

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**Resolution No. 98-11**

For the purpose of approving rental rates for the Oregon Convention Center for three years - 1999-2000, 2000-20001 & 2001-2002.

**Whereas**, the Oregon Convention Center needs to establish rates at least three years in advance for marketing and selling the facility.

**Whereas**, events held at the Oregon Convention Center are requiring rental rates in advance for planning purposes and budgeting costs.

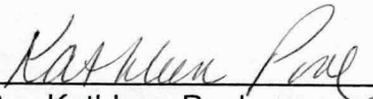
**Whereas**, the Commission establishes and approves all rental rates for the facilities that they oversee and manage.

**Whereas**, the Commission has the authority to establish such rates for the Oregon Convention Center and has done so in the past.

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition Recreation Commission approves the rental rates for the Oregon Convention Center for fiscal years 1999-2000, 2000-2001 and 2001-2002 attached as Exhibit A.

Passed by the Commission on March 11, 1998.

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

  
By: Kathleen Pool  
Sr. Assistant Counsel

  
Chair

  
Secretary-Treasurer



METRO FAIR COMMISSION  
OREGON CONVENTION CENTER

## Rate Schedule 2 Conventions with Exhibits and Trade Shows

Effective July 1, 1999 through June 30, 2000

Exhibit Hall	Gross Square Feet	Net Square Foot Rental Per day	Minimum Daily Rental	Daily Move-in/out Rental
A, A1 or B	30,000 per hall	17¢	\$1,800	\$900
A-A1, A1-B or C	60,000	17¢	\$3,600	\$1,800
A-A1-B or B-C	90,000	17¢	\$5,400	\$2,700
A1-B-C	120,000	17¢	\$7,200	\$3,600
A-A1-B-C	150,000 Total Exhibit Space	17¢	\$9,000	\$4,500
Ballroom 201 through 204	Gross Square Feet	Net Square Foot Rental per Day	Daily Rental	Daily Move-in/out Rental
One (1) Section	6,300	n/a	\$900	\$450
Two (2) Sections	12,600	n/a	\$1,800	\$900
Three (3) Sections	18,900	n/a	\$2,700	\$1,350
Four (4) Sections	25,200 Total Ballroom Space	n/a	\$3,600	\$1,800

### NET SQUARE FEET

- Net square feet is defined as total display area less aisle space and food service areas. Aisle space shall be a minimum of ten (10) feet in width with floor plans approved by the Fire Marshal. When the OCC Food & Beverage Department is permitted by the convention or trade show to provide an area for food service within the gross exhibit floor area, the space so used will not be computed as part of the square footage occupied by Licensee.

### RENTAL RATES

- The stated rental rates are based on a minimum daily charge for each exhibit hall of seventeen cents (\$.17) per net square foot, whichever is greater, per day.
- Ballroom space used as an exhibit area shall be charged at the daily ballroom rate.

### EXHIBIT HALL AND BALLROOM

- Exhibit Hall and Ballroom space shall be assigned by OCC.
- A one time room set shall be provided complimentary for the run of show as specified in the License Agreement. Any changes to the initial room sets will be subject to the prevailing labor rates. 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, AV labor, security, admission staff, etc.) shall be charged to the Licensee at the prevailing rate.
- Any exhibit/trade show set-up, labor or equipment (i.e. drayage, tables, chairs, etc.) needed for show shall be the responsibility of the Licensee to contract with decorator independently.
- Exhibit Hall and Ballroom shall only be used for purposes directly related to the licensed event.
- Exhibit Hall and Ballroom shall not be assigned nor sublet to sponsors, affiliated groups or others.

(over)

#### EXHIBIT HALL SERVICES AND FACILITIES INCLUDED IN HALL RENTAL

- Registration space (pre-function area) shall be provided to the Licensee at no additional charge based upon availability.
- Show Office shall be provided to Licensee at no additional charge based upon availability.
- The in-house public address system is complimentary with one (1) standard microphone and lectern available 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/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Meeting room space, if not used for exhibits, shall be provided at no charge based upon availability and will be directly proportionate to the amount of exhibit hall space rented. Space provided will not exceed six (6) rooms per 30,000 sq. ft. and will be equivalent to the number of exhibit show days. Complimentary rooms shall be allocated by OCC and will not include ballroom space. Any additional meeting space utilized shall be charged at the daily prevailing rate.

