



# **WESTSIDE COMMONS**

## **FACILITY USE HANDBOOK**

# FY22-23

*As 6/28/22*

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# 1. WELCOME

Welcome to Westside Commons! Whether you are a professional event planner coordinating a large trade show, or a volunteer arranging a fundraising banquet, we look forward to working with you to ensure your event is a memorable experience for you and your attendees. We are dedicated professionals you can depend on to provide excellent customer service on issues big and small. In return, we ask that you help us care for these facilities in a manner that benefits users for years to come. This handbook is designed to orient you to our facilities and business practices, provide information on the safe and appropriate use of our resources, and identify the many ways our team can assist you. This Handbook presents you with the Facility Rules referenced in Item 4 of the Standard Terms and Conditions of the County's Use Agreement. Please review it with your staff, subcontractors, and exhibitors. The Event Checklist on Page 21 provides a road map to preparing for a successful and smooth-running event. These guidelines may change from time to time. Please contact the Facilities' Management for the latest version prior to your event. If there is a dispute on the interpretation of a particular guideline contained in this manual, the interpretation of the Facilities' Management is final.

## 1.1 Contact Information

Answering as many of your questions ahead of time is a priority for us, so please don't hesitate to reach out.

Main Phone Number: 503-648-1416

Facility Use Information Email: [Lisa\\_Dupre@co.washington.or.us](mailto:Lisa_Dupre@co.washington.or.us)

Dial Lisa DuPre' direct at 503-846-2216

FAX: 503-648-7208

Mailing/Delivery Address: 801 NE 34<sup>th</sup> Ave., Hillsboro, OR 97124

Website: [www.westside-commons.com](http://www.westside-commons.com)

Fair Website: [www.bigfairfun.com](http://www.bigfairfun.com)

## 1.2 Non-Compete Policy Related to the Spacing of Events

Ensuring adequate spacing between public events that are similar in nature is one way we can help you have a successful event. Below, you will find spacing requirements that will be applied by the Westside Commons Venue Manager. Dates are considered from the first Event Day and do not include the Move-in and Move-out days. A weekend is defined as Midnight Friday through Midnight Sunday.

45 days or 6 weekends between events: Public/Consumer Shows such as RV Shows, Home Shows, Auto Shows, Boat Shows, Bridal Shows, Women's Shows, and Sportsmen's Shows.

30 days or 3 weekends between events: Hobby/Arts Sales, Cultural Events, Sports Events, Swap Meets, Flea Markets, Collectibles, Consignment Sales.

This non-competite, spacing policy does NOT apply to November/December Holiday-themed events.

Events that might not fall into the above-mentioned categories will be decided at the discretion of the Westside Commons Venue Manager. Similar shows can be spaced closer together if the Event Producers of each show agree to the shortened period. This approval would be required in writing from each affected promoter.

## **2. Facility Use Agreement**

When you have determined that you are interested in using space at Westside Commons, please fill-out and submit the Facility Use Application we can provide you with after your initial inquiry. Once it has been reviewed and accepted by Westside Commons Management, a Use Agreement will be prepared and sent to you for approval and signing. This is your legal Agreement with Washington County, and it governs your use of Westside Commons' facilities as outlined in the Agreement. The Use Agreement is not binding until it is signed by you and fully executed by Washington County, and this includes the payment of the deposit.

### **2.1 Use Fees**

Westside Commons has multiple facilities and outdoor spaces that can be used alone or in combination with each other. Use Fees include the designated facility along with the existing lighting, heating/air-conditioning, restroom facilities, basic janitorial services, garbage service (that is not excessive,) and basic event staff labor.

### **2.2 Common Areas**

Common Use Areas include all parking lots, lobbies, applicable service areas, and the space that leads to the facility you are using. You may be sharing these areas with other Westside Commons events underway at the same time you are holding your event. These areas, along with Concession space, food courts, utility, and storage rooms, are not available for use by the User without advance, written approval by Westside Commons Management. Westside Commons Management, at its sole discretion, may place controls on the Common Use Areas to ensure the division of events and for public safety.

### **2.3 Outside Exhibit Space**

Outside Exhibit Space beyond your agreed-upon Use Space must be discussed and approved in advance. Westside Commons Management maintains the right to determine if it will be allowed, and if so, how much and in what location. Fire Lanes and access to restrooms, food and beverage concessions, and the facility offices, must always be kept clear. Use Fees may be imposed on a per-square-foot basis for Outside Exhibit Space that does not already have a designated Use Fee, depending on how much is needed. Along with the Facility Use Fees, charges will apply for equipment, and certain labor services, and, in some cases, damage/security deposits, and all will be outlined in this handbook.

### **2.4 Payment/Refunds/Returned checks**

A Use Agreement cannot be fully executed without payment of the designated deposit identified in the Use Agreement. The deposit is twenty-five percent of the estimated Use Fees. All deposits are non-refundable in the event of a cancellation by the User. Failure to follow the Use Agreement's timeline/dates for the payments, the submission of the insurance paperwork, and other important event information, can result in the cancellation of your

event and the forfeiture of all deposits. For any deposit or payment checks returned to the Westside Commons office due to insufficient funds, a \$100.00 fee will be charged, and the User will then be required to pay all fees in advance with a Cashier's Check only.

## **2.5 Hours of Use**

Your Use Fee covers the use of the facility from 7 AM to 11:59 PM on Move-in days, Event days, and Move-out days. Event hours scheduled outside of these hours must be approved by Westside Commons Management and could include an additional charge.

## **2.6 Move-In & Move-Out**

Move-in and Move-out days are charged at a rate that is 50% of the Event Day Use Fee for the part of the facility you are using, and utilities will be limited.

## **2.7 Security**

Ensuring event safety and security is a Westside Commons priority for all functions and activities taking place at the facility. Westside Commons Management identifies those events that require security personnel and schedules for this service through a contracted, certified, licensed, and bonded security company. Security personnel are required to be present at all Social Functions, whether alcohol is served or not, and the User is required to pay the cost of the security personnel. Security personnel will also be scheduled, at the Users expense, at any event where there is sampling of alcoholic beverages.

