

COLUMBIA METROPOLITAN CONVENTION CENTER | FACILITIES



OVERVIEW

For event planning and budgeting purposes, below is a listing of established incidentals and service charges at the Columbia Metropolitan Convention Center (CMCC), beyond space rental, which may be incurred as a result of the event requirements established by the event planner.

Additional charges for utilities beyond ordinary usage are outlined on the separate fee schedules. Additional charges for items not listed below may apply depending on client requests of the facility. Please note that these fees are subject to change without notice.

CMCC inventory listed below is limited and available on a "first come, first served" basis. Prices may vary if CMCC inventory does not meet client requests and items must be ordered through outside vendor. Prices may be subject to change and/or additional labor/setup fees which are a percentage of equipment total, or taxes.

AUDIO/VISUAL

Podium standing.....	\$50
Podium table top .....	\$25
Easels.....	\$10 each
P.A. system for announcements .....	\$100
Banners hung by CMCC staff ( <i>Banners and signs left at CMCC longer than 72 hours after event conclusion will be subject to disposal.</i> ) .....	\$60 each
House Sound ( <i>House sound is charged if A/V is brought in and patched into CMCC sound. This fee is waived for A/V provided by Advanced Video.</i> ) .....	\$60
Display of event information on outdoor monitor .....	\$50/day
Video Conferencing ( <i>advance notice required</i> ) .....	\$665-\$1,040

For additional audio/video needs, please refer to pages 8-11.

UTILITIES

Cable television connection <i>(does not include TV)</i> .....	\$175
Hardwire high speed Internet access per connection/user <i>(in advance)</i> .....	\$250
Hardwire high speed Internet access per connection/user <i>(day of event)</i> .....	\$300
Phone line, not including long distance <i>(in advance)</i> .....	\$160
Phone line, not including long distance <i>(day of event)</i> .....	\$210
Water line.....	\$30/item
Extension cord.....	\$25
Surge protector.....	\$15
120V 10 Amp power hook up <i>(10 days in advance)</i> .....	\$45
120V 10 Amp power hook up <i>(ordered within 10 days or onsite)</i> .....	\$90
Distribution Box.....	\$500

*Additional power/data needs at prices per separate order forms found at back of booklet. Quotes will be given per location if request is needed outdoors or in prefunction spaces.*

STAFF

Security guards ordered in advance <i>(minimum of 4 hours)</i> .....	\$18/hour
Security guards, parking attendants, ticket takers, and coat check attendants ordered within 72 hours before event <i>(minimum of 4 hours)</i> .....	\$36/hour
City of Columbia Police Officer <i>(must be ordered in advance)</i> .....	\$40/hour & up
City of Columbia Fire Marshall(s) <i>(must be ordered in advance)</i> .....	\$40/hour & up
Parking attendants <i>(must be ordered in advance; minimum of 4 hours)</i> .....	\$18/hour
Ticket takers <i>(must be ordered in advance; minimum of 4 hours)</i> .....	\$18/hour
Coat check attendant <i>(must be ordered in advance; minimum of 4 hours)</i> .....	\$18/hour plus \$100 setup fee

*Security guards, parking attendants, ticket takers, and coat check attendants must be ordered 72 hours in advance. All staff rates are subject to change without notice.*

