

Sponsor Meal:

As a sponsor you have a boxed meal from Elephant's Deli provided for you. Your meal ticket(s) will be provided in your sponsor packet. Use the ticket(s) provided to pick up your meal at the table outside of the main exhibit ballroom.

Sponsor Parking:

In your packet, you will have one complimentary sponsor parking pass for a paid lot close to the Portland Art Museum. Please follow the instructions given in your packet to utilize the parking pass.

Sponsor Unloading/Set-Up/Breakdown:

Set up time is from 2-4 PM. All sponsors must be completely set up by 4:00 PM, no exceptions.

Unloading

- Use the loading dock on SW Tenth Avenue at the corner of SW Main Street. Please remember SW Tenth Avenue is a one way heading north.
- There is also loading zone that can be used for up to 15 minutes. Located on SW Main Street and SW Tenth Avenue. Please utilize the loading zone to unload as quickly as possible. If you use surface street parking, remember it is metered and you will be responsible for monitoring.
- Once in the building, use the freight elevator to access the Kridel Grand Ballroom on Floor 2.
- Check in at the front of the Kridel Grand Ballroom to receive your sponsor packet and table assignment then proceed to set up.

Break-down

- Break-down will begin as soon as the keynote speaker and all announcements are complete. PLEASE DO NOT BEGIN BREAKING DOWN DISPLAYS PRIOR TO THE END OF THE KEYNOTE ADDRESS.
- Move your vehicle from the parking lot to the Museum's loading dock.
- Use the freight elevator to move display material to the loading dock on the first floor and load for departure.