Live music events, dances, parties, sporting events, and any other event Westside Commons Management, in its sole discretion, deems appropriate, are subject to additional policies, including, but not limited to, an added refundable damage/cleaning deposit, additional security, along with a security plan that must be approved by Westside Commons Management. These details are worked out with the Event Producer during the Use Agreement development process.

## **2.8 Changes to an Executed Use Agreement**

Changes that do not involve a date change can be made to an Executed Use Agreement provided the request is made at least 30 days out from the event. A new review and approval process will be required hence the minimum 30-day notice requirement. Changes to the date can be requested if the requested new dates are available, and any date change request must be made no later two months from the original date executed on the Use Agreement. A date change, and most other changes, will also require the execution of a Use Agreement Amendment that goes through the same signature process as the original Use Agreement.

## 2.9 Liability Insurance

Please send this page to your insurance company and/or agent to aid them in preparing your insurance paperwork correctly. It will make the process easier for you!

1. Anyone producing an event at Westside Commons, whether it is indoors or outdoors, must have a Commercial General Liability Policy which must be maintained throughout the Use of the premises, including the move-in day(s), the event day(s,) and any move-out day(s.)
2. The User must provide Washington County with a Certificate of Insurance showing minimum limits of coverage as follows: \$1,000,000 per occurrence and \$2,000,000 in the General Aggregate amount.
3. The User must be the Named Insured on the policy. .
4. An Additional Insured Policy Endorsement (often a second page) must be included that clearly states something to the effect that the POLICY HAS BEEN ALTERED TO INCLUDE THE NAMED ADDITIONAL INSURED: *Washington County, its elected officials, officers, employees, and agents.*

**PLEASE BE SURE YOUR INSURANCE AGENCY UNDERSTANDS THE IMPORTANCE OF THE ADDITIONAL INSURED POLICY ENDORSEMENT APPEARING AS PRESENTED ABOVE. YOUR INSURANCE PAPERWORK WILL NOT BE COMPLETE WITHOUT IT AND WILL NOT BE ACCEPTED.**

5. If your event involves the dispensing of samples of alcoholic beverages by your exhibitors, all insurance paperwork shall hold *Washington County, their elected officials, officers, employees, and agents,* harmless from any problem occurring from the sampling of alcoholic beverage products and must clearly state this.
6. Washington County may, at its sole discretion, require higher limits of bodily injury and property damage liability insurance, depending on the exposure of risk related to the event.
7. All insurance paperwork is due no later than 30 days ahead of the event's first move-in day.

### **3. SAFETY**

Operating a safe facility is the top priority of all Westside Commons personnel. By following the requirements in this section, you help ensure the safety of your attendees and guests. Failure to do so can be cause for terminating your event and Use Agreement. If, during the time you are with us, you find any condition on the grounds or in a building that could be hazardous or unsafe, please report it immediately to the Facility Administrative Office located in the Event Center, or alert a member of the Facility Maintenance Team, or your Event Attendant, so the condition can be corrected.

#### **3.1 Hillsboro Fire Department Requirements**

Westside Commons, by location, is under the jurisdiction of the City of Hillsboro Fire Department. While not every event may be required to complete the City of Hillsboro's Special Event Permit form, ALL events are expected to follow the rules, codes, and regulations. The permit requirement stipulation can be ever-changing, and we will do our best to keep you in informed of what is required. All events are to submit a layout/floor plan to the Westside Commons Event Services Team at least 30 days prior to the event move-in day.

#### **3.2 Vehicles Displayed Indoors**

Any indoor display of vehicles must meet certain safety requirements and be approved and inspected by the Hillsboro Fire Department, which will require the completion of the City of Hillsboro's Special Event Permit form. The vehicles' batteries must be disconnected, the fuel tanks must be secured and must only have ¼ of a tank or 5 gallons of fuel, whichever is less. Propane tanks are not allowed inside buildings. In all buildings, appropriate floor protection must be put in place underneath vehicles to prevent damage to the surface of the floor. Oil drip pans will also have to be in place under each vehicle in addition to the floor protection under the vehicle. Spray-on polish enhancement products, such as those used on tires, vinyl, or rubber, can NOT be used in any building, so as to prevent a slipping hazard to the public. Tape that will leave a residue is NOT to be used on any floors.

#### **3.3 Americans with Disabilities Act**

Westside Commons is committed to being accessible to all guests. As a User of the facility, you are required to follow all regulations associated with the A.D.A. and will be solely liable for any violations committed by your event.

#### **3.4 Smoking Prohibition**

Westside Commons is an entirely Smoke-Free property, and that includes E-Cigarettes/Vaping. Effective October 1, 2014, all property owned by Washington County, including outdoor spaces and parking lots, became Smoke-Free/Vaping Free.

#### **3.5 Golf Carts and Utility Vehicles**

For the safety of Westside Commons Staff, Event Staff and Volunteers, and Visitors, the following rules and guidelines are to be followed in relation to using golf carts/utility vehicles on the property:



- Any User who wants to operate golf cart/utility vehicles, or allow vendors, suppliers, employees, or agents to operate such vehicles, must get permission in advance from Westside Commons Management.
- All Users, or their agents, vendors, suppliers, or employees MUST provide Westside Commons with proof of liability insurance for any golf cart/utility vehicle operated on the grounds. The User agrees to indemnify, defend, protect, and hold harmless Washington County, from, against, and in respect to all liabilities, losses, claims, obligations, damages, causes of action, demands, and costs and expenses, suffered, sustained, incurred, resulting from or arising out of the use and operation of any golf carts and utility vehicles during the times the User is operating on the grounds, which means it will include the set-up day(s), event day(s), and any move-out day(s). Contractor/User shall require and ensure any and all staff, employees, agents, and volunteers driving or operating any motor vehicle, unless exempt, on the Westside Commons property carries and has proof of a motor vehicle liability insurance policy as required by law.
- It will be the User's responsibility to enforce and manage all golf cart/utility vehicle usage and issues related to such usage.
- Golf cart/utility vehicles are permitted for business and services needs only, not merely for personal convenience.
- No person under 18 years of age will be allowed to operate golf cart/utility vehicles, and every operator must have a valid driver's license.
- Every person operating a golf cart/utility vehicle is required to be properly trained on it.
- Whenever possible, the golf carts/utility vehicles should be operated in the routes least traveled by pedestrians and should not be operated during times of heavy pedestrian traffic. The pedestrians have the right of way at all times.
- No golf cart/utility vehicle should be operated by any person that is intoxicated or under the influence of an illegal or controlled substance.
- All individuals being transported in golf carts/utility vehicles shall be seated properly in the vehicles designated seats.
- All golf carts/utility vehicles shall observe a speed limit of 10 mph or less at all times.
- Golf cart/utility vehicles should not be parked in fire lanes, near building entrances, in front of food concessions, etc. When not being used, the vehicles should be parked out of the show area. It's up to the User to monitor and manage all golf cart/utility vehicle usage on the grounds and to understand the use of

