

OREGON

Oregon
Convention
Center

Living
Our

G O

VENUE RULES AND REGULATIONS

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.



1. Introduction	4
2. Definitions	4
3. Authority	4
4. License Agreement	4
5. Building and Public Safety	4
6. Rental Regulations and Schedule	5
7. Broadcast Rights and Recording	5
8. Exclusive Services	6
9. Utilities	6
10. Facility Services	6
11. Ticketed Events	7
12. Security and Medical Specialist (First Aid)	8
13. Signs, Posters, and Literature	8
14. Carpet/Floor Tape	8
15. Abandoned Equipment and Lost or Misplaced Articles	9
16. Commission's Right of Entry	9
17. Objectionable Uses or Persons	9
18. Residual Matters	9
19. Solicitations	9
20. Failure to Vacate and Removal of Property	9
21. Prohibited Items	9
22. Fog, Smoke, and Laser Lights	10
23. Lobby and Pre-Function Areas	10

1. Introduction

The following rules and regulations are an extension of the license agreement and are designed to give the licensee a clear and descriptive outline of the responsibilities and operation guidelines of the Oregon Convention Center (OCC or Center).

2. Definitions

- A. Metropolitan Exposition-Recreation Commission (MERC) means the Commission established and authorized by Metro, the owner of the OCC, to manage the OCC.
- B. General manager means chief executive responsible for the management of all Commission facilities.
- C. OCC executive director means the OCC director who reports directly to general manager.
- D. Center means Oregon Convention Center (OCC), including all grounds and all parking lots managed by the OCC.
- E. License agreement means the written agreement entered into by the Metropolitan Exposition-Recreation Commission and licensee.
- F. Licensee means individual, corporation, association, partnership or entity which is the responsible party utilizing the OCC.

3. Authority

- A. The OCC executive director shall have full responsibility for the operation of the Center and shall act for and on behalf of the Commission in management, supervision and control of the Center.
- B. The OCC executive director is hereby authorized to enter into agreement with corporations, associations, individuals, partnerships and other entities for events in the Center that, in the OCC executive director's opinion, are in the best interest of the Center.

4. License Agreement

All license agreements shall be in writing on forms, approved by the Commission's attorney, furnished by the Commission and executed for and on behalf of the Commission by the OCC executive director.

5. Building and Public Safety

- A. A public assembly permit may be required. The Commission will apply for a public assembly permit for licensee's event. The permit fee varies and is established by the Portland Fire Bureau and is the responsibility of the licensee. The OCC executive director shall have the sole discretion to determine whether a licensee shall be required to obtain a public assembly permit.

B. Notice of Event Requirements and Floor and Ceiling Plans

Before the sale of any exhibit space, licensee shall submit to Commission for approval a floor-plan for the event and, if requested, submit a description of all electrical, plumbing, communications systems or related work. At least 60 days before the first move-in day of the event, licensee shall provide the Commission with all other pertinent information required by Commission for the event such as room or hall set-ups, staging, technical requirements, and proposed food and beverage requirements/sets. Licensees who do not meet this deadline will be subject to additional fees.

- C. Licensee shall conduct business only in the authorized areas in a dignified and orderly manner with full regard for public safety and in conformity with Commission's Rules and Regulations as such may exist from time to time. Special permits and conditions are required for the display of vehicles, on-site cooking, and other. Please contact your facility event manager for permission to display and to obtain the appropriate permit

application, if necessary.

- D. No portion of the sidewalks, ramps, entries, doors, corridors, vestibules, hallways, lobbies, stairways, elevators, aisles, or driveways shall be impeded by licensee or its agents or used for any purpose other than ingress or egress from the Center. Access to public concession stand areas, utilities, fire suppression equipment, heating and air conditioning vents shall not be covered or obstructed at any time by licensee or its agents.
- E. Persons will not be permitted inside any area of the Center in excess of the established capacity.
- F. The Center does not provide exhibit crate storage on site without specific written approval by the OCC executive director or designee. Licensee and licensee's service contractors are expected to make all arrangements for storage of exhibit crates and packing materials if such approval is not granted by the OCC executive director or designee. OCC has limited storage available and will designate a portion of the dock space to the licensee's decorator. Should permission be granted for crate storage, the cost will be \$.20/ square foot and would be billed to the licensee's decorator.
- G. The licensee shall not permit any live animals, reptile, fish, or bird in the Center unless approved in writing by the OCC senior director of event operations or designee. Under the Americans with Disabilities Act, service animals are defined as dogs or miniature horses, subject to specific conditions and are permitted. These animals must always be under control, which generally means they should be leashed, tethered, or harnessed in public areas. However, if a leash or harness interferes with the animal's ability to perform its duties, the handler must maintain control of the

animal through voice commands, signals, or other effective means.