SETUP/FLOW ITEMS

Dance Floor.....	\$18/3' x 3' section
Stage <i>(height 3' or 4')</i> .....	\$50/section, each section measures 8' x 8', maximum 32' x 40', wings 4' x 8'
Risers <i>(height 18" or 24")</i> .....	\$50/section, each section measures 6' x 8'
Stairs with rails for riser/stage.....	limited inventory; more than (1) set of stairs per riser/stage may incur additional charge
Stairs without rails for a riser.....	\$30 each
Stairs without rails for a stage.....	\$55 each
Bleachers <i>(set up and taken down)</i> .....	\$2,000 <i>(maximum of 900 seats)</i>
Carpet <i>(for Exhibit Hall)</i> .....	Call
Ropes and stanchions.....	\$10/section
Turnstiles.....	\$50 each
US and/or SC flag(s).....	\$10 each
Linens <i>(current Facility size/color/setup options)</i> .....	\$8 each
Skirted 6' tables <i>(exhibitors/display)</i> .....	\$25 each
Skirted 8' tables <i>(exhibitors/display)</i> .....	\$35 each
72" round tables <i>(seat 10 people, includes linen)</i> .....	\$30 each
Chairs <i>(outdoors/exhibitors/non standard)</i> .....	\$1 each
Wheelchair ramp for riser/stage.....	No charge <i>(one in inventory)</i>
Table water services.....	\$2/person
Water station.....	\$1/person
Water Coolers.....	\$50/cooler
Trash Cans at Exhibitor Booths or for other use.....	\$10 each
Event Signage Board for Clients' 8½" x 11" Paper Insert.....	\$5 each

HEAVY EQUIPMENT

Forklift .....	\$50/hour or \$450/week
Genie® Lift™ .....	\$50/hour or \$450/week
Pallet jacks .....	\$25/hour (one-hour minimum)

*Client must provide licensed operator. If CMCC operator is used, the fee is \$50/hour if available (two-hour minimum).*

SPACE RESETS

Meeting Rooms, Ballroom, Exhibit Hall .....	½ of room rental rate
Air walls opened or closed .....	¼ of room rental rate
Stage or Dance Floor .....	½ of equipment rental rate

*Final set instructions are due to CMCC staff 5 business days prior to event start. There will be space reset fees charged when a reset is required within 5 business days prior to event or on an event day.*

CLEAN UP

Clean up .....	Clean up penalties will be added when space is not returned in the same clean condition as it was received.
Exhibit Hall .....	\$1,000
Loading Dock .....	\$500
Meeting Rooms .....	\$100/room
Concourse .....	\$200
Ballroom .....	\$500 (or \$200/section)

**HELIUM BALLOONS ARE NOT ALLOWED IN FACILITY.  
CHARGES APPLY IF CLEAN UP IS REQUIRED.**

ADDITIONAL INFORMATION

**CHAIR SIZES\***

*(standard indoor red flex back chairs)*

Seat: 22" W x 17" D

Height (to top of back): 37" H

Diameter at floor (legs): 21" W X 20" D

Back of Chair (from seat to top): 21" H x 17½" W

**Overall:** 27¼" W x 46" H x 24¼" D

*\*Chair sizes listed are dimensions of Convention Center standard indoor chairs. Outdoor chairs listed in Setup/Flow Items Section are NOT the same dimensions.*

**LECTERN PLAQUE DIMENSIONS**

18" W x 6" H; maximum size to cover placard area: 24" W x 9" H.

The height could extend all the way to the floor (40" H).

23½" W x 37½" H (at the back—where the speaker would stand)

**SHIPMENTS**

All shipments for Tradeshow are to go through decorator/drayage company and if drayage is required a decorator or off site service must be coordinated. For other types of events, CMCC allows shipment to arrive ONLY (1-2) business days in advance of event day and the rates below will apply. Please notify your Event Manager when shipments are to arrive at the CMCC.

Receipt of Shipped Boxes..... \$5/Box (Includes storage and labor to move)

Receipt of Pallets..... \$50/Pallet (Includes storage and labor to move)