such vehicles is a privilege which can be revoked at any time of the WCEC management due to misuse of the privilege.

### **3.6 Accidents and Injuries**

In the event of an accident or injury, emergency medical technicians can be summoned by dialing 911 and then all accidents and injuries should be immediately reported to the on-duty Event Attendant. The Attendant will provide access onto the grounds for the emergency vehicles which is why it is crucial to immediately let the Event Attendant know of the incident. Information such as a description of the accident/injury, how it occurred, the name, addresses, and all contact information of the victim(s) and witnesses, and any First Aid given, must be provided to the Event Attendant so a full Incident Report can be filed. It is very important that all such incidents be reported to the Event Attendant so that any unsafe conditions can be corrected.

### **3.7 Disease Prevention**

To prevent and reduce exposure to animal-transmitted diseases, and for general health and safety purposes, Westside Commons will post signs at the facility to encourage people to thoroughly wash their hands before eating food, and after touching animals. If you are producing an event that involves animals, the Westside Commons Staff needs to be notified *prior to the preparation of your Event Use Agreement* so you can be made aware of the protocols and procedures you will be required to follow. If animals are added to your event AFTER your Use Agreement has been executed, you must let Westside Commons Staff know immediately so a Use Agreement Amendment can be made, otherwise you run the risk of animals not being admitted to the property for the event.

### **3.8 Animals**

With the exception of Animal Events where animals are the participants, performing, or on exhibit, and Service Animals, animals will not be allowed on Westside Commons property. If you are producing an event where animals are the participants, performing, or on exhibit, you must state this prior to the preparation of your Use Agreement. Animals kept by RV Users must be kept on a leash or in a pen near the RV they are in attendance with, and animals may not be left unattended when outside. When animals are used as part of the event happening at the facility, all applicable laws, ordinances, and regulations dealing with the humane treatment of animals must be fully complied with. Animals must be kept on leashes and the owner is responsible for picking up after the animal. If there is an excessive clean-up required by the facility staff after an animal activity, the User will be billed for the man-hours. Individuals having animals on the grounds must use every precaution to ensure the safety of those attending the event.

### **3.9 Children**

Exhibitors, personnel connected with shows/events, and the event attendees, should be advised to keep their children under their control at all times at the facility. Since there are many areas on the property that are not for public use, such as maintenance storage areas, equipment storage areas, etc., children caught wandering away from event areas will be returned to their parent or guardian on the first offense. On the second offense, the child/children and parent(s) will be asked to leave the grounds.

## 4. PARKING

### 4.1 Fees

There will be a daily parking fee per vehicle. Parking lots may be shared by more than one event. The User is prohibited from charging for parking. The parking lots are not to be used for event exhibits or displays, Commercial purposes such as passing out flyers, brochures, etc., or for overnight RV parking, unless it's approved in advance by Westside Commons' Management as part of a Use Agreement.

### 4.2 Parking Safety Requirements

- Westside Commons Management has the authority to deny access of vehicles if fire lanes and building entrances are blocked or if it is determined there is not enough space available for additional vehicles to gain access. Westside Commons Management can also deny access for any security or safety reason. Anyone driving negligently or at excessive speeds will be ejected from the grounds and prohibited from driving any type of vehicles on the grounds for the remainder of the event.

### 4.3 Approved Parking Areas

- For outdoor events using the grass areas of the inner part of Westside Commons, parking in the interior of the grounds is very limited and will be restricted to only the essential event personnel by advance arrangement with Westside Commons' Management 30 days out from your event.
- For Car Shows, while the competing vehicles will be parked inside, general parking beyond the show cars will still be limited to a certain number of essential event personnel. All other participants/attendees will be required to park in the parking lots outside of the inner facility grounds.
- Vehicles coming on to the property for a set-up or tear-down must follow the scheduled set-up and tear-down times listed in the Use Agreement. The Event Promoter is responsible for making vendors, exhibitors, participants, and all personnel connected with the event aware of set-up and tear-down times.
- Only licensed/insured drivers are permitted to drive any type of motorized vehicles on the grounds. As the Contractor/User, you required to ensure any and all staff, employees, agents, and volunteers driving or operating any motor vehicle, unless exempt, on the Westside Commons property carries and has proof of a motor vehicle liability insurance policy as required by law.
- The use of Golf Carts or other Utility-type vehicles must be approved in advance by Westside Commons Management. More information on this topic is available in section 3.5.
- Washington County is not responsible for any theft or damage incurred by attendees' vehicles parking in the lots.

### 4.4 Recreational Vehicles

Any vendors taking part in an event at our facility who wish to use one of the 14 RV sites need to be aware that we have with very limited electrical service. These vendors should check-in with our Operations Team upon arrival at our facility and we will see if we can take care of their RV parking needs on a case-by-case basis. In some scenarios,

which will be noted in the Use Agreement, the User will be allowed to reserve all of the spaces in advance and collect a fee and reimburse Westside Commons for the RV sites used. Graywater cannot be dumped or dripped on the ground. There are no sewer hook-ups or a dump station on the property.

