

SPECIALTY COFFEE EXPO



RULES & REGULATIONS 2023

Enforcement of the Rules & Regulations serve to:

1. Protect the integrity of the Specialty Coffee Expo ("Expo")
2. Ensure compliance with laws, codes, ordinances, and contract with the exposition facility
3. Ensure that all exhibitors are treated fairly and consistently
4. Promote the safety of exhibitors, their staff, volunteers and attendees

These Rules and Regulations together with the "SCA 2023 Exhibitor Agreement" form your binding contract with the Specialty Coffee Association "SCA."

SHOW INFORMATION

Venue: Oregon Convention Center "OCC" or "Convention Center"
77 NE Martin Luther King, Jr Blvd
Portland, OR 97232

EXHIBITOR MOVE IN

April 19* 8:00 a.m. – 7:00 p.m.
*only booths 200 sq ft.+, freight shipped to Advanced Warehouse
April 20 7:00 a.m. – 7:00 p.m.
April 21 7:00 a.m. – 10:00 a.m.

REGISTRATION HOURS

April 19 8:00 a.m. – 7:00 p.m.
April 20 7:00 a.m. – 7:00 p.m.
April 21 7:00 a.m. – 5:00 p.m.
April 22 8:00 a.m. – 5:00 p.m.
April 23 8:00 a.m. – 2:00 p.m.

EXHIBIT HALL HOURS

April 21, 22 10:00 a.m. – 5:00 p.m.
April 23 10:00 a.m. – 3:00 p.m.

EXHIBITOR MOVE OUT

April 23 3:00 p.m. – 10:00 p.m.
April 24 7:00 a.m. – 3:00 p.m.

During move-in and move-out, no one under 18 years of age is permitted in the exhibit hall. No one under 12 years of age, including infants, is permitted to enter the exhibit hall at any time, which includes, but is not limited to before, during and after hours, workshops and educational sessions.
NO EXCEPTIONS. This applies to exhibitors, their families, and show attendees.

TABLE OF CONTENTS

	Page(s)
Exhibit and OCC Rules	9
Design Rules	10-13
Insurance.....	14
Labor/Freight/Material Handling	15-16
Retail/Tax	17
Sampling & Alcohol	18-19

Exhibit and OCC Rules

GENERAL

These Rules and Regulations together with the “SCA 2023 Exhibitor Agreement” form your binding contract with SCA.

In addition to building regulations and local practices, there are show rules which SCA enforces to provide a visually appealing and safe exhibit floor for attendees, while assuring each exhibitor the optimal use of their space. If your booth does not conform to these rules, please make prior arrangements with the Exhibit Services Manager to request a waiver. SCA reserves the right to require modifications, dismantling or relocation of any nonconforming booth without refund or compensation to the exhibitor. Waivers must be re-approved each year.

If you have any questions or doubts about whether your exhibit is too large, too tall, too heavy, too noisy, or includes anything that could be a problem, please email the Exhibitor Services Manager at exhibit@sca.coffee before March 1, 2023 to ask your question or request a waiver.

1. Exhibitors are prohibited from subleasing exhibit space to another organization. If two organizations are using the same booth space, a booth sharing fee of \$800 will be charged.
2. Exhibit space fees must be paid in full to SCA and required liability insurance certificates supplied to SCA before any freight is delivered to an exhibitor's booth.
3. If SCA receives a complaint that an exhibitor's merchandise or display materials infringe the intellectual property of another exhibitor, SCA reserves the right in its sole discretion to judge the merit of the complaint and to determine if the infringing matter should be removed from the exhibit hall.
4. SCA reserves the right to require exhibitors to modify or remove exhibits not in compliance with show rules. Exhibitor agrees to assume all costs associated with compliance, without recourse to SCA or its agents.
5. Exhibitors are not permitted in other exhibitor's booths at any time when the exhibit hall is not open to registrants. SCA reserves the right to revoke the registration badge of anyone not in compliance with this show rule.
6. Exhibitors must be mindful of the security of items in their booth at all times, including non-registrant hours, such as the hours exhibitors are allowed in the hall early and after hall hours at tear down. SCA is not responsible for loss or damage to exhibitor's property at any time. SCA strongly recommends that exhibitors: a) cover their small display items when the hall is closed to attendees; b) cable lock electronic equipment; c) remove high value items during non-show hours; d) do not ever leave briefcases/purses, laptops unattended; and e) carry insurance that includes coverage for theft and damage.
7. The right to enter the exhibit hall or any space leased or licensed by SCA is subject to revocation without refund at the discretion of SCA Show Management.
8. Any exhibit materials packaged for shipment, but not picked up by freight carrier by 11:00am on April 24, 2023 will be “forced” on to any available carrier of the service contractor's choice. Any exhibit materials remaining on the floor 18 hours after the close of attendee show hours on the last day of Expo are deemed to be abandoned by the exhibitor if there is no evidence of packing. Any costs, penalties and fines associated with removal of the materials from the show floor will be billed to the exhibitor, and exhibitor may be denied space in future SCA shows. Any non-packed materials on the show floor at 3:00 p.m. April 24, 2023 will be disposed of without compensation to the owner.
9. Any act or course of conduct, during or in connection with any event, which is reasonably calculated to be offensive to any religious, racial, gender or ethnic group is strictly prohibited.
10. **PROHIBITED ITEMS** The following shall not be permitted in the facility without the express written approval of OCC Executive Director: **Glitter, popcorn, helium balloons, sand, simulated snow, hazer/fogger/smoke machine, laser light show, chewing gum giveaways, confetti, foam core signage. Any signage that cannot be recycled or reused excluding decals. Single use plastic bags used for purchases and conference bags provided by show management or vendor to collect show items. Any hazardous substance or item containing a hazardous substance.**

