

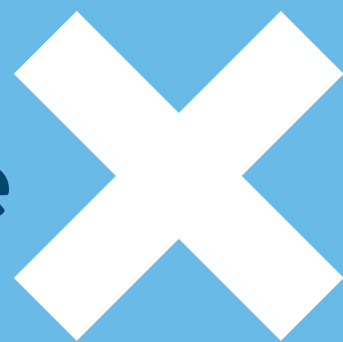


# WINGSPAN

EVENT &  
CONFERENCE CENTER



## Planning Guide



**WESTSIDE**  
COMMONS

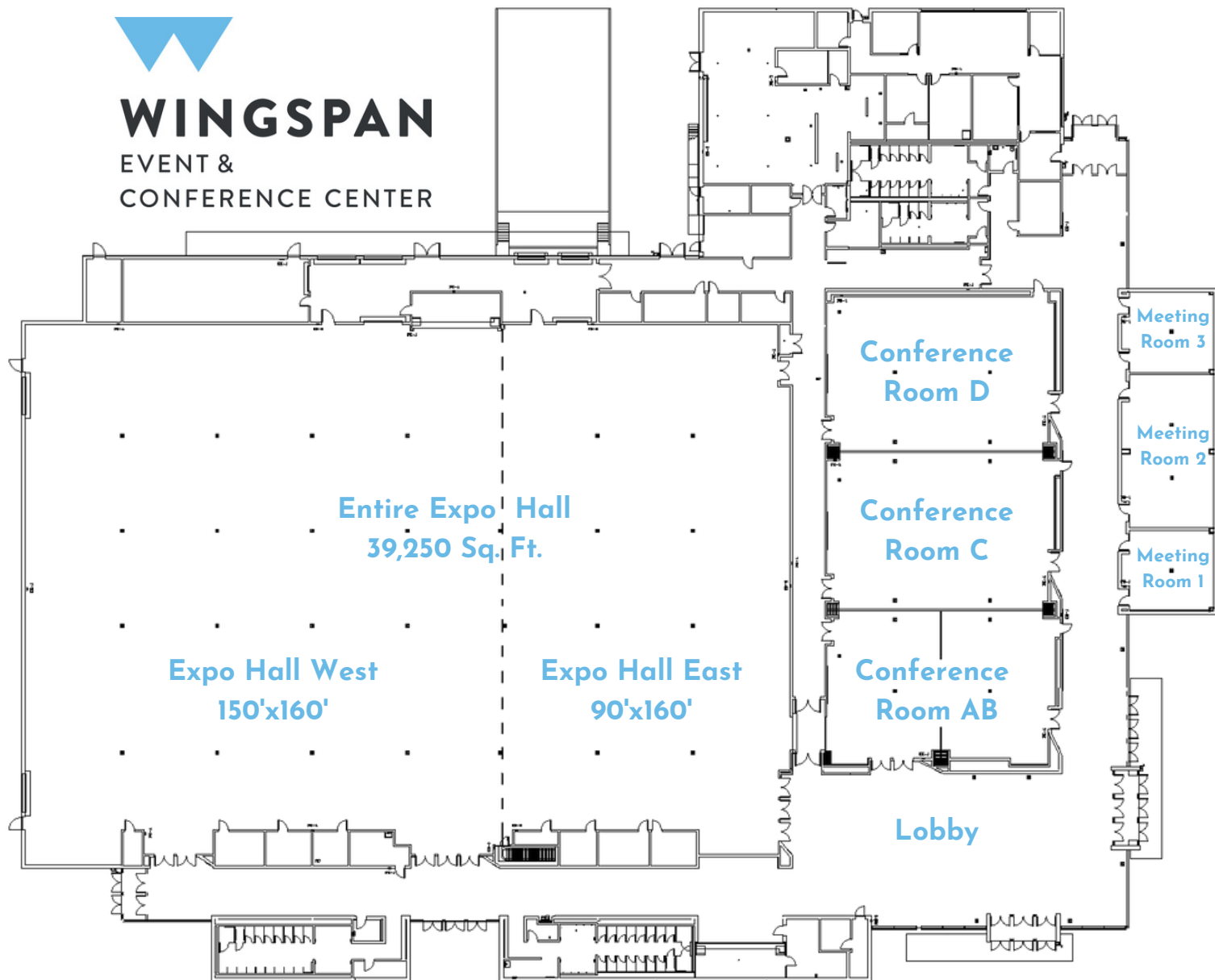
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[WESTSIDE-COMMONS.COM](http://WESTSIDE-COMMONS.COM) • 503-648-1416  
801 NE 34TH AVENUE, HILLSBORO, OR 97124