## 5. FOOD AND BEVERAGE

### 5.1 Concessions

“Concession Service” is the sale of over-the-counter food and beverages, including alcohol, and Westside Commons has exclusive contracts and control of all food and beverage concession service on the grounds, including alcoholic beverages. Westside Commons Management reserves the sole right to decide the number of concessions required to be open in the Wingspan Event & Conference Center to accommodate the events as it deems necessary. These concessions could be in permanent locations and/or portable units. The User is not permitted to, in any way, block or sell space at any food locations without written permission from Westside Commons’ Management. The User will also not allow or contract out for any type of food or beverage sales or giveaways on the property without written permission from Westside Commons Management.

### 5.2 Alcohol Service

Westside Commons and [Pacific Rim Food & Beverage, LLC](#) retain the exclusive right to sell and dispense alcoholic beverages on the Westside Commons property. This exclusivity covers all types of events, including, but not limited to: Consumer Trade Shows and Expositions, Festivals, Catered Events, Receptions and Meetings. Westside Commons Management can make an exception to this for festivals that have a single purpose and focus of featuring an alcohol product, or products such as a Beer, Wine, or Spirits festival. These exceptions will be dealt with on a case-by-case basis and ultimately rest on a decision from the Manager of Westside Commons. Care will be taken that all alcoholic beverages served and/or consumed on the property are done so in a responsible manner that follows all Oregon Liquor Control Commission regulations. Westside Commons Management and Pacific Rim Food and Beverage (if Pacific Rim Food and Beverage is selling or serving the alcohol at the event) can discontinue or cancel the sale or serving of alcohol at any time if it is determined to be in the best interest of the facility and/or the concessionaire to do so. During ALL events, Westside Commons’ Management has final authority to determine when, where, and how alcoholic beverages will be served and whether an event is defined as “Public” or “Private.” Westside Commons’ Management may require additional security at the User’s expense when alcoholic beverages are being served.

### 5.3 Pre-Packaged Food Sales/Sampling at Events, and Alcohol Sampling at Events

Food Sampling will be allowed at public events by exhibitors whose products and/or business they represent. The samples are not to be larger than 1 ounce and there is to be no charge for a sample, unless the sampling is part of an overall “Sampling Event” where tickets are sold specifically for a sample and in that scenario, we will acknowledge and approve that in your Use Agreement. All of the food items must be prepared, produced, manufactured, or processed per Oregon Administrative Rules (OAR) 603-025, OAR 333-150, and OAR 333-157 as it pertains to the item. Any exhibitor who doesn’t meet any of these requirement will be asked to discontinue offering samples.

All non-alcoholic beverage samples must be in containers 2 to 3.5 oz. in size. Any exhibitor who doesn't meet this requirement will be asked to discontinue offering samples. All exhibitors offering food and beverage samples must have any permits required by the Washington County Health Department or the Oregon Department of Agriculture. Information can be found at this link:

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/FactSheet16ExemptFoods.pdf>

If there is uncertainty over whether a food item or items require a food license or not, please reach out to the Washington County Environmental Health Program at 503-846-8722.

**IT IS THE RESPONSIBILITY OF THE EVENT PRODUCER/USER TO INFORM EXHIBITORS OF ALL FOOD HANDLING/SALES/SAMPLING REQUIREMENTS OUTLINED ABOVE.** For the health and safety of those attending your event, any exhibitor not in compliance with the Health Department rules will not be allowed to operate. Exhibitors are expected to carry required permits/paperwork while on site and to be able to produce them if inspected by the County Health Department.

Alcohol Sampling by exhibitors will only be allowed as follows: If individual exhibitors are going to be offering samples of alcohol, the Event Producer/User will be required to provide Pacific Rim Food & Beverage, LLC, with copies of the exhibitor's Liquor Liability Insurance, and the approved Oregon Liquor Control Commission permit paperwork 30 days prior to the event. During the hours that alcoholic beverage sampling will be taking place, Westside Commons will schedule alcohol monitors from its' contracted security company and the User will be required to pay for the cost of the monitors. Beverage samples are not to be larger than 1.5 ounces for wine and cider, and 3 ounces for beer and non-alcoholic beverages, and there is to be no charge for the samples unless the sampling is part of an overall "Sampling Event" where tickets are sold specifically for a sample and in that scenario, we will acknowledge and approve that in your Use Agreement. This sampling size limit does not apply to events where a ticket is sold specifically for a "Sampling Experience" event. All sampling of alcoholic beverages is to be conducted in accordance with OAR 845-006-0450 and OAR 845-005-0427. You can visit the OLCC website at [www.oregon.gov/olcc](http://www.oregon.gov/olcc), and you can call the OLCC at 1-800-452-6522.

#### **5.4 Closed-Bottle Alcohol Sales at Events**

The sale of CLOSED bottles of alcoholic beverages by your exhibitors for *at-home consumption* will be allowed as follows: The Event Producer/User is required to be prepared to provide Pacific Rim with copies of the exhibitor's Liquor Liability Insurance, and the approved Oregon Liquor Control Commission permit paperwork 30 days prior to the event, along with the inclusion of such activity being addressed in the Use Agreement. Additional requirements for the sales of the closed bottles of alcohol may be put in place as deemed necessary by Westside Commons Management, depending on the nature of the event.

#### **5.5 Private Event Catering and Alcohol Service**

Any event needing food service, including banquets in the Wingspan Event & Conference Center, Private/Social events in the Cloverleaf Building or elsewhere on the grounds, are required to use one of the caterers off the

Westside Commons Approved Facility Caterers List (refer to next page.) Westside Commons and Pacific Rim Food & Beverage LLC retain the exclusive right to sell and serve all alcoholic beverages on the property, including that which is served at any catered event, and at all Private/Social events. *To contact Pacific Rim Food & Beverage LLC to learn more about your alcohol service options*, email them at [Pacificrimcatering.oregon@gmail.com](mailto:Pacificrimcatering.oregon@gmail.com) or reach our Pacific Rim Liaison, Amy Theberge, at [amy.theberge@gmail.com](mailto:amy.theberge@gmail.com). You will place your order for Alcohol Service with Pacific Rim Food and Beverage, and you will pay them directly. It is the desire of Washington County that all alcohol served and/or consumed on the property is done so in a responsible fashion and all Oregon Liquor Control Commission regulations related to alcohol service are followed. Westside Commons may require additional security personnel to be present, at the User's expense, at any Private/Social events where alcohol is served. If private catering arrangements are needed during a public event, they have to be arranged through one of Westside Commons' authorized catering companies in advance also. *An alcohol service change from "No-Host" bar to "Hosted," or from "Hosted" to "No-Host," must come at least 72-hours before the event.*

