RULES & GUIDELINES

Please take a moment to familiarize yourself with the venue rules and guidelines for branding.

APPROVALS

Approval from the Event Manager must be obtained prior to production of any branded materials that would be installed using the assets provided in this guide. Approval is required for both content and location.

TIMELINE

Branded material plans must be submitted by client for approval no later than 30 days prior to first contracted move-in day.

All branded materials must be removed by contracted move-out day.

PRODUCTION, INSTALLATION & REMOVAL

Client is responsible for the production, installation, and removal of all branded materials.

Branded materials installed in locations not previously approved by the Event Manager will be subject to removal by the venue.

Any branded materials remaining on site after the contracted move-out day will be subject to a $100 per item facility removal fee.

DAMAGES

Client assumes full responsibility for any damages or repairs to the venue that result from the removal of their branded materials. Client will be billed for any repair costs incurred by the venue.

BILLING

All branding fees will be included in final invoice.

NOTE: Every effort has been made to ensure the accuracy of the information in this guide. No warranties, express or implied, are made with respect to this document. It is the sole responsibility of the licensee or their contractors to inspect, measure, and verify all locations and dimensions.
GUIDELINES

- The client is responsible for determining the number of street poles available for use and ensuring accurate dimensions
- Must be back-to-back
- Substrate 13 oz vinyl
- Place two 3” wind vents in banner top pocket, starting at 6” in from sides
- Place a minimum of four, 7” wind vents in body of banner, at least 4” in from sides
- Place #2 reinforced metal grommets in the stitching in all four corners and bottom center of banner

3” wind vents in pole pocket 6” in from sides

2.25” pocket with 3/4” diameter PVC dowel
*PVC dowel must be wire tied in place at each corner so PVC dowel doesn’t slide out

Two rows of reinforced stitching

Minimum 4 wind vents half circles no less than 7 “diameter

Wire tie all four corners and bottom
GUIDELINES
• The client is responsible for determining the number of street poles available for use and ensuring accurate dimensions
• Must be back-to-back
• Substrate 15 oz double faced vinyl
• Place a minimum of eight, 7” wind vents, cut as half circles in body of banner at least 4” in from sides

Use 15 oz double faced vinyl and #2 grommets placed on double reinforced (folded) vinyl edges at all four corners.
GUIDELINES
• The client is responsible for ensuring accurate dimensions
• One location only
• Must be back-to-back
• Substrate 15 oz double faced vinyl
• Reinforced corners
• Grommets: Size #2, eight along each side, nine across top and bottom,
• Place on double reinforced folded edges
• Place a minimum of five, 7” wind vents in three columns at least 6” from sides
  (Minimum of 15 wind vents)
GUIDELINES

- The client is responsible for determining the number of banners available for use and ensuring accurate dimensions
- Final production size: 37” wide x 114” tall
- Print size: 37” wide x 121” tall
- 1/2” bleed all sides
- To ensure a proper fit, allow a 3” top and bottom foldover: 2” for pocket and 1” for stitching
GUIDELINES

- The client is responsible for determining the number of windows available for use, ensuring accurate dimensions and installation of decals.
- White or clear perforated window clings must maintain reasonable visibility through the graphic.
- 60/40, 65/35, and 70/30 with 1.5-millimeter holes recommended for maximum visibility.

HOLLADAY WEST ENTRANCE

HOLLADAY ENTRANCE
HOLLADAY EAST ENTRANCE

OREGON BALLROOM TRANSITION WINDOWS

NORTH SET
Between Holladay Lobby & Oregon Ballroom

SOUTH SET
Between MLK Lobby & Oregon Ballroom

(Three sets of windows.)

