

## 2024 Oregon Convention Center Exhibitor Rules & Regulations

### Animals

The Convention Center does not allow animals or pets in the facility 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 and be approved by the OCC Executive Director or designee. The Convention Center complies with all ADA standards, and uses the ADA definition of a service animal: Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

### Balloons

No helium or lighter-than-air filled balloons are permitted in the facility.

### Exhibitor Storage

The OCC has limited storage space; therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Any goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time. Show Management is responsible for the arrangements and related costs for offsite storage before, during and following the license period as outlined in the License Agreement.

### Food & Beverage Sampling

1. Food sampling will be permitted by those exhibitors whose products/business they represent are being sampled.
2. Exhibitors wishing to give away food and beverages from their booth, who do not qualify for sampling must purchase such give-away food and beverage items from the OCC's exclusive food and beverage contractor.
3. Food sampling will be bite sized portions (the size used in grocery store samples). Anything larger must be pre-approved by the OCC Executive Director. Any exhibitor distributing samples that do not meet OCC sampling policy may be asked to discontinue sampling from their booth.
4. All non-alcoholic beverage samples must be in 2 to 3.5 oz. containers (see – Alcohol Authorization Form for sampling of alcoholic beverages).
5. The selling of products is only allowed for off-premise consumption. Products must be factory sealed to discourage on premise consumption.
6. It is the responsibility of the Licensee, distributor or exhibitor to acquire all necessary permits and licenses if required for such sampling. Multnomah County Health Department, Environmental Health, 3653 SE 34th Avenue Portland, Oregon, 97202. All exhibitors are expected to carry such permits if required while on-site and may be subject to inspection of such permits by the Multnomah County Health Department.
7. If required by the Multnomah County Health Department sanitizing/hand washing stations will be the responsibility of the licensee to provide for exhibitors sampling food products.

### Fire Marshall's Rules

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. **Use of bark dust, mulch, chips or hay, etc., is not allowed** unless preapproved by the Fire Marshal's office.
2. No flammable gasses, 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.

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3. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshall's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
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. All 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 as well.
6. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or taped in place; and battery cables taped or batteries removed.
8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
10. Empty cardboard boxes are not to be stored within booths overnight.
11. The exhibitor must relocate obstructions that block utility floor boxes upon request.

**Attention All Landscapers/Hardscapers:**

- Landscapers/Hardscapers are required to place plastic underneath your entire display.
- Absolutely NO brick cutting is allowed in the building
- Masking, Duct or other tape that leaves adhesive residue to windows or floors is not allowed. Use gaff/gaffer/gaffer's tape only. [Click here](#) to view an example of gaff tape.



**Please sign this form acknowledging you have read and will abide by the rules and regulations.**

**Scan and email signed forms to [info@homeshowcenter.com](mailto:info@homeshowcenter.com) or return via fax to 952-881-4272.**

**Company Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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