## 5.6 Westside Commons Approved Facility Caterers through Sept. 30, 2023 (Alphabetical Order):

### Divine Catering:

- <https://www.divine-catering.com/>
- 503-347-7783
- [info@divine-catering.com](mailto:info@divine-catering.com)
- 16285 SW 85th Ave., Suite 101, Tigard, OR 97224

### Kam & Kam Catering Co:

- <http://kamsfinefoods.com/>
- 503-629-1708
- [catering@kamsfinefoods.com](mailto:catering@kamsfinefoods.com)
- 0050 NW Old Cornelius Pass Rd, Portland, OR 97231

### Reedville Catering Inc.:

- <https://www.reedvillecatering.com/>
- 503-642-9898
- For email inquiries, use this link: <https://signup.e2ma.net/signup/1921591/22128/>
- 2975 SW Cornelius Pass Road, Suite D, Hillsboro, OR 97123

### Vibrant Table Catering & Events Inc.:

- <https://vibranttable.com/>
- 503-297-9635
- [inquiry@vibranttable.com](mailto:inquiry@vibranttable.com)
- 2010 SE 8th Avenue • Portland, OR 97214

## **6. EVENT STAFFING AND RESOURCES**

### **6.1 Set-up/Move-in**

The Set-Up/Move-in dates and times will be followed based on what was agreed upon in the Use Agreement you signed. In the situation where the Use Agreement was entered into so far in advance that the specific hours for moving in or moving out could not be established, Westside Commons must be provided with the hours no less than 30 days prior to your first move-in day. If you are bringing in a company or individual to provide decorating services, that work has to be scheduled during the date(s) and time(s) stated in your Use Agreement. The same applies for move-out days. Your move-out hours or move-out days must be within what is stated in your Use Agreement.

### **6.2 Event Attendant**

There will always be at least 1 Event Attendant from our Westside Commons Staff on duty at the facility any time an event is underway and any time a building is open before or after the normal Westside Commons Business Hours of Monday through Friday from 8:00 AM to 4:30 PM. Depending on the estimated attendance and the parts of the facility being used, more than one attendant may be scheduled. You will be provided with the cell number for reaching the Lead Event Attendant on duty. The buildings and gates of the facility will be controlled by the on-duty Event Attendant. As a result, keys will not be issued to you.

### **6.3 Janitorial Service**

The general janitorial service, such as cleaning and restocking restrooms, emptying garbage receptacles, sweeping entryways, vacuuming the carpeted lobby overnight, and vacuuming the Conference Room and Meeting Room floors overnight, will be provided by Westside Commons as part of the Use of the facility. What is not provided are things like cleaning exhibit booths, show offices, and registration areas, or vacuuming any event carpeting you choose to have put down in the Expo Hall by a Decorator/Event Rental Services company. Our staff will not enter booth areas. If you want that work done, please make such arrangements with your Event Rental Services company/Decorator. Once your event is over, all decorations should be removed, garbage deposited in receptacles, vendor materials and equipment removed, etc.

### **6.4 Security Personnel**

Security and safety are important factors to keep in mind for all activities and functions. Westside Commons will determine, at its sole discretion, the number and type of security personnel required for your event, if any, based on the anticipated attendance, the type of event you are producing, any past history or experience we may have with your event or events like yours, the area(s) of the facility being used, and whether alcohol will be served. In some instances, even if alcohol is not being served, security personnel will be required for crowd control and protection of the property. If security personnel are required, Westside Commons Staff will order and schedule the personnel from the facility's contracted security company and you, as the event producer, will be charged for the service. As the Event Producer, you are required to hire or provide any security personnel needed for specific show functions

such as gate/door/admissions area guards, night security, etc., and if you use Private Individuals as security personnel, they must be covered by your liability insurance for any activities they conduct while on duty for you.

### **6.5 Paramedics/First Aid**

Depending on the nature of your event (crowd size, activities at the event, etc.) there could be a requirement that paramedics and/or an ambulance be present or on standby at the facility to provide First Aid. In most instances, this is triggered by an analysis of the City of Hillsboro's Special Event Permit in consultation with Westside Commons Management. When we first begin working with you on your event planning, our staff will alert you if they see an aspect of your event that will A)-Require the need for a Special Event Permit application, and B) Likely trigger the requirement of paramedics and/or an ambulance being present or on standby during your event. The costs of these required services will be your responsibility as the Event Producer and our staff will go over with you how we order these services for you and what the costs will be.

### **6.6 Forklifts/Ladders**

The Westside Commons Maintenance Team can provide Forklift services to you for an hourly charge with a half-hour minimum. The current price of that service will be indicated in your Use Agreement. This service must be ordered by 30 days out from your event, or additional charges may apply. A "From the Floor" request for this service will be higher than the cost of ordering it in advance and must be paid for that day at our business office prior to the equipment being moved into place to do the work. Westside Commons cannot provide ladders for you to use. If you think you will need a ladder, you need to bring one in for your own use, or for use by your vendors.

### **6.7 Admissions Personnel**

Westside Commons does not hire or supervise Admissions Personnel, meaning the Ticket Sellers or Takers, for the individual events being held at the facility. It is up to you, the Event Producer, to either use your own staff, or contract out for that service through a ticketing agency or a private security firm. PLEASE KEEP IN MIND: In the Wingspan Event & Conference Center, Concession Stands and restrooms will be located outside of your room you are using to produce your event, meaning your attendees will have to leave the room to visit the restrooms or a concession stand, so if you have paid admission, you will need an attendant and some form of recognition for those who have paid, be it a hand stamp, wristband, ticket stub, etc., to allow "Coming & Going" access.

