



PORTLAND
HOLIDAY
MARKET

Nov. 6-8, 2026

Vendor Kit
Rules & Regulations



PORTLAND
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MARKET

Dear Vendors,

We hope this finds you in good spirits and filled with holiday cheer! While we have been busy preparing features, floor plans, and festivities galore, we hope you have been planning your best display filled with Holiday decor for all to enjoy.

As the show season progresses, we wanted to let you in on a secret: a sure way to stay on our nice list this year is to follow our Show Rules & Regulations! You will find most information you need to prepare for the show in the online [Vendor Kit](#), all additional guidelines can be found here in this document.

Wishing you a delightfully magical event, thank you for being part of the Portland Holiday Market!

Sincerely,

The Show Team

Table of Contents

Page 4

[Booth Payment Guidelines](#)

Page 5

1. [Altered Exhibit Plans](#)
2. [Animals](#)
3. [Balloons And Stickers](#)
4. [Competitions, Draws & Contests](#)
5. [Conducting Business In Your Booth](#)
6. [Damage To Premises](#)

Page 6

7. [Decorator](#)
8. [Booth Cleaning/Janitorial](#)
9. [Display Vehicles](#)

Page 7

8. [Latecomers/No Shows](#)
9. [Mechanical Conveyances](#)
10. [Miscellaneous Supplies](#)
11. [Paging](#)
12. [Oversized Parking](#)
13. [Plumbing](#)

Page 8

14. [Staffing Of Exhibits](#)
15. [Subletting Booth Space](#)
16. [Trespassing](#)
17. [Weapons And Firearms](#)
18. [Will Call](#)
19. [Safety Measures](#)

Page 9-10 - Fire Safety Regulations

20. [Propane](#)
21. [Fire Extinguishers](#)
22. [Fire Regulations](#)

Page 11

23. [Copy Of Contract Terms And Conditions](#)

Booth Payment Guidelines

1. For any payment questions, to make additional payments, or update your payment plan, please contact EmilyB@mpeshows.com
2. Monthly payments are charged on the 15th. Please be sure to have the available funds ready to go and ensure a smooth billing process. The Final Payment is due on September 15th
3. After three (3) missed payments, your contract is subject to cancellation without a refund, and your booth space will be released. If you wish to restart payments, monthly payment plans will no longer be available. If your product category is not capped, your only options will be a 50/50 payment split or payment in full. Please note that your original booth space may no longer be available, and you will need to select from the remaining options
4. **The Final Payment is due on October 15th.** The full and final payment will automatically charge per the original contract, please ensure funds are available before the 15th. Any outstanding contracts after the show cycle will be automatically forwarded to collections. The vendor will remain responsible for the booth space fees and will be prohibited from exhibiting in future Marketplace Events.
5. All deposits/payments received by MPE or due to MPE are non-refundable and non-transferable. If the License Agreement is terminated by Exhibitor, or any space is downsized at the request of the Exhibitor, the balance of the full cost of the space shall be immediately due. Exhibitor acknowledges that because MPE will make a substantial investment in the Show prior to the Show taking place, MPE's damages in the event of termination by Exhibitor or termination by MPE due to Exhibitor's breach of this License Agreement would be difficult to establish. Exhibitor agrees that the non-refundable payments shall constitute liquidated damages, and not an unlawful penalty, for breach of this License Agreement.

1. Altered Exhibit Plans

Management reserves the right at any time, without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations to best serve the interest of the show. Their decision will be final.

2. Animals

Animals that are approved by Show Management are permitted in the Portland Expo Center if part of an exhibit, activity or performance that legitimately requires the use of animals. Exhibitors are liable for any damage to the Portland Expo Center, its equipment, or furnishings, including nail holes, spilled paint, defacing, breakage, etc. The exhibitor is also liable for the removal of any adhesive tapes or materials from property. Only trained service animals or service animals in training are allowed into the Portland Expo Center. All other animals, including pets and comfort animals, are prohibited. Permitted animals must always be on a leash, within a pen, or under similar controls. The owner takes full responsibility for his/her own animal. Animals must be contained within your booth space, not in aisles.