**Shipping Address:**

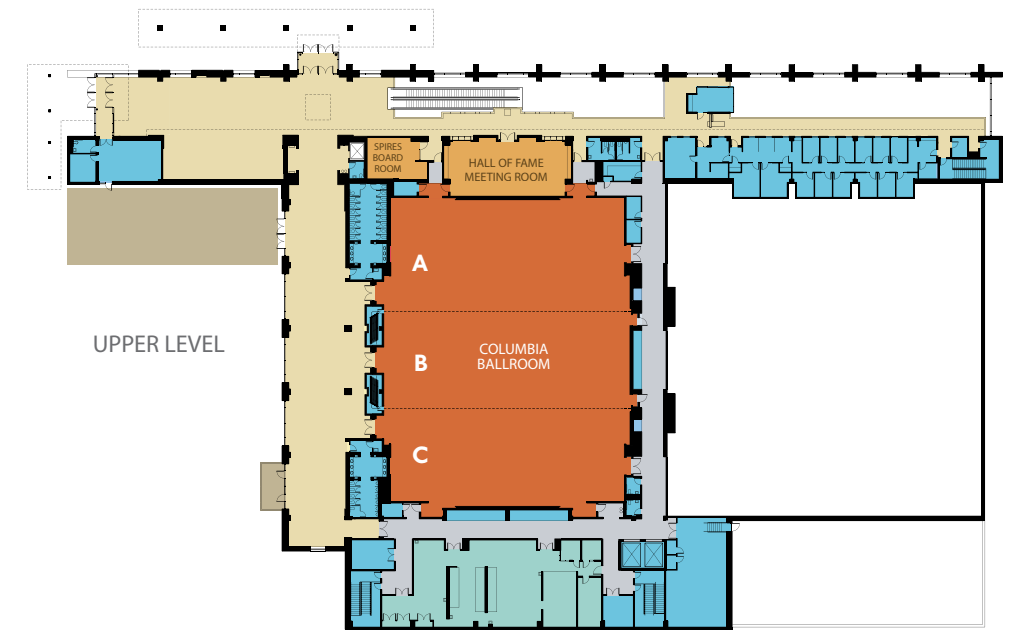
Columbia Metropolitan Convention Center  
ATTN: YOUR NAME AND/OR CONTRACTED EVENT NAME & DATE  
1101 Lincoln Street  
Columbia, SC 29201

*Any materials left at CMCC after event conclusion will be subject to disposal.*

ROOM RENTAL INFORMATION

FLOOR PLANS

MEETING ROOM	SQUARE FOOTAGE	COMMERCIAL RATE (Price Per Day)	NON-PROFIT RATE (Price Per Day)
<b>Ballroom</b>	17,135	\$2,750	\$2,350
Division A	6,290	\$1,000	\$850
Division B	5,470	\$875	\$750
Division C	5,375	\$875	\$750
<b>Exhibit Hall</b>	24,700	\$2,250	\$2,000
<b>Congaree Room/ Meeting Room 1</b>	2,135	\$425	\$385
1A	1,080	\$215	\$195
1B	1,055	\$210	\$190
<b>Richland Room/ Meeting Room 2</b>	5,540	\$1,100	\$950
2A	1,900	\$380	\$325
2B	1,840	\$365	\$315
2C	1,800	\$355	\$310
<b>Lexington Room/ Meeting Room 3</b>	4,045	\$815	\$695
3A	2,235	\$450	\$385
3B	1,810	\$365	\$310
<b>Carolina Room/ Meeting Room 4</b>	1,930	\$390	\$335
4A	950	\$190	\$160
4B	980	\$200	\$175
<b>Hall of Fame Room</b>	1,540	\$370	\$315
<b>Boardroom</b>		\$75	\$75



Four times the room rental rate in Food & Beverage before taxes & gratuity equals a 100% discount on corresponding room rental. Set up and teardown days are charged at half room rental rate.

OVERVIEW: ADVANCED VIDEO



Serving the corporate audio visual market since 1985, Advanced Video, Inc. provides professional AV services to clients with exceptional, dedicated service, constantly investing in the newest technology to serve the ever-changing needs of the presentation market.

Advanced Video offers a full spectrum of services including AV rental equipment, event technology, event production, and staging. Our highly skilled and professional staff provide our clients with peace of mind for any event. Our expertise and commitment to our clients ensures successful events.

Our resume and repeat customers are proof of our success. Our customers have come to expect the highest level of service at competitive prices...and we deliver just that!