### **6.8 Decorators/Outside Event Rental Companies**

Based on the terms of your Use Agreement and what area(s) of the facility you are using, you may need to use an outside contractor for decorating and/or event rental equipment services. If you will be using an outside contractor for these services, the contractor must follow your scheduled move-in and move-out dates and times. The equipment you are renting from outside sources should be kept separate from Westside Commons equipment. You will be required to have someone on site when the equipment arrives and when the equipment is picked up. Westside Commons staff will not be responsible for overseeing your move-in of outside rental equipment or its subsequent pick-up. Additionally, you will be charged for any Westside Commons staff labor, or any facility-related charges incurred as a result of the needs of your outside contractor. All equipment rented by you from an outside source must be sorted, counted, and re-stacked by you, the User, or your personnel. Any outside rental equipment



left in the facility after your move-out, unless arranged for a later pick-up in advance with Westside Commons Event Staff, will be moved by the Westside Commons Event Staff at your expense and Westside Commons will not be responsible for equipment lost before, during, or after, your event.

Contracts with any decorator/event rental company are allowed, so you are free to work with any decorator/event rental company of your choosing and be aware: the company or companies you choose will fall under your Insurance Coverage as the User of the facility, as they become your responsibility once they arrive on the property.

## **6.9 Labor Rates**

With the exception of all parts of the Expo Hall in the Wingspan Event and Conference Center, one room or area (if outdoors) set-up and tear-down is included with your Use Fee. If you need a room or area set-up reconfigured, or an equipment change-over, during your event, you must make arrangements for this at least 30 days prior to your first Event Move-in Day, and charges will apply for the man-hours and any equipment used. Labor Rates are outlined in Attachment B of your Use Agreement.

# **7. Audio/Visual and Utilities**

Many of the Audio/Visual needs you will have for your event will be able to be fulfilled by Westside Commons. Your A/V needs are something to discuss in detail with us as you prepare for your event and make any equipment orders with us. In some cases, where your A/V needs go beyond what equipment and services we can provide, you will need to contract with an outside company to provide those services and equipment for you.

## **7.1 Wi-Fi**

The Wingspan Event and Conference Center has FREE Wi-Fi Service that will be available for vendors and guests. Westside Commons does not guarantee the level of FREE Wireless service on any given day in the Wingspan Event and Conference Center, or that it will always be working, or that everyone will be able to access it with their device. Additionally, Westside Commons does not guarantee the security of the Wireless network within the Wingspan Event and Conference Center. Westside Commons will not provide technical support or troubleshooting support for FREE Wi-Fi access. Shows and/or vendors who require guaranteed service should plan to provide themselves with a back-up system. Elsewhere on the grounds at Westside Commons, including outdoor spaces and in the Cloverleaf Building, there is no Wi-Fi Service.

## **7.2 Electrical**

Westside Commons can provide the majority of electrical services on the grounds for your event. We have \*\*2400 watts/20 amps service drops we can make, and 50 amps/single-phase service in the Wingspan Event and Conference Center (See notation below.) It is your responsibility, as the Event Producer, to clearly state your electrical needs at the time you initiate your Use Agreement for your event. If you have electrical needs beyond what the facility can provide, we will discuss what your options are in relation to bringing in an outside company to provide electrical services. If your electrical needs are within the scope of what can be provided by Westside Commons, then your electrical services request, including a detailed diagram, is due 30 days ahead of your event

move-in day. This will help you and your vendors avoid the added cost of ordering electrical services “From the Floor” which require payment by cash or credit card at our office before the installation of service. Electrical rates are based on per event usage. All extension cords and appliance cords must be grounded. All electrical appliances displayed must be UL approved.

***\*\*NOTE: The 2400 Watts/20amps Power Drops will typically provide power to 4, 10' x 10' booths, giving each booth 5 amps of service. If a particular vendor has greater power needs than 5 amps, it may mean only 3 booths could be serviced with 1, 20amp drop, or that vendor may need a dedicated 20amp circuit just for that space, in which case that would be a single drop you will be charged for, to take care of electrical service for a single vendor booth space. You will need to work with your vendors to have them clarify what they think their electrical needs will be and then as your show plans advance, we will work with you on your specific electrical needs within your layout of booths.***

### 7.3 HVAC & Lighting

During your Move-in and Move-out, lighting will be set at a reduced level that is still safe, but low enough to cut down on the consumption of power. Air conditioning and heating in the buildings will also be set at a much-reduced level during the times you are moving in and moving out. Our Operations Staff will set the lighting, heating, and cooling levels for when your event is underway to make sure the system operates at a high level of efficiency while providing comfort and safety for your attendees and vendors.

### 7.4 Plumbing/Wastewater

If access to water is needed, you must let the Westside Commons Event Staff know this early in your event preparation, and keep in mind: You or your vendors must supply your own hoses. Westside Commons will not supply hoses. Exhibitors who need water service should be placed close to where the water service can be provided. Well in advance of your move-in, you will need to let the Westside Commons Event Staff know you will have vendors who need water service, so we can work with you on your floor layout to advise you on where those vendors need to be located. Once an item is filled with water, the same water must remain in it throughout the run of the event. Filtration equipment and chemicals must be used to keep the water clean and sanitized. When the event is over, the water must be disposed of into the sanitary sewer system, and our Event/Maintenance Staff will make sure it's clear where the water should be disposed of.

Storm drains discharge rainwater and are located throughout Westside Commons. Water entering storm drains is not treated to remove contaminants, so anything going into the drains goes directly into the local streams, impacting our watershed. Dumping or routing wastewaters or other contaminants into the storm water drainage system is prohibited by Washington County Clean Water Services' Ordinance 27. Any event found to be in violation of this rule is subject to a \$500.00 fine by Westside Commons in addition to being subject to fines imposed by Clean Water Services. Please remember: **NOTHING IS TO BE ALLOWED TO GO INTO THE STORM DRAINS.**

## 7.5 Garbage

Our Event Staff/Maintenance Team is responsible for cleaning the buildings and the grounds. Following your Move-In, our staff will do a final cleaning prior to your event opening. Our staff will not enter booth areas, so trash and recycling must be put in proper receptacles or placed neatly in an aisle for pick-up. Regular garbage and recycling service is included in your Facility Use. Upon Move-Out, all garbage must be placed in receptacles/bags for pick-up. Excessive clean-up requirements will be billed back to you at our current man-hour rate. This includes but is not limited to: Removing stickers/decals, balloons, tape, carpet tape, cardboard, parking lot cleaning. We are happy to discuss this with you in advance to help you avoid any of these charges!

