



PORTLAND
HOLIDAY
MARKET

NOVEMBER 17 -19, 2023

NORTHWEST'S PREMIER CHRISTMAS GIFT SHOW

PORTLAND **expo** CENTER

EXHIBITOR MANUAL

A **brief guide** 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 PORTLAND HOLIDAY MARKET[®]

**November 17-19, 2023
Portland Expo Center**

2060 North Marine Drive
Portland, Oregon 97217

503-736-5200

Show Hours

Friday, November 17th 12:00 am to 8:00 pm

Saturday, November 18th 10:00 am to 6:00 pm

Sunday, November 19th 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

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pdxholidaymarket.com

TABLE OF CONTENTS

I. SHOW PREPARATION	1-3
Schedule	
Final Payment	
Move-In	
Fork Lift Services	
Show Office	
Early Admittance	
Pets	
Children	
Ordering Show Services	
Decorator	
Electrician	
Electrical-Lighting	
Audio-Video	
Telephones	
Wi-Fi	
Host Hotel	
Exhibitor Insurance	
II. EXHIBITOR PASSES, TICKETS	3
Exhibitor Credentials-Master Passes & Exhibitor Work Passes	
Be My Guest Tickets	
Will Call Instructions	
III. PARKING	4
IV. EXHIBITS	5-6
Exhibitor Specifications	
Display Regulations	
Proper Aisle Flow	
Sound	
Signage	
Merchandise Sales	
Exhibitor Restock and Early Admittance	
Extension Cords	
Liquid & Gas Fueled Vehicles & Equipment	
Walls and Floors	

V. FACILITY	7-8
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	9
Fork Lift Services	
Specifications	
VIII. MAP	10
IX. LOCAL SERVICES	11
X. FIRE MARSHAL REGULATIONS	12

SHOW PREPARATION Schedule

FINAL PAYMENT REMINDER – September 29th, 2023

Final Payment is due on or before September 29th, 2023. 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 – Wednesday, November 15th & Thursday, November 16th

Move-in will be from Noon to 6:00 pm Wednesday, November 15th and from 8:00 am to 8:00 pm Thursday, November 16th. **All exhibits must be in place no later than 8:00 pm on Thursday, November 16th.** Vehicles are not allowed in the building for move-in. Carts will be available through the Decorator and are free of charge. A valid ID must be used when checking out carts. There will be no placing, moving, altering or dismantling of a display after noon on Friday, November 17th. 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.

**NO VEHICLES 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 Trade Show Supply House at 360-624-4498 or visit their service desk located in the E Hall Lobby during move in.

Show Office

The Show Office is located at the entrance of Hall E. 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, money/change, 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 Wednesday, November 15th. The Show Office phone is for incoming calls only.

Early Admittance – Saturday & Sunday

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 E lobby.

Pets

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!

Children

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. Please contact your sales rep if you have questions.

Ordering Show Services

DECORATOR

The Show Decorator is Trade Show Supply House. To obtain information for rental of carpet, furniture, banner hanging, cleaning of displays and shipping you will need to contact them directly at 360-624-4498. A Pre-order discount is available but must be paid in full by November 2nd, to qualify. [Please click here to order.](#)

ELECTRICIAN

For additional electrical requirements, contact Greg at Edlen at (503) 736-5260. If not ordered in advance, by **October 26, 2023**, services and equipment will be subject to "floor order" rate. [Please click here to order.](#)

ELECTRICAL-LIGHTING

For specialty lighting (i.e. Spotlight, Flood Lights, etc.) needs please contact Hollywood Lights at 503-232-8855.

AUDIO-VISUAL

For additional sound and visual equipment needs please contact Hollywood Lights at 503-232-8855. If not ordered in advance, by **November 3, 2023**, services and equipment will be subject to "floor order" rate. [Please click here to download this form.](#)

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 **November 2, 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 password.

