

Oregon State Fair & Exposition Center

CLIENT SERVICE GUIDE

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Oregon State Fair & Exposition Center

DIRECTORY

Event Sales and Service

Front Desk / General Information	971-701-6567
Website / General Information	www.oregonstateexpo.org
Ronda Sherman – General Manager.....	971-701-6255
rsherman@oregonstatefair.org	
Wayne Petersen – Operations / Event Representative	971-701-6565
wpetersen@oregonstatefair.org	
Mindy McCool – Marketing / Event Sales	971-707-4068
mindy@oregonstatefair.org	

Food Concessions and Beverage Service

Pacific Rim	
Pacific Rim	503-362-3391

Community Support Services:

Salem Fire Marshal	503-588-6381
Oregon State Police (non-emergency)	503-375-3555
City of Salem Community Enforcement	503-588-6421

Oregon State Fair & Exposition Center

CLIENT CHECKLIST

The following is an internal checklist for your use (not necessary to turn in):

Event Name: _____	Event Date(s): _____
Building(s): _____	Permit No.: _____

- Signed Facility Use Permit Done: _____
- Deposit(s) Due Deposit 1: Done: _____
Deposit 2: Done: _____
- Final Rental Payment Due Done: _____
- Preliminary floor plans and equipment needs list are required to be
Received by your Event Representative for review by Done: _____
- Certificate of Liability Insurance (if applicable) must be provided to your
Event Representative prior to event by Done: _____
- List of show exhibitors and vendors Done: _____
- Electrical layout/needs 10 working days prior to event (to avoid late fees) Done: _____
- Larger Trade Shows that are open to the public are to submit floor plans
to Fire Marshall for approval prior to the event. Done: _____

Please note: Failure to provide information above by the established deadline(s) may result in additional fees and labor charges.

Oregon State Fair & Exposition Center

GENERAL INFORMATION

ADA REQUIREMENTS

For ticketed events, CLIENT must adhere to all government ADA requirements:

When using a ticket company, you are required to comply with Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131), and specifically Section 35.138 regarding ticket sales for accessible seating for public events. (Additional information on these requirements can be found at http://www.ada.gov/regs2010/titleII_2010/titleII_2010_withbold.htm.)

ANIMALS/PETS

At the Client's discretion keeping in mind that The Americans with Disabilities Act (ADA) defines a service animal as "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability." If animals meet the ADA's definition, they will be allowed on grounds as service animals under the ADA.

ATM's

OSFEC has ATM's on grounds in various locations available for use. Ask your OSFEC Event Representative for locations in relation to your event.

BOOKING PROCEDURES

When a new or returning client wishes to reserve, book or hold a date for an event at one of the OSFEC's buildings and facilities, the following procedures will apply:

Courtesy Hold

A "courtesy hold" is **not** a binding agreement for the OSFEC to rent a facility to you. It is an offer, as a courtesy, to allow potential clients the chance to assemble information or programming before making a commitment to book an event. An Event Representative may place a hold on the Scheduling Calendar, at no cost to the client, under the following condition(s):

- a) Scheduling Calendar is checked for facility availability.
- b) A brief overview of rules, policies and applicable guidelines to specific event explained and reviewed with client.
- c) Client must provide current and complete contact information.
- e) If no contact has been made by the client to the Event Representative within one (1) month of the event, "holds" on the Scheduling Calendar may be subject to removal from the Scheduling Calendar. Event Representative will attempt to contact client before removing holds.
- f) Holds for private events in Columbia Hall and Jackman Long are subject to a 90-day hold. A hold can be placed on either building, however if a larger public event wants to rent the same facility prior to 90-days before your event you will lose the hold placed on the facility. As a courtesy, the Event Representative will try to find you another agreeable date to hold. The Facility Use Agreement and deposit will only be accepted 90-days prior to your event date.

In the case of more than one client requesting to hold the same date, such holds will be labeled on the Scheduling Calendar as “1st Hold,” “2nd Hold,” etc., and will be prioritized by date of hold requests.

Hold Challenge

A client, wishing to BOOK an event on a date that is on hold by another client, may challenge such hold on the Scheduling Calendar. The client holding the date will be contacted and given no more than two (2) business days to commit to a “booked” status or release the date of the hold. If date becomes available, the challenging client must be prepared to place their event in “booked” status, pay all required fees and sign required Facility Use Agreement.

Booked Status

An event is considered “BOOKED” when a client, following a discussion with an Event Representative, makes a commitment and agrees to facility use terms and applicable payments. A Facility Use Agreement is then drafted and will be sent to the client. Client must print and sign the Agreement, and then return the signed Agreement with payments by the requested payment date.