#### BALLROOM SERVICES AND FACILITIES INCLUDED IN BALLROOM RENTAL

- The in-house public address system is complimentary with one (1) standard microphone and lectern available upon request and within the limits and availability of OCC inventory.
- Skirted stage (12'x16' variable heights) with necessary tables and chairs.
- House lighting, ventilation, heat/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.

#### INGRESS & EGRESS

- Complimentary Exhibit Hall move-in/out time is computed on a one-for-one basis with show days for a maximum of three (3) days, subject to availability. After three (3) days, the rate is one-half the daily rental fee for exhibit hall per day.
- Ballroom move-in/out time is computed at half the daily rental fee for ballroom per day, subject to availability (no 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 within thirty (30) days of the first move-in day or event day, whichever comes first.
- OCC Rules & Regulations apply to all space used.
- Licensee shall provide a minimum of \$1 million comprehensive general liability insurance to cover the licensed period.

#### FOOD AND BEVERAGE

- All catering and concession needs are provided exclusively by Fine Host Corporation. Licensee cannot use any other food providers for their event requirements. No outside food is permitted on the premises.
- A separate catering contract and deposit for food and beverage service shall be payable to Fine Host Corporation.

#### EXCLUSIVE SERVICES

- OCC exclusively provides Business Center, Electrical, Telephone and all other utilities, Food and Beverage (catering and concessions), Security/Medical Specialist and Ticketing services at the prevailing rates for licensees, exhibitors and attendees who may utilize these services.

#### PARKING

- On-site parking is available on a first-come, first-serve basis at the prevailing rate per space with no "in and out" privileges.

Oregon Convention Center  
P.O. Box 12210, Portland, OR 97212  
777 N.E. Martin Luther King Jr. Blvd., Portland, OR 97232  
PH: (503) 235-7575 (800) 791-2250 FX: (503) 235-7417



METRO FAIR COMMISSION  
OREGON CONVENTION CENTER

## Rate Schedule 2 Conventions with Exhibits and Trade Shows

Effective July 1, 2000 through June 30, 2001

Exhibit/Hall	Gross Square Feet	Net Square Foot Rental Per day	Minimum Daily Rental	Daily Move-in/out Rental
A, A1 or B	30,000 per hall	17¢	\$1,900	\$950
A-A1, A1-B or C	60,000	17¢	\$3,800	\$1,900
A-A1-B or B-C	90,000	17¢	\$5,700	\$2,850
A1-B-C	120,000	17¢	\$7,600	\$3,800
A-A1-B-C	150,000 Total Exhibit Space	17¢	\$9,500	\$4,750
Ballroom 201 through 204	Gross Square Feet	Net Square Foot Rental per Day	Daily Rental	Daily Move-in/out Rental
One (1) Section	6,300	n/a	\$950	\$462.50
Two (2) Sections	12,600	n/a	\$1,900	\$950
Three (3) Sections	18,900	n/a	\$2,850	\$1,425
Four (4) Sections	25,200 Total Ballroom Space	n/a	\$3,800	\$1,900

### NET SQUARE FEET

- Net square feet is defined as total display area less aisle space and food service areas. Aisle space shall be a minimum of ten (10) feet in width with floor plans approved by the Fire Marshal. When the OCC Food & Beverage Department is permitted by the convention or trade show to provide an area for food service within the gross exhibit floor area, the space so used will not be computed as part of the square footage occupied by Licensee.

### RENTAL RATES

- The stated rental rates are based on a minimum daily charge for each exhibit hall of seventeen cents (\$.17) per net square foot, whichever is greater, per day.
- Ballroom space used as an exhibit area shall be charged at the daily ballroom rate.

### EXHIBIT HALL AND BALLROOM

- Exhibit Hall and Ballroom space shall be assigned by OCC.
- A one time room set shall be provided complimentary for the run of show as specified in the License Agreement. Any changes to the initial room sets will be subject to the prevailing labor rates. 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.
- Any exhibit/trade show set-up, labor or equipment (i.e. drayage, tables, chairs, etc.) needed for show shall be the responsibility of the Licensee to contract with decorator independently.
- Exhibit Hall and Ballroom shall only be used for purposes directly related to the licensed event.
- Exhibit Hall and Ballroom shall not be assigned nor sublet to sponsors, affiliated groups or others.

