



OREGON

Oregon
Convention
Center

DELIGHT.

CLIENT SERVICES GUIDE

OUR MISSION

Inspired by our region and located in the heart of Portland, the OCC is a gathering place for our guests to share their ideas and shape the future of our world. We're passionate about advancing equity and prosperity, supporting our environment and cultivating meaningful relationships in our community.

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WELCOME

On behalf of our entire team, welcome to the Oregon Convention Center and the beautiful state of Oregon. Our commitment is to provide world-class customer service in a first-class, recently renovated venue guided by a reimagined plan that ensures a safe event for you, your guests, and our community.

Our team lives for magic. We know that your experience here ripples around the globe -- innovating, driving commerce, and affecting change. We are forward-thinking and committed to providing 22nd-century services to you today. The Oregon Convention Center welcomes everyone, as evidenced by our commitment to advancing racial equity and social justice.

We are thrilled to be given the opportunity to collaborate with you to create a memorable experience for you and your guests. This Client Services Guide is designed to orient you to the Center and ensure a successful event.

Please share the information in this guide with your staff, subcontractors, and exhibitors. The Oregon Convention Center is more than a spacious, state-of-the-art facility. What makes it work is our team, who is eager to exceed your expectations. Team OCC brings decades of collective experience to every type of event imaginable. If you can envision it, at OCC, it can be done.

We are proudly committed to preserving our natural environment. By observing the provisions we have made for the disposal of and sorting of recyclables, you may declare your gathering a green event.

Thank you for selecting the Oregon Convention Center. If your question is not addressed in the guide, please do not hesitate to contact anyone listed in the staff directory on our website. We look forward to working with you and providing you and your guests with an unforgettable event experience!



**Sincerely,
Craig M. Stroud
Executive Director**

WE ARE A CENTER IN MOTION. WE ARE LIVING OUR GO.

We give people a place to gather, invent, and celebrate. We know that what we do in here matters out there. We are motion. We are action.

We are creative, we are a dynamic center in a dynamic place. Passionate about serving people and planet. Working toward positive change, and endless possibility. We are the Oregon Convention Center. We are living our GO.

CLIENT CHECKLIST

Important Dates and Deadlines

A comprehensive event plan must be submitted to your Event Services Manager no later than 30 days prior to the first move in date.

DUE NINETY (90) DAYS PRIOR TO THE EVENT

- ☐ Preliminary schedule of event
- ☐ Preliminary floor plans for exhibit hall and registration
- ☐ List of third-party contractors
- ☐ Food and beverage requirements

Failure to provide required information by the established deadlines will result in additional fees and labor

DUE SIXTY (60) DAYS PRIOR TO THE EVENT

- ☐ Draft event agenda
- ☐ Floor plan requirements
- ☐ Breakout and session titles
- ☐ Electrical and telecom needs
- ☐ Event parking ingress/egress times
- ☐ Signage plan
- ☐ Audiovisual equipment requirements
- ☐ Staffing requests (dock agents/marshals, medical, admission, and box office staff)
- ☐ Third-party security plan and/or police labor needs
- ☐ Exhibitor load-in/ load-out plan and truck bay loading/unloading requirements
- ☐ 75% of anticipated food and beverage charges

DUE THIRTY (30) DAYS PRIOR TO THE EVENT

- ☐ Certificate of insurance
- ☐ Final event agenda
- ☐ Final floor plans required for fire marshal approval
- ☐ Ancillary event needs and room assignments
- ☐ Balance of rental fee
- ☐ Catering orders/concession plan/special meal requests
- ☐ Special sustainability needs
- ☐ Rigging plot
- ☐ Exhibitor list
- ☐ Set pre-convention/post-convention meetings, as needed, with the OCC.
- ☐ Contact names and phone numbers of key event staff members
- ☐ Contact names and phone numbers of key third-party contractors

Fourteen (14) Days Prior To the Event, advance rates no longer apply

DUE FOURTEEN (14) DAYS PRIOR TO THE EVENT

- ☐ Final audiovisual bid information and production schedule if applicable
- ☐ Review of OCC event document and floor plans

DUE SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT

- ☐ Final guest guarantees and the remaining balance of actual food and beverage charges
- ☐ Signed beverage event orders
- ☐ Signed approval of OCC event document and floor plans via DocuSign

VENUE INFORMATION

ADA and Accessibility

It is the Oregon Convention Center's intention to provide all reasonable accommodations for persons with disabilities to assist them in attending events held at the Center. Please visit the [accessibility section on our website](#) for more information.

