



Presented by  **LEUPOLD®**

**February 15 - 19, 2023**

**Portland Expo Center**

**Portland, Oregon**

## **EXHIBITOR MANUAL**

Briefly written to advise you of your rights, restrictions and requirements. Please read carefully and save for future reference.

**O'LOUGHLIN  
TRADE SHOWS**  
A DIVISION OF TO-RO ENTERPRISES, INC.

# 2023 PACIFIC NORTHWEST SPORTSMEN'S SHOW<sup>®</sup>

**February 15-19, 2023  
Portland Expo Center**

2060 North Marine Drive  
Portland, Oregon 97217

503-736-5200

## **Show Hours**

Wednesday, February 15<sup>th</sup> ..... 11:00 am to 8:00 pm

Thursday, February 16<sup>th</sup> ..... 11:00 am to 8:00 pm

Friday, February 17<sup>th</sup> ..... 11:00 am to 8:00 pm

Saturday, February 18<sup>th</sup> ..... 10:00 am to 8:00 pm

Sunday, February 19<sup>th</sup> ..... 10:00 am to 6:00 pm

Show Office: 503-736-5247

Produced by:

**O'LOUGHLIN TRADE SHOWS, INC.**

PO Box 80750

Portland, Oregon 97280-1750

Phone: 503-246-8291

Toll Free: 800-343-6973

Fax: 503-246-1066

[thesportshows.com](http://thesportshows.com)

# TABLE OF CONTENTS

<b>I. SHOW PREPARATION .....</b>	<b>1-2</b>
<b>Schedule</b>	
Final Payment	
Move-In	
Fork Lift Services	
Show Office	
Early Admittance	
<b>Ordering Show Services</b>	
Decorator	
Electrician	
Audio-Video	
Telephones	
Wi-Fi	
Host Hotels	
Exhibitor Insurance	
<b>II. EXHIBITOR PASSES, TICKETS .....</b>	<b>3</b>
<b>Exhibitor Credentials-Wrist-Bands &amp; Work Passes</b>	
<b>Organizations, Associations &amp; Non-Profits Will Call Form</b>	
<b>Be My Guest Tickets</b>	
<b>Will Call Instructions</b>	
<b>III. PARKING.....</b>	<b>4</b>
<b>IV. FLOOR PLAN .....</b>	<b>5</b>
<b>V. EXHIBITS.....</b>	<b>6-8</b>
<b>Exhibitor Specifications</b>	
Display Regulations	
Bulk Space	
Proper Aisle Flow	
Sound	
Signage	
Merchandise Sales	
Exhibitor Restock and Early Admittance	
Extension Cords	
Liquid & Gas Fueled Vehicles & Equipment	
Walls and Floors	
Pets/Children	

**VI. FACILITY.....8-10**

**Receipt of Exhibits**

- Advanced Shipments
- Direct Shipments
- Pallets
- Sweeping
- Smoking
- Liquor & Food
- Music
- Storage
- Souvenirs
- Security
- Liability
- Discharge of Waste
- First Aid
- Max Light Rail

**VII. MOVE-OUT..... 10**

- Fork Lift Services**
- Specifications**

**VIII. MAP..... 11**

**IX. LOCAL SERVICES ..... 12**

**X. FIRE MARSHAL REGULATIONS..... 13**

# SHOW PREPARATION Schedule

## **FINAL PAYMENT REMINDER – November 4<sup>th</sup>, 2022**

Final Payment was due on or before November 4<sup>th</sup>, 2022. Please make arrangements as soon as possible if your balance is outstanding. Your exhibitor credentials will not be given out until payment has been received in full and must be picked up at the show office during move-in.

## **MOVE-IN DAYS – Monday, February 13<sup>th</sup> & Tuesday, February 14<sup>th</sup>**

Move-in will be from Noon to 8:00 pm Monday, February 13<sup>th</sup> and from 8:00 am to 8:00 pm Tuesday, February 14<sup>th</sup>. **All exhibits must be in place no later than 8:00 pm on Tuesday, February 14<sup>th</sup>.** Vehicles will not be allowed in the building after that time. There will be no placing, moving, altering or dismantling of a display after 10:00 am on Wednesday, February 15<sup>th</sup>. If you cannot adhere to this schedule, please contact Show Management immediately.

If you have any display items that require special handling due to size, weight, etc., or have concerns that there will be problems during your move-in, please contact Show Management now. The show does not supply hand-trucks, dollies, brooms, or vacuums.

All boats must be completely drained outside. No boats are allowed in the building with water in them.

**NO VEHICLES with Studded Tires will be allowed in any of the Portland Expo Center Buildings  
NO EXCEPTIONS!!!! Please plan accordingly.**

## **Fork Lift Services**

**Attention:** O'Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies along with the Portland Expo Center requirements all fork lift service **must be contracted through the Show Decorator**. Please contact Fern Expositions at 503-228-6800 or visit their service desk located in the D Hall Lobby during move in.

## **Show Office**

The Show Office is located at the entrance of Hall D. The Show Office **will not page any individual or firm during public show hours. There are no office supplies, fax machine, copy machine, stationery, cleaning equipment, etc. available at the Show Office.** The Show Office hours are daily from 8:00 am until the closing hour of the show and the telephone number will be 503-736-5247 effective Monday, February 13<sup>th</sup>. The Show Office phone is for incoming calls only.