Exhibit and OCC Rules

11. SCA will contract for aisle carpet vacuuming and aisle trash receptacle dumping. Exhibitors are responsible for cleaning and vacuuming their booth. The Exhibitor Service Kit will provide an order form for exhibitors to purchase this service.
12. All building fire hoses, extinguisher cabinets and electric panels must be visible and accessible at all times.
13. No portion of the sidewalks, ramps, entries, doors, corridors, vestibules, hallways, lobbies, stairways, elevators, aisles or driveways shall be impeded or used for any purpose other than ingress or egress from the Center. Access to public concession stand areas, utilities, fire suppression equipment, heating and air conditioning vents shall not be covered or obstructed at any time by Licensee or its agents. Exhibitors are responsible for any damage done to the Convention Center property or equipment by their employees, contractors, volunteers or other staff during the event, including move-in and move-out.
14. Exhibitors shall conduct business only in the Authorized Areas in a dignified and orderly manner with full regard for public safety and in conformity with Commission's Rules and Regulations as such may exist from time to time. Special permits and conditions are required for the display of vehicles, on-site cooking, and other. Please contact exhibit manager for permission to display and to obtain the appropriate permit application, if necessary.
15. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents, and explosives are prohibited, **including the operation of gas or vented roasters.**
16. The OCC reserves the right to eject or cause to be ejected from the Convention Center any person or persons creating a discernible risk to the public health or safety for a period of time determined by the Convention Center Management or SCA event management staff.
17. All vehicles, forklift, and heavy equipment not on display must be removed from the exhibit hall one hour before the event is open to the public.
18. OCC only allows powered wheelchairs, scooters, and Segway's for people with disabilities as defined under the Americans with Disabilities Act (ADA) and as long as they can be operated safely in the facility. Only electric powered mobility devices are allowed inside the facility.
19. Live animals, reptile, fish, or bird are not permitted in the Center unless approved in writing by the OCC Executive Director or designee. Properly trained assistance dog accompanying a person with a disability is accepted. All such animals so admitted must at all times remain on a leash, within a pen, or under similar control. Exhibitor assumes full responsibility for any approved animal in the Convention Center and indemnifies and holds harmless SCA, OCC, their agents, officers, directors, employees, and officials from any and all claims, losses damages, or expenses, including reasonable attorneys' fees, arising out of or resulting from such an animal.
20. The Center is a non-smoking public facility (includes electronic cigarettes).
21. Persons will not be permitted inside any area of the Center in excess of the established capacity.
22. All parking rights are under the exclusive control of the OCC. The Center has the authority to write parking citations for those vehicles found in violation of any city parking violation.
23. Signs, Posters and Literature: Exhibitors shall not post any sign upon said premises or anything that will tend to injure, mar or in any manner deface the Center. Exhibitors are not permitted to use nails, hooks, adhesive fasteners, tacks, screws or any other such device to be installed on any part of the building or premises. Signs may only be posted on approved areas or equipment for such use and all signs/posters must relate to the event to be held on the Center's property. The hanging of pictures, banners, signs or any other items on interior or exterior walls, ceilings, draperies or structure requires prior written approval.

