

# OREGN

Oregon  
Convention  
Center

Living  
Our

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O**

# TERMS OF SERVICE

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.



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The Oregon Convention Center (OCC) has an extensive list of service offerings to meet every audiovisual need for your show.

Our preferred audiovisual partner, ON Site Audio Visual, offers full audiovisual equipment rental, staging, technical support and event production services.

All exhibitor related audiovisual rental equipment includes set and strike. All audiovisual equipment needing power requires a minimum of one (1) 120 volt/5 amps of electricity. The electrical service will be automatically added when you order this item online.

## Terms and Conditions

- All material and equipment furnished by ON Site Audio Visual for this service order shall remain the property of ON Site Audio Visual and shall be removed only by ON Site Audio Visual staff at the close of the show.
- Equipment not returned to ON Site Audio Visual staff at the close of the event becomes the financial responsibility of the customer and replacement costs will be billed to the customer.
- Payment must be rendered in full before service is provided.
- Advance orders shall receive priority service.
- Equipment prices and service rates are subject to change without notice.
- The OCC will not provide credit for equipment installed and not used unless notified 72 hours prior to the first move-in day.
- A minimum of one hour labor up to the full equipment rental cost may be charged for all orders canceled within 72 hours of the first event day.
- Claims will not be considered unless filed by the exhibitor prior to close of show.

## Rigging Definitions

### Rigging

Rigging is defined as the attachment of objects to the ceiling steel, air wall tracks, ballroom points, or the suspension of objects from any portion of the physical building.

### Sign Rigging

Sign rigging as used in this document refers to the overhead suspension of objects under 20 pounds.

### Banner Rigging

Banner rigging as used in this document refers to the overhead suspension of objects over 20 pounds and under 100 pounds.

### Ground Supported Rigging

Ground supported rigging is defined as the attachment of objects to a load-bearing apparatus such as crank-up, electric, hydraulic, mechanized, self-climbing, manually built self-supporting truss systems, hoisting towers, single mast sound, lighting trees, or other similar “stick” rigging device.

### Aerial Rigging

Aerial rigging as used in this document refers to the overhead suspension of objects over 100 pounds and requires the use of ON Site Audio Visual, OCC’s preferred audiovisual provider, who is the exclusive provider of rigging labor services. This also includes chain motor rental.

## Labor Rates

Rigging labor rates, packages, and more are listed in OCC’s [Equipment, Services, and Labor Rates](#).

## CAD Drawings

CAD drawings of all spaces are available at [oregoncc.org/en/rigging](http://oregoncc.org/en/rigging).

## Sign Rigging

Non-motorized banners, aisle signs, aluminum framed hanging signs and other expo elements that are under 20 pounds do not require a plot review.

Exceptions to the 20 pounds rule may be made for banners hanging directly on a wall with approval of the OCC. All expo elements are required to be rigged with hardware that is rated for overhead lifting.

## Banner Rigging

Non-motorized banners, aisle signs, aluminum framed hanging signs, and other expo elements that are over 20 pounds and under 100 pounds do require a plot review.

A plot must be submitted 30 days prior to the event move-in date for approval. All expo elements are required to be rigged with hardware that is rated for overhead lifting.

## Ground Supported Rigging

Floor supported structures over 20 feet must be properly secured, meet all safety guidelines and are subject to onsite review by OCC.

Free-standing items may not obstruct mandatory exit aisles, doorways, exit lights, AED devices, fire alarm pull boxes, fire hose cabinets, or fire extinguishers.

Support legs must be positioned, marked, or otherwise protected to avoid trip hazards. Items may not block necessary service access into the room. Certified riggers may be required for ground supported rigging.

Ground/floor-based rigging/truss that exceeds 16 feet in height must have an overhead support system that connects into the facility rig points unless there is an engineer stamped drawing indicating that this is not necessary.

All ground supported installations with a trim height greater than 12 feet must be inspected and approved.

## Aerial Rigging

Please submit all rigging plots for quoting to ON Site Audio Visual, OCC's exclusive provider of rigging labor services. This also includes chain motor rental.