## **Early Admittance**

**Exhibitors are allowed into the buildings (1) hour prior to show time. If you need more than the (1) hour allotted time you must sign the early admittance list at the Show Office before closing the night before.** To enter the buildings before public show hours, come through the Exhibitor's Entrance located in Hall D lobby.

## Ordering Show Services

### DECORATOR

The Show decorator is Fern Exposition Event Services. To obtain information for rental of carpet, furniture, banner hanging, cleaning of displays and shipping you will need to contact Fern Exposition Event Services directly at 800-774-1251 Ext. 1 or [exhibitorservices@fernexpo.com](mailto:exhibitorservices@fernexpo.com). Fern will provide you a link to register with an online portal, allowing you to view, order and track all services offered to ensure a successful event.

### ELECTRICIAN

Each booth and bulk space is furnished with one (1) fused 120-volt duplex receptacle outlet of up to 5 amps capacity without charge. **For additional electrical requirements, contact Greg at Edlen at (503) 736-5260.** If not ordered in advance, by **January 25, 2023**, services and equipment will be subject to "floor order" rate. [Please click here to order.](#)

### AUDIO-VISUAL

For additional sound and visual equipment needs please contact Audio Visions Plus at 541-312-6464 or [Please click here to order.](#)

### TELEPHONE / PREMIUM INTERNET

The Expo Center will install individual business telephone lines if you desire. To inquire, please call 503-736-5200. Your order must be placed by **January 25, 2023**. Please advise the Show Office of your exhibit telephone number so we may forward any calls that come in for you. [Please click here to order.](#)

### Wi-Fi

The Expo Center offers free access to Wi-Fi. Please inquire at Show Office during move in for the password.

### HOST HOTELS

We recommend the following hotels because of their updated security measures:

#### **Oxford Suites**

12226 N Jantzen Dr  
Portland, Oregon 97217  
503-283-3030

#### **Courtyard by Marriott**

1231 N Anchor Way  
Portland, Oregon 97217  
503-735-1818

#### **Residence Inn**

1250 N Anchor Way  
Portland, Oregon 97217  
503-285-9888

#### **Fairfield Inn**

1200 N Anchor Way  
Portland, Oregon 97217  
503-286-6336

#### **The Portlander Inn**

10350 N Vancouver Way  
Portland, OR 97217  
503-283-1111

#### **Holiday Inn Portland-Columbia Riverfront**

909 N Hayden Island Dr  
Portland, OR 97217  
503-283-4466

More area hotels are listed in the back of the manual (see page 12). Please reference the Pacific NW Sportsmen's Show when making your reservation. Make your reservations **early**.

### EXHIBITOR INSURANCE

As per the Terms and Conditions section of the show contract (see item 18) each exhibitor shall secure and maintain Liability Insurance. Shahinian Insurance Services Inc., is pleased to offer discounted exhibitor liability coverage while participating in any of the O'Loughlin Sportsmen's Shows. This program is affordable and easy to purchase. To expedite coverage, please call Shahinian Insurance Inc., at 800-457-2231 or [click here to download the form.](#)

# EXHIBITOR PASSES, TICKETS

## Exhibitor Credentials – Wrist-Bands & Exhibitor Work Passes

Exhibitors will be provided Exhibitor Wrist Bands designed to wear around either wrist for the duration of the show and One-time Exhibitor Work Passes. The wrist band **must** be securely attached around the wrist in order for the gate attendant to allow you entry into show. **No Exceptions!** If wrist bands are used by persons other than those immediately connected with staffing of exhibits, those persons will be asked to leave.

The number of Exhibitor Wrist Bands and One-time Exhibitor Work Passes will be issued as follows: the first 10'x10' booth space will receive two (2) Exhibitor Wrist Bands and five (5) One-time Exhibitor Work Passes; one (1) additional wrist band for each additional 10'x10' of space will be issued thereafter. **The Wrist Bands and One-time Exhibitor Work Passes are valid for this show only!**

**Bulk, Outside and Larger space Exhibitors:** your sales representative will be contacting you to request the number of staff members working your exhibit space. The number of Exhibitor Wrist Bands and One-time Exhibitor Work Passes will be agreed upon at this time with your sales representative.

We **do not** mail Exhibitor Wrist Bands and Work Passes. Both forms of credentials must be picked up at the Show Office Monday, Tuesday or Wednesday during move-in hours. **Wrist Bands and One-time Exhibitor Work Passes will not be issued until exhibitor space is paid in full.**

**Please Note:** After 10:00 am opening day, February 15<sup>th</sup>, no more Exhibitor Wrist Bands or One-time Exhibitor Work Passes will be issued unless prior arrangements have been made ahead of your late arrival time. If you need additional passes you will have to purchase Guest Passes at the show office during show hours.