Exhibit and OCC Rules

24. Carpet/Floor Tape: Licensee and exhibitors shall be responsible for utilizing Shur Tape or Bron Tape BT-100 or BT-105. Use of other tape not approved by the Center will result in additional prevailing labor charges to remove adhesive residue from facility carpet and/or concrete floor.
25. Exhibitors are required to adhere to all COVID-19 Metro Policies and comply with the Commission's OCC Reimagined: Opening & Innovation Strategy. Licensee and Commission are subject to CDC, Oregon Health Authority and the State of Oregon regulations and executive orders. Both SCA and Exhibitors will be obligated to obey such restrictions, even though they may not appear within these Rules.
26. Objectionable Uses or Persons: Any use of the Center which is not in the best interests of the Commission or is in violation of any laws of the United States, the State of Oregon, the County of Multnomah, or City of Portland shall be a violation of the License and shall be grounds for immediate revocation of the license. Any person whose conduct is objectionable, disorderly or disruptive to the Center's use or in violation of any laws shall be refused entrance or shall be immediately ejected from the premises. Licensee assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees and attendees of the event.
27. Residual Matters: Any matters not expressly covered by this Lease or by applicable policy, rules and regulations adopted by the Commission shall be determined by the General Manager at his discretion.
28. Solicitations: No collections or donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without the prior written approval of the OCC Executive Director.
29. Failure to Vacate/Removal of Property: Upon the expiration or sooner termination of License Agreement hereof, Licensee, or its designated representative, shall immediately remove all goods, wares, merchandise, property, and debris owned by Licensee or which Licensee has placed or permitted to be placed on or at the Center. Any

DEMONSTRATIONS

30. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. Solicitation outside of one's booth is not permitted.
31. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
32. Amplified music played within a booth must be pre-approved by SCA Exhibitor Services Manager. In general, if the music can be heard more than 10 ft. from the booth, it will not be approved.
33. No exhibitor will be permitted to produce or release odors, make noises or play recorded or live music that is overpowering or obnoxious, including roasters that emit exhaust. The SCA Floor Manager shall determine when an odor, noise or music is offensive and may require an exhibitor to cease producing said odor, noise, or music.

EXCLUSIVE SERVICES

34. The Center exclusively provides on-site advertising, parking, coat and luggage check, badge check, ticket taking, usher services, electrical, compressed air, telecommunications, wireless services (Wi-Fi) and all other utilities, booth and aisle carpet vacuuming, porter service, food and beverage (catering and concessions), medical specialist and ticketing services. All charges arising from such services by the Center

Exhibit and OCC Rules

shall be charged at the scheduled rate for connections of the requested utility to the contract party, either the Licensee or its exhibitors, decorators, and agents.

35. The Center allows third-party audio/visual contractors to operate in the Center. As electrical service is an exclusive service, electrical service will be charged to operate all third-party audio/visual contractor's equipment. Client and third-party AV providers must use their own extension cords to extend pre-ordered power to their equipment.
36. All event-related fees can be found at:
https://www.oregoncc.org/sites/default/files/FY2122_OCC_Exhibitor_Services_Pricing_0.pdf
37. Exhibitor orders should be placed through the OCC Exhibitor Ordering Site at <https://www.oregoncc.org/en/Exhibit>
For more information, Exhibitor Services can be contacted at 503.235.7578 or servicedesk@oregoncc.org.
38. All multiple booth areas should include a layout with utility locations with the order. This will help facilitate accurate set-up.
39. The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. All electrical equipment must be grounded type and UL approved.
40. The OCC offers 120v, 208v, and 480v, single- and three-phase electrical service of various amperages (ranging from 5 to 200 amps), throughout the exhibit halls. Twenty-four hour power is available in all locations for an additional charge. The OCC staff will drop power at available locations within exhibitors' booths. If you would like power distributed to specific areas of a booth or under carpet, the GSC or preferred set-up personnel can provide this service.
41. The OCC can provide water lines to many areas of the exhibit halls. The OCC can supply air to most areas of the exhibit halls. A variety of compressed gases are also available.

FIRE MANAGEMENT

42. 1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal's office.
43. No flammable gases, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
44. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshal's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, a fire extinguisher is required. 4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
45. Natural gas lines used to run a fireplace, etc., must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building. Natural gas fireplace displays must have a safety pilot kit providing automatic shut-off if no flame is detected. Additionally, each fireplace must have a carbon monoxide detector with an alarm and a protective barrier to safeguard against the risk of being burned. No wood burning fireplaces are permitted.
46. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
47. See "Motorized Vehicles" for display vehicle requirements.
48. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
49. All exhibitors are to keep all exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
50. Empty cardboard boxes are not to be stored in booths overnight. 11. Obstructions blocking utility floor boxes must be relocated by the exhibitor upon request.

