



Scheduling Policy

Approved by the Metropolitan Exposition Recreation Commission
July 1, 2026

The Portland Expo Center is a publicly owned, regional multi-purpose venue overseen by the Metropolitan Exposition Recreation Commission. The goal of the Portland Expo Center is to provide a high degree of cost-effective service to clients and guests, while recognizing its obligation to the residents of the region by maximizing public benefit through responsible use of the campus.

As Oregon's largest multi-purpose facility, the Portland Expo Center plays a critical role in advancing economic prosperity and enhanced livability for the region. Through the booking and execution of large-scale community events, the Expo Center supports meaningful opportunities for people to connect through sports, trade shows, cultural gatherings, consumer events, and community celebrations that strengthen the social and economic fabric of our area.

These policies are intended to support equitable decision-making and responsible stewardship of public resources. In scheduling the facility, the Portland Expo Center will prioritize activities that align with its strategic direction as a regional hub for sports and large-scale community events, while continuing to welcome a diverse mix of event types that generate regional economic impact and/or create lasting cultural and community benefit.

Scheduling Priorities:

When booking the Portland Expo Center, consideration shall be given by the Commission to the following factors:

- Projected overall economic impact on the state of Oregon and metropolitan area of Portland.
- Total number of hotel rooms required.
- Projected revenue to the facility both in terms of direct space rental revenue, as well as projected revenue from concessions and other building services; and
- Potential for repeat booking.

First Priority:

First priority for scheduling space and dates in the Portland Expo Center are large-scale sporting events generating room night occupancy for Portland Tourism Improvement District (TID) hotels. In addition, local trade shows or special events may be deemed appropriate to the overall objectives of the Portland Expo Center and may be offered equal scheduling priority at the discretion of the Portland Expo Center Executive Director.

Scheduling commitments, i.e. reservations for first priority events and activities, may be as far in advance as is necessary or appropriate and may supersede requests for other events and activities, unless a license agreement has been previously executed by the Center and the user for such other event.

Scheduling first priority events beyond twelve months in general will suit the following criteria:

- 13 months - 2 years
Have a minimum of 125 guest rooms on peak night contracted at Portland Tourism Improvement District (TID) hotels and occupy 70,000 gross square feet of exhibit hall space
- 2 - 4 years
Have a minimum of 500 guest rooms on peak night contracted at Portland TID hotels and occupy 180,000 gross square feet of exhibit hall space
- 4 or more years into the future
Have a minimum of 1,000 guest rooms on peak night contracted at Portland TID hotels and occupy 180,000 gross square feet of exhibit hall space

Second Priority:

Second priority for scheduling space and dates in the Portland Expo Center is available to consumer or public exhibitions, community sporting events, local corporate meetings, special events, banquets, community and cultural events, entertainment events, business meetings and other activities which essentially draw from or appeal to the public and/or local attendees and participants.

Facility and date scheduling commitments for second priority events and activities are generally made not more than thirteen months in advance and are subject to change to accommodate first priority events unless a license agreement has been previously executed by the Center and user for such event. However, large consumer and public exhibitions held on an annual basis may at the discretion of the Expo Center Executive Director obtain tentative scheduling commitments for facilities and dates on a long-term basis, subject to revision to accommodate first priority activities.

Within the second priority category, the Portland Expo Center may give preference to long standing annual public and commercial shows with a proven record of success and significant economic impact and may offer alternate dates each year which may result in termination of other second priority scheduling commitments.

Subject to the priorities set forth above, the Portland Expo Center Executive Director may find it necessary to exercise discretion as to the issuance, modification or termination of scheduling commitments.

Special Considerations:

It is the responsibility of the Portland Expo Center management to operate the facility in a sound business manner to maximize both economic benefit and financial stability of the facility. Consequently, Center management reserves the right to promote, solicit, develop and make reservations for any activity deemed appropriate to the Center's objectives, and to qualify all activities requesting utilization of the facility.

Consumer Show Event Spacing:

- **30 Days** - Event spacing shall apply to events that have twenty percent (20%) like exhibitors, when using a minimum of 70,000 gross square feet of exhibit hall space and are actively competing for specialized local markets. Events shall maintain a clearance period of 30 days prior to the first show day and 30 days after the last show day. Ingress and egress days are excluded.
- **60 Days** - Event spacing shall apply to events that have twenty percent (20%) like exhibitors, when using a minimum of 180,000 gross square feet of exhibit hall space and are actively competing for specialized local markets. Events shall maintain the clearance period of 60 days prior to the first show day and 60 days after the last show day. Ingress and egress days are excluded.

Spacing of shows may be adjusted to shorter periods of time if event producers of each show agree to shorten the protection period. This approval would be in writing and obtained from each promoter affected by the Portland Expo Center spacing policy.

The Portland Expo Center Executive Director shall have the right to establish an alternative spacing clearance, as deemed appropriate to the welfare of the Center.

Definition of Terminology:

In the process of scheduling facilities and dates, the following terms and definitions shall always apply to scheduling commitments, i.e. reservations issued by the authority:

- Tentative: Facilities and dates will be held pending notification to the contrary by either party. In the event a tentative commitment is released by the Portland Expo Center, the requested party will be notified that the facilities and/or dates have been released.
- Second Option: Facilities and dates will be reserved tentatively, but the tentative reservation will be contingent upon release of a prior reservation which is considered first option.
- First Option: Facilities and dates reserved on first option are reserved tentatively but a conflicting commitment to the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding the first option an opportunity to either execute a license agreement or

release its reservation.

- Definite: Facilities and dates are considered a confirmed or contractual commitment only upon execution of a Portland Expo Center license agreement by the event sponsor and the Portland Expo Center Executive Director specifying all details of the commitment. However, facilities and dates may be held as “definite” upon receipt of a letter of confirmation signed by both the event sponsor and the Portland Expo Center Executive Director pending the preparation of a license agreement. In the event such a letter of confirmation is signed by both the sponsor and Travel Portland, no conflicting scheduling will be made during a reasonable period, permit preparation and execution of a license agreement. Definite holds may also be placed on space by Travel Portland for confirmed room night generated business as outlined in scheduling of 1st priority events beyond 13 months.

No variance from the Center’s agreement represented in the above terms may be made in any case except upon the prior, express written approval of the Portland Expo Center Executive Director.

Deposit Schedules:

Deposits are required for all activities upon execution of a formal Center license agreement. For both first and second priority events the deposit schedule is as follows:

Sporting Events/Competitions, Tradeshows, Consumer/Public Exhibitions

- On signing - \$1,000.00 to 25% of rental
- 30 days prior to event - Balance due

Events Where Rental Value is Less Than \$1,000.00

- On signing - 100% of rental

Events Where Rental Value is More Than \$1,000.00

- On signing - 25% of rental
- 30 days prior to event - Balance due

Notwithstanding the foregoing, first-time events without a past history of success, and event sponsors with inadequate references, no prior event history, a record of slow payment, etc. may be required at the Center’s option to remit up to one hundred percent (100%) of anticipated rental plus a contingency fee to cover event related costs at the discretion of the Portland Expo Center Executive Director.

Events and circumstances not covered in the above scheduling policies may be subject to special conditions as deemed appropriate by the Executive Director.

Facility Use Application and Approval:

Clients that wish to reserve any part of the Portland Expo Center on either a tentative or definite basis may be asked to first submit a Facility Use Application Permit.

The Portland Expo Center management may decline to approve any application for any producer on the basis of credit references, financial ability or prior experience or for any producer whose conduct is or in the opinion of the management may not be beneficial to the interest of the Metropolitan Exposition Recreation Commission.