

# OREGN

Oregon  
Convention  
Center

Living  
Our

GO

# EXHIBITOR SERVICES ORDERING GUIDE

July 2023 - June 2024

## **WE ARE A CENTER IN MOTION.**

Defined by you and what you can accomplish inside our walls.

We don't decide the future.

We provide a place where you can.

Where you can

Join. Change. Dismantle. Engage.

*Cherish, Love, Uphold, Refute, Challenge, Galvanize and Improvise -*  
until you figure out what will come next.

## **THIS IS A PLACE OF ACTION.**

There are no nos, no if onlys, no maybes.

There is only right now.

Ready? Go.

**OREGON**

Oregon  
Convention  
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## YOU'RE WELCOME HERE

As an exhibitor, we want to provide you with comprehensive information about all of the services you'll need for a successful experience at the Oregon Convention Center (OCC). Our Exhibitor Services team is here to help make planning and ordering easy for all exhibitors.

### The OCC is the exclusive provider of:

- Electrical
- Water Connection and Fill and Drain
- Natural Gas
- Compressed Air
- Cable TV
- Telecom and Internet
- Booth Cleaning and Porter Service

For your audiovisual needs, OCC's preferred provider, ON Site Audio Visual, has a full range exhibitor rentals available.

## GENERAL INFORMATION

### DIRECTIONS AND PARKING

777 NE Martin Luther King, Jr. Boulevard  
Portland, Oregon 97232

For parking information, please visit [oregoncc.org/en/attend/parking-directions](http://oregoncc.org/en/attend/parking-directions).

### LOAD-IN AND LOAD-OUT

For information about Load-in and Load-out, please visit [oregoncc.org/en/exhibit/load-load-out](http://oregoncc.org/en/exhibit/load-load-out).

### SUSTAINABILITY

We want to make it as easy as possible for you to organize and execute a sustainable event. Our **sustainability communication kit** for exhibitors can help!

### TERMS AND CONDITIONS

To read our full terms of service for exhibitors at OCC, please visit [oregoncc.org/sites/default/files/OCC\\_Terms\\_of\\_Service.pdf](http://oregoncc.org/sites/default/files/OCC_Terms_of_Service.pdf)

## ORDERING POLICIES AND PROCEDURES

### PRICING

**Save money by ordering early!** Advance, Standard and Floor rates are available for most services. Pricing is subject to change without notice.

- Advance rates apply to orders received 14 days prior to the event start date.
- Standard rates apply to orders received after the advance rate deadline.
- Floor rates apply to orders received on or after the first event move-in day.

### ORDERING

Exhibitor ordering is easy through our online Exhibitor Service Center. To order, visit [oregoncc.org/en/Exhibit](http://oregoncc.org/en/Exhibit) and click "Order Now".

If you have a special request, please email our exhibitor service desk at [occexhibitorservices@edlen.com](mailto:occexhibitorservices@edlen.com) or call 503-731-7918.

### PAYMENTS

Payment for services must be received in advance. Service will be delivered only after payment is received. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon installment of equipment.

### REFUNDS

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

## CONTACT US

If you have any unanswered questions, please contact our exhibitor service desk and we will be happy to assist you!  
503-731-7918 | [occexhibitorservices@edlen.com](mailto:occexhibitorservices@edlen.com)

# Electrical



Prices listed are run of show unless otherwise marked.

<b>120 VOLT</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
5 Amps	\$120	\$150	\$180
10 Amps	\$146	\$182.50	\$219
15 Amps	\$168	\$210	\$252
20 Amps	\$192	\$240	\$288
<b>120 VOLT 24-HOUR POWER</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
5 Amps	\$240	\$300	\$360
10 Amps	\$292	\$365	\$438
15 Amps	\$336	\$420	\$504
20 Amps	\$384	\$480	\$576
<b>208 VOLT SINGLE PHASE</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
20 Amps	\$300	\$375	\$450
30 Amps	\$356	\$445	\$534
50 Amps	\$516	\$645	\$774
60 Amps	\$620	\$775	\$930
100 Amps	\$956	\$1,194	\$1,433
<b>208 VOLT THREE PHASE</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
20 Amps	\$368	\$461	\$553.20
30 Amps	\$460	\$575	\$690
60 Amps	\$796	\$995	\$1,194
100 Amps	\$1,155	\$1,443	\$1,732
200 Amps	\$2,174	\$2,718	\$3,261
400 Amps	\$4,197	\$5,247	\$6,296
<b>480 VOLT SINGLE PHASE</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
20 Amps	\$616	\$770	\$924
30 Amps	\$804	\$1,005	\$1,206
60 Amps	\$1,252	\$1,565	\$1,878
100 Amps	\$1,957	\$2,446	\$2,935
200 Amps	\$3,918	\$4,897	\$5,877
<b>480 VOLT THREE PHASE</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
20 Amps	\$732	\$915	\$1,098
30 Amps	\$924	\$1,155	\$1,386
60 Amps	\$1,474	\$1,842	\$2,210
100 Amps	\$2,203	\$2,754	\$3,305
200 Amps	\$4,400	\$5,500	\$6,600
<b>RENTAL EQUIPMENT</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
15' Extension Cord	\$29.25	\$32.50	\$35.75
Power Strip with 6 Outlets	\$27	\$30	\$33
<b>ELECTRICAL LABOR</b>	<b>PER HOUR</b>		
Standard 7am-7pm	\$122		
Holiday	\$244		

