

# OREGON

Oregon  
Convention  
Center

Living  
Our

# GO



# RENTAL RATES

July 2023 – 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.

**OREGON**

Oregon  
Convention  
Center



<b>Exhibit Halls</b>	<b>4</b>
<b>Ballrooms</b>	<b>5</b>
<b>Meeting Rooms</b>	<b>6</b>
A Series	6
B Series	7
C Series	8
D Series	9
E Series	10
F Series	11
G Series	12
<b>Public Areas and Ancillary Spaces</b>	<b>13</b>
<b>Supplemental Information</b>	<b>14</b>

EXHIBIT HALLS	GROSS SQUARE FEET	MINIMUM DAILY RENTAL	DAILY MOVE-IN/OUT RENTAL
A, B, or E	30,000	\$4,780	\$2,390
A and A1, or A1 and B	60,000	\$9,560	\$4,780
C or D	61,000	\$9,740	\$4,870
A, A1, and B	90,000	\$14,340	\$7,170
B and C, or D and E	93,000	\$14,850	\$7,425
A1, B, and C	124,000	\$19,800	\$9,900
C and D	130,000	\$20,730	\$10,365
A, A1, B, and C	155,000	\$24,700	\$12,350
B, C, and D, or C, D, and E	162,000	\$25,850	\$12,925
B, C, D, and E, or A1, B, C, and D	195,000	\$31,020	\$15,510
A, A1, B, C, and D	222,000	\$35,420	\$17,710
A1, B, C, D, and E	225,000	\$35,420	\$17,710
A, A1, B, C, D, and E	255,000	\$40,590	\$20,295

## RENTAL RATES

- An exhibit hall set-up fee shall be charged for non-food functions in the exhibit hall including but not limited to general session sets, theater sets, and classroom sets that require chair and table setup and removal.
- 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 three (3) rooms per 30,000 square foot and will be equivalent to the number of exhibit show days. Complimentary rooms shall be allocated by OCC and will not include ballroom space.
- Complimentary exhibit hall move-in/out time is computed on a one-for-one basis with show days for a maximum of two (2) days, subject to availability. After two (2) days, the rate is one-half the daily rental fee for exhibit hall per day.

## SERVICES INCLUDED

- Space in the pre-function area, to be used for registration purposes only, shall be provided to the Licensee at no additional charge based upon availability and assigned by OCC.
- The in-house public address system (in hall only) is complimentary with one (1) standard wired microphone available upon request and within the limits and availability of OCC inventory.
- Skirted stage (32' x 16' x variable heights per 30,000 square foot) with necessary tables and chairs, within the limits and availability of OCC inventory.
- 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.

OREGON BALLROOM			
SECTIONS 201 THRU 204	GROSS SQUARE FEET	DAILY RENTAL	DAILY MOVE-IN/OUT RENTAL
201, 202, 203, or 204	6,300	\$2,480	\$1,240
201 and 202, or 202 and 203, or 203 and 204	12,600	\$4,960	\$2,480
201, 202, and 203, or 202, 203, and 204	18,900	\$7,440	\$3,720
201, 202, 203, and 204	25,200	\$9,920	\$4,960
PORTLAND BALLROOM			
SECTIONS 251 THRU 258	GROSS SQUARE FEET	DAILY RENTAL	DAILY MOVE-IN/OUT RENTAL
251 or 256	4,000	\$1,620	\$810
253, 254, 257, or 258	4,200	\$1,680	\$840
252 or 255	4,700	\$1,780	\$890
251 and 258, or 256 and 257	8,200	\$3,300	\$1,650
253 and 254, or 253 and 258, or 254 and 257	8,400	\$3,360	\$1,680
251 and 252, or 255 and 256	8,700	\$3,400	\$1,700
252 and 253, or 254 and 255	8,900	\$3,460	\$1,730
251, 257, and 258, or 256, 257, and 258	12,400	\$4,980	\$2,490
252, 253, and 254, or 253, 254, and 255	13,100	\$5,140	\$2,570
251, 256, 257, and 258	16,400	\$6,600	\$3,300
253, 254, 257, and 258	16,800	\$6,720	\$3,360
251, 252, 253, and 258, or 254, 255, 256, and 257	17,100	\$6,760	\$3,380
252, 253, 254, and 255	17,800	\$6,920	\$3,460
251, 252, 253, 254, 257, and 258	25,500	\$10,120	\$5,060
253, 254, 255, 256, 257, and 258	25,500	\$10,120	\$5,060
251, 252, 253, 254, 255, 256, 257, and 258	34,200	\$13,520	\$6,760