## Organizations, Associations and Non-Profits

A list of the staff working your booth **must** be broken down by day. **No more than 6 people per day!** ID will be required for entrance to the show at the Will Call booth located in the lobby of D Hall. This list must be submitted to the Show Office or to your sales rep during regular move-in hours **before** the opening day or mailed to our office prior to the show. Your sales representative will provide you a form that lists time slots for each of the show days. [Click here to download this form.](#)

## “Be My Guest” Tickets

You, the exhibitor, may purchase these discounted tickets for any interested customers who would like to return to your display to further discuss your products, services, etc. The tickets will be available at the Show Office all show days for **\$5.00 each**. **These tickets may be used at any of the 2023 O’Loughlin Sportsmen’s Shows – No Refunds.**

## Will Call Instructions

1. Wristbands, Passes, or Tickets must be placed in a sealed envelope. O’Loughlin Trade Shows has printed a New “Will Call” envelope available at the Show Office or use one(s) that you have furnished. No loose wristbands, passes or tickets will be accepted.
2. Each envelope is for a single pick-up and **all** contents will be given to the person requesting the envelope.
3. The person’s name **and** company who is to receive the wristbands, passes or tickets must be **printed** on the envelope.
4. No wristbands, passes or tickets will be held in the Show Office after move-in. You are entirely responsible for their distribution. The Show Management will not be responsible for wristbands, passes or tickets once they have been picked up and signed for.
5. Will Call is located at the **Hall D Lobby** and is open one (1) hour prior to Show opening.

# PARKING

## EXHIBITOR PARKING – SHUTTLE SERVICE

Exhibitors may park at the Portland Expo Center: Exhibitor five (5) Day Parking Pass: **\$60.00 per space**. This parking pass allows for an efficient entry into the Expo Center parking lots. Instead of paying each day, you will only need to show the cashier your parking pass so the pass number can be recorded and are first come first serve. **Also, this pass allows for vehicle re-entry as long as there is space available in the Expo lots.** In the event the Expo Center lots are full, this pass allows for parking at Portland International Raceway (PIR) shuttle lot at **no charge**. Then you will need to take the Free Shuttle back to the Expo Center. The shuttle will run one half (½) hour past show closure each day of the show. **See Map - page 11.**

The Expo Center Parking Pass must be purchased in the lobby of D Hall outside of Show Office during Move-In:

Monday, February 13<sup>th</sup>.....Noon to 6 pm

Tuesday, February 14<sup>th</sup>.....8 am to 6 pm

Wednesday, February 15<sup>th</sup>: All exhibitor parking passes must be purchased at Expo Center parking entry gates.

## RESTOCK TRAILERS:

All restock truck and trailers are required to park in the Force Ave lot behind the Expo buildings, the cost will be **\$60.00 per occupied space**. This is an unsecured lot and is poorly lighted, so please plan accordingly.

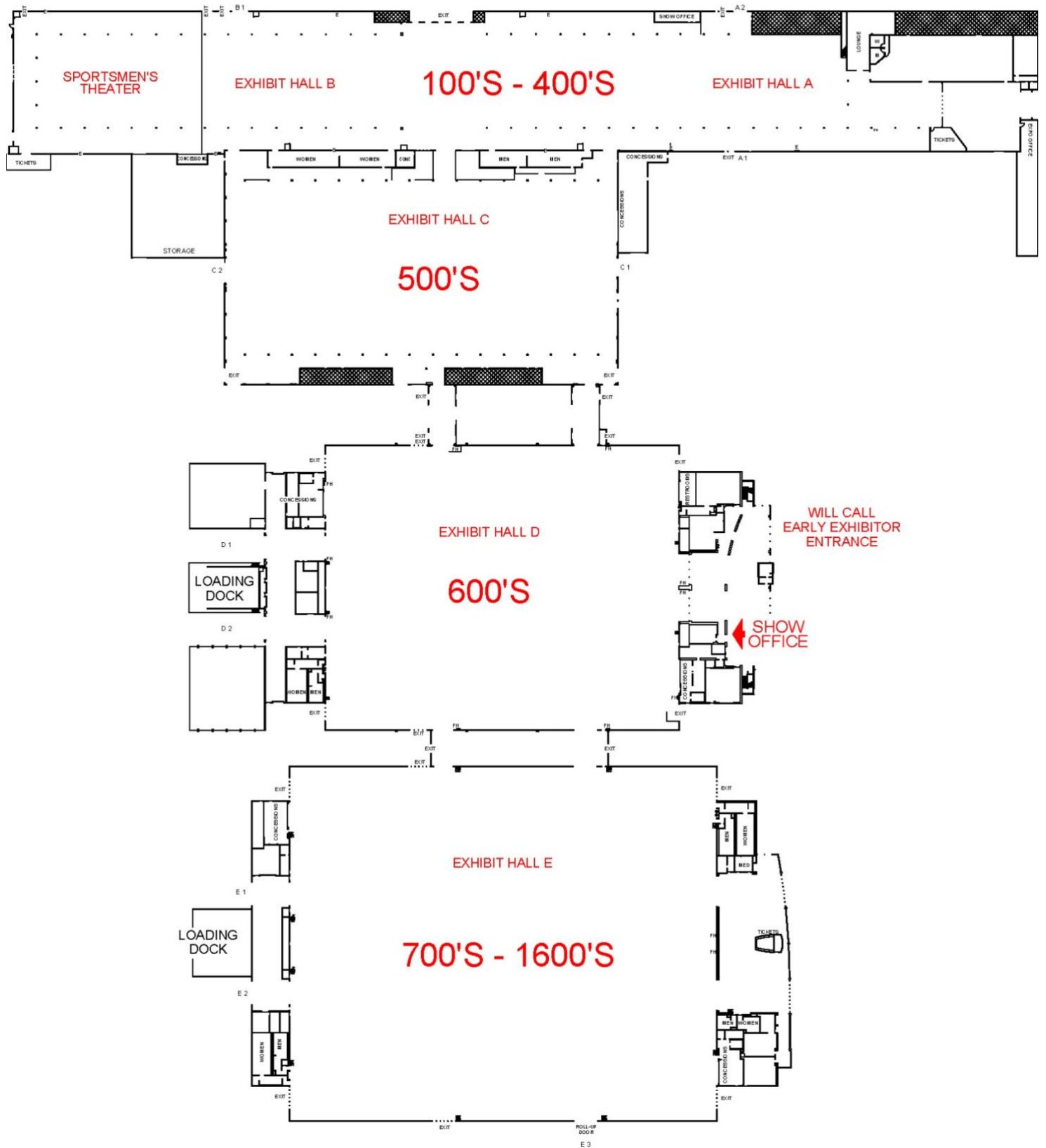
## BONE YARD FOR STORAGE:

