GUIDELINES
USE OF TEMPORARY SPACE FOR SIGNATORY CARRIERS
PORT OF PORTLAND EFFECTIVE APRIL 2016

1. PREFERRED SPACE
The Portland International Airport ("PDX") Conference Center combines style and function to offer the perfect option for all types of gatherings. A variety of Spaces are available to rent through the PDX Conference Center which can be reached at 503.460.4050.

2. LIMITED USE
On a limited basis and subject to availability the Port may make available Airline Operations and Maintenance ("AOM") space to Signatory Airlines. These facilities may be used for Airline employee meetings, job fairs, employee training, and Tenant sponsored fundraising events so long as the activities are pre-approved by the Port. The location of available AOM space may change; the temporary space that is currently available is shown on Exhibit A. The space is available for a maximum of one (1) day at no charge. For additional use up to a maximum of two (2) weeks refer to the Fee Schedule below. Space will be accepted "as is".

On a limited basis, the Port will allow Airline Upper Area ("AUA") space D2652 which is located on the enplaning level of Concourse D to be available for Airline employee meetings, job fairs, employee training, and Tenant sponsored fundraising events pre-approved by the Port. The space is available for maximum of one (1) day at no charge at the location shown on Exhibit B. Refer to the Fee Schedule below for additional temporary use up to a maximum of two (2) weeks. Space will be accepted "as is".

All requests received for temporary use of space in the public view will be subject to the terms of Section 12.2 of the Signatory Passenger Airline Lease and Operating Agreement, "Other Space Available for Rent."

3. PROCEDURE
Tenants desiring to use or rent temporary space must request such use through the PDX Aviation Business & Properties Department in writing. Such request must include, date(s), time(s), and intended use of space. Request must be made five (5) days in advance of the desired rental date. The Port will issue a Permit for each request, as shown in Exhibit C, which must be signed by an authorized Airline Representative prior to commencing use of the AOM or AUA space.

4. JANITORIAL AND CLEAN-UP
The Tenant shall remove all trash and shall perform clean-up prior to expiration of the term. Space must be returned to original condition. Space requiring additional janitorial services will be billed to the Tenant at the prevailing rate in effect for the Port janitorial services.

5. FEE SCHEDULE
The rental rates for temporary use for more than one (1) day follow the Rental Rates for Airline Supported Areas, Signatory Agreement: Month-to-Month, for Portland International Airport. The temporary use rate will be prorated for the requested time period.
6. **BILLING**

The Port will invoice the Tenant directly after the meeting/event is held. Tenant shall pay the Port within thirty (30) days of issuance of the invoice.

7. **PORT INDEMNITY**

Tenant's use of this space shall be deemed subject to all applicable terms and conditions of the Signatory Agreement.
RENTAL AREAS:

AOM 1390 SQ. FT.
TOTAL 1390 SQ. FT.

PORTLAND INTERNATIONAL AIRPORT
TERMINAL BUILDING
TEMPORARY LEASE PLAT

PORT OF PORTLAND
PORTLAND, OREGON

CONCOURSE C DEPLANING
SCALE: 3/16" = 1'-0"

A-1

PORTLAND INTERNATIONAL AIRPORT
TERMINAL BUILDING
TEMPORARY LEASE PLAT

PORT OF PORTLAND
PORTLAND, OREGON

CONCOURSE C DEPLANING
SCALE: 3/16" = 1'-0"

A-1

CAN YOU SEE THE AIRPLANES? THE ADJACENT SAMPLES SHOW THREE DIFFERENT LEVELS OF SHADING. VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE MODELS ARE OPTIMIZED FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE
RENTAL AREAS:

AOM 1387 SQ. FT.
TOTAL 1387 SQ. FT.

PORTLAND INTERNATIONAL AIRPORT
TERMINAL BUILDING
TEMPORARY LEASE PLAT

PORT OF PORTLAND
PORTLAND, OREGON

CONCOURSE C DEPLANING
SCALE: 3/16" = 1'-0"

CAN YOU SEE THE AIRPLANES? THE ADJACENT SAMPLES SHOW THREE DIFFERENT LEVELS OF SHADING. VISIBLE WITH THE UMBRELLA ARE PRODUCED FOR IDENTIFICATION.

EXHIBIT A
PAGE 2 OF 5

PORT OF PORTLAND
PORTLAND, OREGON

CONCOURSE "D"
CONCOURSE "E"
CONCOURSE "C"
CONCOURSE "B"
CONCOURSE "A"
TERMINAL BUILDING
P1 PARKING STRUCTURE
P2 PARKING STRUCTURE & HQ
VICINITY MAP

SITE

GRAPHIC SCALE - FOR REFERENCE ONLY

PRINTED: 4/1/2016 3:20:55 PM

REVISED

APPROVED

DRAWN

CHECKED

DATE

INCH SCALE

1/4" = 1'-0"
RENTAL AREAS:

AOM 992 SQ. FT.
TOTAL 992 SQ. FT.