3. Balloons And Stickers

Helium-filled balloons and other inflatable items are NOT permitted in the Portland Expo Center as per building regulations. No stickers may be given out to attendees but are allowed to be sold.

4. Competitions, Draws & Contests

- Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner.
- Prize winners must not be required to place an order before collecting the prize offered.
- The schedule of prizes and terms of the competitions must comply with all the existing government regulations.
- Contest winner must be drawn for at the show. Show management will neither promote or make an announcement of winners. No wheels that make noise.
- Any contests conducted must not violate any state or federal laws or regulations in effect at that time.

5. Conducting Business In Your Booth

Distributing literature or general solicitation of business is forbidden outside your exhibit area. All business must be conducted within your assigned booth space, do not talk to customers in the aisles.

6. Damage to Premises

Exhibitors are liable for any damage to the Portland Expo Center, its equipment, or furnishings, including nail holes, spilled paint, defacing, breakage, etc. The exhibitor is also liable for the removal of any adhesive tapes or materials from property.

7. Decorator

Trade Show Supply House, Inc. is the official Portland Holiday Market decorator. **There is no Floor covering, or furniture included in your booth price.** For any display décor, carpet or show furniture rental, please see the Decorator & Electrician Order Form section of the [Vendor Kit](#), and send completed order to:

Bryan@thedecorator.net
360-624-4498

The Trade Show Supply House Service desk will be located in the lobby of E Hall during Move-In.

8. Booth Cleaning/Janitorial

Show Management provides daily janitorial service to aisles and common areas only. If you require general and/or special booth cleaning (scrap containers, vacuuming, shampooing), please contact the show decorator, Trade Show Supply House, Inc. at 360-624-4498, or Bryan@thedecorator.net

9. Display Vehicles

Any vehicles to be displayed are subject to the following conditions:

- Vehicle must be approved by Show Management at least 1 months in advance of show.
- Battery must be disconnected and taped.
- Fuel tanks must not be more than ¼ full. Vehicles with no fuel gauge or broken fuel gauge will not be allowed on show floor.
- Fuel caps must be taped or locked shut
- Drip pans must be placed under vehicle
- Ignition must be disabled, or the vehicle locked and hood inoperable of the vehicle.
- Keys must be left with Show Management

10. Latecomers/No Shows

Any space not occupied or for which no special arrangements have been made by 8:00 pm on Thursday, November 5th, may be resold or reassigned by Show Management without any obligation on the part of the Portland Holiday Market or Marketplace Events, LLC for any refund whatsoever.

Please inform us if you have a last-minute emergency. Any unclaimed freight will be returned to a "no-show" firm at the end of the show via ground transportation at the firm's sole risk and expense. No refunds will be granted for unused display space.

11. Mechanical Conveyances

Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisles during the show hours. The only exception to this rule will be in the case of handicapped persons visiting the show and in the case of authorized show duty staff.

12. Miscellaneous Supplies

The Show Office does not supply office supplies, stationary, equipment, change, etc., nor does it offer/allow printing or copy services. There are no facilities to cash checks or receive faxes on site. Please plan accordingly.

13. Paging

Per Portland Expo Center regulations, unscheduled announcements made over the paging system will be for emergencies only. Other than staff using the p.a. system and pre-recorded show announcements, no other announcements will be made while the show is open to the public.

14. Oversized Parking

Large and accumulated shipments arriving by major carriers in large trucks are encouraged to arrive as early as possible on Wednesday after regular move-in commences at 8 am. Parking is paid per spot, not per vehicle. There are no RV hook ups, and no overnight parking available at the Expo Center. Refer to the Parking section of the [Vendor Kit](#) for more parking information

15. Plumbing

The Portland Expo Center provides water; however, due to restricted access to water sources on the exhibit floor, it is crucial that exhibitors provide their own hoses that may reach hook ups and drains. Drains are exclusively provided for the drainage of wastewater. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials, or organic materials of any kind.