## SERVICES INCLUDED

- Skirted stage (12' x 16') variable heights per ballroom section) with necessary tables and chairs, within the limits and availability of OCC inventory.
- House lighting, ventilation, heat and/or air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Skirted and clothed registration tables with one complimentary electrical service, and one basic Wi-Fi user account that provides internet access for up to four computers at any given time, if requested, are provided for your registration area.

ROOM NUMBER	DAILY RENTAL	SQUARE FOOTAGE	THEATER STYLE CAPACITY	CLASSROOM STYLE CAPACITY	BANQUET STYLE CAPACITY	HOLLOW SQUARE CAPACITY
A101	\$110	263	20	15	10	n/a
A102	\$110	165	15	8	10	n/a
A103	\$290	621	60	30	30	24
A104	\$350	756	70	40	40	30
A105	\$871	1,874	170	100	90	60
A106	\$1,040	2,231	220	125	120	66
A107	\$387	826	85	50	40	34
A108	\$350	737	80	40	40	34
A109	\$363	783	80	40	40	34
A103 and 104	\$640	1,377	110	65	70	48
A105 and 106	\$1,911	4,105	460	255	240	106
A107 and 108	\$737	1,563	150	70	90	52
A107, 108, and 109	\$1,100	2,346	240	120	150	74
A108 and 109	\$713	1,520	150	70	90	52
<b>All A Series Rooms</b>	<b>\$3,871</b>	-	-	-	-	-

## NOTE

- The above listed capacities are approximate. Staging and audiovisual requests may reduce these capacities. Please contact event services for more information.
- Meeting room ceiling height is 18 feet, except for rooms A101 and A102 which are 9 feet and 2 inches tall.

## SERVICES INCLUDED

- Tables and chairs, within the limits and availability of OCC inventory.
- House lighting, ventilation, heat and/or air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Skirted and clothed registration tables with one complimentary electrical service, and one basic Wi-Fi user account that provides internet access for up to four computers at any given time, if requested, are provided for your registration area.

ROOM NUMBER	DAILY RENTAL	SQUARE FOOTAGE	THEATER STYLE CAPACITY	CLASSROOM STYLE CAPACITY	BANQUET STYLE CAPACITY	HOLLOW SQUARE CAPACITY
B110	\$363	783	80	40	40	34
B111	\$350	737	70	40	40	34
B112	\$435	937	105	50	50	34
B113	\$774	1,665	170	100	90	58
B114	\$495	1,170	140	75	60	46
B115	\$544	1,170	140	75	60	46
B116	\$774	1,665	170	100	90	58
B117	\$435	937	105	50	50	34
B118	\$350	737	70	40	40	34
B119	\$363	783	80	40	40	34
B110 and 111	\$713	1,520	150	70	90	52
B110, 111, and 112	\$1,148	2,457	270	130	150	74
B111 and 112	\$785	1,674	165	80	100	56
B113 and 114	\$1,318	2,835	340	160	150	84
B113, 114, and 115	\$1,862	4,005	480	240	210	110
B113, 114, 115, and 116	\$2,636	5,670	700	350	300	148
B114 and 115	\$1,088	2,340	260	140	120	70
B114, 115, and 116	\$1,862	4,005	480	240	210	110
B115 and 116	\$1,318	2,835	340	160	150	84
B117 and 118	\$785	1,674	165	80	100	56
B117, 118, and 119	\$1,148	2,457	270	130	150	74
B118 and 119	\$713	1,520	150	70	90	52
<b>All B Series Rooms</b>	<b>\$4,932</b>	-	-	-	-	-

## NOTE

- The above listed capacities are approximate. Staging and audiovisual requests may reduce these capacities. Please contact event services for more information.
- Meeting room ceiling height is 18 feet.

