

**To order services, please visit our website (link below) and place your order online. Once you are on the Oregon Convention Center's website, you will go to the EXHIBIT tab, scroll down to Order Services, click on the ORDER NOW button, and follow the steps below.**

- Select "Go to Store" next to your event on the calendar.
- Select "Sign Up" and set up your account.
- Add desired Items to your Cart.
- Upload floorplans or custom order notes to your order and pay securely online.
- We will contact you if we have any questions.

**The Oregon Convention Center utilizes a tiered pricing system, these rates are Advance/Standard/Late.**

- Advance rates apply to orders received 21 days prior to the event's start date.
- Standard rates apply to orders received after the advance rate deadline.
- Late rates apply to orders received seven days prior to the first event move-in day.

**Please note: If you intend to power equipment via a battery, please note that restrictions apply. Any device that is not UL listed, is not self-contained, can accept a 2 or more-pronged plug and/or is intended to power anything larger than a small electronic device, such as a tablet or cell phone, is not allowed on the show floor.**

Also important to mention is that there are two basic types of 120v power installation, Custom Location and Standard Location. Descriptions for each type of order can be found on the main electrical landing page. Please review those details and order which is most suitable for your needs.

### **Exhibitor Services**

**Exhibitor Services Ordering Link: <https://www.oregoncc.org/en/Exhibit>**

**Exhibitor Desk Main Line: 503-731-7918**

**Exhibitor Services Email: [OCCExhibitorServices@edlen.com](mailto:OCCExhibitorServices@edlen.com)**

If you have any questions regarding our services, do not hesitate to reach out to us. If you require assistance with other services such as Flooring, Furnishings, Shipping, Hanging Signs, or other services, please refer to your Exhibitor Kit or contact your decorator directly.