

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 5


Approving Scheduling Policies and Mission Statement for the Oregon Convention Center.

The Metropolitan Exposition-Recreation Commission finds:

1. The Oregon Convention Center was developed with the primary objective of serving as a magnet for convention dollars, generated from convention and trade show attendees, to economically benefit the State of Oregon and the metropolitan area of Portland.
2. Scheduling policies and priorities should be established to provide the highest degree of cost-effective tenant and patron service.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission adopts the attached Oregon Convention Center Scheduling Policies and Mission Statement, effective May 24, 1988.

Passed by the Commission on May 24, 1988.


Chairman


Secretary/Treasurer

APPROVED AS TO FORM:


Metro General Counsel

OREGON CONVENTION CENTER Scheduling Policies

Effective Date: _____

MISSION STATEMENT:

Oregon Convention Center was developed with the primary objective of serving as a magnet for convention dollars, generated from convention and trade show attendees, to economically benefit the State of Oregon and metropolitan area of Portland. The Center is a publicly-owned national and international convention, trade show and multi-purpose facility operated by the Metropolitan Exposition-Recreation Commission.

The goal of the Oregon Convention Center is to provide the highest degree of cost-effective tenant and patron service, while recognizing its obligations to the citizens of Oregon in developing maximum use of the building and grounds.

The Commission recognizes the intense competition for available conventions, trade shows, and other varied public events by all the convention and exhibition facilities throughout the western states, and therefore expresses confidence in the sales abilities of the OCC marketing staff, in conjunction with the endeavors of the Greater Portland Convention and Visitors Association (GPCVA), to bring this highly desirable business to the State of Oregon. The Oregon Convention Center was designed as a means of serving this function, and when convention or trade show events are not booked, the facility should be scheduled in the best interest of community, educational, cultural, religious, athletic and/or entertainment events.

These policies are intended to be guidelines within which the Commission General Manager and staff will seek to obtain the optimum scheduling for the facility.

SCHEDULING PRIORITIES:

When booking the Oregon Convention Center, consideration shall be given by the Commission to the following factors:

- Projected overall economic impact on the State and metropolitan area of Portland;
- Total number of hotel rooms required;
- Projected revenue to the facility both in terms of direct space rental revenue, as well as projected revenue from concessions and other building services; and
- Potential for repeat booking.

Generally speaking, first priority for scheduling facilities and dates in the Oregon Convention Center is available to regional, national and international conventions, tradeshows, national corporate meetings and similar activities which are not normally open to the general public and/or which generate significant attendance from outside the City of Portland and the State of Oregon. In addition, certain state and/or local conventions, trade shows or special events may be deemed appropriate to the overall objectives of the Oregon Convention Center and may be offered equal scheduling priority at the discretion of the Commission General Manager.

Facility and space scheduling commitments; i.e., reservations for first priority events and activities, may be made as far in advance as is necessary or appropriate and may supercede requests for other events and activities, unless a license agreement has been previously executed by the Center and the user for such other event.

Second priority for scheduling facilities and dates in the Oregon Convention Center is available to consumer or public exhibitions, local corporate meetings, special events, banquets, entertainment events, business meetings and other activities which essentially draw from or appeal to the general public and/or local attendees and participants.

Facility and date scheduling commitments for second priority events and activities are generally made not more than eighteen months in advance and are subject to change to accommodate first priority events unless a license agreement has been previously executed by the Center and user for such event. However, large consumer and public exhibitions held on an annual basis may at the discretion of the General Manager obtain tentative scheduling commitments for facilities and dates on a long-term basis, subject to revision to accommodate first priority activities.

Within the second priority category, the Oregon Convention Center may give preference to long-standing annual public and commercial shows with a proven record of success and of significant economic impact, and may offer alternate dates in a given year which may result in termination of other second priority scheduling commitments.

Subject to the priorities set forth above, the General Manager of the Commission may find it necessary to exercise discretion as to the issuance, modification or termination of scheduling commitments.