Animals

Animals or pets, except for ADA Service Animals, are not permitted in the OCC except as an approved exhibit, activity, or performance legitimately requiring the 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 seven (7) business days) before the event. It must be approved by the OCC Director of Event Operations. Minimum qualifications for consideration include:

- Client and/or animal handlers will be responsible for legal actions or liabilities if the animals harm anyone.
- The animals will not be allowed in the facility outside of show hours.
- The animals must be contained in the exhibitor's area.
- All clean-up after the animals will be the responsibility of the show or exhibitors.

Building Access

The Department of Public Safety secures the building each night and opens the building in the morning. Event Managers assist in determining the daily opening and closing times of the building. Please communicate your access needs to your Event Manager during the planning process.

A public safety agent unlocks the lobby doors each day as needed. Decisions on which doors to unlock and at which times are event-driven and based on the information you provide. Factors considered when determining which doors to unlock include security concerns, valuables in lobby areas, attendee entrance points, public or private events, and if and where there will be badge checking or ticket taking.

Department of Public Safety

The Department of Public Safety provides 24-hour coverage for general building security. Event-specific security must be hired from the Qualified Security Providers list.

Please contact your event manager for detailed staffing information 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, Public Safety leadership will contract this service directly with the police union. The event will be billed for all services through the OCC billing process.

Display Vehicles

Vehicles that are on display are subject to the following conditions:

- Gas tanks are less than one-fourth full.
- Gas caps are locked or sealed.
- Batteries are disconnected.
- Drip pans are placed under vehicles.
- Vehicles are clean and dry.
- Fire Marshal approval.
- Keys will be tagged by an Event Manager and stored at the Public Safety Console until move out.

Automobiles and trucks may be displayed in some lobby areas. Carpeted areas require protective measures, which the OCC's Operations Department may provide. Applicable costs apply for vehicle ingress/egress at the prevailing rate.

Displaying any vehicle containing LPG gas propane must have such containers reduced to atmospheric pressure before bringing them into the building.

Drones

Drones are only permitted in the venue with the express written permission of the OCC Director of Event Operations.

Evacuation Procedure

The official evacuation assembly area is at the Martin Luther King Jr. statue near the MAX light rail station, at the corner of NE Holladay Street and NE MLK Jr. Blvd.

[Emergency Guidelines and Evacuation Assembly Area Map](#)

Fire Marshall Regulations

1. All decorative materials must be flameproofed or of a type acceptable to the fire marshal's office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the fire marshal's office.
2. No flammable gases, liquids, or solids are allowed in any building, enclosed tent, or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
3. Booths with canopies larger than 10' x 10' are not allowed unless approved by the fire marshal's office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, a fire extinguisher is required.
4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
5. Natural gas lines used to run a fireplace, etc., must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building. Natural gas fireplace displays must have a safety pilot kit providing automatic shut-off if no flame is detected. Additionally, each fireplace must have a carbon monoxide detector with an alarm and a protective barrier to safeguard against the risk of being burned. No wood-burning fireplaces are permitted.
6. Portable space heaters are not allowed unless approved by the fire marshal's office.
7. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.

Floor Loads

Exhibit Halls: 350 lbs. per square foot load capacity (concrete)

Ballrooms: 125 lbs. per square foot load capacity (carpet)

Meeting Rooms: 125 lbs. per square foot load capacity (carpet)

Lobbies: 125 lbs. per square foot load capacity (carpet)

Please inform your Event Manager if there are any concerns regarding floor load capacities.

Floor Plans

All floor plans must be pre-approved by the fire marshal and your event manager. The approvals must take place a minimum of thirty (30) days prior to the first contracted event day. Once approved, any changes within seven (7) days of the event will incur charges.