## NOTE

- Use of portable or car batteries for powered booth displays is not allowed. Temporary power must be provided by Exhibitor Services by ordering in advance.
- There is a minimum labor charge of one (1) hour for installation and (1/2) hour for removal for all 208V/480V electrical services or if you require the outlets to be distributed to a specific location.
- Electricity will be turned on one (1) hour prior to show opening and off one (1) hour after show closing on show days.

Prices listed are per day unless otherwise marked.

SHARED INTERNET ACCESS	ADVANCE	STANDARD	FLOOR
The use of routers (wired, wireless, or other network equipment) is prohibited without prior authorization.			
<b>Basic Internet - Wired</b> Up to 3Mbps for 1 device	\$200	\$250	\$300
<b>Business Class Internet - Wired</b> Up to 10 Mbps for 10 devices; includes 1 wired drop (use of layer 2 Ethernet switch permitted)	\$600	\$750	\$900
<b>Business Class Wiring</b> (additional device wiring for Business Class Internet)	\$100/each	\$125/each	\$150/each
<b>Business Class - Wi-Fi</b> Up to 10 Mbps per connection	\$50	\$50	\$50
<b>Business Class Group - Wi-Fi</b> Up to 10Mbps for 10 devices	\$300	\$375	\$450
<b>Business Class Group - Wi-Fi</b> Up to 10Mbps for 30 devices	\$400	\$500	\$600
TELEPHONE SERVICES	ADVANCE	STANDARD	FLOOR
<b>Standard Voice Line</b> Includes line with telephone	\$260/each	\$325/each	\$390/each
<b>Credit Card/Fax Line</b> Includes line with jack	\$260/each	\$325/each	\$390/each

Prices listed are per day unless otherwise marked.

<b>AUDIO EQUIPMENT</b>	<b>ADVANCE</b>	<b>STANDARD</b>
Wireless Mic (Handheld/Lapel)	\$120	\$150
6 Channel Mixer	\$58	\$72.50
Two Powered Speakers with a 6 Channel Mixer	\$150	\$188
Powered Speaker with Stand	\$75.25	\$94
CD Player	\$50.50	\$63
<b>VIDEO EQUIPMENT</b>	<b>ADVANCE</b>	<b>STANDARD</b>
8' Tripod Projection Screen	\$40	\$50
9' x 12' Cradle Projection Screen	\$69	\$86.25
Safe Lock Stand	\$20	\$25
LCD 4700 Lumen HD Projector	\$437	\$546.25
25' VGA Cable	\$25	\$31.25
<b>MONITORS</b>	<b>ADVANCE</b>	<b>STANDARD</b>
32" Monitor	\$350	\$422
50" Monitor	\$461	\$550
<b>MONITORS WITH FLOOR STANDS</b>	<b>ADVANCE</b>	<b>STANDARD</b>
50" Monitor	\$525	\$640

## NOTE

- All monitors, audio, and video equipment require a minimum order of 120 Volts - 5 Amps of electricity.

# Compressed Air, Water, and Natural Gas

Prices listed are run of show unless otherwise marked.