Failure of the client to follow such procedures may result in cancellation of the Facility Use Agreement and release of the event date.

Booked-Pending

After a client has committed to a date and has requested a booking, the Facility Use Agreement will be drafted and emailed, mailed or faxed to client. During the time document is being processed, or is in transit, said event will be considered BOOKED-PENDING, but will be treated the same as BOOKED events for calendar scheduling. Facility Use Agreements and payments not received by due date may result in cancellation.

Booking Recurring Events

Most recurring events will be given the first right of refusal for the corresponding dates in forthcoming years, as long as client remains in good standing with Oregon State Fair & Exposition Center. For this purpose, the first weekend of any given month refers to the first *full* weekend (Saturday and Sunday).

CAMPING – RV PARKING

Camping is allowed seasonally, March – October, on the OSFEC grounds in designated areas during an event. RV parking may be limited to dry camping only, depending on event and date. Overnight or RV camping is generally not available to the public. Please contact your Event Representative for further information.

CANCELLATIONS

OSFEC will cancel and release the dates of BOOKED-PENDING events if payment and signed documents are not received by the stated due dates or for reasons that would be most beneficial to OSFEC. In such cases OSFEC will provide the most lead time as reasonably possible. Clients canceling an event after booking and making full payment of fees and estimated charges will receive a refund, less the 30% deposit (see “**Payment Schedule**”). Cancellation within 24 hours prior to event will not receive a refund of any money received. Should you have any questions or require clarification, please contact your Event Representative.

DECORATING

Decorating and display companies hired or contracted by Client are required to set up and tear down within the dates and times specified in the Facility Use Permit.

Balloons

No “lighter than air” (helium or metallic) filled balloons are permitted in the facility without the expressly written authorization of your Event Representative.

Fastening of signs or decorations

Please be aware that no adhesives, tacks, nails or other damaging material can be used to affix items to doors, tables, walls, windows and other surfaces in any location at the OSFEC. Contact your Event Representative for decorating options.

Post Event Clean Up

No equipment, pallets or waste materials may be left beyond the Facility Use Agreement timeframe or charges may be incurred and charged to Client at the sole discretion of OSFEC. Any damage, facility charges, excessive clean-up or other costs incurred by display, decoration or labor contractor is the full responsibility of the Client. Please ensure your decorator reviews the rules and regulations as noted above to eliminate any additional charges.

Tents/Canopies

According to Salem Fire Marshal rules, tents or canopies “are not allowed inside a structure unless approved by the local Fire Code Official.” See your Event Representative for clarification in regards to your event.

Inflatable Structures

Please discuss with your Event Representative. Additional insurance may be required.

DELIVERIES TO OSFEC

OSFEC will not accept freight deliveries before your event, as storage facilities are not available. Freight deliveries expected during your event must be received by Client with storage and unloading pre-arranged with the Event Representative. As a courtesy, OSFEC will receive smaller parcels (no COD’s) from couriers such as USPS, UPS, Federal Express or others, but will not be responsible for loss, theft or damage when or after they are received. It is the Client’s responsibility to obtain such parcels in a timely manner.

DEPOSIT PAYMENTS (See “Payment Schedule.”)

DISABILITIES

OSFEC supports compliance with the ADA. Most of the OSFEC’s public facilities on grounds currently comply with ADA standards. It is the Client’s responsibility to comply with event-related needs (*i.e.*, special seating areas, wheelchairs). Some events may consider augmenting with additional disabled restrooms. Handicap-accessible parking spaces or areas will be marked and must be observed by all attendees.

ELECTRICAL SERVICE

Electrical service is supplied exclusively through the OSFEC. Electrical service must be pre-arranged with the OSFEC and will be charged at the established rates. Depending on location, OSFEC can supply most electrical orders. Client’s electrical requirements shall be submitted to the Event Representative no later than **ten (10)** working days prior to the event move-in date, and may be subject to late fees if requirements are not received by the specified due date.

Electrical Cords

Extension cords and re-locatable power strips shall be intended for heavy-duty use, a minimum 16 gauge, polarized, grounded type, with a 3-prong plug. The use of non-grounded, multiple-plug, or any extension cord 16 gauge or less ("zip cord") is prohibited. Extension cords and re-locatable power strips shall be in good condition without splices, deterioration or damage. No electrical appliance, power strip or extension cord shall be used if it is damaged or altered in any way. Any appliance or extension cord placed through a public access area must have protection by foot traffic cover, or be extended from overhead at least ten feet (10') above floor level. OSFEC reserves the right to refuse electrical service due to safety concerns.