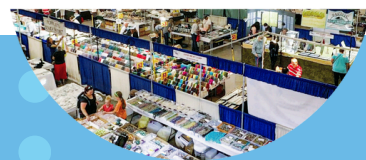


# WINGSPAN

EVENT &  
CONFERENCE CENTER



## Go West!



Wingspan Event and Conference Center is a brand new, state-of-the-art meeting and events destination. Offering over 52,000 square feet of multi-purpose, flexible event space, it is the perfect fit for conferences and conventions, consumer trade shows, product launches, corporate meetings, banquets and fundraising events.

Our seasoned team of professional staff will assist you before, during, and after your event with everything from event layouts to full-scale production elements and services. We want your event to be successful and help you achieve your goals.



# Expo Hall

## Specs & Pricing



<u>Event Space</u>	<u>Event Day</u>	<u>Move In/Out</u>	<u>Sq. Ft.</u>	<u>10x10</u>	<u>Lecture</u>	<u>Classroom</u>	<u>Banquet</u>
Entire Expo	\$5,224	\$2,612	39,250	203	2,610	2,112	2,032
Expo West	\$3,290	\$1,645	24,720	129	1,624	1,344	1,360
Expo East	\$1,934	\$967	14,530	74	943	768	672

- Power is on the floor on 30' centers for a standard trade show layout.
- 32' ceilings with Bay Lighting. The polished concrete floor is scored in a 10x10 grid.
- Secure Loading Dock has 2 truck bays and 2 Roll Up Doors on ground level.
- 2 Roll-Up Doors on the West side for additional access to load into the Expo Hall.
- Concessions stands are in Expo Hall West & the Lobby is operated by Pacific Rim.
  - We have a "No outside Food & Beverage Policy".
- Secure offices are in Expo Hall West & Expo Hall East.
- All ticketing and registration is done by the User.
- We do not have inventory, pipe & drape, or A/V in the Expo Hall.
  - You need to hire a decorating/AV contractor for your event, see page 10.

# Conference Rooms

## Specs & Pricing



<u>Event Space</u>	<u>Event Day</u>	<u>Move In/Out</u>	<u>Set-Up</u>	<u>Sq. Ft.</u>	<u>Lecture</u>	<u>Student</u>	<u>Banquet</u>
Entire Conf Room	\$2,662	\$1,331	\$503.20	10,225	1,008	522	480
Conf Room AB	\$866	\$433	\$251.60	3,325	300	160	160
Conf Room C	\$904	\$452	\$251.60	3,475	300	160	160
Conf Room D	\$890	\$445	\$251.60	3,420	300	160	160
Conf Room ABC	\$1770	\$885	\$377.40	6,800	600	320	320
Conf Room CD	\$1794	\$897	\$377.40	6,895	600	320	320

- Air Walls can separate each room or pulled back to combine rooms.
- Load in through the service corridor or the Roll Up Door in Conference Room AB (connected to Expo Hall East).
- Each Conference Room has an overhead projector (connected via HDMI) and a wireless microphone. See page 6 for pricing.
- Tables & Chairs are included with the rental. Set-up fees are listed above.
- Food & Beverage is provided exclusively through our contracted caterers:
  - Kam & Kam, Reedville, Vibrant Table and Pacific Rim, see page 8.
- Alcohol is provided exclusively through Pacific Rim, see page 8.