All tradeshow booths must be set on a 30-foot center with minimum 10-foot aisles. When laying out 10' x 10' booths, all utility boxes must be along the back of the booth so that utilities are accessible. Failure to do so will result in additional labor charges billed to show management.

The Event Services department will provide up to three revisions of CAD drawings at no charge. Additional revisions will be charged to the Licensee at the prevailing labor rate.

Tradeshow floor drawings are not complimentary and will be charged at the prevailing labor rate.

Contact your event manager for a copy of the OCC floor plan template in AutoCAD (DWG or DFX format); other formats are available upon request.

Fog, Hazer, and Laser Lights

Fog machine effects or laser light shows will not be permitted without the express written approval of the OCC Director of Event Operations. Approved use of fog machines or water-based hazers will require a smoke watch during scheduled usage. A smoke watch is charged at the prevailing rate.

Food and Beverage

Catering

Levy is our dining and hospitality partner at OCC and oversees all aspects of food and beverage. You can expect to see the very best of Portland represented through chefs from the surrounding area, cuisine showcasing diverse cultures, locally sourced ingredients, and sustainable produce from nearby farms.

[Levy Catering Menu](#)

Restaurants and Cafés

Our restaurants and cafés offer a wide variety of entrées, snacks, and beverages for any time of day and for any type of appetite. From fresh bakery goods and organic coffee to deli sandwiches, to classic hot sandwiches and sausages, to local microbrews, wines, and spirits, your guests will always find something to their liking.

Freight Elevators

OCC has four freight elevators. Freight elevators 2 and 4 access the Oregon Ballroom. They are accessible via the service corridor behind the A, B, and C meeting rooms on the exhibit hall floor level. Freight elevator 15 accesses the Portland Ballroom via the service corridor directly behind the ballroom. Freight elevator 18 accesses the parking garage, loading dock, and Portland Ballroom service area.

Use of any freight elevator must be pre-arranged through your event manager. For the safety and well-being of all individuals, freight elevators are not licensed for passenger use.

Elevator Bank	Oregon Ballroom Elevators (2)	Portland Ballroom Elevator (1)	Garage Freight Elevator (1)
Rate Load	11,500 lbs.	5,000 lbs.	20,000 lbs.
Door Size	9'8" W x 10' H	4'6" W x 8' H	10' W x 10' H
Interior Dimensions	10' W x 12' D x 10' H	5'4" W x 8'9" D x 8' H	9'10" W x 24' D x 10' H

In consideration of all individuals needing use of these elevators, furniture, and equipment cannot be transported in public elevators.

Helium Balloons

Helium balloons are not permitted in the facility.

Keys and Secure Cores

Keys and secure cores for meeting rooms, ballrooms, and exhibit halls may be ordered from the Event Manager with advance notice (a minimum of thirty days prior to the event).

The OCC provides one complimentary standard key per room. Additional keys are **\$15 each**. Secure core keys are **\$75 per core**. Keys are to be returned on the last day of the event. Fee for standard keys not returned is **\$125 per key**. Fee for secure core keys not returned is **\$275 per key**.

Lighting

Lighting during ingress/egress will be at energy-efficient levels suitable for working. House lighting levels during event days are arranged with your event manager.

Lost and Found

All lost and found articles are cataloged and stored for thirty (30) days. After that time, items are donated or disposed of at the sole discretion of the OCC.

Any inquiries regarding lost and found items should be directed to 503-731-7882 or email a detailed description to GuestExperience@oregoncc.org.

Multimedia and Usage

Media Rights

The OCC reserves the right to capture events using photographs and video for its records, publicity, and promotional purposes.

Logos and Photographs

The OCC logo for reproduction and inclusion in your materials is available from your sales manager or via the OCC website on our [marketing and branding page](#).

Photos of OCC can be found at [flickr.com/photos/oregonconventioncenter](https://www.flickr.com/photos/oregonconventioncenter).

