Lot	80
4) Metro Garage	100
5) Grand & Pacific Lot	45
6) Hoyt Lot	37
7) Kaiser Offices	N/A
8) Legacy Center	N/A
9) Liberty Centre	50
10) Rose Garden	500
Total parking including metered spaces 2188	

Available Parking Evenings and Weekends

1) OCC Garage	800
2) OCC Exhibitors' Lot	160
3) OCC Lloyd Lot	80
4) OCC MLK Lot	50
5) Metro Garage	485
6) Grand & Pacific Lot	45
7) Hoyt Lot	37
8) Kaiser Offices	600
9) Legacy Center	200
10) Liberty Centre	575
11) Ambridge Events Center	200
12) Rose Garden	500
Other small lots	100
Total parking including metered spaces 4248	

416 metered parking spaces within three blocks of the Oregon Convention Center
Please note that not all locations may be open, availability is based upon demand.



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