Exhibit and OCC Rules

51. **PROPANE** The use of propane within the building must be approved by OCC and the Fire Marshal's Office. It is imperative that you contact your Event Manager if you, or one of your exhibitors, requires the use of flammable gas. Specific propane permits are mandatory per the office of the Fire Marshal. The use of propane within the building must be approved by OCC and the Fire Marshal's Office. It is imperative that you contact your Event Manager if you, or one of your exhibitors, requires the use of flammable gas. Specific propane permits are mandatory per the office of the Fire Marshal.

FOOD AND BEVERAGE

52. The OCC prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.
53. Levy Restaurants is the official caterer for all food and beverage services within the OCC. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction with specific exhibits may be permitted, but only to the extent approved in writing.
54. **Sampling Authorization Form** – This form outlines policies and procedures pertaining to F&B sampling at the OCC. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample.

Exhibit and OCC Rules

SMOKING, TOBACCO, ALCOHOL, AND SEXUALLY EXPLICIT MATERIALS

55. Tobacco, firearms (whether concealed or open-carry), alcoholic beverages, and sexually explicit products may not be brought onto the show floor, nor may they be advertised, marketed, distributed, displayed, or consumed on the floor.

VIDEO/PHOTO/AUDIO/TELECOMMUNICATIONS

56. Commercial audio and video equipment are not permitted in the exhibit hall except within an exhibitor's own booth, with written permission from SCA, or by badged members of the press.
57. Images of a booth and its contents for commercial purposes may only be electronically recorded with the consent of the exhibitor. Violators are subjected to suspension or expulsion from this and future SCA events, including Expo. No commercial visual or audio recording of any type or kind shall be made in the Convention Center without the prior written approval of SCA. The Convention Center reserves the right to impose an additional charge for that privilege. Personal recording and photography devices (such as smartphones & tablets) are allowed on the show floor, and attendees are permitted to record and share their own images through social networks.
58. SCA reserves the right to video and audiotape events and exhibits for training or marketing purposes.
59. Exhibitors must comply with the OCC Terms and Conditions for telephone, internet, networking, and data services. Filming for commercial use, subject to the above conditions, may occur during exhibit or attendee hours with disclosure of purpose provided to the Exhibit Services Manager. Requests to film in other companies' booths must be made in writing with confirmation provided to Exhibit Services Manager. Likewise, we strongly encourage anyone filming to seek signed release forms from anyone who you film when you intend to use their footage commercially.

Design Rules

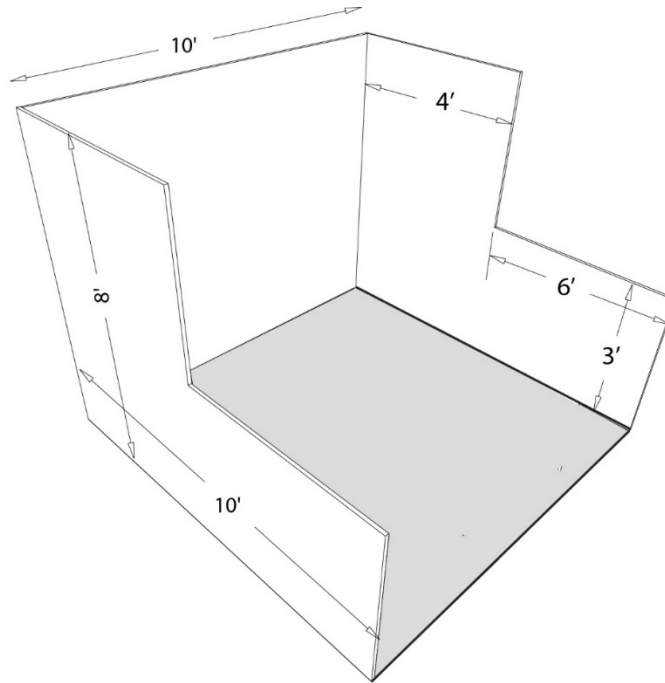
GENERAL DESIGN RULES

1. Any booth that requires pre-approval must be re-approved each year. It is possible that an over-height or over-mass booth will be approved one year and not in a subsequent year due to the booth's location, ceiling height and other factors particular to the facility.
2. Booth space fees cover the rental of space, carpet, drape, and a simple placard sign. A booth structure is not included.
3. SCA reserves the right to rearrange floor plans and relocate any exhibit at any time.
4. All exhibits are subject to on-site inspection. If your exhibit is out of compliance, or if masking drape or other materials are required, in Show Management's opinion, to make an attractive appearance for neighboring exhibits, all costs incurred for corrective actions will be exhibitor's responsibility.
5. Any display containing soil, sand or similar materials shall use a protective floor covering such as Visqueen®, Masonite®, Homasote®, tarpaulin, plywood, or comparable protective material. Curbing material shall be used to prevent spills and seepage. Exhibitor is solely responsible for the removal of such material and cleaning of any staining.
6. Neither the Convention Center nor the SCA provide furniture and equipment for exhibitor booths. All arrangements for furniture and for equipment for exhibitors are handled by the show decorator.
7. Painting or finishing of signs, displays or other objects is prohibited at the Convention Center.