- H. The Center is a non-smoking public facility (includes electronic cigarettes). The OCC executive director or designee may, from time to time, at his or her discretion, designate specific smoking areas.

6. Rental Regulations and Schedule

- A. The rental fee designation in paragraph 3(b) of the License Agreement is due and payable prior to the occupancy of the Center.
- B. The rental fee consists of fees for using identified areas of the Center. This includes minimum guarantees for exhibit space, meeting rooms, if applicable, and any other space or items identified.
- C. A partial deposit is required (Paragraph 3d) with the execution of the License Agreement. Deposits are non-refundable except in such cases where the Commission is unable to deliver possession of the identified areas of the Center.
- D. Licensee may pay for services by the following options: check, cash, ACH, wire transfer or credit card. Credit card payments are limited to a maximum amount of \$50,000 per event - not transaction. Wire transfer instructions and details are available upon request.
- E. The maximum contractual hours of occupancy for events are from 6:00 am to 11:59 pm. Arrangements regarding activities beyond these hours must be made with your sales representative and will be subject to overtime charges.

7. Broadcast Rights and Recording

It is the responsibility of licensee to make all arrangements for such recording, broadcasting, telecasting, videotaping,

audio recording or transcription and to notify the facility, in writing, as to these arrangements. The licensee is responsible for all costs associated with such broadcast and/or recording rights.

8. Exclusive Services

- A. The Center exclusively provides parking, loading dock management, door monitoring, ticket taking/scanning, coat and luggage check, electrical, compressed air, telecommunications, wireless services (Wi-Fi) and all other utilities, booth and aisle carpet cleaning, food and beverage (catering and concessions), and medical specialist. All charges arising from such services by the Center shall be charged at the scheduled rate to either the licensee or its exhibitors, decorators, and agents.
- B. The Center allows third-party audiovisual contractors to operate in the Center. As electrical service is an exclusive service, electrical service will be charged to operate all audiovisual equipment. Client and third-party AV providers must use their own extension cords to extend pre-ordered power to their equipment.
- C. All event-related fees can be found at oregoncc.org/plan and oregoncc.org.

9. Utilities

The Center provides customary heat, air conditioning and lighting as normally available during actual show hours in the Center. One-half normal electric illumination will be allowed for move-in and move-out hours. Additional lighting, heating and air conditioning requested by licensee will be assessed at the scheduled rates based on actual usage.

10. Facility Services

- A. The Center's personnel will maintain all public access areas that include lobbies, registration areas, concourses, hallways, restrooms, ballrooms and meeting rooms

(except when utilized for exhibit space), at no extra cost to licensee.

- B. The Commission is the exclusive provider of services for the vacuuming of booths and aisle carpet and sweeping of non-carpeted aisles once the show floor has been set and until final close of show. Licensee shall purchase such services from the Commission at the rates established by the Commission.

Licensee is responsible for cleaning, sweeping, removing debris and preparing the aisle ways for carpet laying and removing miscellaneous items from the show floor prior to initial show opening. Licensee is responsible for the proper sorting of recyclables and the disposal of waste in receptacles provided by the Commission during ingress and egress. The licensee is responsible for adhering to the Waste Diversion Policy requirements as outlined in attachment A and a broom swept exhibit hall show floor upon the end of contracted time and date.

- C. All janitorial and cleaning service, except as described in paragraph A above, beginning with the first leased day through the final leased day, shall be the responsibility of the licensee. Costs to remove debris or trash not associated with the normal course of business shall be borne by the licensee.
- D. If no aisle carpeting is used, the Center will provide (at no expense) personnel and equipment to properly clean aisles prior to the opening of each show day. The costs to clean, scrub, sweep and mop aisles not associated with the normal course of business shall be borne by licensee.
- E. The Center will provide trash disposal receptacles for trash, debris, and general packing material as a result of exhibiting in the Center. The Center provides recycling receptacles to attendees in

lobby areas and specified locations and to exhibitors and decorators on the show floor during move-in/out. The Center recycles the following: cardboard boxes and signs, plastic film and shrink-wrap, vinyl tablecloths, paper (brochures, magazines, and office paper), glass, wood, scrap metal, plastic and metal containers, plants, trees and yard debris, construction debris, food donations, food scraps and kitchen grease. Non-hazardous fluids, chemicals, petroleum-based products, perishable items, or any other non-dry material must be disposed of in a manner prescribed by the Center, and it is the licensee's responsibility to handle and dispose of these materials and any costs associated with this process. To learn more about the sustainable features and efforts of the Center, contact the sustainability coordinator.