EVENT REPRESENTATIVE

Your Event Representative will assist you in space/building/facility selection and issuing the Facility Use Agreement, as well as managing any addendums or special attachments as needed. They will work with you to ensure you fully understand the Facility Use Agreement and answer any contractual questions you may have.

The Event Representative and/or designee will follow up with you after your event is completed to ensure your event was a success, and to discuss any questions you may have pertaining to that specific event. He or she will also assist with booking future events. The Event Representative will assist in room layout and organizing staff and services that are available through the OSFEC to ensure your event requirements are fully met. The Event Representative is your primary contact once the Facility Use Agreement is signed.

EXCLUSIVE OSFEC SERVICES

The following is a list of services provided by the OSFEC. These services are exclusive to OSFEC. No contractor shall be brought on to the property to provide the following services:

- ATM's
- Food Concessions On-Site
- Electrician
- Parking On-Site

EXHIBITS / DISPLAYS

All exhibits and displays shall be transported in and out of the OSFEC during designated move-in and move-out times listed on the Facility Use Agreement. Other public spaces at OSFEC may not be obstructed by exhibits, vendors or closed access to the public. Doors, windows, fire hose cabinets, first aid stations, pull stations, fire extinguishers, fire strobe lights, fire alarm speakers and house lighting attachments may not be covered or obstructed. (See "FIRE REGULATIONS.")

Unprotected and unsecured open flames are not permitted in buildings. If you are unsure about the safety or legal compliance of any exhibit, contact your Event Representative.

FIRE REGULATIONS

The Oregon State Fair & Exposition Center is under the jurisdiction of the City of Salem Fire Department and the Oregon State Fire Marshal's (OSFM) Technical Advisory No. 0801 - Statewide Guidelines for Fairs, Trade Shows, Carnivals or Common Venue Events.

Certain floor plans may require advance written approval by the City of Salem Fire Marshall who can be contacted at 503-589-2135. Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction. Fire lanes in and around the facility must remain clear and unobstructed. The Client is responsible for advising exhibitors about Fire Regulations. All exhibit booths must be cleared of combustible rubbish daily.

FIRST AID

Client is responsible for providing their own First Aid Equipment and/or Supplies. Some large events may require on-site First Aid. In an emergency situation, Client is encouraged to call 9-1-1 if needed. Please contact your Event Representative for more information.

FLOOR CARE

The floors of most of the OSFEC's facilities range from sealed concrete, tile or carpet. Precautions must be exercised by Client and exhibitors to protect all floor surfaces:

- Vehicles parked in buildings with carpet **must** have a drip pan placed underneath the vehicle.
- All exhibits and displays using bark dust or paving stones must have plastic sheeting placed between floor and display, regardless of floor type.
- High tack floor marking or carpet tape may leave residue that will incur extra cleaning charges. If tape is needed, low tack tape **must** be used.
- Chewing gum left on floor may incur extra cleaning charges, regardless of floor type.
- If floors are wet, please advise Event Representative, Operations Crew or Cleaning Crew as soon as noted. Please stay with area until someone responds with clean up.

FLOOR PLANS

Client must submit floor plans, equipment orders, electrical orders, and any other instructions to your Event Representative in writing no later than **ten (10) working days (Monday-Friday)** prior to event move-in date. Failure to do so may result in late fees and additional labor charges.

Some event floor plans must be pre-approved by the Salem Fire Marshal before the event start date. Ask your Event Representative if your event qualifies for this requirement.

Designated public walkways, both inside or outside buildings, shall be maintained to a minimum of eight feet (8') clear width. Any public walkway designated as an exit passage shall have a minimum of 10 feet (10') clear width. Additional width maybe required by the Fire Marshal. No exhibit, booth, or portion of an exhibit or booth, or any other obstruction shall extend into a designated walkway.

CATERING

Persons renting any facilities on the Fairgrounds **for private events** may bring in a caterer of their choice, or potluck. No kitchen facilities are available.

For cooking and prepping of food, open flames are prohibited inside any facility. Electric appliances are acceptable. If cooking outside of facility, open flame appliances must be positioned no closer than 20 feet to the facility.

If such parties wish to have alcohol served, the server **MUST** be Oregon Liquor Control Commission ("OLCC") Licensed. Client will be required to present a copy of this license and required proof of insurance to OSFEC before the event. See also "Alcohol Consumption" below.