Design Rules

BOOTH SPECIFIC REGULATIONS (10x10 In Line or Corner Space)

8. **10x10 In Line or Corner Spaces are not permitted to block the sight lines of adjacent booths.** Booth decorations and displayed items must fit within the assigned 10x10 in-line or corner floor space of a booth.
9. The back wall, including booth decorations and displayed items, may not exceed 8 feet. Side walls may be 8 feet high where the side wall adjoins the back wall, only for the first 4 feet along each side of a booth. The remaining 6 feet running toward the aisle on each side may not exceed 3 feet.



10. The 4-foot “side wings” are any material, furniture or equipment that substantially obscures vision. Review the diagram to be sure your booth is compliant.
11. An exhibitor who wishes to have an in-line or corner exhibit with structural elements that are more than 8-feet tall, must request pre-approval by SCA Exhibitor Services Manager. If approved, all surfaces exceeding the 8-foot height limit must have a display quality finish or be masked off with draping so the element more than 8-foot tall is not a visual distraction or unattractive to neighboring booths. Waivers are approved for the 2023 show only.

Design Rules

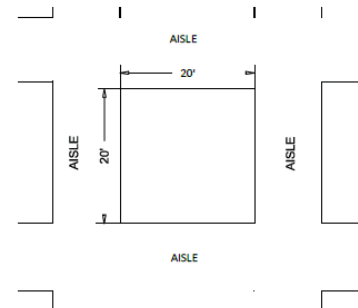
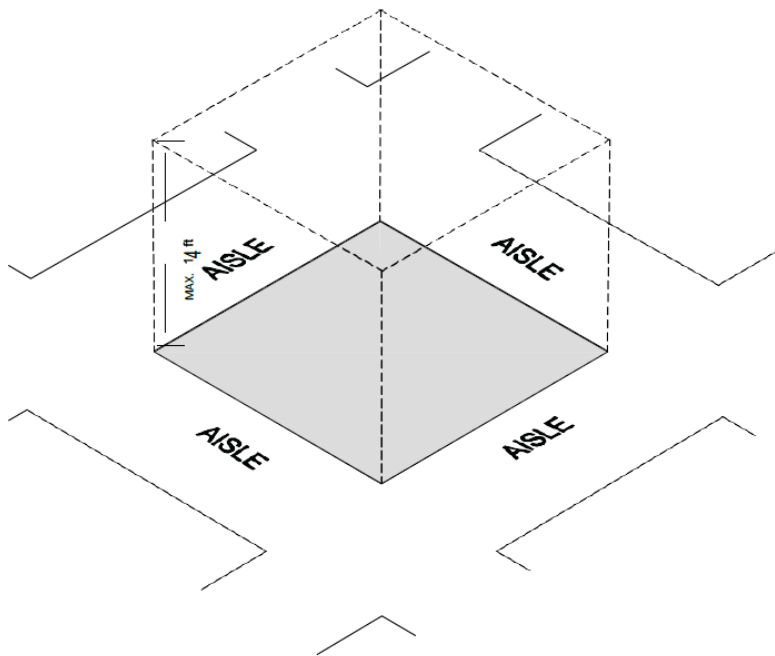
ISLAND BOOTHS

An island booth is any size booth exposed to an aisle on 4 sides.

Island exhibits are not permitted to block the sight lines of adjacent booths.

An island exhibit that includes a back wall and/or structural elements that are more than 14 feet tall must be submitted to SCA, along with the intended orientation of the booth relative to neighboring exhibits. Email exhibit@sca.coffee for design review of all Island Booths by March 1, 2023. Proposed orientation should be detailed on an excerpt of the floor plan that includes the exhibitor. Submissions lacking necessary detail or booth orientation will not be considered. Criteria for approval of exceptions is the impact of the over height element's mass, location of solid back wall (if any), and the extent to which neighboring booths may be seen. Island booths should be designed with attendee traffic factored into the footprint of the booth, not in the aisles.

Island booths are sold as a unit. Portions of the island may not be canceled, separated, or shared. It may not be possible to do what is envisioned due to location of utility boxes or Fire Marshall requirements. If you wish to link island booths together to form one larger space, please discuss your plans with the SCA Exhibitor Services Manager before reserving space.