- F. An exhibit hall set-up fee shall be charged for non-food functions in the exhibit hall including but not limited to general session sets, theater sets, classroom sets that require chair and table setup and removal.
- G. Each ballroom or combination will be provided with a specific size of skirted staging, heating/cooling, lighting within the room, tables, chairs and one daily cleaning at no additional cost to licensee, as provided in the rate schedule. Each meeting room or combination will be provided with heating/cooling, lighting within the room, tables, chairs and one daily cleaning at no additional cost to licensee, as provided in the rate schedule.
- H. Any changes to the initial meeting room set, during the term of this agreement, will be subject to the prevailing rate for each of the individual meeting rooms and ballroom sections changed during the term of the agreement.
- I. All parking rights are under the exclusive

control of the Commission. The Center has the authority to write parking citations for those vehicles found in violation of any city parking violation.

11. Ticketed Events

Should the contracted event require the selling of tickets to gain admission, the licensee may utilize the Center's contracted ticket provider and will be required to follow the procedures outlined in the OCC ticket/box office policies.

- A. Licensee agrees to provide OCC with a ticket manifest on a regular weekly basis starting a minimum of 60 days out from the show date so that OCC may base staffing level and services scheduling on the expected attendance.
- B. Licensee agrees to provide the Commission, 30 complimentary tickets or credentials for each show for use by the Commission. Such tickets shall be supplied to the OCC executive director or designee at the OCC at least ten (10) working days in advance of the first day of the event.
- C. All admission personnel including OCC supervisors, ticket taking/scanning, wristband and badge checkers, door attendants, etc. will be charged at the prevailing rate.
- D. Licensee shall comply with the Americans with Disabilities Act regarding all ticketing for event(s) at the OCC.

ADA Requirements Ticketed Events

- Ensure that individuals with disabilities have an equal opportunity to purchase tickets for accessible seating during the same hours, during the same stages of ticket sales (i.e. pre-sales, promotions, lotteries, wait-lists, etc.), through the same methods of distribution, and in the same types and numbers of ticketing sales outlets (i.e. telephone, in-person, web) as other patrons.

- Ensure that individuals with disabilities have an equal opportunity to purchase tickets for accessible seating under the same terms and conditions as other tickets sold for the same event or series of events.
- Inform individuals with disabilities, their companions, and third parties purchasing tickets for accessible seating on behalf of individuals with disabilities of the locations of all unsold or otherwise available accessible seating for any ticketed event or events at the facility.
- Identify and describe the features of available accessible seating in enough detail to reasonably permit an individual with a disability to assess independently whether a given accessible seating location meets his or her accessibility needs.
- If provided, ensure that materials such as seating maps, plans, brochures, pricing charts, or other information identifies accessible seating and relevant information with the same text or visual representations as other seats.
- Ensure the price of tickets for accessible seating for a single event or series of events is not higher than the price for other similar tickets.
- Ensure that an individual with a disability can purchase three additional tickets for seats in the same row that are contiguous with a wheelchair-accessible space.

12. Security and Medical Specialist (First Aid)

- A. Licensee shall be responsible for complete security/medical specialist services in all areas licensed, including exhibit areas, meeting rooms, loading dock areas, emergency exits and any storage areas from the time of initial occupancy until the completion of

move-out. Unarmed security services will be provided by the licensee from the Commission approved security provider list and will be at the expense of the licensee. A medical specialist will be required to be on duty for each event exceeding attendance of 1,000 people. Events under 1,000 people may be subject to medical specialist services at the discretion of the OCC executive director or designee.

- B. For any athletic or sporting type of event (including but not limited to: professional/amateur sports, cheer/dance, martial arts, etc.) Licensee may be required to schedule a certified trainer (or trainers) to treat all related medical needs for the athletes/competitors at the appropriate staffing level for the number of participants for the event. OCC's medical technician will still be required for the overall event and primarily focusing on spectators or any non-sport/competitive medical needs.