# Meeting Rooms & Lobby

## Specs & Pricing



<u>Event Space</u>	<u>Event Day</u>	<u>Move In/Out</u>	<u>Set-Up</u>	<u>Sq. Ft.</u>	<u>Lecture</u>	<u>Student</u>	<u>Banquet</u>
Meeting Room 1	\$450	\$225	\$62.90	696	60	24	32
Meeting Room 2	\$617	\$309	\$125.80	1,353	130	54	64
Meeting Room 3	\$450	\$225	\$62.90	694	60	24	32
Lobby	\$1301	\$445	\$125.90	3,420	300	160	160

- Each Meeting Room has a 98" Monitor (connected via HDMI), included with the rental fee.
- Tables & Chairs are included with the rental fee. Set-up fees are listed above.
- Food & Beverage is provided exclusively through our contracted caterers:
  - Kam & Kam, Reedville, Vibrant Table and Pacific Rim, see page 8.
- Alcohol is provided exclusively through Pacific Rim, see page 8.
- The Lobby is a common space & may be rented if you use the Entire Wingspan Event & Conference Center or there are no other events held simultaneously with your event.
- Lobby space is limited due to Fire Marshal guidelines.





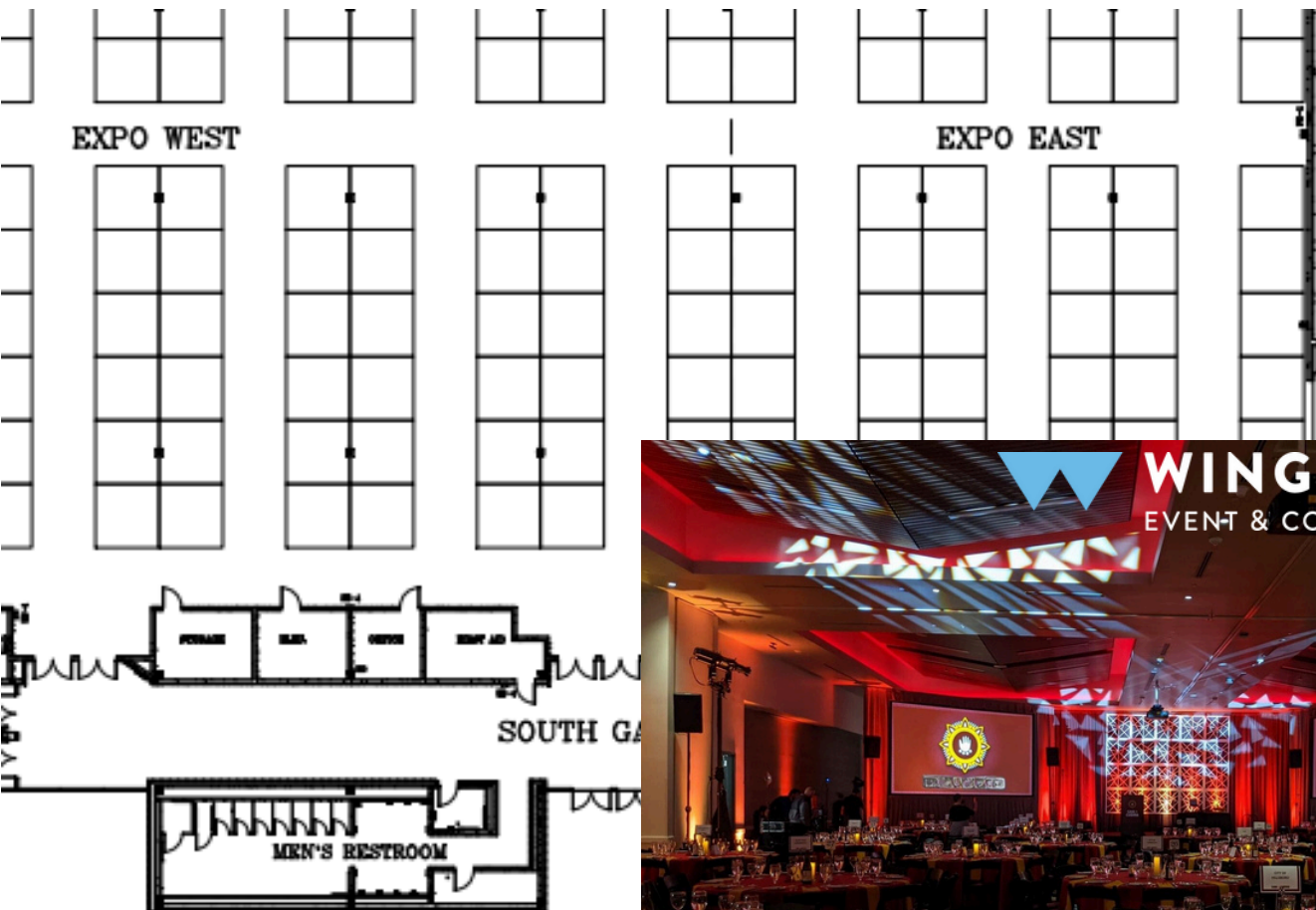
# Inventory (Advanced Rates)