(over)

#### EXHIBIT HALL SERVICES AND FACILITIES INCLUDED IN HALL RENTAL

- Registration space (pre-function area) shall be provided to the Licensee at no additional charge based upon availability.
- Show Office shall be provided to Licensee at no additional charge based upon availability.
- The in-house public address system is complimentary with one (1) standard microphone and lectern available 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/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
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#### BALLROOM SERVICES AND FACILITIES INCLUDED IN BALLROOM RENTAL

- The in-house public address system is complimentary with one (1) standard microphone and lectern available upon request and within the limits and availability of OCC inventory.
- Skirted stage (12'x16' variable heights) with necessary tables and chairs.
- House lighting, ventilation, heat/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.

#### INGRESS & EGRESS

- Complimentary Exhibit Hall move-in/out time is computed on a one-for-one basis with show days for a maximum of three (3) days, subject to availability. After three (3) days, the rate is one-half the daily rental fee for exhibit hall per day.
- Ballroom move-in/out time is computed at half the daily rental fee for ballroom per day, subject to availability (no complimentary days).

#### EVENT REQUIREMENTS AND STAFFING

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- A late fee may be imposed if Licensee does not submit all event information and requirements to OCC within thirty (30) days of the first move-in day or event day, whichever comes first.
- OCC Rules & Regulations apply to all space licensed for each area contracted.
- Licensee shall provide a minimum of \$1 million comprehensive general liability insurance to cover the licensed period.

#### FOOD AND BEVERAGE

- All catering and concession needs are provided exclusively by Fine Host Corporation. Licensee cannot use any other food providers for their event requirements. No outside food is permitted on the premises.
- A separate catering contract and deposit for food and beverage service shall be payable to Fine Host Corporation.

#### EXCLUSIVE SERVICES

- OCC exclusively provides Business Center, Electrical, Telephone and all other utilities, Food and Beverage (catering and concessions), Security/Medical Specialist and Ticketing services at the prevailing rates for licensees, exhibitors and attendees who may utilize these services.

#### PARKING

- On-site parking is available on a first-come, first-serve basis at the prevailing rate per space with no "in and out" privileges.

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METRO FAIR COMMISSION  
OREGON CONVENTION CENTER

## Rate Schedule 2 Conventions with Exhibits and Trade Shows

Effective July 1, 2002 through June 30, 2003

Exhibit Hall	Gross Square Feet	Net Square Foot Rental Per day	Minimum Daily Rental	Daily Move-in/out Rental
A, A1 or B	30,000 per hall	18¢	\$2,050	\$1,025
A-A1, A1-B or C	60,000	18¢	\$4,100	\$2,050
A-A1-B or B-C	90,000	18¢	\$6,150	\$3,075
A1-B-C	120,000	18¢	\$8,200	\$4,100
A-A1-B-C	150,000 Total Exhibit Space	18¢	\$10,250	\$5,125
Ballroom 201 through 204	Gross Square Feet	Net Square Foot Rental per Day	Daily Rental	Daily Move-in/out Rental
One (1) Section	6,300	n/a	\$1,025	\$512.50
Two (2) Sections	12,600	n/a	\$2,050	\$1,025
Three (3) Sections	18,900	n/a	\$3,075	\$1,537.50
Four (4) Sections	25,200 Total Ballroom Space	n/a	\$4,100	\$2,050

### NET SQUARE FEET

- Net square feet is defined as total display area less aisle space and food service areas. Aisle space shall be a minimum of ten (10) feet in width with floor plans approved by the Fire Marshal. When the OCC Food & Beverage Department is permitted by the convention or trade show to provide an area for food service within the gross exhibit floor area, the space so used will not be computed as part of the square footage occupied by Licensee.

### RENTAL RATES

- The stated rental rates are based on a minimum daily charge for each exhibit hall of seventeen cents (\$.18) per net square foot, whichever is greater, per day.
- Ballroom space used as an exhibit area shall be charged at the daily ballroom rate.