PENINSULA BOOTH

Having aisles on three (3) sides and backing up to another exhibit. SCA does not sell peninsula booths in the Exhibit Hall as they block neighboring booths.

Two adjoining corner booths, commonly known as END CAP SPACE, may not be occupied by the same company.

Design Rules

CEILING HUNG BANNERS

12. ALL SIGNS, BANNERS, AND DISPLAYS TO BE SUSPENDED FROM EXHIBIT HALL CEILINGS IN ALLOWED AREAS MUST BE APPROVED IN ADVANCE BY SCA EXHIBITOR SERVICES MANAGER AND MAY ONLY BE HUNG BY THE SHOW DECORATOR AND BUILDING PERSONNEL.
13. In-line or corner booths must be a minimum of 10x30 to be eligible for ceiling hung banners in approved locations.
14. Hanging signs in Island Booths are permitted up to 16 feet from the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements.
15. Hanging signs and graphics should be set back 10 feet from adjacent booths and be directly over contracted space only. Approval for the use of hanging signs and graphics, at any height, needs to be submitted to the SCA Exhibitor Service Manager by February 21, 2023. Drawings and measurements should be submitted to exhibit@sca.coffee
16. Go Production Services must review and approve all rigging in the facility. A rigging plot showing loads and method of suspension is due to the OCC thirty (30) days prior to your event day for final approval. No live loads are permitted in the ballrooms and must be approved by Go Production Services in exhibit halls. All rigging is subject to inspection at a prevailing hourly rate. Technical information and load capacities are available upon request. A detailed rigging policy is available on the OCC website in the Go Production Services section.
17. Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. Exhibitors will be notified whether truss is required and whether any additional charges may apply.
18. All banners must include grommets and pole pockets on the top and bottom.

TWO STORY BOOTHS AND ENCLOSED BOOTHS

19. Detailed plans of multiple-story or enclosed booths must be submitted to the SCA Exhibitor Services Manager (exhibit@sca.coffee) at least two months prior to move in. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

COMPLIANCE WITH ADA

20. All Exhibitors shall, pursuant to the Americans with Disabilities Act (ADA), make their booth accessible to the disabled public in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation

Insurance

21. **Insurance is Mandatory.** Neither the SCA nor the MCCA is liable for, nor do the SCA nor the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Exhibitor agrees to maintain adequate insurance to fully protect SCA, its officers, directors, employees and volunteers and its affiliates, co- sponsors, service contractors and the Convention Center and its management from any and all claims arising from the exhibitor's activities including, but not limited to the installation, operation and dismantling of exhibitor's display. The foregoing insurance requirement includes claims under the Worker's Compensation Act or for personal injury, death or for damage to property.
22. Exhibitor is responsible for any and all damages caused by the exhibitor or exhibitor's agents, employees or guests.
23. Exhibitor agrees to indemnify, defend and hold harmless the Oregon Convention Center and Specialty Coffee Association (SCA) and all of their partners, affiliates, agents and employees from and against any liability for loss or damage of any kind which exhibitor may directly or indirectly cause.
24. US-based exhibitors must carry: Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$5,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable). These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder.
25. Liability Insurance Certificates must name the following as additional insureds:
 - Specialty Coffee Association** 505 Technology Dr Suite 340 Irvine, CA 92618
 - Oregon Convention Center**
 - Levy Restaurants**
26. Exhibitors must also provide a copy of their workers' compensation certificate if that coverage is required in the state in which they are based. Non-United States based exhibitors are exempt from providing proof of Workers Compensation Insurance only. Foreign exhibitors DO need to comply with the liability insurance requirements.

Submit all applicable certificates naming all parties by March 21, 2023.

Exhibiting companies that need a General Liability policy may choose to purchase a policy limited to the length of the SCA Specialty Coffee Expo. Rain Protection Insurance offers exhibitors short-term policies. SCA makes no representations or warranties regarding this company's policies.

[Rainprotection](#)

sales@rainprotection.net

1-800-528-7975

Labor & Freight Regulations

LABOR, MATERIAL HANDLING, AND HAND CARRIED FREIGHT

Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.

1. Dollies, flatbeds, or anything mechanical are prohibited in the lobby. Material that requires the use of wheeled or mechanical equipment must be delivered to the exhibit floor through the loading docks or drive-on access from the freight dock and handled by Freeman.
2. Exhibitors who wish to employ display houses or exhibit manufacturers to install or dismantle their booth may do so, but the Installation & Dismantling (I&D) company must be contracted with the local union for labor. Exhibitors must submit the required notification/ authorization form (Official Exhibitor Appointed Contractor) as instructed in the Exhibitor Service Kit. Exhibitors are not allowed to bring in outside I & D labor of any kind except for the above-mentioned union labor.