### Rigging Points and Load Limits

Location	Rigging Point	Load Limit
Halls A, A1, B, C	T1 steel beams	4,000 pounds per panel point
Halls A, A1, B, C	Open web joist	500 pounds at one panel point, between T1 steel
Halls D, E	T1 steel beams	2,000 pounds per panel point
Halls D, E	Open Web Joist	1,500 pounds at one panel point, per span between T1 steel
Oregon and Portland Ballrooms	Threaded points	1,000 pounds per point
Meeting Rooms and Lobbies		There are no weight-bearing points in these areas

### Trim Heights

The Oregon Ballroom has special conditions. The ceiling is constructed from floating three-dimensional discs hung at heights between 23 and 25 feet to create the effect of a tree canopy. The rigging points are recessed between the discs. The cost of any

damage to the canopy will be billed back to the licensee.

Location	Rigging Point	Trim Height
Exhibit Halls	T1 Steel Beams	between 32 and 34 feet
Exhibit Halls	Open Web Joist	between 43 and 45 feet
Exhibit Halls	Light Squares	30 feet
Portland Ballroom	Celing	29 feet
Portland Ballroom	Soffit	28 feet
Oregon Ballroom	Celing	25 feet
Oregon Ballroom	Soffit	23 feet

## Prohibited

- **No bridling allowed from open web joist.**
- No rigging from any structure other than open web joist and T1 beams and threaded points.
- No live loads on open web joist.
- No bridling allowed on threaded points.
- No live loads on threaded points.
- No hanging from hot rails in the exhibit halls.
- No hanging from light squares in exhibit halls.
- No hanging from lighting fixtures in ballrooms.
- No use of trick-line and other non-rated hardware.
- No non-rated synthetic cordage.
- No hanging signs with solid fabric underside.

Edlen is the exclusive electrical provider in the venue. Edlen electricians are licensed and located on-site for technical support and customer service during your event.

## Standard Electrical Services

### Electrical Service Voltages

- 120 volt
- 208 volt single phase
- 208 volt three phase
- 480 volt single phase
- 480 volt three phase

### Service Details

- Electrical service consists of one (1) outlet per order and is installed at the back of the booth.
- Electrical services required to be set in a specific location require a detailed floor plan. Please submit a detailed floor plan of your booth space with dimensions indicating outlet type and location with your online order or by email to [OCCExhibitorServices@edlen.com](mailto:OCCExhibitorServices@edlen.com).
- There is a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal if you require 120 volt electrical outlets set in specific locations for all booth types (island, inline, peninsula). This labor charge covers up to (5) five specific 120 volt outlet locations.
- There is a minimum labor charge of two (2) hour for installation and one (1) hour for removal of each 208 volt or 480 volt electrical service connection. Edlen electricians are required to make electrical connections.
- All exhibitor related audiovisual equipment that is powered requires a minimum of one (1) 120 volt/5 amps of electricity. For audiovisual equipment ordered through OCC, the electrical service will be automatically added to your order.

- 24-hour service is double the standard rate.
- No inverters, self-contained power supplies, or devices that convert battery power to 120 volt power are allowed.
- Call Exhibitor Services at 503-731-7918 for questions or for services not listed online.

## Electrical Labor

Additional labor may be charged for installation of tails, hard wiring of equipment, or installing power in a specific location.

## Terms and Conditions

1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state, and local safety codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes.
2. Use of open clip sockets, latex, or lamp cord wire, unapproved duplex, or triplex attachment plugs in exhibits is prohibited.
3. The connection of one multi-outlet device into another (commonly known as 'daisy chaining') is prohibited.
4. Claims will not be considered, or adjustments made unless filed in writing by exhibitor prior to the event close.
5. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
6. Under NO circumstances shall anyone other than Edlen electricians make electrical connections.
7. Exhibitors are not allowed to run their

own power cords under flooring, as this constitutes a custom placement and must be installed by Edlen.