Behind the Expo Center – First Come/First Serve until lot is full – dead end storage only (ie- empty boat trailers, cargo trailers, or any other transport equipment vehicle). This lot will be locked the duration of the show.

## OVERNIGHT PARKING:

There are two additional RV Parks offering full hook up services very close to the Expo Center. **See Page 12**





# EXHIBITS

## Exhibitor Specifications

### Display Regulations

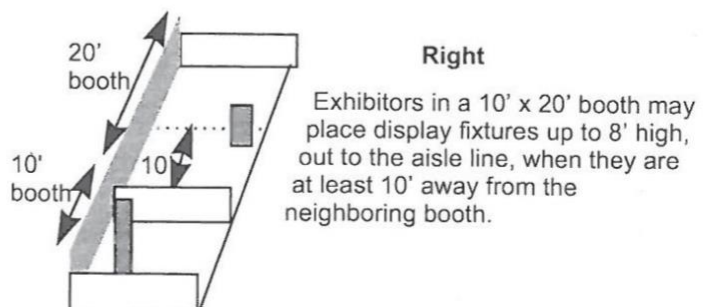
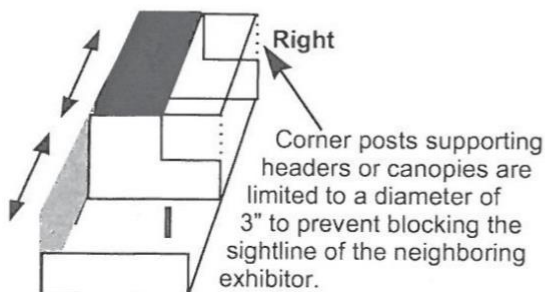
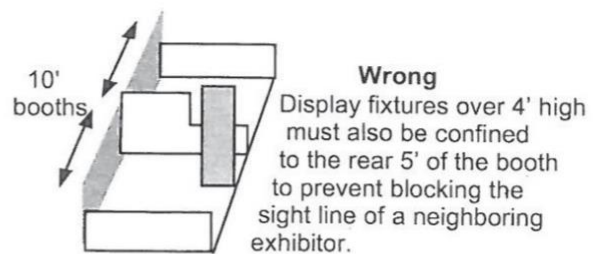
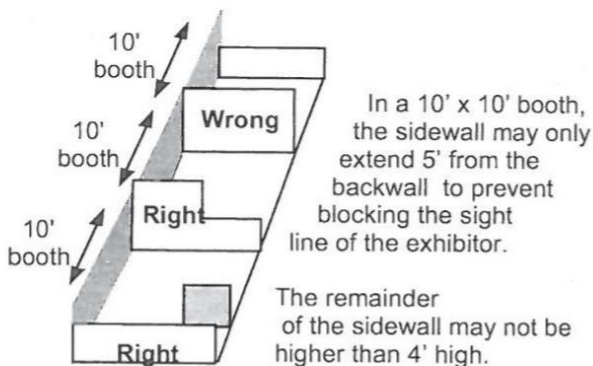
**Standard Booth Definition:** One or more standard 10' x 10' booth(s) in a straight line. Each booth is furnished with one (1) 5 amp electrical outlet.

Display rules and regulations specify what an exhibitor can and cannot do with their booth space. These are based on the physical characteristics of the Exhibit Hall, the intent to be equally fair to all exhibitors and the concern for the safety of all attendees. Show Management has provided the following design layouts to make sure each exhibitor is within show guidelines. A quick review of these booth regulations can save you costly and potentially embarrassing changes on site.

### Booth Design

- Booth back walls may not exceed 10' height, plus 2' for signs (the backside of any such signs must be properly covered).
- All display fixtures over 4' in height and placed within 10' of an adjoining exhibitor must be confined to an area that is at least 5' from the aisle. The back of any such sidewalls must be covered so as not to appear unsightly.
- Exhibitors using canopies or false ceilings over their exhibit may use vertical supports up to 3" in width in the corner of their space. Vertical supports that are strictly decorative will not be permitted if in conflict with the rules stated above.
- Nothing may be suspended from the ceiling in a standard booth.