**The following is only a small listing of our available inventory. Please call if the equipment you require is not listed.**

LCD PROJECTION PACKAGES

Small LCD Support Package <i>(You provide the LCD Projector)</i> .....	\$50
<i>Package includes projection stand, screen skirt, extension cord, 6' or 8' screen and 25' VGA Cable.</i>	
Large LCD Support Package <i>(You provide the LCD Projector)</i> .....	\$105
<i>Package includes projection stand, screen skirt, extension cord, 10' or 12' screen and 25' VGA Cable.</i>	
Small Basic LCD Package.....	\$350
<i>Package includes 2000 lumen Projector, projection stand, screen skirt, extension cord, 6' or 8' screen and 25' VGA Cable.</i>	
Large Basic LCD Package.....	\$405
<i>Package includes 2000 lumen Projector, projection stand, screen skirt, extension cord, 10' or 12' screen and 25' VGA Cable.</i>	
Small Premium LCD Package .....	\$480
<i>Package includes 3700 lumen Projector, projection stand, screen skirt, extension cord, 6' or 8' screen and 25' VGA Cable.</i>	

Large Premium LCD Package.....	\$505
<i>Package includes 3700 lumen Projector, projection stand, screen skirt, extension cord, 10' or 12' screen and 25' VGA Cable.</i>	

Small Ultimate LCD Package.....	\$900
<i>Package includes 6500 lumen Projector, projection stand, screen skirt, extension cord, 6' or 8' screen and 25' VGA Cable.</i>	

Large Ultimate LCD Package.....	\$955
<i>Package includes 6500 lumen Projector, projection stand, screen skirt, extension cord, 10' or 12' screen and 25' VGA Cable.</i>	

*10,000 Lumen LCD Projector Packages and HD Projection Packages are available. Call for more information.*

LARGE FLAT SCREEN PACKAGES

37" Flat Screen LCD .....	\$275
42" Flat Screen LCD .....	\$375
50" Flat Screen LCD .....	\$425
50" Flat Screen Plasma.....	\$550

*All packages include cart, skirt, DVD or VHS player, extension cord, and speakers.*

AUDIO

Podium/Handheld or Wired Microphone.....	\$25
Wireless Hand/Lavalier UHF Microphone.....	\$125
CD Player .....	\$25
Press Box <i>(24 Channel)</i> .....	\$55
Mackie 14 Channel Mixer .....	\$50
Yamaha LS9 32 Channel Digital Mixer .....	\$250
10" Powered Speakers <i>(Pair)</i> .....	\$90
15" Powered Speakers <i>(Pair)</i> .....	\$150
Mackie Sub-Speakers <i>(Pair)</i> .....	\$150

CONFERENCING

Gentner® Teleconference System .....	\$90
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LIGHTING

Basic Meeting Room Truss Lighting.....	\$900
<i>Package includes trussing, motors, instruments and all associated cabling.</i>	
Vertical 8' Silver Truss with Base .....	\$50
LED Light.....	\$25
Custom Truss Lighting Package.....	Call
Custom LED Accent Up Lighting.....	Call

*Additional lighting packages available upon request.*

SCENERY

12' x 16' American Flag .....	\$75
Custom Designed Sets .....	Call
Pipe and Drape 4'-16' .....	Call

COMPUTERS

Laptops .....	\$125
Wireless Remote for PC.....	\$35

VIDEO CAMERA PACKAGES

Multiple Camera Switch Packages .....	Call
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MISCELLANEOUS

Flipchart with Pad and Pens .....	\$25
Extra Pads.....	\$5 each
Extra Pens.....	\$2 each
Safelock Stand .....	\$10
Rolling Cart .....	\$15

LABOR

Equipment Setup is 20% of equipment total.  
In room Showtech is \$60/per hour, with a 4 hour minimum.