## SERVICES INCLUDED

- Tables and chairs, within the limits and availability of OCC inventory.
- House lighting, ventilation, heat and/or air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Skirted and clothed registration tables with one complimentary electrical service, and one basic Wi-Fi user account that provides internet access for up to four computers at any given time, if requested, are provided for your registration area.

ROOM NUMBER	DAILY RENTAL	SQUARE FOOTAGE	THEATER STYLE CAPACITY	CLASSROOM STYLE CAPACITY	BANQUET STYLE CAPACITY	HOLLOW SQUARE CAPACITY
C120	\$363	783	80	40	40	34
C121	\$350	737	80	40	40	34
C122	\$387	826	85	50	40	34
C123	\$1,040	2,231	220	125	120	66
C124	\$871	1,874	170	100	90	60
C125	\$350	756	70	40	40	30
C126	\$290	621	60	30	30	24
C127	\$110	165	15	8	10	n/a
C128	\$110	263	20	15	10	n/a
C120 and 121	\$713	1,520	150	70	90	52
C120, 121 and 122	\$1,100	2,346	240	120	150	74
C121 and 122	\$737	1,563	150	70	90	52
C123 and 124	\$1,911	4,105	460	255	240	106
C125 and 126	\$640	1,377	110	65	70	48
<b>All C Series Rooms</b>	<b>\$3,871</b>	-	-	-	-	-

## NOTE

- The above listed capacities are approximate. Staging and audiovisual requests may reduce these capacities. Please contact event services for more information.
- Meeting room ceiling height is 18 feet, except for rooms C127 and C128 which are 9 feet and 2 inches tall.

## SERVICES INCLUDED

- Tables and chairs, within the limits and availability of OCC inventory.
- House lighting, ventilation, heat and/or air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Skirted and clothed registration tables with one complimentary electrical service, and one basic Wi-Fi user account that provides internet access for up to four computers at any given time, if requested, are provided for your registration area.



ROOM NUMBER	DAILY RENTAL	SQUARE FOOTAGE	THEATER STYLE CAPACITY	CLASSROOM STYLE CAPACITY	BANQUET STYLE CAPACITY	HOLLOW SQUARE CAPACITY
D129	\$363	760	70	30	30	30
D130	\$484	950	90	40	40	40
D131	\$568	1,228	120	60	60	40
D132	\$484	1,010	100	50	50	34
D133	\$375	811	85	40	40	30
D134	\$290	647	65	30	30	24
D135	\$653	1,386	140	70	70	46
D136	\$847	1,818	190	95	90	46
D137	\$459	983	100	50	50	36
D138	\$459	940	100	45	50	36
D139	\$459	958	100	50	50	36
D140	\$375	814	85	40	40	30
D129 and 130	\$847	1,710	150	70	70	70
D131 and 132	\$1,052	2,238	235	110	110	52
D133 and 134	\$665	1,458	150	70	75	48
D135 and 136	\$1,500	3,204	330	165	160	80
D137 and 138	\$918	1,923	200	100	100	48
D137, 138, and 139	\$1,377	2,881	300	150	150	72
D137, 138, 139, and 140	\$1,752	3,695	380	190	190	92
D138 and 139	\$918	1,898	195	100	100	48
D138, 139, and 140	\$1,293	2,712	285	140	140	66
D139 and 140	\$834	1,772	180	90	90	46
<b>All D Series Rooms</b>	<b>\$5,816</b>	-	-	-	-	-

## NOTE

- The above listed capacities are approximate. Staging and audiovisual requests may reduce these capacities. Please contact event services for more information.
- Meeting room ceiling height is 18 feet.

## SERVICES INCLUDED

- Tables and chairs, within the limits and availability of OCC inventory.
- House lighting, ventilation, heat and/or air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Skirted and clothed registration tables with one complimentary electrical service, and one basic Wi-Fi user account that provides internet access for up to four computers at any given time, if requested, are provided for your registration area.