**Intent:** Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the space size. Exhibitors with larger space (30' or more) should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others.



## **Bulk Space**

No space dividers or drapes are furnished.

## **Proper Aisle Flow**

The aisles are property of the Show Management, and must be free for easy flow of traffic throughout the entire show. Aisles must not be obstructed at any time.

## **Sound**

Noise level from any demonstrations or sound systems **must be kept to a minimum**. Under **no** circumstances will the following be allowed in the Show: megaphones, loud speakers, microphones, side show tactics, or undignified methods of attracting attention. All sound systems and demonstrations **must** be strictly approved by Show Management prior to the show. **No exceptions!!!**

## **Signage**

No signs are to be hung over the aisles as they are the property of the Show Management. No **double-faced signs** allowed for exhibitors in booth areas 10x10, 10x20, etc.

## **Merchandise Sales**

If you are selling items that are to be hand carried, please issue your customer a **Receipt** or a **Bill of Sale**. This will serve as proof of ownership in the event of questioning by a doorman.

## **Exhibitor Restock and Early Admittance**

Everyone is allowed entry into the show (1) hour prior to show time. You **MUST** sign the early admittance list the night before in the Show Office if you need additional time more than the (1) hour prior time allowed. Exhibitor early entrance is located in the lobby of D Hall only.

## **Extension Cords**

Extension cords shall not be used as a substitute for permanent wiring. **Minimum 14 gauge extension cords shall be used to extend electrical service. Fire Marshal regulations, no exceptions!**

- Extension cord shall only be used with portable appliances while such appliances are in immediate use.
- Extension cords shall be plugged directly into an electrical outlet and shall, except for approved multi-plug extension cords, serve only **one** portable appliance.
- The amperage of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- Extension cords shall be maintained in good condition without splices, deterioration or damage.
- The extension cords shall be grounded when servicing grounded portable appliances.

## **Liquid and Gas Fueled Vehicles and Equipment**

**Display of liquid and gas fueled vehicles and equipment inside an assembly occupancy shall be in accordance with UPC 2505.2 and shall meet the following requirements:**

- Batteries shall be disconnected in an approved manner.
- Vehicles or equipment shall not be fueled or have fuel removed within any building.
- Fuel tanks shall not be more than ¼ full nor exceed 5 gallons, whichever is less, and fuel systems shall be inspected for leaks.
- Fuel tanks shall be locked or sealed with tape to prevent escape of vapors. **UPC Section 2505.2.3.4**
- The location of vehicles or equipment shall not obstruct or block exits.

**Failure to comply with any of the above requirements or any other requirements of the Portland municipal code constitutes cause for appropriate legal action.**

**All boats must be completely drained outside. No boats are allowed in the building with water in them.**

## **Walls and Floors**

Please do not attach any type of tape, tacks or nails on the walls or floors in any of the Portland Expo Center buildings.

Do not use any type of clear plastic packaging tape when putting down carpet in your display area. You will be charged for any time and manpower for the removal of the adhesive that does not come up when the tape is removed.

## **Pets/Children**

Pets are not allowed in the buildings. City ordinance prohibits any pets being loose in the Expo Center unless they are part of a show display. In that case, please be responsible and clean up waste discharged on any of the Expo Center grounds – Thank You! Please do not bring children to Move-In or Move-Out as you are personally responsible if they are injured or if they damage another person's property.

# **FACILITY**

## **Receipt of Exhibits**

### **ADVANCED SHIPMENTS**

The shipments **MUST** be received by February 8, 2023. To obtain shipping information, instructions and labels, please contact Fern Exposition Services at 800-774-1251 Ext. 1 or [exhibitservices@fernexpo.com](mailto:exhibitservices@fernexpo.com). You will be provided a link to register with an online portal to access the Shipping and Material Handling services.

### **DIRECT SHIPMENTS**

Shipments will be received at the Expo Center from 8:00 am to 4:00 pm Monday, February 13<sup>th</sup> and Tuesday, February 14<sup>th</sup>. Shipments **must** be addressed as follows:

Exhibitor Name and Booth Number  
Pacific Northwest Sportsmen's Show  
C/O DWA Trade Show and Expo Services/Fern Expositions Events Experiences  
2060 N Marine Drive  
Portland, OR 97217

All shipments must be **prepaid**. You must be present when shipment is received to avoid additional charges. Show Management will not receive or be responsible for shipments. For details, see Freight Handling charges in Decorator Exhibitor Kit Order Forms.

#### **Important Note:**

1. There is a freight handling charge for the above unless you, the exhibitor, sign for and are responsible for your shipment when it arrives at the freight door (for freight handling charges, see decorator packet). **If your freight requires a forklift you must make prior arrangements with the Show Decorator.**
2. Shipments will be refused if they are not consigned to DWA/FERN or if the exhibitor is not at the freight door to receive them. In this case, the exhibitor will need to make arrangements for redelivery.

### **PALLETS**

The Portland Expo Center **will not discard** pallets you want to leave behind. You are responsible for your pallets and will be charged **\$8.00** for each pallet left behind in your exhibit space.

