



OREGON Oregon
Convention
Center
777 NE Martin Luther King, Jr. Blvd.

Exhibitor Services Order Instructions:

To order services, please visit the website (link below) and place your order online. Once you are on the Oregon Convention Center's website, you will go to the EXHIBIT tab, scroll down to Order Services, click on the ORDER NOW button, and follow the steps below.

- Select "Go to Store" next to your event on the calendar.
- Select "Sign Up" and set up your account.
- Add desired Items to your Cart.
- Upload floor plans or custom order notes to your order and pay securely online.
- We will contact you if we have any questions.

The Oregon Convention Center utilizes a tiered pricing system, these rates are Advance/Standard/Late.

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

Please note: If you intend to power equipment via a battery, please note that restrictions apply. Any device that is not UL listed, is not self-contained, can accept a 2 or more-pronged plug and/or is intended to power anything larger than a small electronic device, such as a tablet or cell phone, is not allowed on the show floor.

Also important to mention is that there are two basic types of 120v power installation, Custom Location and Standard Location. Descriptions for each type of order can be found on the main electrical landing page. Please review those details and order which is most suitable for your needs.

Exhibitor Services

Exhibitor Services Ordering Link: <https://www.oregoncc.org/en/Exhibit>

Exhibitor Desk Main Line: 503-731-7918

Exhibitor Services Email: OCCExhibitorServices@edlen.com

If you have any questions regarding our services, do not hesitate to reach out to us. If you require assistance with other services such as Flooring, Furnishings, Shipping, Hanging Signs, or other services, please refer to your Exhibitor Kit or contact your decorator directly.

CLICK HERE TO PLACE YOUR UTILITIES ORDERS

IF LINK ABOVE DOES NOT WORK PLEASE COPY AND PASTE THE LINK BELOW INTO YOUR BROWSER: <https://www.oregoncc.org/exhibit>



L&L Exhibition Management, Inc. | www.homeshowcenter.com | (800) 374-6463

OREGON

Oregon
Convention
Center

Living
Our

GO

EXHIBITOR SERVICES ORDERING GUIDE

July 2022-June 2023

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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.

WELCOME!

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 OCC. Our Exhibitor Services Team is here to help make planning and ordering easy for all exhibitors.

The Oregon Convention Center is the exclusive provider of:

- Electrical
- Water Connection and Fill & Drain
- Natural Gas
- Compressed Air
- Cable TV
- Telecom and Internet
- Booth Cleaning and Porter Service

For your audio visual needs, OCC's GO Productions has a full range exhibitor rentals available.

GENERAL INFORMATION

DIRECTIONS AND PARKING

Street address: [777 NE Martin Luther King, Jr. Boulevard, Portland, OR 97232](#)

For more information, please visit <https://www.oregoncc.org/en/attend/parking-directions>.

LOAD-IN AND LOAD-OUT

For information about Load-in and Load-out, please visit <https://www.oregoncc.org/en/exhibit/load-load-out>.

SUSTAINABILITY

We want to make it as easy as possible for you to organize and execute a sustainable event. Our [sustainability communication kit](#) for exhibitors can help!

TERMS AND CONDITIONS

To read our full terms of service for exhibitors at OCC, please visit https://www.oregoncc.org/sites/default/files/OCC_Terms_of_Service.pdf

ORDERING POLICIES & PROCEDURES

PRICING

Save money by ordering early!

Advance, Standard and Floor rates are available for most services.

Advance rates apply to orders received 14 days prior to the event start date.

Standard rates apply to orders received after the advance rate deadline.

Floor rates apply to orders received on or after the first event move-in day.

Pricing is subject to change without notice.

ORDERING

Exhibitor ordering is easy through our online Exhibitor Service Center. To order, visit <https://www.oregoncc.org/en/Exhibit> and click "Order Now".

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

CONTACT US!

If you have any unanswered questions, please contact our Exhibitor Service desk at 503-731-7918 or occexhibitorservices@edlen.com and we will be happy to assist you!

ELECTRICAL

Prices listed are run of show unless otherwise marked.