13. Signs, Posters, and Literature

The licensee shall not post or permit to be posted any sign upon said premises or anything that will tend to injure, mar or in any manner deface the Center. Licensee will not permit nails, hooks, adhesive fasteners, tacks, screws or any other such device to be installed on any part of the building or premises. Signs may only be posted on approved areas or equipment for such use and all signs/posters must relate to the event to be held on the Center's property. The hanging of pictures, banners, signs or any other items on interior or exterior walls, ceilings, draperies, or structure requires prior written approval by the OCC executive director or designee.

14. Carpet/Floor Tape

Licensee and exhibitors shall be responsible for utilizing Shur Tape or Bron Tape BT-100 or BT-105. Use of other tape not approved

by the Center will result in additional prevailing labor charges to remove adhesive residue from facility carpet and/or concrete floor.

15. Abandoned Equipment and Lost or Misplaced Articles

Any equipment or articles of the licensee or exhibitors remaining past the expiration of the license period may be considered abandoned and may be disposed of by the Center as the OCC executive director deems necessary and at licensee's expense. The Commission shall have the sole right to collect and have the custody of any articles left on the premises by licensee's invitees and to provide for the disposition thereof. The Commission shall assume no responsibility for losses suffered by the licensee, its agents, servants, employees or invitees which are occasioned by theft or disappearance of equipment, articles or other personal property in and at the Center.

16. Commission's Right of Entry

In permitting the use of the licensed area(s), the Commission does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of such area. Duly authorized representatives of the Commission, City of Portland, and Metro may enter the areas to be used and any other areas of the Center at any time and on any occasion without any restrictions. All facilities, including the area that is the subject of this agreement, shall always be under the charge and control of the Commission.

17. Objectionable Uses or Persons

Any use of the Center which is not in the best interests of the Commission or is in violation of any laws of the United States, the State of Oregon, the County of Multnomah, or City of Portland shall be a violation of the license and shall be grounds

for immediate revocation of the license. Any person whose conduct is objectionable, disorderly, or disruptive to the Center's use or in violation of any laws shall be refused entrance or shall be immediately ejected from the premises. Licensee assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees, and attendees of the event.

18. Residual Matters

Any matters not expressly covered by this Lease or by applicable policy, rules and regulations adopted by the Commission shall be determined by the general manager at their discretion.

19. Solicitations

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without the prior written approval of the OCC executive director. Attempting to convert or communicating directly with an on-duty Commission employee or contractor's employee regarding a person's religious faith, political affiliation or non-affiliation, beliefs or way of living or attempting to persuade an on-duty Commission employee or contractor's employee to join a religious organization, political party or cause is strictly prohibited on OCC property.

20. Failure to Vacate and Removal of Property

Upon the expiration or sooner termination of license agreement hereof, licensee, or its designated representative, shall immediately remove all goods, wares, merchandise, property and debris owned by licensee or which licensee has placed or permitted to be placed on or at the Center. Any such property not so removed shall be considered abandoned under paragraph 18 above.

21. Prohibited Items

The following items shall not be permitted in the facility without the expressed prior written approval by the OCC executive director or designee.

- A. Helium balloons
- B. Any hazardous substance
- C. Foam core
- D. Single use plastic bags
- E. Metal or plastic confetti
- F. Glitter

22. Fog, Smoke, and Laser Lights

No fog or smoke effects or laser light shows shall be permitted without the express prior written approval by the OCC executive director or designee. Use of special effects is not limited to the aforementioned items.

23. Lobby and Pre-Function Areas

- A. Lobby and pre-function areas will always remain open and accessible to the public as walkways. Licensee will not impede public access through these areas under any circumstances. Items permanently located in lobby and pre-function areas, including but not limited to furniture, public art, vending machines, lockers, and other fixtures or venue amenities, will not be moved, relocated, or obstructed without the express prior written approval of the OCC Executive Director or designee. If such approval is granted, a pre-determined fee for the relocation or obstruction will be assessed in accordance with the current OCC fee schedule.
- B. Restaurants, cafés, and other food and beverage establishments located within the OCC must always remain accessible to the public. Licensee shall not block entrances, exits, or pathways leading to these establishments and must always ensure unobstructed access for patrons.

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