SPECIAL CONSIDERATIONS:

It is the responsibility of the Oregon Convention Center management to operate the facility in a sound business manner in an effort to maximize both economic benefit and financial stability of the Center. Consequently, Center management reserves the right to promote, solicit, develop and make reservations for any activity deemed appropriate to the Center's objectives, and to qualify all activities requesting utilization of the facility.

For activities which are considered to be competing for specialized and specific local markets, i.e., public boat shows, automobile shows, home product shows, etc. the Commission General Manager may, at his discretion, maintain a clearance period of sixty (60) days prior to an existing event and any similar event competing for essentially the same special market. But no agreement with any user will be executed requiring such clearance period. The Commission General Manager may further, at his discretion, maintain a clearance period of forty-five (45) days following an existing event and any similar event but no agreement with any user will be executed requiring such clearance period.

Generally speaking, such special considerations do not usually apply to conventions, tradeshows and other first priority activities. However, the General Manager shall have the right to establish a clearance period for highly competitive activities as deemed appropriate to the welfare of the Center.

DEFINITION OF TERMINOLOGY:

In the process of scheduling facilities and dates, the following terms and definitions shall always apply to scheduling commitments; i.e., reservations, issued by the authority:

Tentative: Facilities and dates will be held pending notification to the contrary by either party. In the event a tentative commitment is released by the Oregon Convention Center, the requesting party will be notified the facilities and/or dates have been released.

Second Option: Facilities and dates will be reserved tentatively but the tentative reservation will be contingent upon release of a prior reservation which is considered first option.

First Option: Facilities and dates reserved on first option are reserved tentatively but a conflicting commitment for the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a first option an opportunity to either execute a license agreement or release its reservation.

Confirmed: Facilities and dates are considered a confirmed or contractual commitment only upon execution of an Oregon Convention Center license agreement by the event sponsor and the General Manager of the Center specifying all details of the commitment. However, facilities and dates may be held as "firm" upon receipt of a letter of confirmation signed by both the event sponsor and the Commission General Manager pending the preparation of a license agreement. In the event such a letter of confirmation is signed by both the sponsor and General Manager, no conflicting scheduling will be made during a reasonable period to permit preparation and execution of a license agreement.

No variance from the Center's agreement represented in the above terms may be made in any case except upon the prior, express written approval of the Commission General Manager.

DEPOSIT SCHEDULES:

Deposits are required for all activities upon execution of a formal Center license agreement. For both first and second priority events the deposit schedule is as follows:

Conventions, Trade Shows, Consumer or Public Exhibitions

On signing	\$1,000
12 months prior to event	Balance of 1/3 rental
6 months prior to event	1/3 of rental
30 days prior to event	1/3 of rental

Meetings Where Rental Value is Less Than \$5,000

On signing	10%—minimum \$150.00
30 days prior to event	Balance of 50% rental
7 days prior to event	50% of rental

Meetings Where Rental Value is More Than \$5,000

On signing	10% of rental
6 months prior to event	15% of rental
30 days prior to event	25% of rental
7 days prior to event	50% of rental

Notwithstanding the foregoing, first-time events without a past history of success, and event sponsors with inadequate reference, no prior event sponsorship, a record of slow payment, etc. may be required at the Center's option to remit up to one hundred percent (100%) of anticipated rental and related expenses upon execution of the license agreement.

Events and circumstances not covered in the above scheduling policies may be subject to special conditions as deemed appropriate by the General Manager of the Commission.

FACILITY USE APPLICATION AND APPROVAL:

If you wish to reserve any part of the Oregon Convention Center on either a tentative or definite basis, you must first submit a Facility Use Application.

The Oregon Convention Center management may decline to approve any application for any producer on the basis of credit references, financial ability or prior experience or for any producer whose conduct is or in the opinion of the management may not be beneficial to the interest of the Metropolitan Exposition-Recreation Commission.