FOOD CONCESSIONS AND BEVERAGE SERVICE

All food concessions and beverage services for public events are provided exclusively by OSFEC's onsite food concessions contractor. No outside food concessions or beverage items are permitted on the OSFEC premises, except for privately catered parts of your event. Client shall not share in any revenues generated by food concessionaire. Your Event Representative will refer you to OSFEC's Concessions Representative for menu selections, payment policies, guarantee and additional concessions services.

Most private parties and catered events where the general public is not purchasing concession food may choose the caterer of choice. Check with your Event Representative for more details regarding the qualification.

Alcohol Consumption

The consumption of alcoholic beverages is restricted to the licensed area and only during those times as OSFEC's onsite catering contractor's concession stands are open, or as agreed upon for private event catering (see "Catering" above). For safety reasons, alcohol consumption may not be permitted during ingress/egress times.

Sampling

Food and beverage sampling are permitted with the **prior approval** of the Event Representative. All sampling of food and beverage products is subject to compliance with the specific requirements of the Marion County Health Department. Sampling of product will be at no cost to the patron, will be limited to a sample size and may be limited by the facilities' corporate sponsorship and catering agreements. Alcohol sampling is at the sole description of the Event Representative. **IF** allowed, copy of this license and required proof of insurance to OSFEC before the event must be received and sample sizes will be strictly enforced. Please discuss your plans with your Catering Representative and Event Representative prior to your event.

FORKLIFT SERVICE

Forklift service may be available for hire from OSFEC. For larger events, Client forklift needs should be contracted through Client's decorator. Client may also consider renting a forklift from an outside rental company for the benefit of its exhibitors. Contact your Event Representative for more details.

GARBAGE REMOVAL/RECYCLING

Please identify any specialized waste removal needed for your event, including debris from themed décor set-ups (trees, plants, bark-mulch, etc.) or as a result of event activities (food sampling, non-reusable crates/wrapping, etc.). Additional costs may be charged to Client for the removal of excessive trash, pallets and other materials after the event.

Your Event Representative will be able to advise you in detail. The OSFEC is committed to sustainability and provide recycling areas within the exhibit halls for all exhibitors to use. In addition, there are specialized recycling containers with designated labels throughout the facility to meet your event waste needs. We encourage you to recycle!

INSURANCE / INDEMNIFICATION (See "Standard Terms & Conditions," attached to your Facility Use Agreement and COI sample.)

INTERNET AND WI-FI

Non-secure, free Wi-Fi may be available in Jackman-Long Building, Cascade Hall, Columbia Hall, Floral Building, the Pavilion and some areas of the grounds. This service is complimentary and subject to availability.

JANITORIAL SERVICE

Restroom maintenance and general trash removal is included in the basic rental costs. However, depending on the nature of the event, additional housekeeping costs may be incurred. The Event Representative will be able to assist in identifying areas that have potential cost implications. Client and exhibitors shall remove all signage and exhibit materials by the end of their contracted move-out time. OSFEC is not responsible for any items left beyond the contracted move-out time. If there is an inordinate amount of debris left after the event, there will be a charge for the removal at OSFEC's discretion.

KEYS

Depending on the event, and the facility being rented, building and/or gate keys may be checked out to the Client. All keys given out must be returned immediately after the ending date of event. Lost keys are subject to a \$100.00 per key charge.

LICENSES AND PERMITS

The Client is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for, but not limited to, staging the event. Exhibitor(s) shall comply with all laws, rules, regulations, and codes of the State of Oregon, Marion County, City of Salem and the OSFEC that include, but are not limited to, workers' compensation insurance, health and safety, fire, construction, utilities and animal and livestock regulations.

LOST AND FOUND

All lost and found items left after an event are stored for thirty (30) days at the OSFEC Administrative Office after the event has concluded. After that period, all items are disposed of at the sole discretion of the OSFEC. This includes booth/display items left behind by exhibitors. Any inquiries regarding lost and found items should be directed to the OSFEC main office (971-701-6567) or to your Event Representative.

MEDIA

If your event is expected to attract media attention, please advise your Event Representative so they may arrange for early entry, additional electricity, or special access needs.

MOTORIZED VEHICLES

All motorized vehicles owned by OSFEC are to be operated by authorized OSFEC personnel only. Vehicles staged as static displays are subject to the Fire Marshal Regulations. All motorized vehicles shall adhere to the posted speed limit on the OSFEC grounds of 10 miles per hour. Please consult your Event Representative if you have questions.

