

## **Exhibit Space and Setup Information**

**Location:** Hilton Portland & Executive Tower, 921 SW 6th Ave., Portland OR 97204

**Exhibit Area:** Gallerias I and II

**Type and Size:** Table Top, 6' long

**Setup Date:** Tuesday, May 20, 2008, starting at 6:00 a.m.

**Teardown Date:** Saturday, May 24, 2008. Exhibits must be completely removed from hotel by 5:00 p.m.

### **Exhibit agreement with the Hilton includes:**

- Exhibit space
- Heating and air conditioning
- General lighting
- Complimentary recycling bins

### **Exhibit agreement with the Hilton does NOT include:**

- Cleaning and maintenance of individual booths and aisles
- Drayage and placement of display equipment
- Decoration and related services
- Guard/security services
- Labor (e.g., carpenters, electricians, drapery persons and/or upholsterers)
- Storage of any exhibit related materials
- Additional lighting and/or electrical power
- Gas or water supply
- Pipe and drape

The hotel does not have storage space for crates.

Prevailing charges of \$2.50 per box will apply for the movement of conference boxes. Exhibitors requesting package delivery will be responsible for their own charges.

### **Additional meetings:**

Companies who wish to schedule additional meetings over the conference dates will be expected to pay for use of function space requested at the Hilton Portland & Executive Tower's published rates.

### **Questions on exhibit space:**

Please contact Emily Murnen at Hilton Portland & Executive Tower: (503) 220-2547, or Irene Reskin at OHSU: (503) 494-6154.