HOST HOTEL

The Portland Expo Center area "Host Hotel" is:

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

More area hotels are listed in the back of the manual (see page 11). 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 the Portland Holiday Market. 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 – Master Passes & Exhibitor Work Passes

The number of Exhibitor Master Passes and One-time Exhibitor Work Passes will be issued as follows: the first booth space will receive three (3) Exhibitor Master Passes and four (4) One-time Exhibitor Work Passes; one (1) additional Master Pass for each additional space will be issued thereafter. If you need more passes, please contact your sales representative. **The Master Passes and One-time Exhibitor Work Passes are valid for this show only!**

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

Please Note: After noon opening day, November 17th, no more Exhibitor Master Passes 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.

“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. – No Refunds.**

Will Call Instructions

1. Passes and Tickets must be placed in a sealed envelope. O’Loughlin Trade Shows has printed a “Will Call” envelope available at the Show Office or use one(s) that you have furnished. No loose 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 passes or tickets must be **printed** on the envelope.
4. You are entirely responsible for their distribution. The Show Management will not be responsible for passes or tickets once they have been picked up and signed for.
5. Will Call is located in the **Show Office** and is open one (1) hour prior to Show opening.

PARKING

EXHIBITOR PARKING

Exhibitors may park at the Portland Expo Center: Exhibitor three (3) Day Parking Pass: **\$36.00 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.**

The Expo Center Parking Pass must be purchased in the lobby of E Hall outside of Show Office or at the main Expo Center Office during Move-In.

RESTOCK TRAILERS:

All restock truck and trailers are required to park in the Force Ave lot behind the Expo buildings, the cost will be **\$36.00 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. This lot will be locked the duration of the show.

ALTERNATIVE CARGO TRAILERS AND OTHER VEHICLE PARKING:

There is **no parking** for cargo trailers or any other transport equipment vehicle at the **East End** of the lower Expo Center parking lot for exhibitor storage. **See Bone Yard listed above.**

OVERNIGHT PARKING:

There are two additional RV Parks offering full hook ups services very close to the Expo Center (see page 11).

EXHIBITS

Exhibitor Specifications

Display Regulations

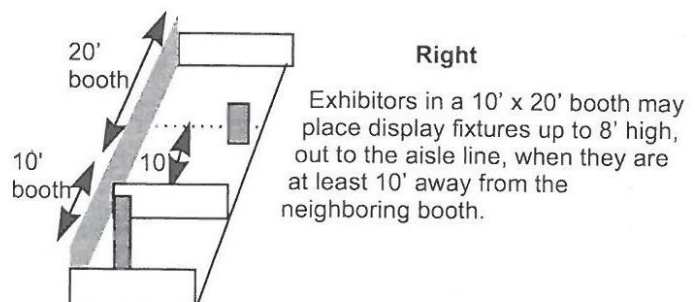
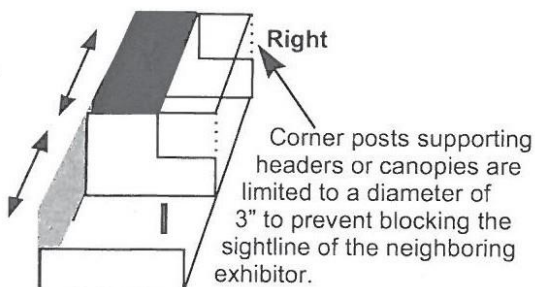
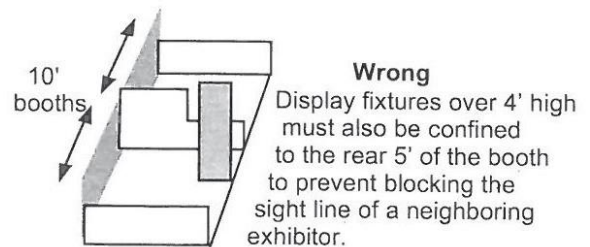
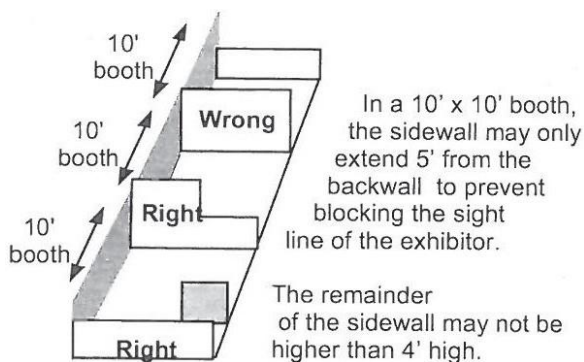
Standard Booth Definition: Display rules and regulations specify what an exhibitor can and cannot do with their booth space. These are based on the physical characteristics of the Exhibit Hall, the intent to be equally fair to all exhibitors and the concern for the safety of all attendees. Show Management 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 8' height. Signs may not be above the top of the back wall.
- 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, unless prior approval from Show Management has been granted. 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.