(Three sets of windows.)
### OREGON BALLROOM LOBBY WINDOWS

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<thead>
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### OREGON BALLROOM 201 WINDOWS ABOVE DOORS

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### OREGON BALLROOM 204 WINDOWS ABOVE DOORS

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### MLK NORTH WINDOWS

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### MLK LOUNGE WINDOWS NORTH

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PORTLAND BALLROOM LOBBY
(25) Bottom Half Windows

GINKOBERRY ENTRANCE
WC11

WC12
GUIDELINES

- The client is responsible for determining the number of escalators available for use, ensuring accurate dimensions installation of decals
- Decal material must be made from white or clear vinyl with low-tack adhesive

ESCALATOR DECALS

PRE A ESCALATORS

**ESCALATORS: 1 & 2**

**LOCATION:** PREFUNCTION A UP TO HOLLADAY LOBBY

A. 11.5"W X 14"H
B. 11.5"W X 75"H
C. 11.5"W X 69"H
D. 11.5"W X 69"H
E. 11.5"W X 69"H
F. 11.5"W X 74.5"H
G. 11.5"W X 12.75"H
H. 15"W(top) 11.5"W(btm) X 25.5"H
I. 11"W(top) 6.75"W(btm) X 52"H
J. 6.5"W(top) 4.5"W(btm) X 69"H
K. 4.5"W(top) 7.5"W(btm) X 69"H
L. 7.5"W(top) 15"W(btm) X 69"H
M. 15.5"W(top) 21.5"W(btm) X 37.75"H

**Escalator Interior Walls**

(4) 23.5"W X 253"H

**Carpet Decal**

136" W X 45" H
**ES3**

**HOLLADAY ESCALATORS**

**ESCALATORS:** 3 & 4  
**LOCATION:** HOLLADAY LOBBY UP TO OREGON BALLROOM

- A. 11.75" X 14"
- B. 11.75" X 74.5"
- C. 11.75" X 69"
- D. 11.75" X 69"
- E. 11.75" X 69"
- F. 11.75" X 69"
- G. 11.75" X 19.75"
- H. 14" X 24"
- I. 14" X 46"
- J. 14" X 69"
- K. 14" X 69"
- L. 14" X 69"
- M. 14" X 75"
- N. 14" X 11"

**Escalator Interior Walls**

(4) 23.5"W X 253"H

**Carpet Decal**

136" W X 45" H

---

**ES5**

**MLK ESCALATORS**

**ESCALATORS:** 5 & 6  
**LOCATION:** MLK LOBBY UP TO OREGON BALLROOM

- A. 11.75"W X 14.25"H
- B. 11.5"W X 74.75"H
- C. 11.5"W X 69"H
- D. 11.5"W X 69"H
- E. 11.5"W X 69"H
- F. 11.5"W X 69"H
- G. 11.5"W X 14"H
- H. 20.5"W X 23.50"H
- I. 20.5"W X 69"H
- J. 20.5"W X 69"H
- K. 20.5"W X 69"H
- L. 20.5"W X 69"H
- M. 20.5"W X 74.75"H
- N. 20.5"W X 9"H

**Escalator Interior Walls**

(4) 23.5"W X 253"H

**Carpet Decal**

136" W X 45" H
### PRE C ESCALATORS
**ES7**
**ESCALATORS:** 7 & 8  
**LOCATION:** PRE C UP TO MLK LOBBY

A. 11.5"W x 14"H  
B. 11.5"W x 74.5"H  
C. 11.5"W x 69"H  
D. 11.5"W x 69"H  
E. 11.5"W x 69"H  
F. 11.5"W x 75"H  
G. 11.5"W x 13.5"H  
H. 13"W at top -11"W at bottom - 15.5"H  
I. 10.5"W at top - 6.5"W at bottom - 47.5"H  
J. 6.5"W at top - 4"W at bottom - 69"H  
K. 4"W at top - 7"W at bottom - 69"H  
L. 7.5"W at top - 14.5"W at bottom - 69"H  
M. 15"W at top - 21"W at bottom - 35.5"H