MOVE IN / MOVE OUT

Client must schedule and pay for move-in and move-out days and times when booking an event. A member of the OSFEC staff must be on-site during event move-in / move-out times. Exceptions must be pre-approved by your Event Representative. Move-in / move-out times that extend into the evening may be subject to an additional labor fee. Generally, half of the building lights and limited restrooms, but no heat, will be available for Client and vendor use during move in / move out times. When a large number of exhibitors move in, additional restrooms may be provided.

NOISE LEVELS PER EVENT

Client should be aware that shows that have amplified sound may be subject to local noise ordinances as per Community Enforcement Department of the City of Salem. See Event Representative for more details.

PARKING

Parking is available for all events taking place at the OSFEC property. Specific parking areas, entry and exit gates to be used for the event will be determined by the Event Representative or OSFEC-contracted parking company. A per-car parking charge may apply to certain publicly-attended events. OSFEC's contracted parking company is responsible for placing signs, directing patrons where to park and collecting fees. Alternate arrangements for parking charges may apply to your event.

PAYMENT SCHEDULE FOR NEWER CLIENTS (Less than a ten (10) year history.)

It is the intent of the OSFEC to avoid post-event “accounts receivables” and, in most cases, full payment of facility rental and fee(s) will be due before the event occurs. This applies to Expo Clients (Client) with less than a ten (10) year history of producing events at this facility, regardless of the event name. The prepayment schedule will be clearly shown on the Facility Use Agreement and will be as follows:

- A deposit equal to 30% of the facility rental fee is due within **ten (10) days** after receipt of the Facility Use Agreement. If the event is cancelled after payment received, the deposit amount will not be refunded.
 - a) Remaining 70% of facility rental fee, plus any estimated charges will be due no later than **two (2) weeks** before the event. (Overpayments will be refunded.)
 - b) Any additional charges or fees incurred during the event, above and beyond the original estimated charges, will be invoiced post event.
- The specific due dates will be indicated on the Facility Use Agreement.

Additional fees may be incurred, and includes such charges as electrical orders, accessories, labor, trash removal, additional cleaning or damage charges.

PAYMENT SCHEDULE FOR ESTABLISHED CLIENTS (Ten years or more history.)

The following payment/deposit schedule will be submitted for Expo Clients (Clients) who have established an excellent payment history while producing events at the OSFEC for ten (10) years or more. This Established Client Schedule applies to the actual association, club or company named as Client, and not the event or event name.

- a) A deposit equal to 10% of the facility fee is due within **ten (10) days** after receipt of the Facility Use Agreement. If the event is cancelled after payment received, the deposit amount will not be refunded.
- b) Remaining 90% of facility rental fee, plus any additional incurred charges will be invoiced soon after the event.
- c) The specific due dates will be indicated on the Facility Use Agreement and subsequent invoices.

Loss of Established Client Designation

Established clients who fail to make both deposit payments and after-event invoice payments by the indicated due dates will be determined Past Due and may have their payment schedule status changed to “Newer Client” designation. Payment schedules for future events will then reflect such status change. Such designation changes will be determined by OSFEC management, and will be deemed final.

After-Event Invoicing

In such cases where client is to be invoiced after the event has taken place, payment must be paid in full by due date. Failure to pay by due date will result in client being determined Past Due and will result in interest accumulation (18% annual rate), or account being turned over to a collection agency and may result in disqualification from having future events at the OSFEC.

Invoice Disputes

It is expected that disputed invoices will be brought to OSFEC’s attention before the due date of the payment for such invoice. Such disputes will be investigated thoroughly and resolved as quickly as possible. However, only the disputed amount from a particular invoice may be held from payment. Remaining amounts not in dispute must be paid according to the indicated due date. Failure to pay amounts not in dispute will be determined Past Due.

Cash Payments

Clients paying with cash must receive an official OSFEC receipt at the time such payments are made.

PHOTOGRAPHY / VIDEO

OSFEC reserves the right to photograph, videotape or record any event for its own records, publicity and promotional purposes. Your Event Representative will discuss with you if your event is chosen for these activities.

PUBLICITY AND PROMOTION

Publicity and promotion of your event will help ensure your event is successful and well attended. Your Event Representative will assist in posting information about your event on the OSFEC website. Please supply this information promptly after signing the Facility Use Agreement. For the use of the facility name (Oregon State Fair & Exposition Center) in publications, advertisements and other media, requests shall be submitted to your Event Representative prior to publication or promotion of a public event.

RATES AND FEES

Call your Event Representative for a quote.