16. Staffing Of Exhibits

It is mandatory that exhibitors staff their exhibits during all hours of the show. Security is an added problem when exhibits are not staffed. Exhibitors are reminded that Show Management does not assume responsibility for losses; therefore, you should take precautions to protect your display, including obtaining insurance. All exhibitor personnel must be 16 years of age or older.

17. Subletting Booth Space

No exhibitor may sublet any portion of their booth to another supplier without the written consent of Show Management.

18. Trespassing

Exhibitors are granted access to the Portland Expo Center only at designated times, i.e., show hours, and two (2) hours before show opening. Entering another exhibitor's booth without their permission is STRICTLY PROHIBITED.

19. Weapons And Firearms

Under no circumstances are firearms, knives (even pocketknives), tasers, stun guns, etc., allowed in the Portland Expo Center. This includes persons with a concealed weapons permit. Attendees cannot bring any previously purchased sharp items, such as kitchen knives or garden tools, into the Portland Expo Center.

20. Will Call

Will Call will be located outside by the main front entrance and is open one (1) hour prior to Show opening. If you need to leave Tickets for a visitor, please place in an envelope with their first and last name clearly written on the front and instruct your visitor to pick up their pass at Will Call. Exhibitor Badges are required for an Exhibitor to enter the building. Please do not leave badges in Will Call, as this causes long lines and confusion. If you need to leave a pass for a worker or need to rotate your passes each day with shifts, please leave them at the Show Office. Show Management is not responsible for lost or misplaced tickets at Will Call.

21. Safety Measures

Exhibitors are responsible for the protection of the public as it relates to any hazard that exists within their exhibit space, i.e., shock, electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place. Show Management reserves the right to declare any exhibit unsafe and order its correction or removal.

Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.

22. Propane

The use of propane is by Fire Department permit only. Booths permitted to use propane will be limited to one 1.2-gallon tank. Tanks will be removed nightly; fire extinguishers will be required based on possible hazards; tanks will be shut off when not in use; under no circumstances will any burnable objects (paper, plastics, wood) be allowed within 18" of propane flames. Greater distances may be required. Empty propane bottles displayed shall have their overflow stem valve removed to verify their condition. Any variance must be approved by the Fire Marshal.

23. Fire Extinguishers

Exhibitors are strongly advised to have one handheld fire extinguisher in their booth. This safety precaution enhances the efforts of Show Management and the Portland Expo Center to satisfy Fire Marshall requirements. Do not block or cover any fire extinguishers. Fire extinguishers are required for every 200+ sq ft tent, canopy, or temporary membrane structure, one extinguisher for every 500 sq ft.

24. Fire Regulations

- The Exhibit arrangement shall allow ample passageway in the direction of all exits. No exits shall be obstructed, locked, barred or otherwise impaired.
- All manufactured homes, sheds, enclosed gazebos or booths with any covering 100 square feet or larger must be equipped with a battery operated smoke detector clearly displayed. Enclosed exhibits must have a door or window left open at all times. Decorative materials shall be effectively flame proofed.
- If you are using natural gas, a fire extinguisher is required. It must be clearly visible within your booth and have a valid service tag. If you have any open flame in your exhibit you must obtain a conditional use permit from the fire marshal's office.
- All open flames in exhibits must have a responsible person in the exhibit at all times.
- All open flames in exhibits must have some type of barrier from the public (this can be natural landscaping or stanchions etc.) if you have any questions you can email the fire marshal's office michelle.coefield@portlandoregon.gov or scott.holland@portlandoregon.gov
- All open flames in exhibits must have a fire extinguisher in the exhibit.
- Signs, banners, decorative or other material devices shall not be suspended from sprinkler piping.
- Exhibitors shall remove all packing materials including crates and other combustibles not essential to their display off of the show floor.
- Portable space heaters of any type (electrical, gasoline, propane, alcohol, etc.) are not allowed.
- Vehicle fuel tanks cannot be more than one-quarter full and must be equipped with a locking gas cap or taped to preclude viewer's inspection. Gasoline shall not be drained from or added to any vehicle located inside. Battery cables must be disconnected and taped or the cables and batteries removed.