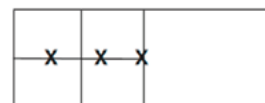
8. Special equipment requiring company engineers or technicians for assembly, service, preparatory work and operation may be executed without an Edlen electrician, however all service connections and overload protection to such equipment must be made by Edlen electricians only.
9. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
10. All material and equipment furnished by the Edlen for this service order shall remain the property of Edlen and shall be removed ONLY by Edlen at the close of the show.
11. Unless otherwise directed, Edlen electricians are authorized to cut floor coverings to permit installation of service.
12. All exhibitors' 120 volt cords must be a minimum 14 gauge 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
13. Electrical power for lights and displays will be turned on one (1) hour prior to show opening time and off one (1) hour after show closing on show days. If you require power at any other time order 24-hour power at double the outlet rate.
14. Edlen reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Edlen.
15. Rates quoted for all 120 volt electrical connections cover one outlet delivered to the booth in the most convenient

manner but do not include connecting equipment or wiring.

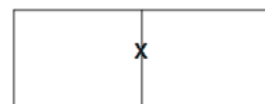
16. Each 208 volt or 480 volt electrical service requires a minimum labor charge of two (2) hour for installation and one (1) hour for removal.
17. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
18. Payment in full must be rendered prior to service connection.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Advance orders shall receive priority service.
21. Obstructions blocking utility floor boxes are subject to relocation as necessary.

## Electrical Outlet Placement

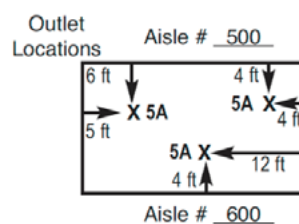
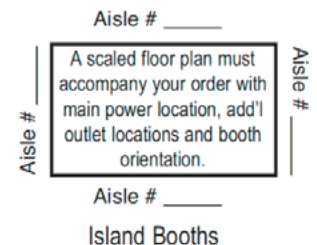
Outlets are located as depicted below for inline and peninsula booths. All other locations and all island booth locations require labor on a time and material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



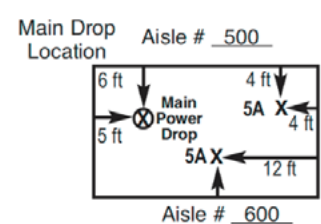
(In-Line Bths) (Penninsula)



(Back to Back Penninsulas)



Example: Floor Power



Example: 480V Ceiling Power

# Compressed Air, Water, and Natural Gas

The OCC provides exclusive engineering needs throughout the facility. Our facility engineers are licensed and located on-site for technical support and customer service during your event.

Utility	Pressure or Volume
Compressed Air	90 to 100 pounds per square inch, 24 cubic feet per minute
Water	55 to 65 pounds per square inch
Natural Gas	2.0 pounds per square inch, non-regulated
Natural Gas	.75 pounds per square inch, regulated

There is a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal of all air, water, and natural gas orders.

A detailed floor plan of your booth space with dimensions indicating outlet type and location is required prior to installation.

## Connection Information

- Exhibitors must furnish necessary fittings to connect equipment.
- Compressed air connection is a 1/2" female quick disconnect.
- Water connection is a male GHT thread.
- Natural gas connection is a male 3/4" NPTM thread.

## Terms and Conditions

1. Services will be installed at the rear of the booth unless a detailed floor plan is submitted with order.
2. All equipment must comply with the City of Portland building code, all federal, state, and local safety codes.

3. All air, water, and gas orders require a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal.
4. Claims will not be considered unless filed by the exhibitor prior to close of show.
5. All material and equipment furnished by the OCC for this service order shall remain the property of the OCC and shall be removed ONLY by the OCC staff at the close of the show.
6. The OCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCC.
7. Air and water service pressure may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
8. Unless otherwise directed, OCC engineers are authorized to cut floor coverings to permit installation of service.
9. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
10. Payment in full must be rendered prior to service connection.
11. Advance orders shall receive priority service.
12. Obstructions blocking utility floor boxes are subject to relocation as necessary.