### **SWEEPING**

The Expo Center's crew will sweep the building at 9:00 am on opening day, February 15<sup>th</sup>. It is mandatory that all packing cases or boxes be removed and vitally important you observe this "clean up" deadline as debris not ready for removal by this hour will be picked up at your expense.

Neither the Expo Center nor the Show Management have brooms or vacuum cleaners available.

### **SMOKING**

**No smoking** is allowed in the Expo Center by law.

## LIQUOR & FOOD

In compliance with O'Loughlin Trade Shows license agreement with the Portland Exposition Center, (Section 8.b) The MERC Commission's food – beverage and catering service contractor, Levy, is solely authorized to provide all food – beverage and catering services to all events with the Expo Center. Levy's manager **must approve all exhibitor or Licensee requests** for the sampling or sale of products distributed from exhibit booths or any areas within the Expo Center. Exhibitors having the need or desire to distribute food or beverage samples shall order these items from Levy.

- As a reminder, no food or beverages of any kind may be brought into the Expo Center without prior expressed written consent of Levy. This includes coolers, meals, snacks and especially alcohol.
- Sampling of food or beverages must also be pre-approved by Levy and served in predetermined sample sizes. All approved sampling must be relevant to the particular show and the exhibitors business.
- For those exhibitors wishing to sell food or beverage items, **You must contact Levy prior to the event.** A subcontracting agreement will then be forwarded to you requiring a percentage of sales going to Levy, insurance, indemnification, pricing and payment terms
- Please contact Andi at Levy if you have any questions or if they can be of further service to you at **503-731-7821.**

## MUSIC

You must not play music in any form without the proper license of copyrighted music. You, the exhibitor, shall protect, defend, indemnify and hold harmless the Show Management and Expo Center from and against any and all claims, damages, losses and expenses including attorney fees arising out of or resulting from performance of live or recorded music or other copyrighted works with the exhibit, or the offices, contractors, licenses, agents, employees, guests, invitees, or visitors of Exhibitors.

## STORAGE

You are expected to arrange for storage of empty crates off premises at your own expense. Fire Marshal regulations prohibit the storage of boxes, crates, packing materials, etc. and not more than one day's supply of literature in your display. The Show Decorator, Fern Expositions, can provide storage.

## SOUVENIRS

The Show Management requests that you do not distribute yardsticks or other items in that category in order to avoid possible injury. Due to building regulations, **no helium inflated balloons nor gummed stickers are allowed in the building.**

## SECURITY

The Show Management will provide necessary security during the life of the Show. No other persons will be permitted in the building after the closing hour. Show Management and the Expo Center cannot guarantee against loss of any nature. **(Please refer to your insurance policy).** Be sure to pack away small and valuable items each night.

## LIABILITY

You are solely responsible for the space you have leased. Please read the **TERMS AND CONDITIONS** on the back of your contract. You have agreed to reimburse the Expo Center for any damage to the floors, walls, or equipment occurring in the space you have leased. Automobiles, trucks and similar conveyance shall have a drip pan or protective material under them to safeguard the floor from dirt, oil, stains, etc. All matters not covered in these conditions are subject to the decision of the Show Management.

**Note: No sprays on tires – it makes the floors slippery and presents a liability.**

## DISCHARGE OF WASTE

As of April 27, 2000 the office of the Portland Metropolitan Exposition Center has been formally notified by the City of Portland, Bureau of Environmental Services, that it is a Class I violation of Oregon Administrative Rule 340-45-015(1)(a) to discharge wastes, in the form of wastewater, into waters of the state. The catch basins located in the paved portions of the Expo Center grounds drain through storm sewer lines that discharge to adjacent wetland areas. Therefore, any wash water from washing activity flows to these wetlands, which are considered waters of the state.

Effectively immediately, therefore, the washing of any equipment or items, including but not limited to recreational vehicles, boats, passenger vehicles, trucks, machinery or any such items on Expo Center grounds is strictly **prohibited.** As an event participant, your compliance and cooperation of this notification is appreciated.

The Bureau and O'Loughlin Trade Shows further advises that feasible alternatives to this problem include having the items washed off-site at a wash station properly connected to a sanitary sewer. **Within one mile from the Expo Center – The Portlander Inn – Exit #307 offers a wash facility and sanitary sewer for washwater.** Several mobile wash contractors have the ability to recover the

washwater for recycling or disposal to the sanitary sewer. If washwater is collected and disposal to the sanitary sewer is needed, please contact Expo Center Operations staff for a proper disposal location at **503-736-5200**.

The Staff of the Portland Expo Center and Show Management regret this operational necessity and any inconvenience it may cause your organization or event participants.

#### **FIRST AID**

There will be an EMT on duty during regular public show hours. The first aid room is located in the Hall D Lobby. Please report **any** injuries immediately to the EMT or Show Management.

#### **MAX LIGHT RAIL**

Light rail is now running to the Expo Center. This is a great way to avoid parking charges and/or waiting in line to park. To get to the Expo Center please take the Yellow Line. For more information log onto **www.trimet.org**

## **MOVE-OUT**

### **Fork Lift Services**

**Please Note:** O'Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies and facility requirements all fork lift **services must be contracted through the Show Decorator**. The Show Decorator also provides move-out shipping services. Please contact: FERN Expositions at 503-228-6800 or their service desk located in D Hall Lobby.

