

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 98-3

For the purpose of approving rental rates for the Oregon Convention Center Twin Towers Plus Meeting Room Package.

Whereas, the Commission approves all rental rates for the facilities under their jurisdiction.

Whereas, these rates are new and will play a vital role in increasing the Oregon Convention Center's ability to attract new business, offer a higher level of service and provide an alternative meeting room package for our clients both current and future.

Whereas, the Oregon Convention Center Advisory Committee has reviewed these new rates and rental options and recommends their approval.

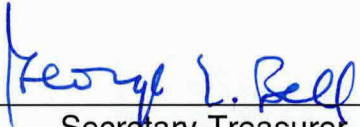
BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission approves the new Twin Towers Plus Meeting Room Rental Program, which is attached, to be effective March 1, 1998 through June 30, 1999.

Passed by the Commission on January 14, 1998.

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel


By: Kathleen Pool
Sr. Assistant Counsel


Chair


Secretary-Treasurer

MEMO

To: Jeff Blosser
From: Matt Pizzuti *MP*
Date: January 5, 1998
Subject: Twin Towers Plus Package

Explanation:

The Oregon Convention Center has a tremendous reputation of excellent service with quality meeting facilities. To capitalize on our beautiful space and create more options for our customers we introduce the "Twin Towers Plus Package". This package is an opportunity to sell an enhanced meetings set to national, regional and local groups. Many of OCC's present customers can utilize the package, as well as it being a successful tool in attracting new meeting business to OCC. We have always been a leader in creating value for our customers and the "Twin Tower Plus Package" drives excellent value.

OCC anticipates an increase of \$40,000 in rental revenue based on selling the "Twin Towers Plus Package" to customers interested in an enhanced meeting set. Our target market is, first to existing customers, next to the local corporate meetings, that may be unaware of OCC's meeting space and ability to provide an outstanding event. Due to OCC's success in selling large shows, most of our exhibit space is booked, leaving space for smaller meetings to fill in the gaps. This filler business tends to be short term corporate meetings and seminars that are looking for unique settings, great value and excellent service. OCC strongly believes that with a targeted marketing and sales effort our goal of \$40,000 in additional rental will be met.

Please see the attached document outlining the specifics of the "Twin Towers Plus Package". Along with our advertising partner Sasquatch, OCC has developed the attached print ads, that will appear in trade publications. A direct mail piece is also being created for mailing to local planners in and around the Portland area.

RATE SCHEDULE 1-MR TWIN TOWERS PLUS PACKAGE

Effective March 1, 1998 through June 30, 1999

A Series Meeting Room	C Series Meeting Room	Daily Rental	Square Footage	Classroom Style	Banquet Style	Daily Rental for empty space
A103	C126	\$250	621	32	30	\$150
A104	C125	\$300	756	40	40	\$175
A103-104	C125-126	\$400	1,377	70	70	\$175
A105	C124	\$525	1,874	104	90	\$225
A106	C123	\$575	2,231	128	120	\$250
A105-106	C123-124	\$975	4,105	241	240	\$350
A107	C122	\$325	826	51	40	\$175
A108	C121	\$300	737	48	40	\$175
A107-108	C121-122	\$475	1,563	84	90	\$200
A109	C120	\$300	783	44	40	\$150
A108-109	C120-121	\$475	1,520	80	90	\$200
A107-108-109	C120-121-122	\$675	2,346	132	150	\$250
A103-109 TOTAL: \$2,050 per day C120-126 TOTAL: \$2,050 per day			The above listed capacities are approximate; please contact Event Services for more information; Staging and audio/visual requests may reduce these capacities. Meeting Room ceiling height is 18'.			

B Series Meeting Rooms capacities and rental are listed on the backside of this page.

Meeting Rooms

Meeting Room(s) shall be assigned by OCC management.

One time room set shall be arranged in standard classroom or banquet rounds complimentary for the initial set for the term of the licensed space. Any change to the initial room set will be subject to the prevailing rate. Equipment shall be provided within the limits and availability of OCC inventory and subject to additional charges.

- Cost for requested changes, additional equipment, inventory outside of OCC, services and/or personnel (i.e. med tech, A/V labor, security, admission staff, etc.) shall be charged to the Licensee at the prevailing rate.
- Meeting Room shall only be used for purposes directly related to the licensed event.
- Meeting Room shall not be assigned nor sublet to others.
- The amount of meeting room space, if not used for exhibits, shall be provided at no charge per availability and will be directly proportionate to the amount of exhibit hall space rented (maximum 3 rooms per 30,000 square feet) in the facility and equivalent to the number of exhibit show day(s) for a maximum of four (4) days. Complimentary rooms shall be allocated by OCC management and will not include ballroom space. Any additional meeting space utilized shall be charged at the daily prevailing rate. Any complimentary rooms utilizing the Twin Tower Plus Package will be charged accordingly.