<u>Expo Hall (Quantity)</u>	<u>Price</u>		<u>Conf/Meeting Rooms</u>	<u>Price</u>	
P.A. Mic.	\$75		Bistro Tables (10)	\$10	
Bleachers, Seat 300 (3)	\$500		4'x8' Stage (9)	\$50	
Turnstiles (12)	\$150		Stanchions (24)	\$15	
Stanchions (24)	\$15		Easel/A-Frame	\$25/\$10	
Easel/A-Frame	\$25/\$10		3M Pad & Markers	\$55	
<u>Power</u>	<u>Price</u>		<u>Conference Room A/V</u>	<u>Price</u>	
20Amp 110V Drop	\$125		Overhead Projector (3)	\$650	
50Amp 220V 1P Drop	\$450		Podium & Wireless Mic	\$155	
Cable Ramp	\$50		Additional Mic (2)	\$50	
Spider Box	\$500		<u>Security (4 Hr. Min.)</u>	<u>Price/Hr.</u>	
50'/100' Ext. Cord	\$6/\$12		Basic	\$31	
<u>Labor per Hour</u>	<u>Price</u>		OLCC Monitor	\$34	
Forklift w/ Driver	\$121.68		Ticket Taker	\$29	
Event Staff	\$62.90		Supervisor (over 4 hired)	\$36	

- Inventory should be ordered, in writing, 30 days in advance of your event. If inventory is ordered within 14 days of your event day, all pricing on this sheet increases by 50%.
- 20 Amp power drops can provide 4 - 10x10 booths 5A power if the user follows our standard layout.
- Event Staff Labor charges will apply for: excessive cleaning during or after an event, if we must reset inventory or pull/put in place Air Walls after it's been set.
- Conference Room projectors are mounted to the ceiling in AB, C & D and projected onto a screen.
- Podium & Wireless Mic pricing includes the Audio set-up.
- A Security Supervisor is required when more than 4 people are hired for an event.



# Standard Layouts



- Our experienced staff can help you layout your event. We can provide you with various PDF files to help you design your event, available upon request.
- Any deviation from our standard layouts must be approved by the City of Hillsboro Fire Department through their Special Event Permit Process.
- We do not have inventory, pipe & drape, or A/V in the Expo Hall.
  - You will need to hire a decorating contractor for your event, see page 10.
- Conference & Meeting Room tables & chairs are included in your rental fee.
  - A set-up fee is charged when you use our tables & chairs, see pages 4 & 5.
- Our Banquet tables are 6' rounds and seat 8 comfortably.
- Our Student tables are 18"x6' and seat 2 per table.