Music Licensing

As stipulated by the U.S. Copyright Act, performing rights organizations such as ASCAP, BMI, and SESAC collect composer royalties for the public performance of their music. Per OCC's client agreement, client licensees are responsible for the licensing of any music used at their events.

The OCC is only able to provide licensed music via the selection of channels included with our Comcast DMX service, which can be used legally within our facility. Using any other music

source may incur a fine if the client has not paid for its use, whether it be Spotify, iTunes, CD, YouTube, etc., or a live performance of copyrighted music.

The OCC does not arrange copyright licenses for event clients. Please refer to the designated Performing Rights Organization (ASCAP, BMI, SESAC, or other) for more information.

Room Turns

A one-time room set shall be provided complimentary for the run of show in ballroom and meeting room space as specified in the License Agreement. Any changes to the initial room set will be subject to a room turn fee.

Rigging

ON Site Audio Visual is the exclusive rigging provider for all rigging within the venue as defined in our rigging rules and regulations.

Propane

The use of propane within the building must be approved by OCC and the fire marshal's office. You must contact your event manager if you, or one of your exhibitors, requires the use of flammable gas. Specific propane permits are mandatory per the office of the fire marshal.

Personal Transportation

Mobility

Mobility vehicles for the use of personal transportation are permitted in the venue.

Motorized

Motorized personal vehicles such as standing/sitting scooters, carts, and Segways are permitted only on the concrete exhibit floors.

Recreational

Motorized Personal Vehicles such as standing/sitting scooters, carts, and Segways are permitted only on the concrete exhibit floors. Single-wheeled motorized vehicles are prohibited.

Signage

Your event manager must approve signage in public spaces and be of professional convention quality (no hand-made or paper signs taped to boards are permitted).

Shipping and Receiving

The OCC will not accept delivery of any show materials or freight for an event that has an official service contractor; freight or shipping carriers must deliver freight to the show management's official service contractor.

In the case that an event does not have an official service contractor, the following terms and conditions apply:

Material may be received no more than three (3) days prior to the move-in day of the event. All shipments received by dock staff will remain on the loading dock until the commencement of move-in. At that time, the shipments will be the responsibility of Show Management to transfer to desired contracted spaces.

Each shipment will incur a \$25 freight handling fee in addition to a storage fee:

- Shipments that arrive via box(es) will be charged a \$5 per pound storage fee.
- Shipments that arrive via pallet will be charged a \$1 per pound storage fee.

The delivery address must reference the name of the event, location (i.e. hall or meeting room), event date(s), and show contact name. Please see address example provided.

Oregon Convention Center

777 NE Martin Luther King Blvd.

Portland, OR 97232

Event/Location/ Event Date(s)

Show Contact Name

Smoking

Smoking and vaping are prohibited within the building and within 25 feet of the building.

Storage

Crates, cardboard boxes, hazardous materials, waste products, gases, and other packaging materials are prohibited from being stored or staged within the venue or on the loading docks.

Limited storage of required show management and event contractor equipment may be permitted within contracted space, and storage must be identified on the floorplan.

SERVICES

Audiovisual

ON Site Audio Visual is our preferred audiovisual and production services provider. They offer unbeatable audiovisual production, planning, simplified billing, and easy coordination between all convention center services. Their sales and management team has expertise in producing superior events and has state-of-the-art equipment, expanded production, and live-streaming technology services to meet and exceed client expectations.

ON Site Audio Visual is the exclusive rigging provider for all rigging within the venue as defined in our [rigging rules and regulations](#).

Should you choose to use an outside audiovisual provider for your event, access times are required to fall within the contracted times. If additional set-up time is needed by your audiovisual provider, arrangements for a move-in day will need to be made with your Sales Manager. Storage for third-party audiovisual is not provided.

Branding

Enhance visibility and customize your event for success. Branding opportunities are available inside and outside our walls.

- Digital Signage
- Elevator and Escalator Decals
- Interior Banner Placement
- Restroom Mirror Clings
- Spire and Crescent Lighting
- Street Pole Rentals
- Window and Floor Clings
- Column Wraps

[Visit the Marketing and Branding page](#) on our website for more information.