Recommendation: We request that you decorate your booth in a Holiday Theme. It will add to the overall atmosphere of the event. You can provide your own tables and coverings or order from the Show Decorator. The Decorator also has carpeting available to rent. Please see the decorator order form on page 2. Lighting is recommended but not required as it is not provided with your booth space. Please see the electrical order form to order electricity. Please no sale signs or discount signs. Signs that say "Show Special" are acceptable. All tables should be draped to the floor to cover any boxes or overstock.



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 or above booth spaces 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 E 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.

Floors and Walls

Please do not attach any type of tape, tacks or nails on the floors or walls 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.

FACILITY

Receipt of Exhibits

ADVANCED SHIPMENTS

The shipments **MUST** be received by **Friday, November 10, 2023**. To obtain shipping information, instructions and labels, please contact Trade Show Supply House at 360-624-4498.

DIRECT SHIPMENTS

Shipments will be received at the Expo Center from 8:00 am to 4:00 pm Tuesday, November 14th thru Thursday, November 16th. Shipments **must** be addressed as follows:

Exhibitor Name and Booth Number
Portland Holiday Market
C/O Trade Show Supply House
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 enclosed 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 Trade Show Supply House 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 11:00 am on opening day, November 17th. 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.

- As a reminder, no personal 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 that are not prepackaged, **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 Andie 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, Trade Show Supply House, can provide storage.

SOUVENIRS

Due to building regulations, **no helium inflated balloons 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, 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 E 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: Trade Show Supply House at 360-624-4498 or their service desk located in E Hall Lobby.