- Exhibitors of motor vehicles which are fueled or which have at any time been fueled shall provide their allocated exhibit space with one 2A:10BC fire extinguisher. A fire extinguisher as required for the above will be clearly displayed in the exhibit space and shall bear the tag of the authorized servicing firm. The date on the servicing tag shall be current within one year.
- Lighting and wiring for ponds, waterfalls or similar effects that are placed in landscaping that has bark mulch, dust or chips around the effect shall be pre-approved by this office before installation.
- With the exception of needing to maintain circulation pumps running to certain waterfalls or ponds containing fish, all other electrical devices within bark mulch, dust or chips, shall have the electrical power shut off at the close of each show day.

IMPORTANT: Any exhibitor that intends to have an open flame of any type must contact the fire marshal: Michelle Coefield: 503-823-3955 / Michelle.Coefield@portlandoregon.gov or Scott Holland: 503-823-3935 / Scott.Holland@portlandoregon.gov

Portland Fire & Rescue <http://www.portlandoregon.gov/fire>

Fire Marshal's Office: (503) 823-3700

Michelle Coefield, Fire Inspector Specialist - Public Assembly (503) 823-3955

Michelle.Coefield@portlandoregon.gov

These terms and conditions, and all attachments hereto, constitute the "License Agreement."

1. EXHIBITOR COVENANTS

- a) Exhibitor agrees to (i) obey all laws, by-laws, ordinances and regulations governing use of the facility and operation of the Show, (ii) abide by all applicable laws, statutes, rules, regulations, or orders of any governmental authority (federal, state, provincial, or local), fire and police departments, and of any other government or regulatory body having authority to regulate the facility and the Show, (iii) obey all laws, including those pertaining to health and safety, consumer protection and protection of visitors to the Show, and (iii) abide by all rules and regulations governing the Show established from time to time by Marketplace Events LLC ("MPE"), including rules and regulations set forth in the Exhibitor Manual.
- b) Exhibitor agrees to observe, to the extent applicable, all union contracts and labor relations agreements in force (i) between MPE and contractors providing services to the facility, and (ii) governing companies operating in the facility in which the Show is taking place.
- c) Exhibitor agrees to obtain, at its own expense, any licenses or permits which are required for the operation of its trade or business during the term of the Show and to pay all taxes, including all applicable sales taxes, of any nature or kind that may be levied against it as a result of the operation of its trade or business in its contracted space.
- d) Exhibitor agrees not to conduct or be associated with any promotional contests or giveaways held at or offered in connection with the Show without the prior written consent of MPE.
- e) Exhibitor represents and warrants that any music, television or radio broadcasts played, performed, or broadcast at the show are copyrighted works of Exhibitor or that Exhibitor has obtained a license to use such material. Exhibitor represents and warrants that any photos, images, written material, or any other materials used by Exhibitor at the Show or submitted by Exhibitor (or its agents, representatives, employees or those for whom Exhibitor is responsible in law) to MPE for MPE's use to promote the Show or to promote the Exhibitor (each a "Work") shall not violate the intellectual property rights, right of publicity, right of privacy, or any other proprietary rights, of others. In addition to all other indemnification obligations in this License Agreement, Exhibitor shall indemnify, defend and hold harmless MPE and the facility (and their respective officers, directors, employees, insurers, agents, and representatives) against any and all claims, losses, liabilities and damages (including legal fees and expenses) costs and charges arising from a third party claim based on MPE's use of a Work to promote the Show or the Exhibitor. This section shall survive the expiration of the License Agreement.
- f) Exhibitor will occupy the contracted exhibit space during all Show dates and hours, will only sell, promote or advertise the products and services described in this License Agreement and will ensure that all Exhibitor personnel conduct themselves in a professional manner. Any space not claimed or occupied by the end of the last move-in day may be resold or reassigned by MPE without any obligation to refund Exhibitor for any amounts paid. Exhibitor acknowledges that MPE and/or the facility may have sponsorship obligations that prohibit the promotion of certain categories of products or services at the Show. Exhibitor will promptly remove any products, promotional or educational materials not included in this License Agreement upon MPE's request. Failure to do so may result in MPE shutting down the entire space.