[Scan or click here for our Standard Layouts.](#)



# Exclusive Food, Beverage & Alcohol

## **Kam & Kam Catering Co.**

10050 NW Old Cornelius Pass Road  
Portland, OR 97231  
503-629-1708  
[kamsfinefoods.com](http://kamsfinefoods.com)

## **Reedville Catering Inc.**

2975 SW Cornelius Pass Road Suite D  
Hillsboro, OR 97123  
503-642-9898  
For online inquiries [use this link.](#)  
[reedvillecatering.com](http://reedvillecatering.com)

## **Vibrant Table Catering & Events**

2010 SE 8th Avenue  
Portland, OR 97214  
503-297-9635  
For Email inquiries [Click Here](#)  
[vibranttable.com](http://vibranttable.com)

## **Pacific Rim Food & Beverage, LLC**

Westside Commons Hospitality  
Concessions, In-House Hospitality & Alcohol  
Tim Zirkle  
503-473-1007  
For Email inquiries [Click Here](#)



- We have a no outside Food & Beverage Policy. All events must use one of our three contracted Caterers or our In-House Hospitality provider for all Food & Beverage needs.
- If your event would like to have alcohol, you must use Pacific Rim Food & Beverage, LLC exclusively.
- For events held in the Expo Hall please contact our concessionaire to coordinate the hours of your event. It is at the discretion of our concessionaire to determine the hours of operation & menu, including alcohol, that they will provide.
- All catering and alcohol service is contracted by the user directly with the catering contractors. Please reach out to them directly for quotes.
- Vendors may sample food, beverages and alcohol at events. They must follow all Washington County Health Department and OLCC rules, regulations and permitting requirements. OLCC monitors are required for alcohol sampling.