COMPRESSED AIR	ADVANCE	STANDARD	FLOOR
First Connection - 90-100 PSI (Service Outlet - ½" C10-26 Disconnect)	\$270	\$337	\$404
Each Additional Connection	\$120	\$150	\$180
WATER	ADVANCE	STANDARD	FLOOR
First Connection - 55-65 PSI (Service Outlet - Garden Hose Thread)	\$256	\$320	\$348
Each Additional Connection	\$120	\$150	\$180
One Time Fill and Drain - 1-99 Gallons	\$140	\$175	\$210
One Time Fill and Drain - 100-250 Gallons	\$280	\$350	\$420
One Time Fill and Drain - 251-500 Gallons	\$340	\$425	\$510
One Time Fill and Drain - Each Additional 100 Gallons	\$45	\$56	\$67
NATURAL GAS	ADVANCE	STANDARD	FLOOR
First Connection - ¾" NPTM Thread	\$280	\$350	\$420
Each Additional Connection	\$140	\$175	\$175
SUPPLIES AND MATERIALS	EACH		
All Air Fittings	\$15		
All Pipe Fittings - up to ¾"	\$10		
ENGINEERING LABOR	PER HOUR		
Standard 7:00 am to 7:00 pm	\$112		
Holiday	\$224		

## NOTE

- Connection information: Booth floorplan will be required when ordering air, water, or natural gas. Exhibitors must furnish necessary fittings to connect ½" female quick-disconnect for air and ¾" male GHT thread for water connection. Natural gas is ¾" male NPTM thread.
- Exhibitor is responsible for required equipment regulators.
- There is a minimum one (1) hour labor charge for installation and (1/2) hour for removal of each air, water and natural gas connection.



# Booth Cleaning and Porter Service

Prices listed are per day unless otherwise marked.

<b>BOOTH VACUUMING OR WET/DRY MOP</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
10' x 10'	\$44	\$55	\$66
10' x 20'	\$80	\$100	\$120
10' x 30'	\$112	\$140	\$168
20' x 20'	\$128	\$160	\$192
Non-standard booth sizes		\$ 0.45/sf	

<b>PORTER SERVICES</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>FLOOR</b>
Porter service frequency is every two hours during show hours			
Under 400 square feet	\$68	\$85	\$102
Over 400 square feet	\$92	\$115	\$138

ON Site Audio Visual is the exclusive rigging service provider for the OCC. Aerial Rigging is available in the exhibit halls, and ballrooms. Prices listed are run of show unless otherwise marked.

<b>RIGGING HOIST</b>	<b>STANDARD</b>
1/2 or 1 Ton Hoist	\$137.50
<b>LABOR RATES (4-HOUR MINIMUM)</b>	<b>STANDARD</b>
ETCP Rigger	\$110
Up Rigger	\$92
Down Rigger	\$79
Overtime or after hours	Standard Rate x 1.5
<b>PACKAGES</b>	<b>STANDARD</b>
<b>Exhibit Hall Rigging Point Package</b>	
<ul style="list-style-type: none"> <li>• 1 6' GAC Flex</li> <li>• 2 4' GAC Flex</li> <li>• 2 5/8" Shackle</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Motor Control Cable</li> <li>• 1 Motor Control Channel</li> </ul> <p>\$105</p>
<b>Exhibit Hall Bridal Point Package</b>	
<ul style="list-style-type: none"> <li>• 2 6' GAC Flex</li> <li>• 2 20' Steel</li> <li>• 2 10' Steel</li> <li>• 2 5' Steel</li> <li>• 2 Deck Chain</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Pear Ring</li> <li>• 2 4' GAC Flex</li> <li>• 8 5/8" Shackle</li> <li>• 1 Motor Control Cable</li> <li>• 1 Motor Control Channel</li> </ul> <p>\$200</p>
<b>Ballroom Rigging Point Package</b>	
<ul style="list-style-type: none"> <li>• 1 Hanging - Eye Bolt</li> <li>• 2 4' GAC Flex</li> <li>• 2 5/8" Shackle</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Motor Control Cable</li> <li>• 1 Motor Control Channel</li> </ul> <p>\$105</p>
<b>DRAWING RATES</b>	<b>PER HOUR</b>
All rigging plots must be submitted to ON Site Audio Visual and OCC event management for review and approval no less than (30) days prior to the event move-in date.	
Drawing submitted timely and in the proper format, observing all structural limitations and reflecting weight loads, will be reviewed and approved. All plots must include an individual per point weight load calculation. Rigging plots for the exhibit halls must display the following layers: walls, T1 beams, OWJ beams, threaded points, building HVAC, building cable trays.	
Acceptable file formats: DXF, DWG, VWX, MCD, WYG, and PDF	
\$110 for submissions, amendments, and resubmissions	
<b>RIGGING INSPECTION</b>	<b>PER HOUR</b>
No rigging will be allowed without approval. A rigging inspection fee may be applied for on-site inspection. All ground supported installations with a trim height greater than 12' must be inspected and approved.	
\$150	

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