Meeting Room Services and Facilities include in Twin Towers Plus Packages

- In-house public address system is complimentary provided with one (1) standard microphone and lectern upon request and within the limits and availability of OCC inventory.
- Skirted stage (8'x12' variable heights) with necessary tables and chairs.
- House lighting, ventilation, heat or air conditioning is provided during show hours. A minimal level of lighting and comfort will be maintained during move-in/out hours.
- Top of the line tables and chairs in a classroom or banquet style seating set with crisp linens.
- Candy dishes and water pitchers on each table and glassware for each attendee.
- Meeting Room refresh at breaks and lunch.
- One (1) complimentary parking pass will be provided per Twin Towers Plus Package meeting room rented up to a maximum of ten (10). Parking is on a first come first served basis and is subject to availability.
- Fine Host will provide a 10% discount on any coffee/refreshment breaks served during licensed event.
- A/V options include choice of one (1) option (no substitutions):

A) Standard podium microphone Wired lapel microphone 4 channel mixer Flip chart Eight foot screen Slide projector with cart	B) Standard podium microphone Wired lapel microphone 4 channel mixer Flip chart Eight foot screen High intensity overhead projector with cart	C) Standard podium microphone Wired lapel microphone 4 channel mixer 25" color TV monitor VHS video cassette player
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Ingress & Egress

Meeting Room move-in/out time is computed at the full daily rental fee for meeting room per day (no half-day or complimentary days).

Event Requirements and Staffing

- The OCC shall provide all event-related staff at the Licensee's expense. All event requirements must be approved by OCC management at least thirty (30) days prior to the beginning (first day) of the term of lease.
- A late fee may be imposed if Licensee does not submit all event information and requirements to OCC withing thirty (30) days of the first move-in day or event day.
- OCC Rule & Regulations apply to all space licensed for each are contracted.
- Licensee shall procure a minimum of \$1 million commercial general liability insurance to cover the licensed period.

Food and Beverage

- All catering and concession needs are provided exclusively by Fine Host Corporation, the in-house catering company.
- A separate catering contract and deposit for food and beverage service shall be payable to Fine Host Corporation.

B Series Meeting Rooms	Daily Rental	Square Footage	Class Room Seating	Banquet Seating	Daily Rental for complete space
B110	\$300	783	44	40	175
B111	\$300	737	44	40	175
B110-111	\$450	1,520	80	90	200
B112	\$350	937	50	50	175
B111-112	\$500	1,674	96	100	200
B110-111-112	\$675	2,457	132	150	250
B113	\$500	1,665	105	90	225
B114	\$400	1,170	76	60	200
B113-114	\$750	2,835	170	150	275
B115	\$400	1,170	76	60	200
B114-115	\$650	2,340	140	120	250
B113-114-115	\$1,025	4,005	240	210	350
B116	\$500	1,665	105	90	225
B115-116	\$750	2,835	170	150	275
B114-115-116	\$1,025	4,005	240	210	350
B113-114-115-116	\$1,400	5,670	352	300	450
B117	\$350	937	50	50	175
B118	\$300	737	44	40	175
B117-118	\$500	1,674	96	100	200
B119	\$300	783	44	40	175
B118-119	\$450	1,520	80	90	200
B117-118-119	\$675	2,457	132	150	250
B SERIES TOTAL: \$2,750 per day			The above listed capacities are approximate; please contact Event Services for more information; Staging and audio/visual requests may reduce these capacities. Meeting Room ceiling height is 18'.		

Rental rate were approved by the Metropolitan Exposition-Recreation Commission on _____, Resolution _____

Rate IMR - Fy398 - 699
1/5/98

Oregon Convention Center
PO Box 12210
Portland, OR 97212
PH: 503/235-7575 1/800/791-2250 FX: 503/235-7417

RATE SCHEDULE 1-BR TWIN TOWERS PLUS PACKAGE

Effective March 1, 1998 through June 30, 1999

Ballroom for March 2001	Daily Rental	Square Footage	Classroom Style	Banquet Style
One (1) Section	\$1,400	6,300	360	360
Two (2) Sections	\$2,600	12,600	720	720
Three (3) Sections	\$3,900	18,900	1,080	1,170
Four (4) Sections <i>Total Ballroom Space</i>	\$5,100	25,200	1,440	1,530

Ballroom

- Ballroom shall be assigned by OCC management.
- One time room set (non-exhibit function only) shall be arranged in standard classroom or banquet rounds complimentary for the initial set for the term of the licensed space. Any change to the initial room set will be subject to the prevailing rate. Equipment shall be provided within the limits and availability of OCC inventory and subject to additional charges.
- Costs for requested changes, additional equipment, inventory outside of OCC, services and/or personnel (i.e. med tech, A/V labor, security, admission staff, etc.) shall be charged to the Licensee at the prevailing rate.
- Ballroom shall only be used for purposes directly related to the licensed event.
- Ballroom shall not be assigned sublet to others.