Cleaning

Cleaning of contracted areas is included in the basic room rental. However, depending on the nature of these events, additional cleaning fees may be incurred. Your Event Manager 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 carpet and exhibitor booths.

Show management and exhibitors must remove all signage and exhibit materials, and place debris in the appropriate recycling bins with a broom-swept floor by the end of their contracted move-out time. Any debris left will incur a charge to the event for removal. The OCC is not responsible for any items left beyond the contracted time.

Electrical

Edlen is the exclusive provider of electrical services. The resale of electrical services is not permitted. Floor plans 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. There are charges for electrical service in all meeting rooms, ballrooms, lobbies, and exhibit halls.

Client and third-party audiovisual providers must use their own extension cords to extend pre-ordered electrical services to their equipment. Any client or third-party audiovisual provider-supplied extension cords must be UL listed, 120v, 14-3 or larger, double insulated extension cords that are in good condition with no missing ground pins or visible defects in the insulation. The use of client or third-party audiovisual contractor-supplied extension cords will incur an electrical services fee.

All equipment that is not returned will be charged to the responsible party. Please inform the event manager when finished with cords/equipment so it can be picked up and placed back into inventory.

Event Security

Show managers wishing to hire security services specifically for their events must select a company from the Qualified Security Providers List on the OCC website. (Specific types of events, at the discretion of the OCC management, may be required to hire third-party security services.) The companies on this list have applied, met certain criteria (experience, licensing, equipment, etc.), and have been approved to provide security services within the OCC.

Exhibitors

Edlen promotes and sells a full range of exclusive in-house services 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.

[Visit our Exhibitors page](#) to **order services**, get **pricing**, and review our **Terms of Service**.

Please work with your event manager to determine when the service desk will be staffed. Service desk staffing may include staffing during heavy times or a “hot phone” if full staffing is not required.

Guest Experience

ADMISSIONS

Admissions staff roles include ticket taking, badge checking, luggage and coat checks, meal or session badge scanning, ushers, gate attendants, elevator operators, and any other position that acts as an entrance monitor. This is an exclusive service. Please provide staffing requests to your event manager and they will schedule the positions needed.

TICKETING

OCC has partnered with TicketsWest for ticket sales services. On-site ticket selling and taking/scanning is an exclusive service of OCC. Show management is billed for labor costs and credit card fees. These charges are applied to the final invoice. All arrangements must be made with our guest experience manager.

WELCOME CONCIERGE

The welcome concierge assists guests in making their experiences welcoming, pleasant, and informational. We provide the following amenities:

- Complimentary self-serve cloud-based printing and copying (black and white, 8.5 x 11” paper only)

- CVS kiosk for pharmacy needs
- MagicBox kiosk for unique Portland-themed gifts
- Wheelchairs and electric scooters
- Directions and wayfinding
- Lost and found
- Booster seats
- KultureCity Sensory bags

Internet

The OCC has several Wi-Fi internet options available to clients, exhibitors, and attendees using our extensive building-wide Wi-Fi network. Our network has the capacity of over 8,000 simultaneous users with the ability to add additional bandwidth when needed. Standard internet access speeds range from 1Mbps to 10Mbps, with overall bandwidth availability up to 10Gbps.

High-speed internet access, along with onsite customer support, is provided exclusively by the OCC. There are several options available, including custom log-in and sponsorship pages. Please contact OCC Technology at 503-731-7834 for a custom quote.

Complimentary Wi-Fi provides up to 512Kbps per connection and is available in all lobbies and meeting rooms. This service is available for simple tasks such as checking email, text-based social media, or light web browsing.

Loading Docks

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

The facility features eighteen (18) loading bays, all with load levelers, and 20-foot high by 18-foot wide door capacities. Our docks feature two drive-in ramps and direct access to exhibit hall floors from three roll-up doors.

Each exhibit hall has limited drive-in access through the roll-up doors. Roll-up door sizes vary from 20 to 22 feet tall to 18 to 20 feet wide. Specific measurements of roll-up doors are available from your event manager.

Personal vehicles may not be parked in the loading dock area except for temporary loading or unloading.