TERMS AND CONDITIONS

- All prices are subject to change without notice. Please confirm pricing prior to your event.
- Charges are per room per day.
- All rates are daily and do not include SC sales tax, setup/strike, or labor charges.
- Equipment cancelled less than 24 hours in advance is subject to a cancellation fee.
- All AV equipment and services will be billed separately by Advanced Video, Inc. and are not reflected on CMCC invoices.
- Technician will arrive at CMCC one (1) hour prior to the posted event start time. Earlier arrival times are available by request.
- AVI technicians are prohibited from setting up client provided equipment.
- A reset fee will be charged for equipment moved after setup.
- Fees for services are due prior to event without established credit accounts.
- American Express, Visa, and Mastercard are accepted.

SCREENS

6' Tripod Screen.....	\$25
8' Tripod Screen.....	\$25
10' Cradle Screen .....	\$55
12' Cradle Screen .....	\$55
6' x 8' Fastfold (Front/Rear).....	\$50
9' x 12' Fastfold (Front/Rear) .....	\$125
10½' x 14' Fastfold Truss.....	\$275
12' x 16' Fastfold Truss.....	\$375

*All screens come with black bottom skirt. If additional skirting is required, please call.*

1101 Lincoln Street | Columbia, SC 29201 | 803.545.0001 | fax 803.545.0013 | events@columbiaconventioncenter.com | columbiaconventioncenter.com

Show Name: \_\_\_\_\_ Show Dates: \_\_\_\_\_

Exhibiting Firm Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ On Site Contact: \_\_\_\_\_

Payment Method:

- Master Card      Name on Card: \_\_\_\_\_ Credit Card #: \_\_\_\_\_
- Visa
- Amex
- Check/Money Order      Signature: \_\_\_\_\_ Expiration: \_\_\_\_\_
- Other      *Signature Authorizes the card on file to be charged for any unpaid balance.*

**QUOTES WILL BE GIVEN PER LOCATION IF REQUEST IS NEEDED OUTDOORS.**

QUANTITY OF OUTLETS (1 plug-in per outlet ordered)	DESCRIPTION	INCENTIVE (order/payment received 14 days or more prior to event start)	BASE (order/payment received within 14 days of event start)	ON-SITE (orders/payments received while on site – set-up days and/or event days)	TOTAL
	120V: 5 amps (up to 500 watts)	\$40.00	\$70.00	\$100.00	
	120V: 10 amps (up to 1,000 watts)	\$45.00	\$90.00	\$135.00	
	120V: 20 amps (up to 2,000 watts)	\$55.00	\$100.00	\$145.00	
	208V: 20 amps 1 phase	\$75.00	\$135.00	\$195.00	
	208V: 30 amps 1 phase	\$100.00	\$175.00	\$250.00	
	208V: 50 amps 1 phase	\$170.00	\$300.00	\$430.00	
	208V: 100 amps 1 phase	\$400.00	\$590.00	\$780.00	
	208V: 200 amps 1 phase	\$700.00	\$1,250.00	\$1,800.00	
	208V: 400 amps 1 phase	\$1,200.00	\$2,100.00	\$3,000.00	
	208V: 20 amps 3 phase	\$120.00	\$215.00	\$310.00	
	208V: 30 amps 3 phase	\$160.00	\$285.00	\$410.00	
	208V: 50 amps 3 phase	\$270.00	\$480.00	\$690.00	
	208V: 100 amps 3 phase	\$640.00	\$1,150.00	\$1,660.00	
	208V: 200 amps 3 phase	\$1,100.00	\$2,000.00	\$2,900.00	
	208V: 400 amps 3 phase	\$1,900.00	\$3,100.00	\$4,300.00	
	Power Strip(s)	\$10.00	\$10.00	\$15.00	
	Extension Cord(s)	\$25.00	\$25.00	\$30.00	
	Water-hookup for each piece of equipment	\$30.00	\$60.00	\$90.00	