Contractors should be aware that some exhibition venues or unions working at them restrict contractor access to members of those unions or have other access restrictions. It is the sole responsibility of each exhibitor contractor to confirm its ability to perform its services at the venue in advance of the Event. SCA will not be responsible for any loss, cost or expense suffered by any contractor who is denied access to an exhibition venue on account of such restrictions."

3. Exhibitors may install and/or dismantle their own exhibit display if they are full time employees of the exhibiting company and over the age of 18.
4. Exhibitors using an I&D company other than the official show decorator/General Service Contractor must name SCA as additional insured and supply a certificate of insurance for the period of April 18 – 24, 2023. The certificate must be supplied prior to the I&D company being allowed to work in the Convention Center. To assure your I&D house easy access to the show floor, please email I&D house's certificates of insurance by March 15, 2023 to: exhibit@sca.coffee.
5. Labor for the installation and dismantling of exhibits and commercial presentations, as well as for all material handling, falls under union jurisdiction in the Convention Center facilities. This labor is supplied by the General Service Contractor. Union jurisdiction includes the overall set-up and dismantling of exhibits, including signs and carpet laying. This does not, however, include the unpacking and placement of the exhibitor's merchandise in the booth.
6. The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Please refer to the online Service Manual for additional labor information, ordering procedures and costs.
7. Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. Freeman will control access to the loading docks in order to provide a safe and orderly move in and move out.

TIPPING

8. Neither the Convention Center nor the service contractor employees are permitted to accept tips. Soliciting or accepting a gratuity, loan, gift, tip, favor, or entertainment can result in the worker's termination. SCA requests that exhibitors honor the building and show decorator employment rules. In addition, because of the way freight is handled, exhibitors should be aware that a tip cannot cause crates to be delivered out of the order in which they would have otherwise been delivered. Please report any solicitations immediately to the SCA Show Manager or Exhibitor Services Manager.

SAFETY

9. Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor form and the necessary ladders and tools will be provided.

FREIGHT HANDLING

Labor & Freight Regulations

10. The General Service Contractor has the responsibility of receiving and handling all exhibit materials and empty crates; this is called "drayage" or "material handling" and is billed to the exhibitor. It is the General Service Contractor's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of Expo.
11. Access to the loading docks will be controlled by Freeman in order to provide for a safe and efficient move-in and move-out. Freeman will not be responsible, however, for any material they do not handle.

DELIVERY PROCEDURES

12. The Convention Center does not accept advance freight, overnight deliveries or shipments for exhibitors or contractors. Freight must be consigned to the official show General Service Contractor during the move-in period. No Cash on Delivery (C.O.D.) will be accepted.

POV (PRIVATELY OWNED VEHICLE) REGULATIONS

13. A POV, or Privately Owned Vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include: pick-ups, passenger vans, taxis, limos, etc.
14. Anything larger is considered a Company Vehicle. Exhibitors are not allowed to unload Company Vehicles themselves. A Company Vehicle is considered to be a vehicle designed to transport freight. Examples include: towing trailers of any size, box trucks, U-Haul, semi-trucks, etc. A Company Vehicle is anything larger than a passenger van or designed for freight transportation. There is a Material Handling charge for the unloading of these vehicles.
15. Upon your arrival at the Oregon Convention Center in your POV, you will be provided with a dock pass and unloading instructions. No vehicle will be allowed to the dock area without a pass.
16. At the close of the event, your booth must be packed and ready to load out prior to proceeding to the Marshaling Yard to obtain a dock pass and loading instructions. Exhibitors driving POVs may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks and other mechanical equipment is not permitted. The following information applies to exhibitors who wish to hand carry their own materials in their own vehicle, i.e. car, pickup truck, minivan or sport utility vehicle.

Retail Sales, Licenses, and Permits

SALES

Sales of event-related products are permitted within contracted event space, excluding all common areas.

Exhibitors who retail/sell merchandise on the trade show floor DO need a City of Portland Temporary Business License. SCA suggests that if applicable you apply a minimum of 45 days prior to exhibition to ensure you will be able to post the actual license at your booth. The City of Portland Temporary Business License application is on page 9. For help regarding Temporary Business Licenses, please call the City of Portland at 503.823.5157. **SALES TAX** - Oregon does NOT collect sales tax.

