



## Portland 2014 Fall National College Fairs Exhibitor Manual

### Location:

Oregon Convention Center  
Exhibit Hall D  
777 NE Martin Luther King Jr. Boulevard  
Portland, OR 97232  
<http://www.oregoncc.org/>  
800/791-2250 or 503/235-7575

### Fair Hours:

Sunday, November 2, 2014  
1:00 p.m. - 5:00 p.m.  
Monday, November 3, 2014  
9:00 a.m. - 12:00 p.m.

### Transportation, Directions and Parking\*:

Find Directions, Parking information, and Maps for the Oregon Convention Center:  
<http://www.oregoncc.org/directionsandparking/>

### Need more information?

E-mail [collegefairs@nacacnet.org](mailto:collegefairs@nacacnet.org) or [info@nacacnet.org](mailto:info@nacacnet.org)  
or call: 703/299-6856

### Fair Set-up Hours:

Saturday, November 1, 2014  
3:00 p.m.-5:00 p.m.  
Sunday, November 2, 2014  
11:00 a.m.-12:30 p.m.

**Estimated Attendance:** 14,000

### Loading/Unloading:

Exhibitor and freight entry to Oregon Convention Center is via the main loading dock off First Avenue. Vehicles may not park in the loading area at any time.

### Exposition Services Provided by:

Triumph Expo and Events, 206/431-1010  
Exhibitor Service Kit can be found at  
<http://www.nacacnet.org/college-fairs/students-parents/Documents/2014%20Portland%20National%20College%20Fair%20Exhibitor%20Kit.pdf>

### Shipping Information:

Authorized Shipping Address:  
(Your Name/Institution)  
(Booth Number)  
Portland National College Fair  
November 2 -3, 2014  
c/o UPS Freight /Triumph Expo and Events  
1025 NE Columbia Blvd.  
Portland, OR 97211

### Material Handling Charge:\*

Cost is \$97 per 100lbs. (cwt), minimum charge \$194.  
Small packages (not to exceed 20lbs.) each are \$50 per

carton. Materials delivered to the authorized shipping address above will be delivered to your booth.

\* Rates are subject to change. Contact Triumph Expo and Events, Inc. [exhibitorservices@triumphexpo.com](mailto:exhibitorservices@triumphexpo.com) for current rates or to request an exhibitor kit. Refer to exhibitor kit for detailed information and additional services.

**Shipping Deadline:** All materials must be received by Tuesday, October 28, 2014.

### Electrical Service:

Electrical services are supplied exclusively through OCC. For questions, call the Operations Department at 503.235.7578. Electrical service forms can also be found in the exhibitors kits.

### Host Hotel:

Double Tree by Hilton- Portland  
1000 NE Multnomah St.  
Portland OR, 97232

<http://www.doubletreeportland.com/>

The Doubletree by Hilton is located 3 blocks from the Oregon Convention Center. The NACAC rate includes free hot breakfast buffet coupons for up to two (2) guests per room.

### In House Reservations:

Guests can make reservations by calling the hotel directly at 503-281-6111 and asking for in house reservations. Our reservations department is open Monday – Friday from 8AM to 4PM.

### DoubleTree by Hilton Central Reservations Office:

Guests can make reservations by phone 24 hours a day and 7 days a week through the DoubleTree by Hilton Central Reservations office by calling toll free 1 (800) 996-0510.

**Rate:** \$115 Single Queen/ \$125 Double Queen

**Deadline:** Thursday, October 2, 2014

Call in reservations to receive the NACAC rate or make your reservation using the Portland NCF Personalized Reservation Link:

<http://doubletree.hilton.com/en/dt/groups/personalized/R/RLLC-DT-NCF-20141101/index.jhtml>

### Advertising:

NACAC has a long standing relationship with The Portland Tribune, the printer of our onsite guide. This guide is distributed to their readership community, as well as made available for the attendees at the fair. If you would like to purchase an ad in this supplement, please contact Christine Moore at [cmoore@commnewspapers.com](mailto:cmoore@commnewspapers.com). **The deadline for submission is October 15, 2014.**

### Contact Information:

For more information regarding this National College Fair, email Jason Smith at [jhsmith@nacacnet.org](mailto:jhsmith@nacacnet.org) or call at 703/299-6856.