**ORDERS WILL NOT BE ACCEPTED WITHOUT PAYMENT IN FULL.**

Please send this completed order and your remittance to:  
 Columbia Metropolitan Convention Center  
 Attn: Events Department - Service Order Form  
 1101 Lincoln Street, Columbia, SC 29201

OR

Fax your order with Credit Card Payment to:  
 803-545-0013 Attn: Events Department - Service Order Form

# TELEPHONE, DATA LINE, AND CABLE TV ORDER FORM

1101 Lincoln Street | Columbia, SC 29201 | 803.545.0001 | fax 803.545.0013 | events@columbiaconventioncenter.com | columbiaconventioncenter.com

Show Name: \_\_\_\_\_ Show Dates: \_\_\_\_\_

Exhibiting Firm Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ On Site Contact: \_\_\_\_\_

Payment Method:

Master Card      Name on Card: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

Visa

Amex

Check/Money Order      Signature: \_\_\_\_\_ Expiration: \_\_\_\_\_

Other      *Signature Authorizes the card on file to be charged for any unpaid balance.*

**QUOTES WILL BE GIVEN PER LOCATION IF REQUEST IS NEEDED OUTDOORS.**

## TELEPHONE

### Telephone lines (Telephone Numbers)

Price includes one phone for each line. Phones are restricted to 1-800 calling and local calls. This phone does not include speakerphone option. *Additional \$50 Charge for Long-Distance Dialing.*

Quantity (Advance Order, \$160; Floor Order, \$200) \_\_\_\_\_ Total \$ \_\_\_\_\_

### Extra Telephone Sets

Does NOT include phone line. You must have ordered telephone line above to order extra phone.

Quantity (Advance Order, \$25; Floor Order, \$40) \_\_\_\_\_ Total \$ \_\_\_\_\_

## INTERNET

### High Speed Wired Internet Connection

Quantity (Advance Order, \$250; Floor Order, \$300) \_\_\_\_\_ Total \$ \_\_\_\_\_

### High Speed Wireless Internet - Connection 802.11b Compliant

Quantity (Advance Order, \$250; Floor Order, \$300) \_\_\_\_\_ Total \$ \_\_\_\_\_

# TELEPHONE, DATA LINE, AND CABLE TV ORDER FORM

## SHARED INTERNET OVER ETHERNET

Advance order required. Order must be received by CMCC 30 days in advance of show.

	<b>Cost</b>	<b>Quantity</b>
Single Public IP address	\$1000	_____
Additional Public IP address/device	\$100	_____
Single Private IP address (NAT)	\$250	_____
Additional Private IP address/device	\$200	_____
Expedite charge per option	\$250	_____

## CABLE TELEVISION CONNECTION

Does not include TV. Advance order required. Connection is limited based on location.

**Cost: \$175**      **Quantity:** \_\_\_\_\_

Columbia Metropolitan Convention Center is not responsible for secondary data loss or damage to equipment. CMCC is responsible for Internet and other point of demarcation to exhibitor booth. Services are limited to cable installation and IP address assignment. It is the responsibility of the exhibitor to supply connectors, connect cable to exhibitor equipment, configure exhibitor equipment and properly operate equipment. CMCC will troubleshoot CMCC installed components only.

CMCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruptions or other network service related downtime.

### **ORDERS WILL NOT BE ACCEPTED WITHOUT PAYMENT IN FULL.**

Please send this completed order and your remittance to:

Columbia Metropolitan Convention Center

**Attn: Events Department - Service Order Form**

1101 Lincoln Street, Columbia, SC 29201

**OR**

Fax your order with Credit Card Payment to:

803-545-0013 **Attn: Events Department - Service Order Form**

1101 Lincoln Street  
Columbia, SC 29201

803.545.0001  
fax 803.545.0013

1.800.264.4884  
[columbiaconventioncenter.com](http://columbiaconventioncenter.com)



**COLUMBIA SC**  
FAMOUSLY HOT

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COLUMBIA METROPOLITAN  
CONVENTION CENTER