### EXHIBIT HALL AND BALLROOM

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METRO AIR COMMISSION  
OREGON CONVENTION CENTER

## Rate Schedule 4 Consumer Trade & Public Shows

Effective July 1, 1999 through June 30, 2000

Exhibit Hall	Gross Square Feet	Minimum Daily Rental	Daily Move-in/out Rental
A, A1 or B	30,000 per hall	\$2,100 vs 15% gross ticket sales	\$1,050
A-A1, A1-B or C	60,000	\$4,200 vs 15% gross ticket sales	\$2,100
A-A1-B or B-C	90,000	\$6,300 vs 15% gross ticket sales	\$3,150
A1-B-C	120,000	\$8,400 vs 15% gross ticket sales	\$4,200
A-A1-B-C	150,000 Total Exhibit Space	\$10,500 vs 15% gross ticket sales	\$5,250
Ballroom 201 through 204	Gross Square Feet	Daily Rental	Daily Move-in/out Rental
One (1) Section	6,300	\$1,000	\$500
Two (2) Sections	12,600	\$2,000	\$1,000
Three (3) Sections	18,900	\$3,000	\$1,500
Four (4) Sections	25,200 Total Ballroom Space	\$4,000	\$2,000

### RENTAL RATE

- The stated rental rates are based on a minimum daily charge for each exhibit hall and ballroom or fifteen percent (15%) of gross box office receipts after applicable taxes or ticket charges, whichever is greater, per day.
- All ticketed events shall use OCC Box Office and authorized ticket agent only.
- All seated public events are subject to a user's fee charge for each admission or ticket sold.
- Please refer to Ticket/Box Office Policies for ticket information.

### EXHIBIT HALL AND BALLROOM

- Exhibit Hall and Ballroom space shall be assigned by OCC.
- A one time room set shall be provided complimentary for the run of show as specified in the License Agreement. Any changes to the initial room sets will be subject to the prevailing labor rates. 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.
- Any exhibit/trade show set-up, labor or equipment (i.e. drayage, tables, chairs, etc.) needed for show shall be the responsibility of the Licensee to contract with decorator independently.
- Exhibit Hall and Ballroom shall only be used for purposes directly related to the licensed event.
- Exhibit Hall and Ballroom shall not be assigned nor sublet to sponsors, affiliated groups or others.

(over)

#### EXHIBIT HALL SERVICES AND FACILITIES INCLUDED IN HALL RENTAL

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- Show Office shall be provided to Licensee at no additional charge based upon availability.
- The in-house public address system is complimentary with one (1) standard microphone and lectern available 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/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Meeting room space, if not used for exhibits, shall be provided at no charge based upon availability and will be directly proportionate to the amount of exhibit hall space rented. Space provided will not exceed six (6) rooms per 30,000 sq. ft. and will be equivalent to the number of exhibit show days. Complimentary rooms shall be allocated by OCC and will not include ballroom space. Any additional meeting space utilized shall be charged at the daily prevailing rate.

#### BALLROOM SERVICES AND FACILITIES INCLUDED IN BALLROOM RENTAL

- The in-house public address system is complimentary with one (1) standard microphone and lectern available upon request and within the limits and availability of OCC inventory.
- Skirted stage (12'x16' variable heights) with necessary tables and chairs.
- House lighting, ventilation, heat/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.

#### INGRESS & EGRESS

- Complimentary Exhibit Hall move-in/out time is computed on a one-for-one basis with show days for a maximum of three (3) days, subject to availability. After three (3) days, the rate is one-half the daily rental fee for exhibit hall per day.
- Ballroom move-in/out time is computed at half the daily rental fee for ballroom per day, subject to availability (no complimentary days).

#### EVENT REQUIREMENTS AND STAFFING

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- Licensee shall provide a minimum of \$1 million comprehensive general liability insurance to cover the licensed period.