# Telecommunications, Internet, and Networking

As the exclusive provider of telecom and internet services at the OCC, our team provides a complete array of telecommunications services to the OCC's customers ("Customer").

From basic individual services to complex networking and bandwidth requirements, the OCC will provide for all your communication needs. All services are provided in-house with dedicated on-site technical support and customer service to provide you peace of mind during your event.

## Telephone Services

The OCC provides single-line analog or multi-line digital phone services. Speaker and conference phones, long distance access, voice mail, and other services may be provided upon request.

## Internet Services

With a versatile and robust network, the OCC can provide several internet connection options to meet your needs and budget. These include shared or dedicated bandwidth, multiple Wi-Fi and wired service levels, LAN infrastructure, and complimentary Wi-Fi zones.

Please email [shownet@oregoncc.org](mailto:shownet@oregoncc.org) for more information or custom quotes. Terms of Service

## General Terms

- By using these telephone, internet, networking services, or information available through these services, Customer agrees to be bound by all of the terms and conditions of use as set forth below.
- These terms and conditions may be updated from time to time without notice. Continued use of this service will indicate agreement to any such change.
- All floor boxes must remain accessible to the OCC technical staff at all times. If any items impede access, the OCC reserves the right to remove those items to gain access.
- All Customer equipment must comply with FCC regulations where applicable. The OCC reserves the right to limit use of outside communication devices, including wireless devices.
- Only the OCC personnel are authorized to modify system wiring or cabling.
- The OCC and/or its subcontractors shall not be liable for delays, failures, destruction, or malfunction of equipment and services, or any consequences of the above, caused by, or due to fire, flood, water, the elements, power failure, explosions, civic disturbances, government regulatory requirements, acts of God, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of any third parties, or any other cause except for the sole negligence or willful misconduct of the OCC.
- In no event shall the OCC be liable to the Customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such damages include, but are not limited to loss of profits, loss or interruption of business, or other consequential or indirect economic loss.
- In the event of any violation of the terms contained herein, the OCC reserves the right to suspend or terminate, either temporarily or permanently, any or all services provided. Customers who violate terms contained herein may additionally incur criminal and/or civil liability. The OCC may refer violators to civil or criminal authorities for prosecution.

- Customer agrees to indemnify and hold the OCC, Metro, the Metropolitan Exposition Recreation Commission and their affiliates, agents, telecom providers, service providers, officers, elected officials, employees and agents harmless from any claim, liability, loss, expense or demand, including attorneys' fees, related to a Customer's violation of the terms and conditions or the use of the services and information provided by the OCC.
- The services provided are provided by the OCC on an "as is" basis. Neither the OCC nor its partners, providers, or affiliates make any representations or warranties of any kind, express or implied, as to the operation of the service, its contents, or any information made available by or through the services provided.

## Service Orders, Payments, and Refunds

- Payment in full is required before service can be connected.
- All information on online order must be complete or processing may be delayed.
- Default placement of services will be applied, rear of booth, center of island booth, front of meeting rooms, unless placement is indicated on service order form or separately sent document.
- Full refunds will be granted if requested prior to the event start date. A \$100 charge per telephone line and a \$250 charge per Ethernet/data line canceled will apply when request for cancellation is made on or after the event start date. **Exception:** custom/specially ordered services are non-refundable.
- Services installed but not used will not be refunded. Customer service issues must be reported to the OCC during the event. In order for the OCC to consider a refund, all claims must be filed with the

OCC prior to the close of the event.

## Equipment and Service Procedures

- The OCC is the exclusive telecom provider at the OCC. Resale of services and third party providers are prohibited without the OCC's approval.
- All material and equipment furnished by the OCC shall remain the property of the OCC. Equipment may not be removed or relocated without the OCC approval or staff assistance.
- Lost, stolen, or damaged equipment will be charged to the Customer's authorized credit card at prevailing rates.
- Wired services will be delivered with one dropped cable and appropriate 4-wire (telephony) or 8-wire (data) modular jack per connection, unless otherwise specified. Wi-Fi internet access requires a login/username and password, through a web-based portal.
- Services are to be ordered by each Customer separately and not shared with other Customers. Customers sharing services purchased by another Customer will be disconnected from service and/or required to place a separate order.