READERBOARDS

Advertising reader board space is limited at OSFEC. Every effort will be made to include your public event's information.

RECYCLING (See "Garbage Removal/Recycling.")

ROOM CAPACITIES

Room capacities vary widely depending upon the event's specific functional requirements regarding seating arrangements, staging, dance floor, food/beverage service needs and audio/visual set-up, etc. It is necessary to discuss your proposed event function details with your Event Representative to ensure safe and appropriate allocation of space. General room capacity information is available on the OSFEC website, under the heading "Facilities" at oregonstateexpo.org.

SECURITY / POLICE

Client may be required to hire a specified number of security personnel as outlined by your Event Representative, alcohol provider and from approved security contractor(s) at the contractor's established rate. Please contact your Event Representative for detailed information regarding the above requirement, or if your event requires any specialized security needs. Security must be the last to leave the OSFEC premises.

SET-UP INSTRUCTIONS

The OSFEC will require complete information on the physical set-up of your event such as the utility needs no later than **ten (10) working days** prior to the event. It is imperative that you review all event details with your Event Representative as soon as the information is known to ensure all event needs can be met, and to help eliminate late charges for last minute changes.

Placing your Event Representative on your exhibitor and/or delegate mailing list will keep them better informed about your event and enable the OSFEC to anticipate aspects of your event. OSFEC does not restrict exhibitors from carrying their own material or setting up their exhibits. All vehicles, once unloaded, are required to exit immediately from the exhibit and/or fire lane area. Clients and exhibitors are required to bring their own tools, ladders, brooms, hand trucks and other items required to build or transport exhibit materials, tools, carts etc. OSFEC materials and tools cannot be loaned to anyone.

SIGNS AND BANNERS

Signs, banners and posters may not be attached to any part of the OSFEC's facilities' surfaces or to any of the furnishings or fixtures of the facility without prior approval from the Event Representative. The OSFEC has specific approved areas and methods for banner(s) hanging inside or outside the buildings and facilities.

SMOKING OR VAPING

OSFEC does not allow smoking or vaping in buildings and structures. Smoking or vaping is allowed outside the buildings, at least 10 feet from any entrance.

SOUND SYSTEM

The in-house sound system located in some of the OSFEC's facilities may require supplemental sound equipment depending on your event's production requirements. No outdoor paging system is available. For detailed information that is specific to your event needs, please contact your Event Representative.

SPEED LIMIT

For the safety of all patrons, clients and exhibitors, the maximum speed limit on the OSFEC grounds is 10 MPH.

WEBSITE www.oregonstateexpo.org

OSFEC's website contains valuable information about onsite services, room capacities, upcoming events, exhibitor and attendee information, rules and regulations. Please provide event information to your Event Representative. OSFEC reserves the right to post public events on the Calendar of Events. This is not a guarantee that your event will be listed.

WI-FI and INTERNET

Non-secure, free Wi-Fi may be available in Jackman-Long Building, Cascade Hall, Columbia Hall, the Pavilion and Garden (Floral) Building. This service is complimentary and subject to availability.

Oregon State Fair & Exposition Center

Directions to the OSFEC in Salem, Oregon

From the South

Take I-5 northbound to Exit 253 and turn left at the signal. Follow Mission Street to 17th Street and turn right onto 17th Street. Follow 17th Street all the way to the OSFEC grounds. The OSFEC property begins on the corner of 17th Street and Sunnyview Avenue. The main office is located at 2330 17th Street in the Jackman-Long Building.

From the North

Take I-5 southbound to Exit 258 (Portland Road). Turn right onto Portland Road and continue to Lana Avenue. Turn left onto Lana and continue to the first light at Silverton Road. Turn right on Silverton Road and continue to the next light at 17th Street. Turn left onto 17th Street. The main office is located at 2330 17th Street in the Jackman-Long Building.

From the East

Travel west on Hwy 22 and follow, it turns into Mission Street. Follow Mission Street to 17th Street, turn right and continue on 17th Street to the OSFEC grounds. The OSFEC property begins on the corner of 17th Street and Sunnyview Road. The main office is located at 2330 17th Street in the Jackman-Long Building.

From the West

Travel east on Hwy 22. Cross over Center Street Bridge and continue east on Center Street to Capitol Street. Turn left on Capitol Street, and follow to Sunnyview Road. Turn right onto Sunnyview Road to 17th Street. Turn left onto 17th Street and continue to OSFEC property. The main office is located at 2330 17th Street in the Jackman-Long Building.