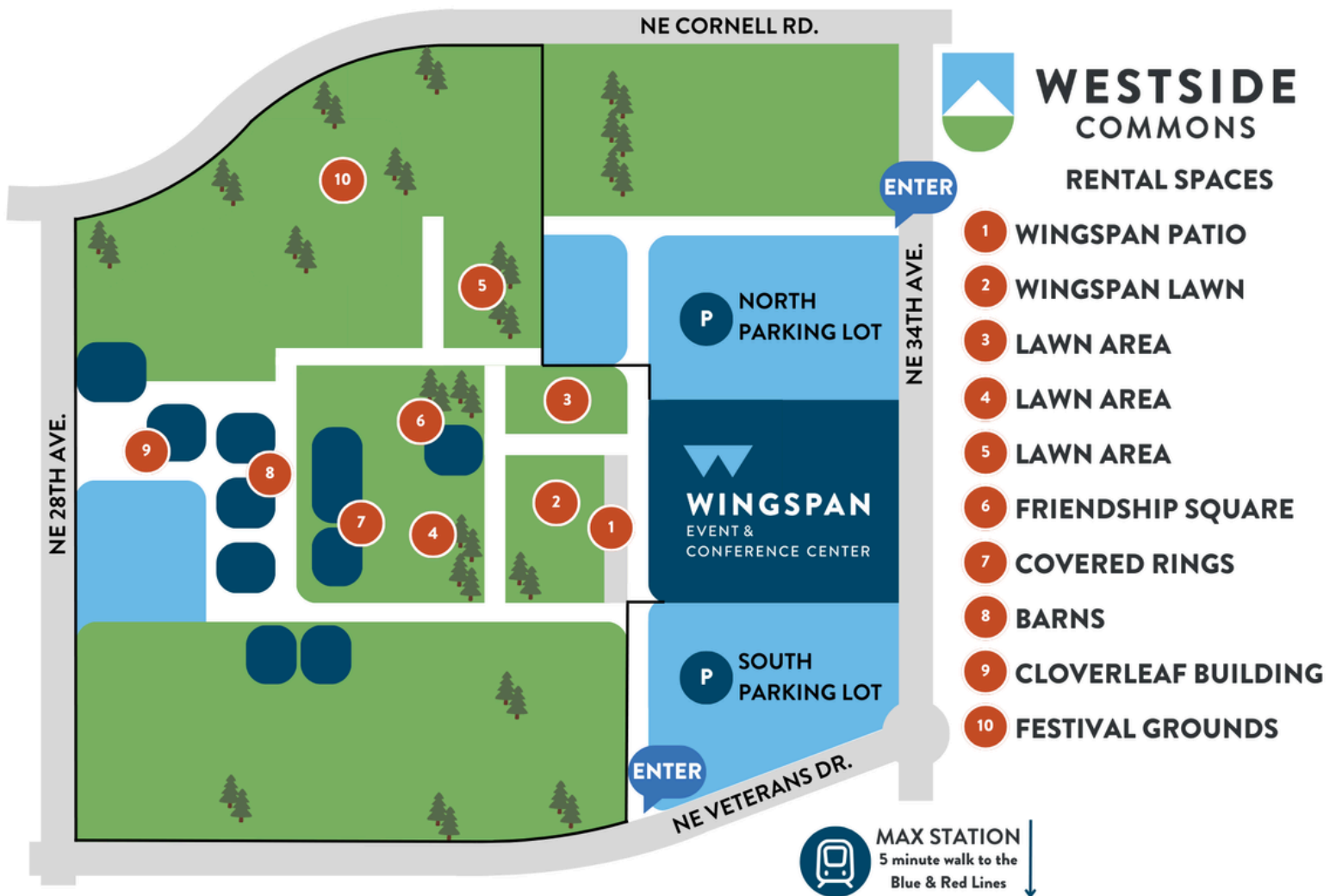


# Parking



- We have 488 paved parking spaces: 309 in the North lot off 34th Ave. & 179 in the South lot off Veterans Dr. Our overflow lot can park 100+ cars on asphalt & gravel. We can park an additional 500+ cars in the grass lot next to the North parking lot. There are ADA parking stalls in both the North & South lots.
- We are a paid parking venue. Each vehicle is charged \$10 per car, our parking lot provider accepts cash or card. We do not allow for “in & out” privileges.
- For each event day, users get 10 complimentary parking passes for their staff.
- Users may Buy the parking lot out for \$5000 per event day.
- If you have a meeting Monday - Thursday, 7AM - 5PM we do not charge for parking with Venue Manager’s approval.
- User’s staff, employees, volunteers and vendors may reserve RV spaces for \$34.04/night. We have 50Amp 220V power hookups with water. There is no dumping station on site.
- No private RV reservations are allowed.





## The Great Outdoors!

Westside Commons, formerly known as the Washington County Fairgrounds, has over 15 acres of grass for outdoor events. If you are planning a corporate picnic or BBQ, an outdoor festival or market, or a car / RV show, Westside Commons is a great destination to host your event. We have various power & water distribution points scattered throughout the different spaces to accommodate your event.

Our staff produces the Washington County Fair annually and can help you plan and organize your outdoor event. Our team knows how to make your event thrive outside.





<u>Event Space</u>	<u>Event Day</u>	<u>Move In/Out</u>	<u>Description</u>
Wingspan Patio	\$410	\$205	50' x 170' - 8500 square foot Concrete Pad
Wingspan Lawn	\$864	\$432	230' x 260' - 60,000 square foot grass area
Friendship Square	\$944	\$472	40' x 96' covered pavilion with 29,000 ft grass
Festival Grounds	\$1910	\$955	Over 10 acres - 435,000 square feet of grass
Lawn Areas	\$393	\$197	Sizes from 35,000-45,000 square feet of grass

- Hours for outdoor events are from 7AM and must end by 9PM. Move out to end by 10PM.
- There are no restrooms or hand washing stations for outdoor events. You should rent portable restrooms & handwashing stations for your event.
- We have a no outside Food & Beverage Policy. All events must use one of our three contracted Caterers or our In-House Hospitality provider for all Food & Beverage needs.
- If your event would like to have alcohol, you must use Pacific Rim Food & Beverage, LLC exclusively.
- We have various power & water drops throughout the grounds. Please contact our team to help you in planning your power & water needs.
- Parking is \$10 per vehicle and the grounds are accessible through the North parking lot.
- All ticking and admissions are done by the User.



# Additional Resources

Scan or click here for:

Decorating Contractors

A/V Contractors

Hotels

Facility Handbook

Virtual Tour



Scan below or Click here to inquire about hosting your event at  
Westside Commons & the Wingspan Event & Conference Center