## 7.6 ATM

The Wingspan Event and Conference Center has an ATM located in the lobby.

# 8. Facility/Building Use Requirements

We hope those who use this facility will do so in a manner that will benefit users for years to come. Normal wear-and-tear to the facility is to be expected; however, if damage to the facility or any facility equipment occurs, you, the User, will be charged accordingly. Examples of damage that could result in you being billed after your event include: Carpet stains, rubber tire marks, tape damage on walls and floors, scrapes/dents/holes in walls, damage to doors. Excessive clean-up beyond what we know is routine after an event, will be billed back to you at our current man-hour rates and damages will be billed at-cost.

## 8.1 Prohibited Uses

- In all buildings, appropriate floor protection must be put in place underneath vehicles, landscaping displays, and anything else that might cause damage to the surface of the floor.
- Under vehicles, oil drip pans will also have to be in place in addition to the floor protection under the vehicle.
- Spray-on polish enhancement products, such as those used on tires, vinyl, or rubber, can NOT be used in any building, so as to prevent a slipping hazard to the public.
- Tape that will leave a residue is NOT to be used on any floors. Speak with the Facility Operations Supervisor about alternative options available.
- While our facility is designed to handle all types of events and exhibits, please check with us in advance before **extremely heavy equipment** is planned for a display.
- Helium balloons are NOT to be used anywhere on the property. The balloons can cause problems with HVAC systems in buildings, popping balloons can startle animals that may be on display, and helium balloons that escape outdoors can create a concern due to our close proximity to the Hillsboro Airport.
- Stickers and adhesive-backed decals are NOT to be given out at the facility at any event, outdoors or indoors. Any cost associated with removing decals/stickers will be charged back to you, the User.
- Nails, screws, and staples are NOT to be driven into any building wall, floor, ceiling, or piece of equipment.
- Hot glue is also NOT to be used in the aforementioned areas. PLEASE MAKE SURE YOUR VENDORS/EXHIBITORS/CONTRACTORS ARE AWARE OF THIS.

- If you need to hang something on a wall, be it a banner or a decoration, please discuss this in advance with the Westside Commons Event Staff you are working with on the details of your event. We have suggestions and solutions to help you with this. Do NOT use staples, pushpins/tacks, glue guns, or tape that will leave an adhesive residue on the walls. This is why we are happy to work with you on solutions for hanging signs/banners, and decorations.
- If you are under Agreement to use a Parking Lot as part of your event space, you are NOT allowed to use paint to mark the surface. It must be something water-soluble like chalk. Please consult with the Westside Commons Event Staff in advance, and we will help you with a solution. Failure to follow this could result in damage fees being assessed to you.
- Washing vehicles or equipment on the facility property with cleaning products or any activity that results in anything other than water flowing into the ground or storm drains is prohibited.
- Bird seed and rice is NOT allowed to be thrown anywhere on the grounds.
- Our Wingspan Event & Conference Center has a fire alarm system that includes smoke beams that shoot from one side of the building to the other in several different locations. Breaking of this beam while hanging banners, releasing helium balloons, or any activity that temporarily blocks the beam, will result in a fire alarm going off. This requires everyone to exit the building, the Hillsboro Fire Department and Rescue personnel, must respond, and the alarms will need to be re-set. You, as the User, will be responsible for any costs associated with having to pay the Fire Department for false alarms and the re-setting of the alarm system.

As such:

1. No helium balloons are allowed in the building.
2. Please talk to our Maintenance Team and your Event Attendant before you hang a banner.

## 8.2 Care of Furnishings and Audio/Visual Equipment

In some parts of the facility, we have rooms and venues where tables and chairs are included with your Use Fee and provided for you to use during your event. Any such equipment damaged or not returned will be billed back to you, the User, at the current replacement cost. It is strongly suggested any facility-owned equipment be counted before and after the event and any discrepancies reported to your assigned Event Attendant. This also applies to components pieces of Audio/Visual Equipment you may be renting from us for your event.

## 8.3 Lost & Found/Theft during an event

Any items unclaimed during your move-out should be removed by you, the User. If any items are left at the facility after your Use expires, they may be considered “abandoned property” and eventually be disposed of at the discretion of Westside Commons Management at a cost to you, the User, if that’s necessary. Before any items are disposed of, however, they will be brought to our office where they will be considered as “Lost & Found” items and we will retain them for a period of time at the discretion of Westside Commons Management. Westside Commons is not responsible for any items lost or stolen during the event, the set-up, or the move-out. The User is responsible for providing adequate security for the prevention of loss.

## 8.4 Propaganda/Solicitations/ Demonstrating

Any person or group canvassing, soliciting, or disseminating materials of a non-commercial nature on Westside Commons property must fill out a registration form and submit it, along with a copy of each item to be distributed, each petition to be signed, or any other materials to be used, to the Westside Commons Administrative Office at 801 NE 34 Avenue, Hillsboro, OR 97124.

# 9. Shipping and Deliveries

## 9.1 Limitations

**PLEASE NOTE:** Shipments and/or deliveries **MUST BE SCHEDULED TO ARRIVE ON YOUR MOVE-IN DAY(S.) WESTIDE COMMONS DOES NOT SIGN FOR, OR RECEIVE, ANY ADVANCE SHIPMENTS FOR YOU OR YOUR VENDORS/EXHIBITORS. This is something we are strictly prohibited from doing by our County Counsel and Risk Management Department. If you need Drayage services, you can work directly with a Trade Show Services Company or a Transport Company, who will then be responsible for receiving the items, storing, and delivering them to you on your move-in day.**

## 9.2 Guidance to Vendors/Suppliers

To help insure items are received in a timely manner, please make sure the following procedures are followed by anyone shipping freight to the facility. **PLEASE PASS THIS ON TO YOUR VENDORS/SUPPLIERS.** The delivery personnel/driver will always come to our office first for guidance/instructions, so this is why it's critical to include this information so we can figure out where to send them and who to contact on-site:

- Westside Commons (801 NE 34<sup>th</sup> Avenue, Hillsboro, OR 97124)
- Name of the event
- Name of the building/Outside area (i.e., Expo Hall, Conference Room, Wingspan Meeting Room, Cloverleaf Building, Carnival Grounds, etc.)
- Booth number, if any.
- On-Site contact name for the Vendor or Event Staff person who will be responsible for receiving the merchandise once it arrives.