Ballroom Services and Facilities included in Ballroom Twin Towers Plus Packages

- In-house public address system is complimentary provided with one (1) standard microphone and lectern upon request and within the limits and availability of OCC inventory.
- Skirted stage (32'x18' variable heights) with necessary tables and chairs.
- House lighting, ventilation, heat or air conditioning is provided during show hours. A minimal level of lighting and comfort will be maintained during move-in/out hours.
- Top of the line tables and chairs in a classroom or banquet style seating set with crisp linens.
- Candy dishes and water pitchers on each table and glassware for each attendee.
- Ballroom refresh at breaks and lunch.
- Two (2) complimentary parking pass will be provided per Twin Towers Plus Package Ballroom rented up to a maximum of eight (8). Parking is on a first come first served basis and is subject to availability.
- Fine Host will provide a 10% discount on any coffee/refreshment breaks served during licensed event.
- A/V options include choice of one (1) option (no substitutions):

A) Standard podium microphone Wired lapel microphone 4 channel mixer Flip chart Eight foot screen Slide projector with cart	B) Standard podium microphone Wired lapel microphone 4 channel mixer Flip chart Eight foot screen High intensity overhead projector with cart	C) Standard podium microphone Wired lapel microphone 4 channel mixer 25" color TV monitor VHS video cassette player
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Ingress & Egress

- Ballroom move-in/out time is computed at the full daily rental fee for ballroom per day (no half-day or complimentary days).

Event Requirements and Staffing

- The OCC shall provide all event-related staff at the Licensee's expense. All event requirements must be approved by OCC management at least thirty (30) days prior to the beginning (first day) of the term of lease.
- A late fee may be imposed if Licensee does not submit all event information and requirements to OCC withing thirty (30) days of the first move-in day or event day.
- OCC Rule & Regulations apply to all space licensed for each are contracted.
- Licensee shall procure a minimum of \$1 million commercial general liability insurance to cover the licensed period.

(over)

Food and Beverage

- All catering and concession needs are provided exclusively by Fine Host Corporation, the in-house catering company.
- A separate catering contract and deposit for food and beverage service shall be payable to Fine Host Corporation.

Rental rates were approved by the Metropolitan Exposition-Recreation Commission on _____. Resolution _____

Rate IBR -Fy398 - 699
1/5/98

Oregon Convention Center
PO Box 12210
Portland, OR 97212
PH: 503/235-7575 1/800/791-2250 FX: 503/235-7417

