

# OREGN

Oregon  
Convention  
Center

Living  
Our

GO

# EXHIBITOR SERVICES ORDERING GUIDE

July 2025 - June 2026

## 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, fill and drain
- Natural gas
- Compressed air
- Cable TV
- Telecom and internet
- Booth cleaning and porter service
- Rigging

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](http://oregoncc.org/en/parking).

### MOVE-IN AND MOVE-OUT

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

### 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](http://oregoncc.org/exhibit).

### CONTACT US

[occexhibitorservices@edlen.com](mailto:occexhibitorservices@edlen.com)  
503-731-7918

## 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](http://oregoncc.org/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.

Prices listed are run of show unless otherwise marked.

<b>120 VOLT</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>LATE</b>
5 Amps	\$132	\$166	\$198
10 Amps	\$160	\$201	\$240
15 Amps	\$185	\$231	\$277
20 Amps	\$212	\$266	\$318
<b>120 VOLT 24-HOUR POWER</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>LATE</b>
5 Amps	\$264	\$332	\$396
10 Amps	\$320	\$420	\$480
15 Amps	\$370	\$462	\$554
20 Amps	\$424	\$532	\$636
<b>208 VOLT SINGLE PHASE</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>LATE</b>
20 Amps	\$315	\$406	\$487
30 Amps	\$393	\$491	\$589
50 Amps	\$542	\$677	\$813
60 Amps	\$684	\$855	\$1,026
100 Amps	\$1,054	\$1,318	\$1,581
<b>208 VOLT THREE PHASE</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>LATE</b>
20 Amps	\$405	\$507	\$608
30 Amps	\$507	\$634	\$761
60 Amps	\$878	\$1,097	\$1,317
100 Amps	\$1,249	\$1,561	\$1,875
200 Amps	\$2,351	\$2,939	\$3,528
400 Amps	\$4,323	\$5,404	\$6,485
<b>480 VOLT SINGLE PHASE</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>LATE</b>
20 Amps	\$616	\$809	\$970
30 Amps	\$844	\$1,055	\$1,266
60 Amps	\$1,315	\$1,643	\$1,972
100 Amps	\$2,055	\$2,568	\$3,082
200 Amps	\$4,114	\$5,142	\$6,171
<b>480 VOLT THREE PHASE</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>LATE</b>
20 Amps	\$767	\$961	\$1,153
30 Amps	\$970	\$1,213	\$1,455
60 Amps	\$1,548	\$1,934	\$2,320
100 Amps	\$2,313	\$2,892	\$3,470
200 Amps	\$4,620	\$5,775	\$6,930
<b>RENTAL EQUIPMENT</b>	<b>ADVANCE</b>	<b>STANDARD</b>	<b>LATE</b>
15' Extension Cord	\$31	\$34	\$38
Power Strip with 6 Outlets	\$28	\$32	\$35
<b>ELECTRICAL LABOR</b>	<b>PER HOUR</b>		
Standard 7:00 am - 7:00 pm	\$135		
Holiday	\$270		

## 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 two (2) hour for installation and one (1) hour for removal for all 208V/480V services. There is a minimum labor charge of one (1) hour for installation and one half (.5) hour for removal if you require 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.			
<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	LATE
<b>Single Phone 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.

AUDIO EQUIPMENT	ADVANCE	STANDARD
Wireless Mic (Handheld/Lapel)	\$158	\$158
6 Channel Mixer	\$76	\$76
Two Powered Speakers with a 6 Channel Mixer	\$197	\$197
Powered Speaker with Stand	\$99	\$99
CD Player	\$66	\$66
VIDEO EQUIPMENT	ADVANCE	STANDARD
8' Tripod Projection Screen	\$53	\$53
9' x 12' Cradle Projection Screen	\$95	\$95
Safe Lock Stand	\$26	\$26
LCD 4700 Lumen HD Projector	\$574	\$574
25' VGA Cable	\$27	\$33
MONITORS	ADVANCE	STANDARD
32" Monitor	\$300	\$375
50" Monitor	\$416	\$520
MONITORS WITH FLOOR STANDS	ADVANCE	STANDARD
50" Monitor	\$484	\$604
75" Monitor	\$1,400	\$1,750
85" Monitor	\$1,872	\$2,340
98" Monitor	\$3,120	\$3,900
MONITORS WITH WALL MOUNT	ADVANCE	STANDARD
50" Monitor	\$484	\$604

## 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)	\$285	\$355	\$425
Each Additional Connection	\$130	\$150	\$180
WATER	ADVANCE	STANDARD	LATE
First Connection – 55-65 PSI (Service Outlet – Garden Hose Thread)	\$270	\$335	\$405
Each Additional Connection	\$130	\$160	\$190
One Time Fill and Drain – 1-99 Gallons	\$150	\$185	\$220
One Time Fill and Drain – 100-250 Gallons	\$295	\$370	\$440
One Time Fill and Drain – 251-500 Gallons	\$360	\$450	\$535
One Time Fill and Drain – Each Additional 100 Gallons	\$50	\$60	\$75
NATURAL GAS	ADVANCE	STANDARD	LATE
First Connection – ¾” NPTM Thread	\$295	\$370	\$445
Each Additional Connection	\$150	\$185	\$225
SUPPLIES AND MATERIALS	EACH		
All Air Fittings	\$17		
All Pipe Fittings – up to ¾”	\$15		
ENGINEERING LABOR	PER HOUR		
Standard 7:00 am to 7:00 pm	\$125		
Holiday	\$250		

## 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

Prices listed are per day unless otherwise marked.

BOOTH VACUUMING OR WET/DRY MOP	ADVANCE	STANDARD	LATE
10' x 10'	\$53	\$66	\$80
10' x 20'	\$98	\$122	\$145
10' x 30'	\$138	\$172	\$206
20' x 20'	\$155	\$192	\$232
Non-standard booth sizes (per square foot)	\$ 0.50	\$ 0.50	\$ 0.55



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		\$144
LABOR RATES (4-HOUR MINIMUM)		STANDARD
ETCP Rigger		\$116
Up Rigger		\$105
Down Rigger		\$99
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"> <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>	\$110
Exhibit Hall Bridal Point Package		
<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>	\$210
Ballroom Rigging Point Package		
<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>	\$110
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.		\$116 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.		\$158

## NOTE

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

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