#### FOOD AND BEVERAGE

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METRO FAIR COMMISSION  
OREGON CONVENTION CENTER

## Rate Schedule 4 Consumer Trade & Public Shows

Effective July 1, 2000 through June 30, 2001

Exhibit Hall	Gross Square Feet	Minimum Daily Rental	Daily Move-in/out Rental
A, A1 or B	30,000 per hall	\$2,100 vs 15% gross ticket sales	\$1,050
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A-A1-B-C	150,000 Total Exhibit Space	\$10,500 vs 15% gross ticket sales	\$5,250
Ballroom 201 through 204	Gross Square Feet	Daily Rental	Daily Move-in/out Rental
One (1) Section	6,300	\$1,000	\$500
Two (2) Sections	12,600	\$2,000	\$1,000
Three (3) Sections	18,900	\$3,000	\$1,500
Four (4) Sections	25,200 Total Ballroom Space	\$4,000	\$2,000

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- The in-house public address system is complimentary with one (1) standard microphone and lectern available upon request and within the limits and availability of OCC inventory.
- Skirted stage (12'x16' variable heights) with necessary tables and chairs.
- House lighting, ventilation, heat/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.

#### INGRESS & EGRESS

- Complimentary Exhibit Hall move-in/out time is computed on a one-for-one basis with show days for a maximum of three (3) days, subject to availability. After three (3) days, the rate is one-half the daily rental fee for exhibit hall per day.
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#### 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 within thirty (30) days of the first move-in day or event day, whichever comes first.
- OCC Rules & Regulations apply to all space used.
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#### FOOD AND BEVERAGE

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#### EXCLUSIVE SERVICES

- OCC exclusively provides Business Center, Electrical, Telephone and all other utilities, Food and Beverage (catering and concessions), Security/Medical Specialist and Ticketing services at the prevailing rates for licensees, exhibitors and attendees who may utilize these services.

#### PARKING

- On-site parking is available on a first-come, first-serve basis at the prevailing rate per space with no "in and out" privileges.

Oregon Convention Center  
P.O. Box 12210, Portland, OR 97212  
277 N.E. Martin Luther King Jr. Blvd., Portland, OR 97232  
Portland, OR 97212  
PH: (503) 235-7575 (800) 791-2250 FX: (503) 235-7417



## Rate Schedule 4 Consumer Trade & Public Shows

Effective July 1, 2001 through June 30, 2002

Exhibit Hall	Gross Square Feet	Minimum Daily Rental	Daily Move-in/out Rental
A, A1 or B	30,000 per hall	\$2,200 vs 15% gross ticket sales	\$1,100
A-A1, A1-B or C	60,000	\$4,400 vs 15% gross ticket sales	\$2,200
A-A1-B or B-C	90,000	\$6,600 vs 15% gross ticket sales	\$3,300
A1-B-C	120,000	\$8,800 vs 15% gross ticket sales	\$4,400
A-A1-B-C	150,000 Total Exhibit Space	\$11,000 vs 15% gross ticket sales	\$5,500
Ballroom 201 through 204	Gross Square Feet	Daily Rental	Daily Move-in/out Rental
One (1) Section	6,300	\$1,100	\$550
Two (2) Sections	12,600	\$2,200	\$1,100
Three (3) Sections	18,900	\$3,300	\$1,650
Four (4) Sections	25,200 Total Ballroom Space	\$4,400	\$2,200

### RENTAL RATE

- The stated rental rates are based on a minimum daily charge for each exhibit hall and ballroom or fifteen percent (15%) of gross box office receipts after applicable taxes or ticket charges, whichever is greater, per day.
- All ticketed events shall use OCC Box Office and authorized ticket agent only.
- All seated public events are subject to a user's fee charge for each admission or ticket sold.
- Please refer to Ticket/Box Office Policies for ticket information.

### EXHIBIT HALL AND BALLROOM

- Exhibit Hall and Ballroom space shall be assigned by OCC.
- A one time room set shall be provided complimentary for the run of show as specified in the License Agreement. Any changes to the initial room sets will be subject to the prevailing labor rates. 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, AV labor, security, admission staff, etc.) shall be charged to the Licensee at the prevailing rate.
- Any exhibit/trade show set-up, labor or equipment (i.e. drayage, tables, chairs, etc.) needed for show shall be the responsibility of the Licensee to contract with decorator independently.
- Exhibit Hall and Ballroom shall only be used for purposes directly related to the licensed event.
- Exhibit Hall and Ballroom shall not be assigned nor sublet to sponsors, affiliated groups or others.