NAME OF ROOM	BASIC RENT	Square ft.	C/R	X \$4.50	A/V +PKG.	MULTIPLIER	REVENUE GAIN	PREMIER	BASIC RENT
			TABLES					PACKAGE	
A103 C126	\$ 100.00	621	32	\$4.50	\$125.00	\$ 247.95	\$ 150.00	\$ 250.00	\$ 100.00
A104 C125	\$ 125.00	756	40	\$4.50	\$125.00	\$ 280.25	\$ 175.00	\$ 300.00	\$ 125.00
A103-104 C125-126	\$ 225.00	1377	70	\$4.50	\$125.00	\$ 407.31	\$ 175.00	\$ 400.00	\$ 225.00
A105 C124	\$ 300.00	1874	104	\$4.50	\$125.00	\$ 514.90	\$ 225.00	\$ 525.00	\$ 300.00
A106 C123	\$ 325.00	2231	128	\$4.50	\$125.00	\$ 564.30	\$ 250.00	\$ 575.00	\$ 325.00
A105-106 C123-124	\$ 625.00	4105	241	\$4.50	\$125.00	\$ 970.07	\$ 350.00	\$ 975.00	\$ 625.00
A107 C122	\$ 150.00	826	51	\$4.50	\$125.00	\$ 315.76	\$ 175.00	\$ 325.00	\$ 150.00
A108 C121	\$ 125.00	737	48	\$4.50	\$125.00	\$ 288.80	\$ 175.00	\$ 300.00	\$ 125.00
A107-108 C121-122	\$ 275.00	1563	84	\$4.50	\$125.00	\$ 469.78	\$ 200.00	\$ 475.00	\$ 275.00
A109 C120	\$ 150.00	783	44	\$4.50	\$125.00	\$ 308.28	\$ 150.00	\$ 300.00	\$ 150.00
A108-109 C120-121	\$ 275.00	1520	80	\$4.50	\$125.00	\$ 465.50	\$ 200.00	\$ 475.00	\$ 275.00
A107-109 C120-122	\$ 425.00	2346	132	\$4.50	\$125.00	\$ 663.58	\$ 250.00	\$ 675.00	\$ 425.00
B110	\$ 125.00	783	44	\$4.50	\$125.00	\$ 284.53	\$ 175.00	\$ 300.00	\$ 125.00
B111	\$ 125.00	737	44	\$4.50	\$125.00	\$ 284.53	\$ 175.00	\$ 300.00	\$ 125.00
B110-111	\$ 250.00	1520	80	\$4.50	\$125.00	\$ 441.75	\$ 200.00	\$ 450.00	\$ 250.00
B112	\$ 175.00	937	50	\$4.50	\$125.00	\$ 338.44	\$ 175.00	\$ 350.00	\$ 175.00
B111-112	\$ 300.00	1674	96	\$4.50	\$125.00	\$ 506.35	\$ 200.00	\$ 500.00	\$ 300.00
B110 - 111 - 112	\$ 425.00	2457	132	\$4.50	\$125.00	\$ 663.58	\$ 250.00	\$ 675.00	\$ 425.00
B113	\$ 275.00	1665	105	\$4.50	\$125.00	\$ 492.22	\$ 225.00	\$ 500.00	\$ 275.00
B114	\$ 200.00	1170	76	\$4.50	\$125.00	\$ 389.98	\$ 200.00	\$ 400.00	\$ 200.00
B113-114	\$ 475.00	2835	170	\$4.50	\$125.00	\$ 751.69	\$ 275.00	\$ 750.00	\$ 475.00
B115	\$ 200.00	1170	76	\$4.50	\$125.00	\$ 389.98	\$ 200.00	\$ 400.00	\$ 200.00
B114-115	\$ 400.00	2340	140	\$4.50	\$125.00	\$ 648.38	\$ 250.00	\$ 650.00	\$ 400.00
B113 - 114 - 115	\$ 675.00	4005	240	\$4.50	\$125.00	\$ 1,016.50	\$ 350.00	\$ 1,025.00	\$ 675.00
B116	\$ 275.00	1665	105	\$4.50	\$125.00	\$ 492.22	\$ 225.00	\$ 500.00	\$ 275.00
B115-116	\$ 475.00	2835	170	\$4.50	\$125.00	\$ 751.69	\$ 275.00	\$ 750.00	\$ 475.00
B114 - 115 - 116	\$ 675.00	4005	240	\$4.50	\$125.00	\$ 1,016.50	\$ 350.00	\$ 1,025.00	\$ 675.00
B113 - 114 - 115 - 116	\$ 950.00	5670	352	\$4.50	\$125.00	\$ 1,397.45	\$ 450.00	\$ 1,400.00	\$ 950.00
B117	\$ 175.00	937	50	\$4.50	\$125.00	\$ 338.44	\$ 175.00	\$ 350.00	\$ 175.00
B118	\$ 125.00	737	44	\$4.50	\$125.00	\$ 284.53	\$ 175.00	\$ 300.00	\$ 125.00
B117-118	\$ 300.00	1674	96	\$4.50	\$125.00	\$ 506.35	\$ 200.00	\$ 500.00	\$ 300.00
B119	\$ 125.00	783	44	\$4.50	\$125.00	\$ 284.53	\$ 175.00	\$ 300.00	\$ 125.00
B118-119	\$ 250.00	1520	80	\$4.50	\$125.00	\$ 441.75	\$ 200.00	\$ 450.00	\$ 250.00
B117 - 118 - 119	\$ 425.00	2457	132	\$4.50	\$125.00	\$ 663.58	\$ 250.00	\$ 675.00	\$ 425.00

NAME OF ROOM	BASIC RENT		C/R	X \$4.50	A/V +PKG.		REVENUE GAIN	PREMIER	BASIC RENT
			TABLES					PACKAGE	
BALLROOM 1 SECTION	\$ 900.00	6300	360	\$4.50	\$125.00	\$ 1,358.50	\$ 600.00	\$ 1,400.00	\$ 900.00
BALLROOM 2 SECTIONS	\$ 1,800.00	12600	720	\$4.50	\$125.00	\$ 2,598.25	\$ 800.00	\$ 2,600.00	\$ 1,800.00
BALLROOM 3 SECTIONS	\$ 2,700.00	18900	1080	\$4.50	\$125.00	\$ 3,838.00	\$ 1,200.00	\$ 3,900.00	\$ 2,700.00
BALLROOM 4 SECTIONS	\$ 3,600.00	25200	1440	\$4.50	\$125.00	\$ 5,077.75	\$ 1,600.00	\$ 5,100.00	\$ 3,600.00