## Telephone, Fax, and Credit Card Machines

- Services will be delivered over a standard RJ-11 jack. Standard analog phone set is available upon request.
- All "976," "900," and "10-10" dialing is restricted.
- Long distance dialing is available upon request. Additional charges may apply.
- All devices must dial "9" for an outside line.

## Internet and Data Services

- Due to the nature of the internet, the OCC cannot guarantee performance or accessibility beyond our gateway. Traffic is monitored and every effort is

made to maintain an acceptable level of performance for all users.

- The choice of internet service provider (ISP) is at the sole discretion of the OCC. If the Customer requires a specific third party vendor, arrangements must be made 90 days prior to the move in date.
- The OCC disclaims all warranties, expressed or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or any infringement. Furthermore, the OCC does not warrant that use of the service will not be interrupted, available at any time or from any location, secured and error-free. Corrected defects are not warrantable and the service is not guaranteed free of viruses or other harmful components.
- The Customer is responsible for proper configuration of their own equipment and software.
- The Customer is responsible for all services outside of basic internet connectivity, including e-mail services, FTP services, web services, etc.
- At no time shall a client power up any wireless device not provided by the OCC without prior written authorization from the OCC. See Wi-Fi Services and OCC Wireless Device Policy below.
- At no time while connected to the OCC network shall the client use or run their own switch, router, DHCP server, or any other network equipment without prior written authorization from the OCC.
- Any Customer device that is determined to be causing interference with the normal operation of the OCC network must, at the OCC's request, be immediately disabled or disconnected from the network.

## Security

- The OCC does not guarantee the safety or security of equipment, software or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors.
- The OCC provides no firewall security or anti-virus protection. Customers are responsible for providing their own firewall security and anti-virus software.
- As is consistent with other service providers, the OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions.
- Customers whose equipment is known to be the origin of a security breach/ intrusion shall be held liable for any damages to equipment, software, or proprietary information, and/or any damages due to network delays, interruption, troubleshooting, and/or repair. Each Customer must take proper security measures to protect their own equipment and software and avoid any such damages.
- Internet access is provided without restrictions/blocked ports. Customer agrees to use internet service only for its lawful, intended purposes. Use of this service for transmission, distribution, retrieval, or storage of any information, data, or other material in violation of any applicable law or regulation is prohibited.
- Customer agrees not to use the service to provide false information or to impersonate someone else, or to distribute computer viruses, worms, or any software intended to damage or alter a computer system.
- System or network security violations are prohibited, and may subject Customer

to criminal and/or civil liability. The OCC will investigate potential security violations, and may notify applicable law enforcement agencies if violations are suspected.

- Customer may not attempt to circumvent the authentication procedures or security of any host, network, network component, or account to access data, accounts or systems which Customer is not expressly permitted to access. Customer shall not interfere or attempt to interfere with service to any other user.

## Wi-Fi Services

- The OCC provides various tiered Wi-Fi internet access services and WLAN services.
- Complimentary Wi-Fi zones are available in select lobby locations (see lobby signage). Performance levels are not guaranteed and customer service is not provided.
- Individual Wi-Fi service plans available facility-wide are shared internet services and speeds may vary based on overall network/internet activity. Service must be purchased per individual device through an online sign up page available after connecting to the network. Customer service for individual accounts is available at 1-888-446-6911.
- OCC Telecom is the exclusive internet service provider for the OCC. Unlicensed radio frequency (RF) transmissions are inherently vulnerable to interference from other devices that transmit similar RF signals or that operate within the same frequency spectrum. The OCC cannot guarantee that interference will not occur. A concerted effort will be made to provide “clean air” and identify unauthorized devices that may interfere with the performance of OCC’s

infrastructure and services provided to its Customers. The removal will be requested of any such identified device that is known to be on the premises and causing such interference.