(over)

#### EXHIBIT HALL SERVICES AND FACILITIES INCLUDED IN HALL RENTAL

- Registration space (pre-function area) shall be provided to the Licensee at no additional charge based upon availability.
- Show Office shall be provided to Licensee at no additional charge based upon availability.
- The in-house public address system is complimentary with one (1) standard microphone and lectern available 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/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Meeting room space, if not used for exhibits, shall be provided at no charge based upon availability and will be directly proportionate to the amount of exhibit hall space rented. Space provided will not exceed six (6) rooms per 30,000 sq. ft. and will be equivalent to the number of exhibit show days. Complimentary rooms shall be allocated by OCC and will not include ballroom space. Any additional meeting space utilized shall be charged at the daily prevailing rate.

#### BALLROOM SERVICES AND FACILITIES INCLUDED IN BALLROOM RENTAL

- The in-house public address system is complimentary with one (1) standard microphone and lectern available upon request and within the limits and availability of OCC inventory.
- Skirted stage (12'x16' variable heights) with necessary tables and chairs.
- House lighting, ventilation, heat/air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.

#### INGRESS & EGRESS

- Complimentary Exhibit Hall move-in/out time is computed on a one-for-one basis with show days for a maximum of three (3) days, subject to availability. After three (3) days, the rate is one-half the daily rental fee for exhibit hall per day.
- Ballroom move-in/out time is computed at half the daily rental fee for ballroom per day, subject to availability (no 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 within thirty (30) days of the first move-in day or event day, whichever comes first.
- OCC Rules & Regulations apply to all space used.
- Licensee shall provide a minimum of \$1 million comprehensive general liability insurance to cover the licensed period.

#### FOOD AND BEVERAGE

- All catering and concession needs are provided exclusively by Fine Host Corporation. Licensee cannot use any other food providers for their event requirements. No outside food is permitted on the premises.
- A separate catering contract and deposit for food and beverage service shall be payable to Fine Host Corporation.

#### EXCLUSIVE SERVICES

- OCC exclusively provides Business Center, Electrical, Telephone and all other utilities, Food and Beverage (catering and concessions), Security/Medical Specialist and Ticketing services at the prevailing rates for licensees, exhibitors and attendees who may utilize these services.

#### PARKING

- On-site parking is available on a first-come, first-serve basis at the prevailing rate per space with no "in and out" privileges.



METRO CENTER COMMISSION  
OREGON CONVENTION CENTER

# Rate Schedule 6 Meeting Rooms

Effective July 1, 1999 through June 30, 2000

A Series Meeting Rooms	C Series Meeting Rooms	Daily Rental	Square Footage	Theater Style	Classroom Style	Banquet Style	Hollow Square
A101	C128	\$75	263	20	17	10	n/a
A102	C127	\$75	165	15	8	10	n/a
A103	C126	\$125	621	41	32	30	24
A104	C125	\$150	756	56	40	40	30
A103 -104	C125 -126	\$275	1,377	110	70	70	48
A105	C124	\$375	1,874	171	104	90	60
A106	C123	\$425	2,231	221	128	120	66
A105 -106	C123 -124	\$800	4,105	457	241	240	106
A107	C122	\$150	826	82	51	40	34
A108	C121	\$150	737	82	48	40	34
A107-108	C121-122	\$300	1,563	150	84	90	52
A109	C120	\$150	783	82	44	40	34
A108 -109	C120 -121	\$300	1,520	150	80	90	52
A107-109	C120 -C122	\$450	2,346	238	132	150	74
A Series Total Rental: \$1,675 per day C Series Total Rental: \$1,675 per day		The above listed capacities are approximate. Please contact Event Services for more information. Staging and A/V requests may reduce these capacities. Meeting Room ceiling height is 18' except for rooms A101-102 & C127-128 (9'2").					

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

## MEETING ROOMS

- Meeting Room shall be assigned by OCC.
- A one time room set shall be provided complimentary for the run of show as specified in the License Agreement. Any changes to the initial room sets will be subject to the prevailing labor rates. 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.
- Meeting Room shall only be used for purposes directly related to the licensed event.
- Meeting Room shall not be assigned nor sublet to others.