A dock agent and marshal are required during all exhibitor move-in and move-out times unless otherwise approved by your event manager.

Medical

ATHLETIC TRAINERS

An Oregon-licensed athletic trainer is required for all athletic events. Clients can arrange for trainers through the [Oregon Athletic Trainers' Society](#).

EMERGENCY MEDICAL TECHNICIANS (EMTS)

All events with an expected attendance of 1,000 or more are required to have an EMT on-site during event hours. The OCC has two fully equipped First Aid Rooms one located in the Pre-Function A and one located near the Exhibit Hall E Lobby. EMTs may be contacted by picking up any house phone and dialing 7849 or contacting any OCC staff member.

Parking

The OCC has on-site parking. 800 spaces, along with disabled parking, are available. All parking is on a first-come, first-served basis. Overnight parking in the garage is prohibited.

The parking garage offers four Electric Vehicle (EV) charging stations (two on each level). Spaces are indicated by brightly-lit green murals and are available on a first-come, first-served basis.

An exhibitor parking lot containing 120 spaces is available at a cost to show management or to individual exhibitors. The lot is located directly across from the main loading dock on NE First Avenue. Contact your sales manager for rental information.

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 area around the venue.

Shuttle buses may use the turn-out lanes provided along NE Martin Luther King, Jr. (MLK) Boulevard and NE Holladay Street to drop off passengers only. Drivers must always stay with their buses. Buses are not permitted to park in these lanes for extended periods.

Telephone

Single-line analog or multi-line digital phone services are available. For a fee, speaker and conference phones, long-distance access, voice mail, and other services may be provided upon request. House phones are available in each meeting room, ballroom lobbies, and pre-function areas.

Transportation

TriMet MAX light rail trains stop directly adjacent to the OCC, as well as daily Portland Streetcar and bus service (Line 6).

Bike racks are located outside all main building entrances and on both levels of the parking garage. There are designated motorcycle-only parking spaces in the garage. (Motorcycles pay regular parking rates.)

A rideshare designated turn-out lane is located on MLK Jr. Blvd, just south of the main entrance.

SUSTAINABILITY

We are continually working to be the most sustainable event facility in the world — and the first choice as a venue for green meetings. Together, our administration, staff, and partners have worked to earn LEED Platinum®, the highest level of certification from the U.S. Green Building Council's® Leadership in Energy and Environmental Design™ program. Earning LEED Platinum® is rare, and over the years, OCC has identified, prioritized, and implemented numerous energy and water efficiency projects within the venue. We also manage storm water through our innovative rain garden and have implemented a Waste Diversion Policy to ensure we divert as much material from landfills as possible. To maintain our certifications, we continue to track our results and seek out opportunities to improve while influencing change in our industry.

Donations

If you would like to leave items in the facility for donation, you must get pre-approval to ensure the material or items can be donated. Please provide in writing (via email) the details of the material being left (type/quantity) to your event manager so that our staff can ensure we have a donation plan in place prior to the end of the event. These items may include food and beverage items, conference materials, building materials, and items deemed reusable by OCC.

Recycling and Composting

Paired trash and recycling options are provided in the exhibit halls and throughout our lobby spaces. Our kitchen regularly donates food and also participates in a robust composting and food waste reduction program.

Please identify any specialized waste removal, recycling or composting needs for your event. Drop boxes for waste disposal may need to be ordered to accommodate show-generated bulk waste, broken crates, exhibits, and other large items. The Event Manager will be able to advise you in greater detail.

More information about the OCC's sustainability efforts and service offerings is available at oregoncc.org/about/sustainability.

Waste Diversion Policy

The purpose of OCC's policy is to promote innovation while reducing waste and collaborating with stakeholders. To achieve this, certain materials are prohibited, and a waste diversion deposit is required. If non-recyclable, non-compostable, or non-donatable materials are left in the building, the full deposit will be forfeited. This deposit will cover sorting labor and disposal fees.

[Learn more about our Waste Diversion Policy.](#)

The OCC provides recycling containers for exhibitors, decorators, and attendees that include separate streams for recyclable, and landfill materials.

THANK YOU!