EXHIBIT A
PAGE 3 OF 5

PORT OF PORTLAND
PORTLAND, OREGON

TERMINAL BUILDING
TEMPORARY LEASE PLAT

PORTLAND INTERNATIONAL AIRPORT

CONCOURSE D DEPLANING
SCALE: 3/16" = 1'-0"

1
A-1

CAN YOU SEE THE AIRPLANES? THE ADJACENT SAMPLES SHOW THREE DIFFERENT LEVELS OF SHADING.

SETTINGS FOR VIEWING AND PRINTING DRAWING CONTENT ARE OPTIMIZED WHEN ALL THREE PLANES ARE VISIBLE. THIS GUIDANCE IS PROVIDED FOR REFERENCE ONLY.

GRAPHIC SCALE - FOR REFERENCE ONLY

DRAWING SCALE IS REDUCED 50% WHEN SHEET SIZE IS 8.5" x 11"
RENTAL AREAS:

AOM 1754 SQ. FT.
TOTAL 1754 SQ. FT.

V. ATIYEH STATUE

CONCORSE D ENPLANNING
SCALE: 1" = 6'-0"

PORT OF PORTLAND INTERNATIONAL AIRPORT
TERMINAL BUILDING
TEMPORARY LEASE PLAN

CONCOURSE "D"
CONCOURSE "E"
CONCOURSE "C"
CONCOURSE "B"
CONCOURSE "A"
TERMINAL BUILDING
P1 PARKING STRUCTURE
P2 PARKING STRUCTURE & HQ
VICINITY MAP

SITE
PORT OF PORTLAND
PORTLAND, OREGON

DESIGNED BY
DRAWN BY
CHECKED BY
DATE

DESIGN NUMBER
PROJECT NUMBER
DRAWING NO.

TYPE
SCALE

LIGHT
GRAY
DARK
GRAY
BLACK

EXHIBIT B
PAGE 1 OF 1
This SPACE RENTAL AGREEMENT ("Agreement") is between THE PORT OF PORTLAND, a port district of the State of Oregon ("Port"), with an address of 7200 NE Airport Way, Portland, OR 97218 and ___________________ ("Tenant") effective as of _____________________, 201___ ("Effective Date"), with an address of ___________________________________________.

1. SPACE BEING RENTED
The Port agrees to allow temporary use of space (Rental Area) for the following: _____________________ in Portland International Airport ("PDX") terminal at the location shown on the attached Exhibit.

2. DURATION OF RENTAL PERIOD
This rental term will begin on ________________, 201___ and will end on ________________, 201___ ("Term").

3. RENTAL AMOUNT AND PAYMENT
The rental rates for temporary use follow the Rental Rates for Airline Supported Areas, Signatory Agreement: Month-to-Month, for Portland International Airport. The temporary use rate will be prorated for the requested time period and a one (1) day use will be at no charge. Tenant shall be invoiced by the Port and payment will be due within thirty (30) days.

4. CONDITION OF SPACE
At the commencement of this Agreement, Tenant accepts the Space in its present "As Is" condition without any liability or obligation on the part of the Port to make any alterations, improvement or repairs of any kind on or about said Space. Tenant has inspected the Space and Tenant accepts the Space in an "As Is" condition upon taking possession at the commencement of this Agreement.

5. ALTERATIONS/FIXTURES
Tenant agrees not to affix to the Space any fixtures or make any physical alterations, additions or improvement to the Space without the prior written consent of the Port.

6. DAMAGE OR LOSS
Tenant is responsible for the removal of trash, refuse and debris from the Space and for any damage to the Space caused by Tenant, and Tenant’s officers, directors, agents, employees, invitees and/or contractors. Additional janitorial services will be billed to the tenant at the prevailing rate in effect for the Port janitorial services.

7. INDEMNIFICATION AND INSURANCE
The Tenant will be subject to all of the terms and conditions of the Signatory Agreement applicable to rental space including without limitations the obligations to indemnify the Port associated with Tenant’s use of the space.
Tenant shall maintain commercial insurance, self-insurance, or a combination thereof as set forth in the Signatory Airline Agreement.

8. ASSIGNMENT; SUBLEASING

This Agreement is personal to Tenant. Therefore, no part of the Space, nor any interest in this Agreement, may be assigned, pledged, transferred, mortgaged, or subleased by Tenant, nor may a right of use of any portion of the Space be conveyed or conferred on any third party by Tenant by any other means, without the prior written consent of the Port, in the Port’s sole discretion.

9. COMPLIANCE WITH LAWS, AIRPORT SECURITY

Tenant shall at all times, comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including PDX Rules, and Port Ordinances as set forth in the Signatory Airlines Agreement.

IN WITNESS HEREOF, the parties have subscribed their names hereto effective as of the year and date first written above.

_______________________________

By: ________________________________
Print Name: _______________________
As Its: _____________________________
Date: _____________________________

THE PORT OF PORTLAND

By: ________________________________
Print Name: _______________________
As Its: Aviation Properties Manager
Date: _____________________________