- g) Exhibitor consents to be photographed, filmed and otherwise recorded during the Show and consents to MPE's use of such photography, filming or recording for any reason in all media.

2. MPE RIGHTS

- a) MPE reserves the right, in its sole and unfettered discretion to, without any liability to MPE: (i) determine the eligibility of Exhibitors and exhibits for the Show; (ii) reject or remove exhibits, Exhibitors, Exhibitor personnel or promotional activities that MPE considers objectionable, inappropriate, disruptive or dangerous; (iii) change or modify the layout of the Show and/or relocate exhibits or Exhibitors to comparable space; or (iv) change the date, location and duration of the Show. The terms of this License Agreement shall continue to apply in the event MPE exercises its rights under subsections (iii) and (iv) of this Paragraph 2.
- b) MPE shall have the right to establish and amend or modify any regulations governing use of the facility and the Show.

3. ASSIGNMENT AND SUBLETTING

Exhibitor shall not assign any rights or sublet space under this License Agreement without the prior written permission of MPE, which permission may be withheld in MPE's sole discretion.

4. INDEMNIFICATION

Exhibitor shall indemnify, defend and hold harmless MPE and the facility, their respective officers, directors, agents, representatives and employees, against all claims, losses, liability, damages (including legal fees and expenses), costs and charges of every kind ("Claims") resulting from: (i) any breach of any representation or warranty of Exhibitor contained in this License Agreement, (ii) any breach of any covenant or other obligation or duty of Exhibitor under this Agreement or under applicable law, (iii) any act or omission of Exhibitor; (iv) any negligence, or willful misconduct by or on behalf of Exhibitor or its employees or agents, excluding to the extent Claims result from the negligence or willful misconduct of MPE; and/or (v) any interaction or commercial transaction between Exhibitor and a Show attendee. This section shall survive termination of the License Agreement.

5. LIABILITY AND INSURANCE

- a) Exhibitor shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to MPE for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name MPE as additional insured and insure Exhibitor against all claims of any kind arising from or in any way connected with Exhibitor's presence or operations at the Show. The policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of MPE, Exhibitor shall provide MPE with a certificate of insurance verifying the policy.
- b) Exhibitor is responsible to insure and protect its own exhibit, personnel, display and materials from any damage or loss through theft, fire, accident or other cause and accepts all risks associated with the use of the exhibit space and its environs. Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against MPE, the Show sponsors or the facility in which the Show is held, for any loss, damage or injury howsoever caused, to Exhibitor, its officers, directors, agents, representatives, and employees or their respective property.

c) Neither MPE nor the facility will assume liability for loss for damage, through any cause,

of equipment, products, goods, exhibits or other materials owned, rented or leased by Exhibitor, except to the extent caused by MPE's or the facility's gross negligence or intentional misconduct.