**Escalator Interior Walls**  
(4) 23.5"W X 253"H

**Carpet Decal**  
136" W X 45" H

### GINKOBERRY ESCALATORS
**ES9**
**ESCALATORS:** 9 & 10  
**LOCATION:** GINKOBERRY CONCOURSE UP TO MLK LOBBY

A. 17.5" W x 78"H  
B. 17.5" W X 78.5"H  
C. 17.5" W X 78.5"H  
D. 17.5" W X 78.5"H  
E. 17.5" W X 78.5"H  
F. 56.5"W X 29.5"H  
G. 56.5"W X 65.5"H  
H. 56.5"W X 76.5"H  
I. 56.5"W X 76.5"H  
J. 56.5"W X 76.5"H  
K. 56.5"W X 61"H

**Escalator Interior Walls**  
(4) 23.5"W X 253"H

**Carpet Decal**  
136" W X 45" H
PORTLAND BALLROOM
NORTH ESCALATORS
ESCALATORS: 11 & 12
LOCATION: LOBBY LEVEL UP TO PORTLAND
BALLROOM

A. 17.5" W x 75."H
B. 17.5" W X 75.5"H
C. 17.5" W X 75.5"H
D. 17.5" W X 75.5"H
E. 17.5" W X 75.5"H
F. 17.5" W X 75.5"H
G. 17.5" W X 75.5"H
H. 17.5" W X 75.5"H
I. 17.5" W X 75.5"H

Escalator Interior Walls
(4) 23.5" W X 540" H

Carpet Decal
132" W X 45" H

PORTLAND BALLROOM
SOUTH ESCALATORS
ESCALATORS: 13 & 14
LOCATION: GINKOBERRY ENTRANCE UP TO PORTLAND BALLROOM

A. 17.5" W x 75.5"H
B. 17.5" W X 75.5"H
C. 17.5" W X 75.5"H
D. 17.5" W X 75.5"H
E. 17.5" W X 75.5"H
F. 17.5" W X 75.5"H
G. 17.5" W X 75.5"H
H. 17.5" W X 75.5"H
I. 17.5" W X 76.5"H

Escalator Interior Walls
(4) 23.5" W X 540" H

Carpet Decal
132" W X 45" H
GUIDELINES

- The client is responsible for determining the number of escalators available for use, ensuring accurate dimensions installation of decals.
- Decal material must be made from white or clear vinyl with low-tack adhesive.

**ELEVATOR DECALS**

**HOLLADAY**

- ELEVATOR 1
  - LEFT DOOR: 23.5" W × 83.5" H
  - RIGHT DOOR: 24" W × 83.5" H

- (3) SETS OF ELEVATOR DOORS

**MLK**

- ELEVATOR 3
  - LEFT DOOR: 24.25" W × 83.5" H
  - RIGHT DOOR: 23.5" W × 83.5" H

- (3) SETS OF ELEVATOR DOORS

**GINKOBERRY**

- ELEVATOR 11
  - LEFT DOOR: 20.5" W × 83.5" H
  - RIGHT DOOR: 20.5" W × 83.5" H

- (3) SETS OF ELEVATOR DOORS

**PORTLAND BALLROOM NORTH**

- ELEVATOR 13
  - LEFT DOOR: 20.5" W × 83.5" H
  - RIGHT DOOR: 20.5" W × 83.5" H

- (4) SETS OF ELEVATOR DOORS

- ELEVATOR 14
  - LEFT DOOR: 20.5" W × 83.5" H
  - RIGHT DOOR: 20.5" W × 83.5" H

**PORTLAND BALLROOM SOUTH**

- ELEVATOR 16
  - LEFT DOOR: 20.5" W × 83.5" H
  - RIGHT DOOR: 20.5" W × 83.5" H

- (3) SETS OF ELEVATOR DOORS

- ELEVATOR 17
  - LEFT DOOR: 20.5" W × 83.5" H
  - RIGHT DOOR: 20.5" W × 83.5" H
Contact us to discuss how we can help you brand your event at the Oregon Convention Center!