## MEETING ROOM SERVICES AND FACILITIES INCLUDED IN MEETING ROOM RENTAL

- 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. An adequate level of lighting and comfort will be maintained during move-in/out hours.

## 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).

## FOOD AND BEVERAGE

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

(over)

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B Series Meeting Rooms	Daily Rental	Square Footage	Theater Style	Classroom Style	Banquet Style	Reception	Hollow Square
B110	\$150	783	77	44	40	112	34
B111	\$150	737	70	44	40	105	34
B110 - 111	\$300	1,520	150	80	90	217	52
B112	\$175	937	93	50	50	134	34
B111 - 112	\$325	1,674	165	96	100	239	56
B110 - 112	\$475	2,457	270	132	150	351	74
B113	\$325	1,665	160	105	90	238	58
B114	\$225	1,170	140	76	60	167	46
B113 - 114	\$550	2,835	336	170	150	405	84
B115	\$225	1,170	140	76	60	167	46
B114 - 115	\$450	2,340	240	140	120	334	70
B113 - 115	\$775	4,005	460	240	210	572	110
B116	\$325	1,665	160	105	90	238	58
B115 - 116	\$550	2,835	336	170	150	405	84
B114 - 116	\$775	4,005	460	240	210	572	110
B113 - 116	\$1,100	5,670	680	352	300	810	148
B117	\$175	937	93	50	50	134	34
B118	\$150	737	70	44	40	105	34
B117 - 118	\$325	1,674	165	96	100	239	56
B119	\$150	783	77	44	40	112	34
B118 - 119	\$300	1,520	150	80	90	217	52
B117 - 119	\$475	2,457	270	132	150	351	74
B Series Total Rental: \$2,050	The above listed capacities are approximate. Please contact Event Services for more information. Staging and Audio/Visual requirements may reduce these capacities. Meeting Room ceiling height is 18'.						



METRO FAIR COMMISSION  
OREGON CONVENTION CENTER

## Rate Schedule 6 Meeting Rooms

Effective July 1, 2000 through June 30, 2001

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METRO CENTER COMMISSION  
OREGON CONVENTION CENTER

# Rate Schedule 6 Meeting Rooms

Effective July 1, 2001 through June 30, 2002

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### INGRESS & EGRESS

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### FOOD AND BEVERAGE

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(over)

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B Series Total Rental: \$2,050		The above listed capacities are approximate. Please contact Event Services for more information. Staging and Audio/Visual requirements may reduce these capacities. Meeting Room ceiling height is 18'.					

## MERC Staff Report

**Agenda Item/Issues:** Approving new Oregon Convention Center rental rates for the years 1999-2000, 2000-2001 and 2001-2002.

**Resolution No.:** 98-11

**Date:** March 11, 1998

**Presented By:** Jeffrey A., Blosser

**Background Analysis:** About three years ago the MERC Commission passed rental rates at the Oregon Convention Center for three years, 1996-1997, 1997-1998 & 1998-99, to help the staff contract for future business. Many convention clients and POVA were requesting rates this far in advance so POVA could sell and guarantee rates and clients could better budget for their event costs. Staff has done some research to compare our rental rates for exhibit halls, ballroom and meeting space with competing centers and local hotels (see attached).

Proposed increases are as follows:

### Exhibit Halls - Conventions & Trade Show

1999-2000 - Increases of \$100 per 30,000 sq. ft. hall and 1 cent net sq. footage.

2000-2001 - An increase of \$100 per 30,000 sq. ft. hall

2001-2002 - An increase of 1 cent in net sq. footage - flat rate remains.

### Exhibit Halls - Consumer Shows

1999-2000 - An increase of \$100 per 30,000 sq. ft. hall

2000-2001 - Rental remains the same as 1999-2000

2001-2002 - An increase of \$100 per 30,000 sq. ft. hall

No change in the percentage of ticket sales - will remain at 15%

### Ballroom: Convention/Trade Shows

1999-2000 - An increase of \$50 per room

2000-2001 - An increase of \$50 per room

2001-2002 - Rental remains the same as 2000-2001

### Consumer Show

1999-2000 - An increase of \$100 per room

2000-2001 - Rental remains the same as 1999-2000

2001-2002 - An increase of \$100 per room

All net square footage rates applicable and gross sales percentages are the same as exhibit hall rates for shows falling into the appropriate categories.