6. BOOTH DISPLAY

- a) All exhibits require full floor covering. Booth construction and signage must be exhibited in accordance with the rules and regulations pertaining to Exhibitor's booth type and as outlined in the Exhibitor Manual.
- Signs must be one-sided, and not face into another exhibitor's booth.
 - No hand written signs are allowed – use professional signs only.
 - No tents without consent of Show Management
 - Tables must be professionally skirted (no plastic) with floor-length skirting that is pleated or gathered. Fine furniture is acceptable without skirting.
 - Exhibitor shall be responsible for any damage it causes to the venue in connection with its booth construction and signage, including damage to floors or walls.
- b) Exhibitor shall not dismantle or remove its display or goods during the term of the Show, and shall keep its display intact until the end of the closing hour on the last Show day. Exhibitor shall remove its display and equipment from the Show site by the final move-out day and return its space to the same condition as it was in at the move-in date. If Exhibitor fails to do so, MPE may dispose of the display and equipment at the cost of Exhibitor.

7. CANCELLATION AND TERMINATION

- a) MPE shall have the right, but not the obligation, to immediately terminate this License Agreement in the event that: (i) Exhibitor violates or breaches any of the terms, conditions, representations or warranties of this License Agreement, including Exhibitor's payment obligations or Exhibitor's failure to appear at the Event; (ii) Exhibitor, or any of its principles, behaves in a manner or engages in any activity that MPE reasonably believes would bring Exhibitor or MPE into public disrepute, contempt, scandal or ridicule, or would materially reflect unfavorably on Exhibitor or MPE or the Show, including but not limited to conflicts with other exhibitors, attendees or other show participants at the Event, a rating with the Better Business Bureau of D+ or below, or a substantial number of negative reviews on Yelp or similar sites; (iii) MPE determines, in its sole discretion, that Exhibitor is promoting the sale of potentially illegal or unsafe products or that Exhibitor is engaged in deceptive, false, or misleading advertising or activity; or (iv) Exhibitor is removed from one of MPE's other events for any of the above-referenced reasons.
- b) All deposits/payments received by MPE or due to MPE are non-refundable and non-transferable. If the License Agreement is terminated by Exhibitor, or any space is downsized at the request of the Exhibitor, the balance of the full cost of the space shall be immediately due. Exhibitor acknowledges that because MPE will make a substantial investment in the Show prior to the Show taking place, MPE's damages in the event of termination by Exhibitor or termination by MPE due to Exhibitor's breach of this License Agreement would be difficult to establish. Exhibitor agrees that the non-refundable payments shall constitute liquidated damages, and not an unlawful penalty, for breach of this License Agreement.
- c) In the event of termination of this License Agreement, MPE shall have the right to immediately occupy the space and utilize it in any manner as MPE deems appropriate, including, but not limited to, re-licensing its use to another exhibitor. Exhibitor shall not be entitled to any offset or mitigation of the amount due under this License Agreement as a result of the use of or payment for the space by another exhibitor in the Show.

8. FORCE MAJEURE

If MPE is unable to permit Exhibitor to occupy the facility or the space due to circumstances outside the control of MPE, or if circumstances outside the control of MPE, including but not limited to, casualty, explosion, fire, lightning, flood, weather, epidemic, pandemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, would make holding the Show impractical or impossible, (each a "Force Majeure Event"), MPE may cancel or postpone the Show without penalty. MPE will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that Exhibitor may suffer due to a Force Majeure Event. If the Show is cancelled or postponed in whole or in part due to a Force Majeure Event: (i) all payments shall be retained by MPE, (ii) any unused payments made by Exhibitor shall be applied towards the following year's Show, and (iii) the terms of this License Agreement shall apply to Exhibitor's participation in the next occurring Show.

9. MISCELLANEOUS

- a) Waiver by MPE of any breach of any term or provision of this License Agreement by Exhibitor shall not be deemed a waiver of any subsequent breach of the same or any other provision hereof.
- b) Except where expressly permitted in this License Agreement, or agreed upon by the parties in writing, the terms of this agreement may not be changed or modified.
- c) This License Agreement shall be governed by and construed in accordance with the laws of the governing jurisdiction in which the Show is held.
- d) If a printed or digital show guide is produced for the show, MPE is not responsible for any errors or omissions in the show guide.



Portland Expo Center
<https://www.portlandholidaymarket.com>

MARKETPLACE | EVENTS