120 VOLT	ADVANCE	STANDARD	FLOOR
5 Amps (500 Watts)	\$114	\$142	\$170
10 Amps (1,000 Watts)	\$136	\$169	\$203
15 Amps (1,500 Watts)	\$157	\$196	\$236
20 Amps (2,000 Watts)	\$179	\$223	\$268
208 VOLT SINGLE PHASE	ADVANCE	STANDARD	FLOOR
20 Amps	\$277	\$346	\$415
30 Amps	\$331	\$414	\$497
60 Amps	\$575	\$718	\$862
100 Amps	\$956	\$1,194	\$1,433
208 VOLT THREE PHASE	ADVANCE	STANDARD	FLOOR
20 Amps	\$342	\$427	\$513
30 Amps	\$424	\$530	\$636
60 Amps	\$737	\$921	\$1,106
100 Amps	\$1,155	\$1,443	\$1,732
200 Amps	\$2,174	\$2,718	\$3,261
480 VOLT SINGLE PHASE	ADVANCE	STANDARD	FLOOR
20 Amps	\$569	\$711	\$853
30 Amps	\$746	\$932	\$1,119
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	FLOOR
20 Amps	\$679	\$849	\$1,018
30 Amps	\$858	\$1,072	\$1,287
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	FLOOR
6-Outlet Power Strip	\$25	\$28	\$31
25' Extension Cord	\$28	\$31	\$34
ELECTRICAL LABOR	PER HOUR		
Standard 7am-7pm	\$112		
Holiday	\$224		

Batteries

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 (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. If you require power at any other time, please request 24-hour power for an additional charge.

TELECOM & INTERNET

Prices listed are per day unless otherwise marked.

SHARED INTERNET ACCESS	ADVANCE	STANDARD	FLOOR
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 (<i>use of layer 2 Ethernet switch permitted</i>)	\$600	\$750	\$900
Business Class Wiring (<i>additional device wiring for Business Class Internet</i>)	\$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

*The use of routers (wired, wireless, or other network equipment) is prohibited without prior authorization.

TELEPHONE SERVICES	ADVANCE	STANDARD	FLOOR
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

AUDIO VISUAL

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 w/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	\$69	\$86.25
Safe Lock Stand	\$20	\$25
LCD 4700 Lumen HD Projector	\$437	\$546.25
25' VGA Cable	\$25	\$31.25
MONITORS	ADVANCE	STANDARD
22" Monitor	\$130	\$163
32" Monitor	\$285	\$357
47" Monitor	\$336	\$420
50" Monitor	\$396	\$495

All monitors, audio, and video equipment require a minimum order of 120 Volts - 5 Amps of electricity.

COMPRESSED AIR, WATER & NATURAL GAS

Prices listed are run of show unless otherwise marked.

COMPRESSED AIR	ADVANCE	STANDARD	FLOOR
First Connection - 90-100 PSI (Service Outlet - ½" C10-26 Disconnect)	\$270	\$337	\$404
Each Additional Connection	\$120	\$150	\$180
WATER	ADVANCE	STANDARD	FLOOR
First Connection - 55-65 PSI (Service Outlet - Garden Hose Thread)	\$256	\$320	\$348
Each Additional Connection	\$120	\$150	\$180
One Time Fill & Drain - 1-99 Gallons	\$140	\$175	\$210
One Time Fill & Drain - 100-250 Gallons	\$280	\$350	\$420
One Time Fill & Drain - 251-500 Gallons	\$340	\$425	\$510
One Time Fill & Drain - Each Additional 100 Gallons	\$45	\$56	\$67
NATURAL GAS	ADVANCE	STANDARD	FLOOR
First Connection - ¾" NPTM Thread	\$280	\$350	\$420
Each Additional Connection	\$140	\$175	\$175
SUPPLIES & MATERIALS	EACH		
All Air Fittings	\$15		
All Pipe Fittings - up to ¾"	\$10		
ENGINEERING LABOR	PER HOUR		
Standard 7am-7pm	\$107		
Holiday	\$213.50		

Connection information: Service will be brought to the rear of the booth in the most convenient manner. 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 & (1/2) hour for removal of each air, water and natural gas connection.

BOOTH CLEANING & PORTER SERVICE

Prices listed are per day unless otherwise marked.

BOOTH VACUUMING	ADVANCE	STANDARD	FLOOR
10'x10'	\$44	\$55	\$66
10'x20'	\$80	\$100	\$120
10'x30'	\$112	\$140	\$168
20'x20'	\$128	\$160	\$192
Non-standard booth sizes	\$.45/sf		
PORTER SERVICES*	ADVANCE	STANDARD	FLOOR
Daily, under 400 sq ft	\$68	\$85	\$102
Daily, over 400 sq ft	\$92	\$115	\$138

*Porter Service frequency is every two hours.