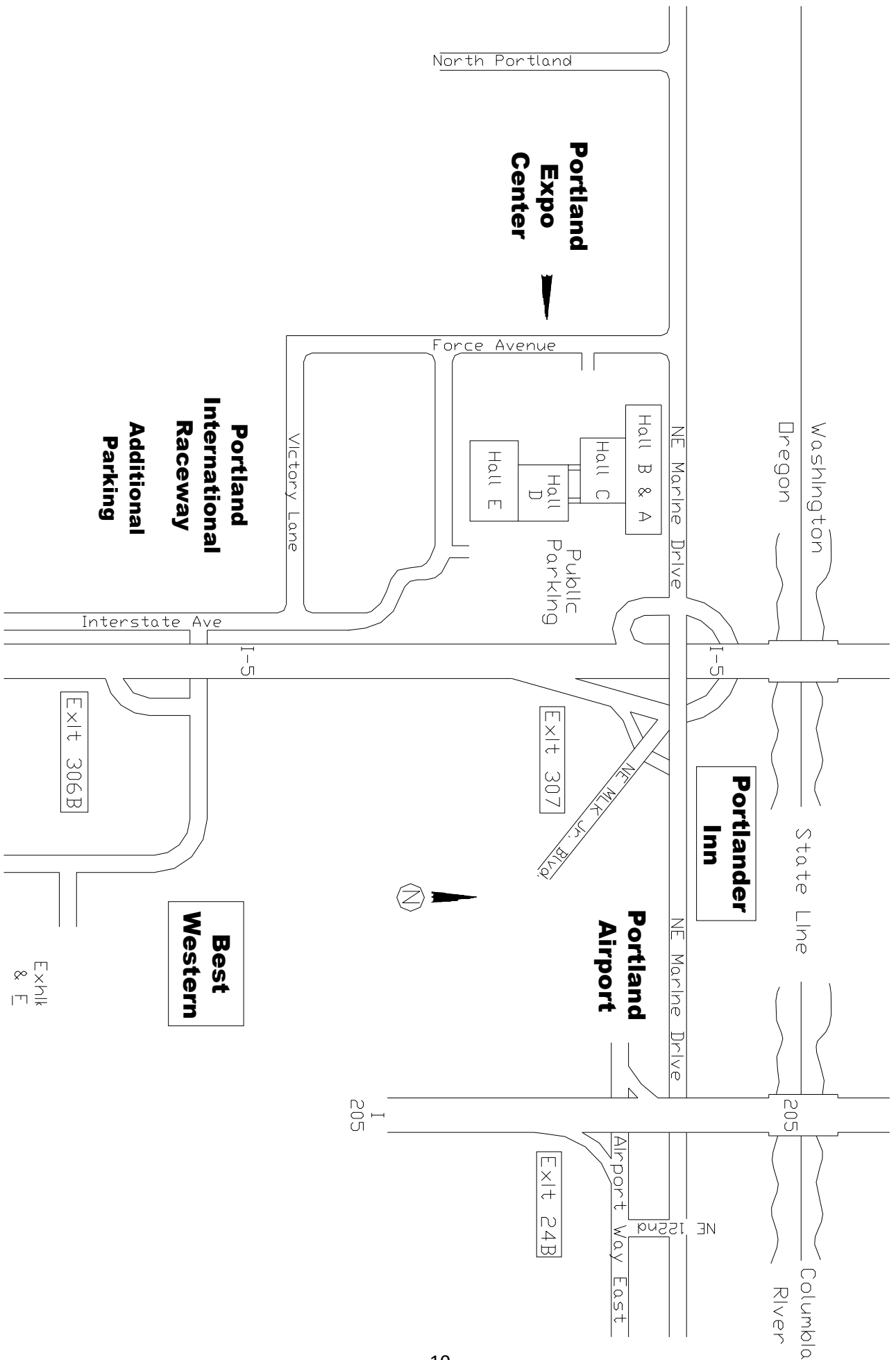
Specifications

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, November 19th.

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. Carts will be available through the Decorator and are free of charge. A valid ID must be used when checking out carts.

Please note: All exhibits must be removed in their entirety no later than Noon, Monday, November 20th. **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	12240 N Jantzen Dr	Portland, OR	503-289-7156
Bank of America	805 Broadway St	Vancouver, WA	360-696-5651
Bank of America – Atm	12229 N Center Ave	Portland, OR	
US Bank	7404 N Interstate	Portland, OR	503-286-6606
Chase Bank	1205 Broadway	Vancouver, WA	360-750-3010

Western Union

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

Portland Fairview RV Park	21404 NE Sandy Blvd	Portland, OR	503-661-1047
Jantzen Beach RV Park	1503 N Hayden Island Dr	Portland, OR	503-289-7626

Host Hotel

Oxford Suites	12226 N Jantzen Dr	Portland, OR	503-283-3030
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Additional Hotels

Embassy Suites by Hilton – Portland Airport	7900 NE 82 nd Ave	Portland, OR	503-460-3000
The Portlander Inn	10350 N Vancouver Way	Portland, OR	503-283-1111 ext. 8501
Courtyard by Marriott	1231 N Anchor Way	Portland, OR	503-735-1818
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
Fairfield Inn	1200 N Anchor Way	Portland, OR	503-286-6336
Residence Inn	1250 N Anchor Way	Portland, OR	503-285-9888
Red Lion on the River	909 N Hayden Island Dr	Portland, OR	503-283-4466

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 or 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

or

Scott Holland: 503-823-3935 / 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

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