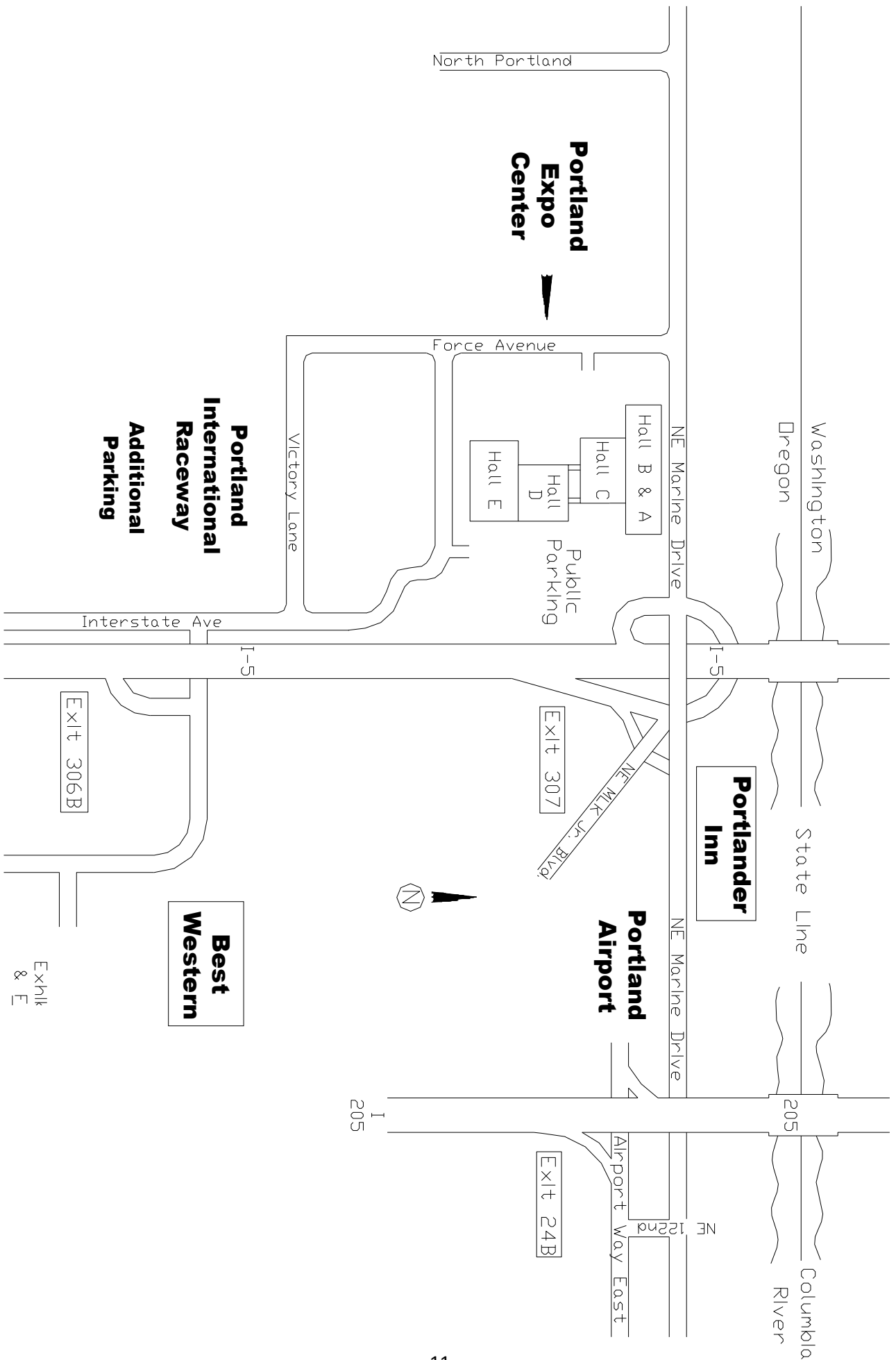
### **Specifications**

Exhibits cannot be disassembled or moved out until the show is over. The public pays to see an entire show. You may begin move-out at approximately 6:30 p.m. on Sunday, February 19<sup>th</sup>.

Please do not bring children or pets to move-in or move-out, as you will be personally responsible if they are injured or if they damage another person's property.

No vehicles will be allowed in the building until the exhibitors in front of the roll up doors have cleared their display. Please be courteous and do not block the truck entrances. Your patience is appreciated as some displays must be removed before any vehicles and/or trailers come in the building.

