

OREGN

Oregon
Convention
Center

Living
Our

GO

EXHIBITOR SERVICES ORDERING GUIDE

July 2024 - June 2025

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

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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, 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

PARKING

For parking information, please visit oregoncc.org/en/parking.

LOAD-IN AND LOAD-OUT

For information about Load-in and Load-out, please visit oregoncc.org/en/loading.

SUSTAINABILITY

We want to make it as easy as possible for you to execute a sustainable event. Our **Sustainable Events Guide** can help!

TERMS OF SERVICE

To read our **Terms of Service** for exhibitors at OCC, please visit oregoncc.org/exhibit.

CONTACT US

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

503-731-7918

occehibitorservices@edlen.com

ORDERING POLICIES AND PROCEDURES

PRICING

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

- Advance rates apply to orders received 21 days prior to the event start date.
- Standard rates apply to orders received after the advance rate deadline.
- Late rates apply to orders received seven (7) days prior to the first event move-in day.

ORDERING

Exhibitor ordering is easy through our online Exhibitor Service Center.



To order, scan the QR code or visit oregoncc.org/exhibit and click "order now".

If you have a special request, please email our exhibitor service desk at occehibitorservices@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.

Prices listed are run of show unless otherwise marked.

120 VOLT	ADVANCE	STANDARD	LATE
5 Amps	\$126	\$158	\$189
10 Amps	\$152	\$190	\$228
15 Amps	\$176	\$220	\$264
20 Amps	\$202	\$253	\$303
120 VOLT 24-HOUR POWER	ADVANCE	STANDARD	LATE
5 Amps	\$252	\$316	\$378
10 Amps	\$304	\$380	\$456
15 Amps	\$352	\$440	\$528
20 Amps	\$404	\$506	\$606
208 VOLT SINGLE PHASE	ADVANCE	STANDARD	LATE
20 Amps	\$315	\$394	\$473
30 Amps	\$374	\$468	\$561
50 Amps	\$516	\$645	\$774
60 Amps	\$651	\$814	\$977
100 Amps	\$1,004	\$1,255	\$1,506
208 VOLT THREE PHASE	ADVANCE	STANDARD	LATE
20 Amps	\$386	\$483	\$579
30 Amps	\$483	\$604	\$725
60 Amps	\$836	\$1,045	\$1,254
100 Amps	\$1,213	\$1,516	\$1,820
200 Amps	\$2,283	\$2,853	\$3,425
400 Amps	\$4,197	\$5,247	\$6,296
480 VOLT SINGLE PHASE	ADVANCE	STANDARD	LATE
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
480 VOLT THREE PHASE	ADVANCE	STANDARD	LATE
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
RENTAL EQUIPMENT	ADVANCE	STANDARD	LATE
15' Extension Cord	\$29.25	\$32.50	\$35.75
Power Strip with 6 Outlets	\$27	\$30	\$33
ELECTRICAL LABOR	PER HOUR		
Standard 7:00 am - 7:00 pm	\$128		
Holiday	\$256		

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

Prices listed are per day unless otherwise marked.

AUDIO EQUIPMENT	ADVANCE	STANDARD
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
VIDEO EQUIPMENT	ADVANCE	STANDARD
8' Tripod Projection Screen	\$40	\$50
9' x 12' Cradle Projection Screen	\$72	\$90
Safe Lock Stand	\$20	\$25
LCD 4700 Lumen HD Projector	\$437	\$546.25
25' VGA Cable	\$25	\$31.25
MONITORS	ADVANCE	STANDARD
32" Monitor	\$286	\$357
50" Monitor	\$396	\$495
MONITORS WITH FLOOR STANDS	ADVANCE	STANDARD
50" Monitor	\$460	\$575

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	LATE
First Connection – 90-100 PSI (Service Outlet – ½” C10-26 Disconnect)	\$270	\$337	\$404
Each Additional Connection	\$120	\$150	\$180
WATER	ADVANCE	STANDARD	LATE
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	LATE
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	\$115		
Holiday	\$230		

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 a half (½) hour for removal of each air, water, and natural gas connection.

Booth Cleaning and Porter Service

Prices listed are per day unless otherwise marked.

BOOTH VACUUMING OR WET/DRY MOP	ADVANCE	STANDARD	LATE
10' x 10'	\$48	\$60	\$72
10' x 20'	\$88	\$110	\$132
10' x 30'	\$124	\$155	\$186
20' x 20'	\$140	\$175	\$210

Non-standard booth sizes

\$ 0.45 per square foot

PORTER SERVICES	ADVANCE	STANDARD	LATE
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.

RIGGING HOIST	STANDARD
1/2 or 1 Ton Hoist	\$137.50
LABOR RATES (4-HOUR MINIMUM)	STANDARD
ETCP Rigger	\$110
Up Rigger	\$100
Down Rigger	\$94
Overtime or after hours	Standard Rate x 1.5
Midnight to 7:00 am	Standard Rate x 2
PACKAGES	STANDARD
Exhibit Hall Rigging Point Package	
<ul style="list-style-type: none"> • 1 6' GAC Flex • 2 4' GAC Flex • 2 5/8" Shackle 	<ul style="list-style-type: none"> • 1 Motor Control Cable • 1 Motor Control Channel <p>\$105</p>
Exhibit Hall Bridal Point Package	
<ul style="list-style-type: none"> • 2 6' GAC Flex • 2 20' Steel • 2 10' Steel • 2 5' Steel • 2 Deck Chain 	<ul style="list-style-type: none"> • 1 Pear Ring • 2 4' GAC Flex • 8 5/8" Shackle • 1 Motor Control Cable • 1 Motor Control Channel <p>\$200</p>
Ballroom Rigging Point Package	
<ul style="list-style-type: none"> • 1 Hanging - Eye Bolt • 2 4' GAC Flex • 2 5/8" Shackle 	<ul style="list-style-type: none"> • 1 Motor Control Cable • 1 Motor Control Channel <p>\$105</p>
DRAWING RATES	PER HOUR
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.	\$110 for submissions, amendments, and resubmissions
Acceptable file formats: DXF, DWG, VWX, MCD, WYG, and PDF	
RIGGING INSPECTION	PER HOUR
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

NOTE

Please contact ON Site Audio Visual at 503-731-7809 for specific quotes or questions.

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