SAMPLING & ALCOHOL



Oregon Convention Center Food and Non Alcoholic Beverage Sampling/Buy-Out Policy Revised – October 14th, 2021

1. Food sampling will be permitted by those exhibitors whose products/business they represent are being sampled.
2. Exhibitors wishing to give away food and beverages from their booth, who do not qualify for sampling must purchase such give-away food and beverage items from the Oregon Convention Center's exclusive food and beverage contractor.
3. Food sampling will be bite sized portions (the size used in grocery store samples). Anything larger must be pre-approved by the Oregon Convention Center Executive Director. Any exhibitor distributing samples that do not meet the Oregon Convention Center's sampling policy may be asked to discontinue sampling from their booth.
4. All non-alcoholic beverage samples must be in 1 to 3 oz. containers (see – Alcohol Authorization Form for sampling of alcoholic beverages).
5. The selling of products is only allowed for off-premise consumption. Products must be factory sealed to discourage on premise consumption.
6. It is the responsibility of the Licensee, distributor or exhibitor to acquire all necessary permits and licenses if required for such sampling. Multnomah County Health Department, Environmental Health, 3653 SE 34th Avenue Portland, Oregon 97202. All exhibitors are expected to carry such permits if required while on-site and may be subject to inspection of such permits by the Multnomah County Health Department.
7. If required by the Multnomah County Health Department sanitizing/hand washing stations will be the responsibility of the licensee to provide for exhibitors sampling food products. If you are simply sampling beverages, you do not need a sanitizing/handwashing station.

LICENSEE:

Company: _____

Name: _____

Booth # *if applicable: _____

Date: _____

PLEASE NOTE:

Policy must be signed, dated, and submitted to Levy Restaurants within 7 days prior to first day of event.

SAMPLING & ALCOHOL

OREGON

Oregon
Convention
Center



ALCOHOL AUTHORIZATION REQUEST

Sales Manager to check one of the below package options, and forward to client for completion.

- ☐ Special Event License (SEW/SEG/SED)
☐ Temporary Sales License (TSL) Package

The Oregon Convention Center (OCC) has exclusive food and beverage distribution rights within the OCC. Exhibitors may distribute samples of alcoholic beverages ONLY upon written authorization of the Convention Center Executive Director. Licensed vendors may sample and sell factory sealed containers of individual bottles of beer, cider, wine or distilled spirits for off-site consumption if they hold a "Special Event Winery License" (SEW/SEG/SED) or "Temporary Sales License" (TSL) and have the written approval of the OCC's Executive Director via this form. Special circumstances may require a "Temporary Sales License" (TSL) issued from the Oregon Liquor Control Commission (OLCC). Requests to use a TSL will be considered on an annual case by case basis by the Oregon Convention Center. The Oregon Convention Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

GENERAL CONDITIONS:

1. The Oregon Convention Center Executive Director must approve all alcohol sampling/selling (for on premise consumption) taking place in the Oregon Convention Center via this form, and signed at time of contracting.
2. Selling must be approved by the Oregon Liquor Control Commission, Beer and Wine Supervisor, 9079 SE McLoughlin; Portland OR 97222. The licensee, distributor or exhibitor acquires all necessary Oregon Liquor Control Commission applications, permits and licenses for such selling. Oregon Liquor Control Commission applications, permits and licenses applicable to the requested selling (SEW/SEG/SED's or TSL) must be submitted to the Oregon Liquor Control Commission and to the Oregon Convention Center a minimum of 30 days prior to the event.
3. The sale of factory sealed bottles of wine, beer, cider or distilled spirits will be for off-site consumption only.
4. A copy of the insurance certificate, holding Metro, MERC and the members, officers, directors, agents and employees of each entity harmless for any problem occurring from the dispensing of samples of alcohol, must be attached to this form. The certificate of liability should note "liquor liability" under "other" for one million dollars per each common cause and one million dollars aggregate.
5. Out of state wineries are not permitted to sample or sell on-site unless the event is contracted under a non-profit organization.
6. All pouring must cease 30 minutes prior to the published event ending time.
7. All policies subject to change. Show Management must work with the designated Levy Restaurants contact to ensure that alcohol sampling and sales are within current OLCC and OCC guidelines.

Event Date:		Attach a list of all booth number(s) where samples will be offered and/or where the sales of factory sealed bottles will be sold. Specify which booth will be sampling and which, if any, will be selling.		
Event Name:				
Firm Name:				
Address:		Contact:		
		City:	State:	Zip:
Telephone:	Fax:	Email:		
Product/Size Dispensed:				
Proposed Method of Dispensing:				
Purpose of Offering Samples and Number of Projected Vendors Sampling:				

Authorized by:

Lessee/Request by:

Andie Cuttiford | Director of Sales and Marketing
Levy Restaurants

Date

Signature

Date

Craig Stroud, CPA | Executive Director
Oregon Convention Center

Date