ROOM NUMBER	DAILY RENTAL	SQUARE FOOTAGE	THEATER STYLE CAPACITY	CLASSROOM STYLE CAPACITY	BANQUET STYLE CAPACITY	HOLLOW SQUARE CAPACITY
E141	\$556	1,212	125	60	60	40
E142	\$459	958	100	50	50	36
E143	\$459	940	100	45	50	36
E144	\$459	983	100	50	50	36
E145	\$847	1,818	190	95	90	46
E146	\$653	1,386	140	70	70	46
E147	\$290	647	65	30	30	24
E148	\$375	811	85	40	40	30
E141 and 142	\$1,015	2,170	225	110	110	54
E141, 142, and 143	\$1,474	3,110	325	160	160	76
E141, 142, 143, and 144	\$1,933	4,093	430	210	210	100
E142 and 143	\$918	1,898	195	100	100	48
E142, 143, and 144	\$1,377	2,881	300	150	150	72
E143 and 144	\$918	1,923	200	100	100	48
E145 and 146	\$1,500	3,204	330	165	160	80
E147 and 148	\$665	1,458	150	70	75	48
<b>All E Series Rooms</b>	<b>\$4,098</b>	-	-	-	-	-

## NOTE

- The above listed capacities are approximate. Staging and audiovisual requests may reduce these capacities. Please contact event services for more information.
- Meeting room ceiling height is 18 feet.

## SERVICES INCLUDED

- Tables and chairs, within the limits and availability of OCC inventory.
- House lighting, ventilation, heat and/or air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Skirted and clothed registration tables with one complimentary electrical service, and one basic Wi-Fi user account that provides internet access for up to four computers at any given time, if requested, are provided for your registration area.

ROOM NUMBER	DAILY RENTAL	SQUARE FOOTAGE	THEATER STYLE CAPACITY	CLASSROOM STYLE CAPACITY	BANQUET STYLE CAPACITY	HOLLOW SQUARE CAPACITY
F149	\$532	1,158	120	60	60	36
F150	\$883	1,875	195	100	90	46
F151	\$883	1,875	195	100	90	46
F152	\$532	1,158	120	60	60	36
F149 and 150	\$1,415	3,033	315	145	150	70
F149, 150, and 151	\$2,298	4,908	515	225	250	104
F149, 150, 151, and 152	\$2,830	6,066	630	315	310	120
F150 and 151	\$1,766	3,750	390	195	190	92
F150, 151, and 152	\$2,298	4,908	515	225	250	104
F151 and 152	\$1,415	3,033	315	145	150	70
<b>All F Series Rooms</b>	<b>\$2,830</b>	-	-	-	-	-

## NOTE

- The above listed capacities are approximate. Staging and audiovisual requests may reduce these capacities. Please contact event services for more information.
- Meeting room ceiling height is 18 feet.

## SERVICES INCLUDED

- Tables and chairs, within the limits and availability of OCC inventory.
- House lighting, ventilation, heat and/or air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Skirted and clothed registration tables with one complimentary electrical service, and one basic Wi-Fi user account that provides internet access for up to four computers at any given time, if requested, are provided for your registration area.

ROOM NUMBER	DAILY RENTAL	SQUARE FOOTAGE	THEATER STYLE CAPACITY	CLASSROOM STYLE CAPACITY	BANQUET STYLE CAPACITY	HOLLOW SQUARE CAPACITY
G129	\$330	760	70	30	30	30
G130	\$440	950	90	40	40	40
G131	\$517	1,228	120	60	60	40
G132	\$440	1,010	100	50	50	34
G129 and 130	\$770	1,710	150	70	70	70
G131 and 132	\$957	2,238	235	110	110	52
<b>All G Series Rooms</b>	<b>\$1,727</b>	-	-	-	-	-

## NOTE

- The above listed capacities are approximate. Staging and audiovisual requests may reduce these capacities. Please contact event services for more information.
- Meeting room ceiling height is 18 feet.

## SERVICES INCLUDED

- Tables and chairs, within the limits and availability of OCC inventory.
- House lighting, ventilation, heat and/or air conditioning is provided during show hours. An adequate level of lighting and comfort will be maintained during move-in/out hours.
- Skirted and clothed registration tables with one complimentary electrical service, and one basic Wi-Fi user account that provides internet access for up to four computers at any given time, if requested, are provided for your registration area.