Any out-going shipments left at the facility after your move-out, must be palletized, wrapped, with labels attached, and placed at the building's service door, completely ready for pick-up. Westside Commons will not prepare any merchandise for pick-up. Items must be picked-up immediately following your move-out unless prior arrangements have been made for a pick-up the following morning. Washington County will not be responsible for any merchandise left at the facility, or for any security for freight left for pick-up the following day. Any items left at the facility are left at the risk of the show producer and/or vendor. Westside Commons will not provide storage for items left at the facility and eventually will dispose of the items as we see fit.

# 10. Marketing

## 10.1 Electronic Message Center

Westside Commons has an electronic message center at the corner of Cornell Road and 34<sup>th</sup> Avenue. Most events open to the general public will be displayed on the message center. Events typically held on a weekend will have a message displayed on the message center starting Monday on the week of the event through the final day of the event. If your event starts on a Tuesday, for example, the message will usually start on the Wednesday prior. Because of space limitations, it is likely only your event's name, date, hours, and building or room, will be displayed. Occasionally, abbreviations will be used. Occasionally, due to maintenance, repairs, or a power outage that disrupts the system, the sign may not be operating, and Westside Commons Management makes no guarantees as to when repairs can be made in these instances. No contractual agreements are made in relation to the electronic message center.

## 10.2 Advertising and Public Information

An Event Advertising/Public Information Form will be provided to you along with your Use Agreement. We are happy to provide complimentary services to Consumer events to help promote your event to the public. These services are complimentary and not contractually agreed upon. Examples may include a listing on our facility website calendar, the Electronic Message Center, Social Media, and to answer general inquiries that come to our office. To have us provide this service for you, it is up to you, the Event Producer, to give us your accurate information via the Event Advertising/Public Information Form or to forward to us your event information and details. This includes letting us know of any changes you make, after you submit the form, in contact phone numbers, event hours of operation, or admission prices. Complimentary publicity/advertising is not done for Social Functions not open to the general public.

## 10.3 Signs and Banners

Signs and banners related to events cannot be placed on any buildings at the facility, walls, or fences without permission in advance from the Westside Commons Management. Only certain materials are allowed, and signs are only allowed up for a limited duration and Westside Commons Event Staff will work with you on the details prior to your event. For weekend events, promotional banners cannot be hung any earlier than the Monday prior to your first event date and must be removed no later than the end of your last date on your Use Agreement. Westside Commons will not be responsible for signs and banners left at the facility after your event. Any signs or banners placed without Westside Commons Management approval are subject to removal at your expense. Westside Commons ladders cannot be used by anyone other than Westside Commons' staff due to risk/liability concerns. Forklift/High-lift services by the Westside Commons Event staff for the hanging of banners/signs will be billed for at the current equipment-with-operator hourly rate with a half-hour minimum. This service must be ordered by 30 days out from your move-in day, or additional charges may apply "From the Floor" request must be paid for that day at our business office prior to the equipment being moved into place to do the work.

#### **10.4 Video Wall in Wingspan Event and Conference Center**

The Video Wall located in the lobby of the Wingspan Event and Conference Center is not a contractual part of your Use Agreement. This means there is not a contractual obligation connected to the video wall content. It is not an item for rent at the facility.

#### **10.5 Photography and Video**

Westside Commons Management may, at its own discretion, have staff take pictures and video of events held at the facility for the facility's own internal or marketing use. All of your vendors and attendees agree to understand that photos and videos could be taken during the event, and by entering the facility, agree that any photos or videos of them may be used for publicity or promotional purposes. This statement will be posted at entrances.

## 11. Event Checklist

Here is a list of important forms, fees, and deadlines in relation to planning for your event—

1. **Your Use Agreement**-----Sign within 10 business days of receiving it from the County
2. **Deposit**-----Submit it to the Westside Commons Administrative Office at the same time you sign Use Agreement or request an invoice for it.
3. **Event Information Form**—Submit it to the Westside Commons Administrative Office at the same time you sign the Use Agreement.
4. **Insurance Paperwork, including the Certificate of Insurance AND the Additional Insured Policy Endorsement**-----Submit this paperwork to the Westside Commons Administrative Office, the sooner the better, to allow time for corrections, but NO LATER than 30 days prior to your move-in day and REMEMBER: Move-in and Move-out dates, if any, must be reflected on the paperwork!
5. **City of Hillsboro Special Events Permit (ONLY if applicable)**—Submit it to the Hillsboro Public Works Department AT LEAST 30 DAYS PRIOR TO YOUR MOVE-IN DATE.
6. **Event Utilities Request (if applicable)**-----Submit to the Westside Commons Event Services Coordinator 35 to 40 days in advance of your move-in day.
7. **Layout/Floor Plan**--- Submit to the Westside Commons Event Services Coordinator 35 to 40 days in advance of your move-in day.
8. **Name of your decorator/Event Rental Company, (if applicable)**— Submit to the Westside Commons Event Services Coordinator 35 to 40 days in advance of your move-in day.
9. **Event Catering Plans (if applicable)**----- Submit to the Westside Commons Event Services Coordinator 35 to 40 days in advance of your move-in day.
10. **Alcohol Services Request, (if applicable)**-----Confirm with Westside Commons Event Services Coordinator that you have contacted Pacific Rim Food and Beverage to make your Alcohol Services reservation.
11. **Oregon Liquor Control Commission Special Event License , if applicable for ALCOHOL SAMPLING ONLY**--- Submit to the Westside Commons Event/Sales 35 to 40 days in advance of your move-in day.
12. **Final Payment of Remaining Base Use Fees**---Refer to your Use Agreement dates and submit payment to the Westside Commons Administrative Office.