**Please note:** All exhibits must be removed in their entirety no later than noon, Monday, February 20<sup>th</sup>. **No Exceptions!!**



## LOCAL SERVICES

Following is a list of services in close proximity to the Portland Expo Center which is located at 2060 N Marine Dr, Portland, OR 97217 – 503-736-5200

### **Banks**

Wells Fargo Bank	8334 N Denver Ave	Portland, OR	503-283-0746
Bank of America	5775 NE Martin Luther King Jr	Portland, OR	503-275-1495
Bank of America – ATM	12229 N Center Ave	Portland, OR	
US Bank	1607 Main St	Vancouver, WA	360-695-1311
Chase Bank	1205 Broadway	Vancouver, WA	360-750-3010

### **Western Union**

Fred Meyer	7404 N Interstate Ave	Portland, OR	503-286-6751
------------	-----------------------	--------------	--------------

### **Post Office**

2130 N Kilpatrick St	Portland, OR	503-735-9816
7640 NE Airport Way	Portland, OR	503-335-7918
8420 N Ivanhoe St	Portland, OR	503-283-7952

### **Copies**

FedEx Office Print & Ship	400 E Mill Plain Blvd Ste. 103	Vancouver, WA	360-694-8584
Staples	1755 N Tomahawk Island Dr	Portland, OR	503-283-8686

### **Office Supplies**

Staples	1755 N Tomahawk Island Dr	Portland, OR	503-283-8686
Office Depot	323 SE Martin Luther King Jr	Portland, OR	503-234-2582

### **Hardware**

Home Depot	1728 N Tomahawk Island Dr	Portland, OR	503-289-9200
Lowe's	1160 N Hayden Meadows Dr	Portland, OR	503-737-3000

### **Emergency Medical Services**

Legacy Emanuel Medical Center	2801 N Gantenbein Ave	Portland, OR	503-413-2200
-------------------------------	-----------------------	--------------	--------------

### **RV Parks**

Portland Fairview RV Park	21401 NE Sandy Blvd	Portland, OR	503-661-1047
Jantzen Beach RV Park	1503 N Hayden Island Dr	Portland, OR	503-289-7626

### **Additional Hotels**

Country Inn & Suites	9930 N Whitaker	Portland, OR	503-289-1800
Inn at the Meadows-Best Western	1215 N Hayden Meadows Dr	Portland, OR	503-286-9600
Embassy Suites by Hilton – Portland Airport	7900 NE 82 <sup>nd</sup> Ave	Portland, OR	503-460-3000



# FIRE MARSHAL REGULATIONS

The Exhibit arrangement shall allow ample passageway in the direction of all exits. No exits shall be obstructed, locked, barred or otherwise impaired.

All manufactured homes, sheds, enclosed gazebos or booths with any covering 100 square feet or larger must be equipped with a battery operated smoke detector clearly displayed. Enclosed exhibits must have a door or window left open at all times. Decorative materials shall be effectively flame proofed.

If you are using natural gas, a fire extinguisher is required. It must be clearly visible within your booth and have a valid service tag.

If you have any open flame in your exhibit you must obtain a conditional use permit from the fire marshal's office.

All open flames in exhibits must have a responsible person in the exhibit at all times.

All open flames in exhibits must have some type of barrier from the public (this can be natural landscaping or stanchions etc.) if you have any questions you can email the fire marshal's office [michelle.coefield@portlandoregon.gov](mailto:michelle.coefield@portlandoregon.gov) or [scott.holland@portlandoregon.gov](mailto:scott.holland@portlandoregon.gov)

All open flames in exhibits must have a fire extinguisher in the exhibit.

Signs, banners, decorative or other material devices shall not be suspended from sprinkler piping.

Exhibitors shall remove all packing materials including crates and other combustibles not essential to their display off of the show floor.

Portable space heaters of any type (electrical, gasoline, propane, alcohol, etc.) are not allowed.

Vehicle fuel tanks cannot be more than one-quarter full and must be equipped with a locking gas cap or taped to preclude viewer's inspection. Gasoline shall not be drained from or added to any vehicle located inside. Battery cables must be disconnected and taped or the cables and batteries removed.

Exhibitors of motor vehicles which are fueled or which have at any time been fueled shall provide their allocated exhibit space with one 2A:10BC fire extinguisher. A fire extinguisher as required for the above will be clearly displayed in the exhibit space and shall bear the tag of the authorized servicing firm. The date on the servicing tag shall be current within one year.

Lighting and wiring for ponds, waterfalls or similar effects that are placed in landscaping that has bark mulch, dust or chips around the effect shall be pre-approved by this office before installation.

With the exception of needing to maintain circulation pumps running to certain waterfalls or ponds containing fish, all other electrical devices within bark mulch, dust or chips, shall have the electrical power shut-off at the close of each show day.

**IMPORTANT: Any exhibitor that intends to have an open flame of any type must contact the fire marshal:**

**Michelle Coefield: 503-823-3955 / [Michelle.Coefield@portlandoregon.gov](mailto:Michelle.Coefield@portlandoregon.gov)**

or

**Scott Holland: 503-823-3935 / [Scott.Holland@portlandoregon.gov](mailto:Scott.Holland@portlandoregon.gov)**

Portland Fire & Rescue <http://www.portlandoregon.gov/fire> Fire Marshal's Office: (503) 823-3700

Scott Holland, Fire Inspector Specialist - Public Assembly (503) 823-3935 [Scott.Holland@portlandoregon.gov](mailto:Scott.Holland@portlandoregon.gov)

Michelle Coefield, Fire Inspector Specialist - Public Assembly (503) 823-3955 [Michelle.Coefield@portlandoregon.gov](mailto:Michelle.Coefield@portlandoregon.gov)