# Public Areas and Ancillary Spaces

SPACES	GROSS SQUARE FEET	MINIMUM DAILY RENTAL
Oregon Ballroom Lobby	14,000	\$540
Portland Ballroom Lobby	16,336	\$640
MLK Lobby	11,500	\$450
Holladay Lobby	9,000	\$350
Ginkoberry Concourse	13,000	\$500
Holladay Suite (Living room, main meeting room, 2 VIP boardrooms, 7 private meeting rooms, and private restroom)	4,096	\$1,400
VIP Suite B	1,670	\$400
VIP Suite D	1,200	\$400
Skyview Terrace	7,000	\$700
Pre-Function A and C Lobbies	11,400	\$390
Pre-Function D Lobby	4,750	\$390
Pre-Function E Lobby	4,750	\$500
A or C Series Meeting Room Lobbies	1,940	\$220
B Meeting Room Lobby	3,840	\$350
D or E Series Meeting Room Lobbies	2,525	\$100
F Meeting Room Lobby	10,220	\$400
North Plaza (outside Oregon Ballroom Lobby)	22,000	\$1,000
Convention Center Plaza (across the street on MLK Blvd)	30,000	\$1,000
I-5 North Lot	60 Spaces	\$1,050
I-5 South Lot	60 Spaces	\$1,050
I-5 Exhibitor Lot	120 Spaces	\$2,100

## EXHIBIT HALLS, BALLROOMS, AND MEETING ROOMS

- Exhibit hall, ballroom, and meeting room space shall be assigned by OCC staff.
- A one-time room set shall be provided complimentary for the run of show in ballroom and meeting room space as specified in the license agreement. Any changes to the initial room set will be subject to a room turn fee. Event related equipment shall be provided within the limits and availability of OCC inventory and subject to additional charges.
- A one-time setup fee is charged in exhibit halls for non-food functions including but not limited to general session sets, theater sets, and class room sets that require chair and table setup and removal.
- Costs for requested changes, additional equipment, inventory outside of OCC, services and/or personnel (i.e. med tech, AV labor, admissions and box office staff, etc.) shall be charged to the Licensee at the prevailing rate.
- Electrical service charges will apply for any outside equipment utilized by Licensee.
- 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 independently with decorator.
- Exhibit halls, ballrooms, and meeting rooms shall only be used for purposes directly related to the licensed event.

## INGRESS AND EGRESS

- Complimentary exhibit hall move-in/out time is computed on a one-for-one basis with show days for a maximum of two (2) days, subject to availability. After two (2) 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).
- Meeting room move-in/out time is computed at the full daily rental fee for meeting room per day, subject to availability (no half-day or complimentary days).

## EVENT REQUIREMENTS AND STAFFING

- OCC shall provide all event-related staff at the Licensee's expense. All event requirements must be approved by OCC management at least 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 30 days of the first move-in day or event day, whichever comes first.
- Licensee shall provide a minimum of \$2 million comprehensive general liability insurance to cover the licensed period.
- Events department will provide up to two (2) CAD drawings at no charge. Additional drawings will be charged to the Licensee at the prevailing labor rate.

## FOOD AND BEVERAGE

- All catering and concession needs are provided exclusively by OCC's catering contractor. Licensee cannot use any other food providers for their event requirements. No outside food is permitted on the premises.
- In addition to the OCC License Agreement, a separate catering contract and deposit for food and beverage service is required 30 days in advance of the event.

## OREGON'S LIQUOR CONTROL COMMISSION

OCC's liquor license through the State of Oregon's Liquor Control Commission (OLCC) requires that five different "substantial food items" must be available whenever alcohol is being served. The OLCC defines "substantial food items" as "food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée." If Licensee requests bar service for any event, it must request a minimum food order that meets the standard of five "substantial food items".

## SECURITY SERVICES

Security required is the responsibility of the Licensee and shall only be contracted with OCC's approved list of security providers.

OCC's list of approved security providers can be found at [oregoncc.org/en/plan/event-services/approved-security-providers](https://oregoncc.org/en/plan/event-services/approved-security-providers) or by scanning the QR code.



## PARKING

- Parking is available on a first-come, first-serve basis at the prevailing rate per space with no "in and out" privileges.
- Licensee may rent the 1-5 parking lot based upon availability.



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UPDATED JUNE 2024

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