



# INTERSTATE SPECIAL EVENTS

## SERVICES

**Interstate Special Events** strives for excellence in both quality and service. Our experienced professional staff is always eager to assist you with rental products and services to help make your next Special Event an occasion that will be enthusiastically remembered.

Here at **ISE** we work together as a team to ensure that each and every detail of your event is not only planned and arranged, but also ordered and delivered with our utmost care and accuracy. We may not be invited to attend your event, but our teamwork and expertise in assisting with your Event will have our reputation sealed and delivered as though we were a part of the SPECIAL in your EVENT! It is our goal here at **ISE** to help every detail flow smoothly and flourish with ease.

## SHOWROOM

We invite you to visit our Portland showroom for a one on one session with one of our event coordinators or you may choose to call and speak directly to one of our trained and knowledgeable event specialist who will walk you through your preparations step by step.

## COMPLIMENTARY ESTIMATES

We love to assist our clients with planning their events – whether it be a large gala or a backyard luncheon; no event is too small or too large! We offer complimentary quotes and are here to help make your dream become a reality.



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### **SITE SURVEYS & LOCAL VENUES**

**ISE** has several years of experience in having already looked over the multitude of locations that you may be considering for your SPECIAL EVENT. We do this every day!

We have maintained great professional relationships with several local venues and events centers in our area.

This knowledge and experience allows us the opportunity to assist you in determining not only the items you may require from our inventory, but we also can assist you in realizing the items that are available at the various Event Centers.

In addition to this professional overview, the initial site survey fee that is charged for your site inspection will be credited to your order once your reservation is complete.

### **ON-SITE SUPPORT**

If necessary, we are happy to assist you by supplying on-site personnel and support throughout your event. Please feel free to inquire of this special service if this is something that you desire.



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### **DELIVERY AND PICKUP**

We at **ISE** take pride in our vast inventory of event rental equipment. We are committed to your satisfaction in receiving clean, well-prepared and organized items. Delivery fees are determined by size and quantity of the inventory and also by the zip code for where the rental items will be delivered. Please see our [Policies](#) page for more information on Delivery and Pickup.

### **SET UP AND BREAKDOWN**

Please call for a quote for the setup and breakdown of your rental tables and chairs and related items. Our friendly and professional delivery service representatives can accomplish this service.

### **SET UP AND REMOVAL of LARGE EQUIPMENT**

Various special items, which are often needed, can frequently be large and cumbersome! We certainly do not expect our valued clients to install and arrange everything on their own. We are experienced and qualified at setting up and removing such rental items as Staging, Canopies, Tents, and Dance Floors, and Flooring, as well as many other large items.



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### **EXTENDED SERVICE HOURS**

**ISE** offers a “Special Event Response Team”.

This service is offered in the event that an emergency with our inventory occurs during non-business hours.

Please call: **(503) 285-6685**

Listen for the Event Emergency prompt, and follow the instructions for Emergency Response.

Our Special Event Response Coordinator will return your call as soon as possible.