



RENTAL RATES AND CONDITIONS

Effective through June 30th 2020

Areas	Dimensions	Sq. Ft.	Ceiling Ht.	Cost/Show Day Ticketed*	Cost/Show Day Non-Ticketed
Exhibit Halls					
Hall A	400'x120'	48,000	15'	\$ 3,050	\$ 3,740
Hall B	300'x120'	36,000	15'	\$ 2,410	\$ 2,790
Hall C	300'x200'	60,000	25'	\$ 3,965	\$ 4,700
Hall D	300'x240'	72,000	30'	\$ 6,660	\$ 7,700
Hall D1	300'x120'	36,000	30'	\$ 3,330	\$ 3,850
Hall D2	300'x120'	36,000	30'	\$ 3,330	\$ 3,850
Hall E	360'x300'	108,000	30'	\$ 9,570	\$ 11,280
Hall E1	360'x150'	54,000	30'	\$ 4,785	\$ 5,640
Hall E2	360'x150'	54,000	30'	\$ 4,785	\$ 5,640
Combined Exhibit Halls					
Hall A, B		84,000	15'	\$ 5,460	\$ 6,530
Hall A, C		108,000	15' / 25'	\$ 7,015	\$ 8,440
Halls A, B, C		144,000	15' / 25'	\$ 9,425	\$ 11,230
Halls D, E		184,500	15' / 25' / 30'	\$ 16,630	\$ 19,380
Halls A, B, C, D		216,000	15' / 25' / 30'	\$ 16,485	\$ 18,930
Halls C, D, E		244,500	25' / 30'	\$ 20,595	\$ 24,080
Halls A, B, C, D, E		328,500	30'	\$ 26,055	\$ 30,610
Meeting Rooms					
Rm A 101	20'x35'	700	7.5'	\$ 240	\$ 240
Rm D 101	26'x19'	494	14'	\$ 175	\$ 175
Rm D 102	15'x22'	330	14'	\$ 150	\$ 150
Rm D 201	26'x50'	1300	14'	\$ 440	\$ 440
Rm D 202	28'x28'	784	14'	\$ 240	\$ 240
Rm D 202-3	28'x56'	1568	14'	\$ 480	\$ 480
Rm D 203	28'x29'	784	14'	\$ 240	\$ 240
Rm D 203-4	28'x56'	1568	14'	\$ 480	\$ 480
Rm D 204	28'x28'	784	14'	\$ 240	\$ 240
Rm D 202-4	28'x85'	2,352	14'	\$ 720	\$ 720
Rm D 205 (Boardroom)	12'x17'	204	9'	\$ 180	\$ 180
Rm E 101	21'x25'	525	14'	\$ 185	\$ 185
Rm E 102	24'x25'	600	14'	\$ 215	\$ 215
Rm E 101-2	45'x25'	1,125	14'	\$ 400	\$ 400
Auxiliary Space					
Hall A Lobby		4,400	18'	\$ 525	\$ 525
Hall D Lobby		6,400	22'/10'	\$ 2,250	\$ 2,250
Hall E Lobby		7,200	20'	\$ 2,535	\$ 2,535
Hall A Lounge		1,500	9'	\$ 245	\$ 245
Hall D Lounge				\$ 625	\$ 625
East Hall	40'x110'	4,400	18'	\$ 875	\$ 875
Connector (w/ hall rental only)	30'x150'	4,500	30'	\$ 400	\$ 400
Parking Lots / Outside Exhibit Space					
Outside exhibits billed at per sq. ft. charge of \$0.023			Min. fee	\$ 400	\$ 400
Upper Parking Lot 1		86,000		\$ 1,980	\$ 1,980
Upper Parking Lot 2		43,200		\$ 995	\$ 995
Upper Parking Lot 3		39,600		\$ 910	\$ 910
Upper Parking Lot 4 (West)		177,900		\$ 4,090	\$ 4,090
Upper Lot Plaza		11,300		\$ 400	\$ 400

Lower Parking Lot 1		211,900		\$ 4,875	\$ 4,875
Lower Lot 1 East		73,300		\$ 1,685	\$ 1,685
Lower Lot 1 West		138,600		\$ 3,190	\$ 3,190
Lower Parking Lot 2		98,000		\$ 2,255	\$ 2,255
Lower Parking Lot 3		147,000		\$ 3,380	\$ 3,380
Expo Storage (Boneyard)		16,000		\$ 400	\$ 400

***Ticketed events are subject to a commission user fee of 6% of gross ticket sales, vs. \$0.50 min. per ticket in addition to the ticketed rates listed. Rates listed below are per event day. As available, a maximum of three (3) load-in/out days at no charge, ½ rate thereafter.**

Exhibit Halls

The Expo Center is comprised of five (5) expansive exhibit halls that can be used separately and collectively. Exhibit hall rental is calculated on a per event day basis with daily rent determined by ticketed or non-ticketed admission. Rent includes the space designated, existing lighting, heating, air conditioning (Halls D & E only), adjoining show office, access to common areas, and limited janitorial service. Refuse removal from the event space is an additional charge based upon market price. Combined exhibit hall rentals receive a discounted rate. Please see [Rental Rates](#) for current ticketed and non-ticketed rates, and detailed specifications.

Meeting Rooms

The Expo Center currently has ten (10) meeting rooms that vary in size and function. Meeting room rental is calculated on a per event day basis, with daily rent determined by ticketed or non-ticketed admission. Rent includes the space designated, existing lighting, heating, air conditioning, adjoining show office, and limited janitorial service. Changes in room set-up and or additional equipment will be charged at the prevailing rates. Audio / visual and catering services are available; contact your event manager for information.

Auxiliary Space

Space adjoined to the exhibit halls, such as lobby areas, are also available for rent on a per event day basis for receptions and other events. Expo maintains control of common areas that lead to the main exhibit halls and encourages clients to work together when these points of entry are shared between events.

Move-In / Move-Out

Complimentary move-in/out days, when available, are calculated on a one-for-one basis with paid event days, up to a maximum of three (3) days. Additional days in excess of the maximum are charged to the licensee at one-half the daily rent. Days required for use by your decorator should be considered in this calculation. Complimentary move-in / move-out days may vary depending upon event schedules and spacing concerns.

Parking Lots / Outdoor Exhibit Space

The rental of outdoor space is at the discretion of the Expo Center. Outside space is calculated at \$0.023 per square foot per event day, with a minimum of \$400 per event day. Parking capacity estimates are always a consideration in determining if parking lot rental will be allowed. If parking capacities are considered insufficient for expected attendance, a premium rate structure may be charged. Outside space is to be considered "as is" and all required services are charged at prevailing rates. Rules and regulations particular to outdoor exhibit space rentals may apply.

Insurance Requirements

All events are required to provide proof of insurance of at least \$1,000,000 comprehensive general liability, worker's compensation and \$500,000 automobile liability coverage. All insurance certificates are required to have the following listed as additional insured: "Metro, MERC, Portland Metropolitan Exposition Center and the members, officers, directors, agents and employees of each entity."

Rules and Regulations

Please read and review the Rules and Regulations that are considered an extension of the license agreement and are designed to give the licensee an outline of the responsibilities and operational guidelines for the Portland Expo Center. Questions or concerns can be answered by your event manager.