Meeting Rooms

1999-2000 - An increase of \$25 per room

2000-2001 - Rental remains the same as 1999-2000

2001-2002 - Rental remains the same as 1999-2000

All rental rates for consideration are attached.

**Fiscal Impact:** These increases represent an overall addition of about 12% over the three year period in each category or about 4% per year. Staff would anticipate an increase in rental revenue to correspond with the annual increases in each particular event category. These rental rates were discussed with the OCC Advisory Committee in February and they have approved the increases in keeping step with costs and the competition.

**Recommendation:** Staff recommends the approval of the Oregon Convention Center rental rates for fiscal years 1999-2000, 2000-2001, and 2001-2002, per Exhibit A of Resolution 98-11.

Convention Center Rate Comparison  
1998-1999 Rates

	OCC	OCC	Wisconsin	San Jose	Washington State	Salt Lake City
	Convention/Consumer 1997/1998 rates	Convention/Consumer 1998/1999 rates	Convention/Consumer 1998/1999 rates	Convention/Consumer 1998 rates	Convention/Consumer 1998/1999 rates	Convention 1997/1998 rates
Exhibit Hall	\$1,600/\$1,900 (30,000 sq. ft.)	\$1,700/\$2,000 (30,000 sq. ft.)	\$4,300/\$4,300 (31,005 sq. ft.)	\$4,950/\$4,950 (43,000 sq. ft.)	*\$2,000/\$2,400/\$2,800 (22,000 sq. ft.)	\$4,200 (48,600 sq. ft.)
Ballroom	\$3,200/\$3,600 (25,000 sq. ft.)	\$3,400/\$3,600 (25,000 sq. ft.)	\$13,800/\$22,600 (25,098 sq. ft.)	\$5,000/\$5,000 (22,000 sq. ft.)	*standard/executive *\$2,100/\$2,525/\$3,950 (21,334 sq. ft.)	\$5,000 (36,000 sq. ft.)
Meeting Room	\$950 (5,600 sq. ft.)	\$950 (5,600 sq. ft.)	\$880/\$4,155 (5,192 sq. ft.)	\$1,000 (4,500 sq. ft.)	*\$510/\$615/\$970 (5,230 sq. ft.)	\$925 (6,080 sq. ft.)
Meeting Room	\$625 (4,100 sq. ft.)	\$625 (4,100 sq. ft.)	\$760/\$3,590 (4,485 sq. ft.)	\$1,000 (4,300 sq. ft.)	*\$390/\$470/\$740 (4,000 sq. ft.)	\$600 (4,200 sq. ft.)
Meeting Room	\$150 (800 sq. ft.)	\$150 (800 sq. ft.)	\$140/\$660 (825 sq. ft.)	\$175 (750 sq. ft.)	*\$75/\$90/\$140 (810 sq. ft.)	\$200 (980 sq. ft.)

OCC TO LOCAL AREA HOTEL RATE COMPARISON

	OCC	Hilton Hotel	Marriott Hotel	Doubletree Downtown	Embassy Suites	Governor Hotel	Holiday Inn	Doubletree Lloyd Center
	1998/1999 rates	1998/1999 rates	1998 rates	1998/1999 rates	1997/1998 rates	1998 rates	1998 rates	1998 rates
Exhibit Hall	\$1,700/\$2,000 (30,000 sq. ft.)		\$1,500 (15,550 sq. ft.)					
Ballroom	\$3,400/\$3,600 (25,000 sq. ft.)	\$2,800 (12,155 sq. ft.)	\$2,500 (14,000 sq. ft.)	\$1,400 (6,000 sq. ft.)	\$1,000 (2,537 sq. ft.)	\$1,500 (5,214 sq. ft.)	\$1,100 (3,800 sq. ft.)	\$1,400 (9,000 sq. ft.)
Meeting Room	\$625 (4,100 sq. ft.)		\$1,000 (4,000 sq. ft.)					