## OCC Wireless Device Policy

### Where Internet Access is Required

- Wired shared internet connections will be charged per device with internet access.
  - Basic OCC material and labor is included in price.
  - Upon authorization, Customer may use own cables, switch or non-wireless router to connect other devices, however access for those devices will still require payment.
- Wireless services provided by a common carrier, for example 4G/5G, are allowed, as they pertain to a one-to-one connection between a wireless device and the carrier point of access.
- The use of MiFi devices, EVDO routers or other devices, for the purpose of providing internet access to multiple end users violates the OCC policy and is prohibited.
- The use of MiFi devices or Wi-Fi access points (AP) to produce a Wi-Fi signal which originates from within the OCC may interfere with the operation of existing OCC networks and is prohibited without prior authorization from OCC Telecom.
- When Wi-Fi enabled devices are unable to use a direct internet connection and must communicate with a local server, the use of a Wi-Fi AP may be authorized under the following conditions:
  - Wi-Fi AP must be manageable as such, that power levels may

be adjusted and network/ SSID broadcasts may be disabled.

- When local server/router is connected to internet, denial of internet access to connected Wi-Fi enabled devices must be demonstrated to avoid charges for additional devices.

## **Where Internet Access is Not Required**

- A wired local area network (LAN) may be created within a single booth without authorization from the OCC.
- A LAN extending beyond a single booth, or between multiple booths, must be authorized by the OCC, and may require the use of OCC infrastructure. Charges may apply.
- LAN creation using a Wi-Fi AP, for example for use by tablets, phones, etc., must be authorized by the OCC. Authorization will require that hardware is manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled.

## Booth Cleaning

OCC Event Operations provides exclusive booth cleaning services. Third-party decorators and contractors are not permitted to provide cleaning services.

For booth orders over 400 square feet, please call OCC Exhibitor Services for a quote at 503-731-7918.

## Terms and Conditions

1. Service is based on a daily rate.
2. Advance orders receive priority service.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.
4. All material and equipment furnished by the OCC for this service order shall remain the property of the OCC and shall be removed ONLY by the OCC at the close of the show.
5. The OCC will not issue credit for services already completed.
6. Payment in full must be rendered prior to service.

## Americans with Disabilities Act (ADA)

OCC represents that as a place of public accommodation, the Center is in compliance with applicable regulations implementing the requirements of Title II of the Americans with Disabilities Act. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.

Auxiliary aids or services required for exhibitor's functions, including qualified sign language interpreter, real-time captioning, assistive listening systems and devices, Braille or large print materials or other

auxiliary aids or services, shall be the responsibility of the exhibitor. Exhibitor is responsible for adhering to ADA and Oregon accessibility design standard for booth layouts and configurations.

## Animals

Animals or pets, except for ADA service animals, are not permitted in the 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 (a minimum of seven (7) business days) before the event. It must be approved by the OCC director of event operations. Minimum qualifications for consideration include:

- Client and/or animal handlers will be responsible for legal actions or liabilities if the animals harm anyone.
- The animals will not be allowed in the facility outside of show hours.
- The animals must be contained in the exhibitor's area.
- All clean-up after the animals will be the responsibility of the show or exhibitors.

## 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 off-site storage before, during and following the license period as outlined in the license agreement.

## Food and 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 giveaway food and beverage items from the OCC's exclusive food and beverage contractor.
3. Food sampling will be bite sized portions (the size used as 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 ounce 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. 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.

**Multnomah County Health Department  
Environmental Health**  
3653 SE 34th Avenue  
Portland, Oregon, 97202

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 Marshal 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 ounce bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
3. Booths with canopies larger than 10' x 10' are not allowed unless approved by the fire marshal'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 square feet 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 a quarter ( $\frac{1}{4}$ ) 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 any vehicle containing liquefied petroleum gas (LPG), such as propane, must have 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.

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