

COLUMBIA METROPOLITAN CONVENTION CENTER | FACILITIES



EQUIPMENT, PERSONNEL & SERVICE FEES POLICIES

1101 Lincoln Street | Columbia, SC 29201 | 803.545.0001 | fax 803.545.0013 | 1.800.264.4884 | columbiaconventioncenter.com

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	\$15
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
Display of daily event schedule (<i>inside monitor only</i>).....	\$250/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 power hook up (<i>10 days in advance</i>)	\$45
120V power hook up (<i>ordered within 10 days or onsite</i>).....	\$90

Additional power needs at prices per separate electrical order form. 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>)	\$16/hour
Security guards, parking attendants, ticket takers, and coat check attendants ordered within 72 hours before event (<i>minimum of 4 hours</i>)	\$32/hour
City of Columbia Police Officer (<i>must be ordered in advance</i>).....	\$35/hour & up
City of Columbia Fire Marshall(s) (<i>must be ordered in advance</i>).....	\$35/hour & up
Parking attendants (<i>must be ordered in advance; minimum of 4 hours</i>)	\$16/hour
Ticket takers (<i>must be ordered in advance; minimum of 4 hours</i>).....	\$16/hour
Coat check attendant (<i>must be ordered in advance; minimum of 4 hours</i>)	\$16/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.....	Call for pricing
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 for pricing
Aisle runner (<i>color: gray</i>)	\$100
Ropes and stanchions.....	\$10/section
Turnstiles	\$20 each
US and/or SC flag(s)	\$10 each
Linens (<i>not standard on classroom tables or other</i>)	\$5 each
Skirted 6' tables (<i>exhibitors/display</i>)	\$20 each
Skirted 8' tables (<i>exhibitors/display</i>)	\$25 each
72" round tables (<i>seat 10 people, includes linen</i>).....	\$30 each
Chairs (<i>outdoors/exhibitors/non standard</i>)	\$1 each
Gazebo.....	\$100
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

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 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)

SHIPPING

As stated in contract, all shipments are to go through decorator/drayage company. If Columbia Metropolitan Convention Center receives shipments, they will not be accepted more than (1) day prior to event and a fee of \$5/box will be charged.

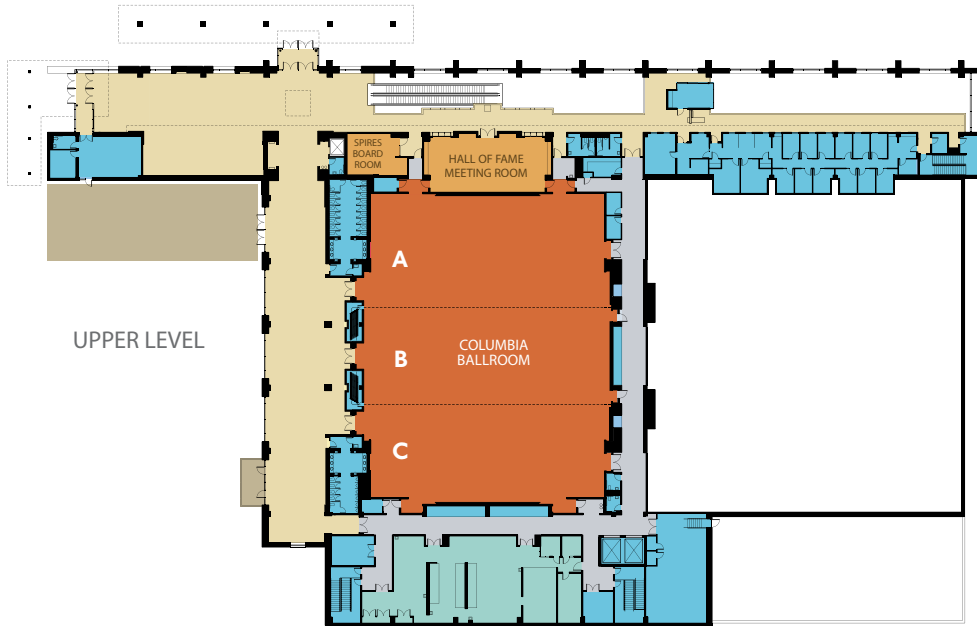
Any materials left at CMCC longer than 72 hours after event conclusion will be subject to disposal.

ROOM RENTAL INFORMATION

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

FLOOR PLANS



- EXHIBIT HALL
- MEETING ROOMS
- OUTDOOR SPACE
- SERVICE
- BALLROOM
- PUBLIC SPACE
- FOOD SERVICE
- SERVICE CIRCULATION



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

- LCD Support Package..... \$75
Package includes projection cart, skirt, extension cord, 6' or 8' screen, and 25" VGA cable. You provide the LCD.
 - Basic LCD Package..... \$375
Package includes 2000 Lumen LCD Projector (150 people or less), 6' or 8' screen, and LCD Support Package.
 - Premium LCD Package..... \$475
Package includes 3700 Lumen LCD Projector (150-300 people), 6' or 8' screen, and LCD Support Package.
 - Ultimate LCD Package..... \$925
Package includes 6500 Lumen LCD Projector (very bright), 6' or 8' screen, and LCD Support Package.
- Multiple screen packages available. Screen size on any package may be upgraded for an additional charge.*

LARGE FLAT SCREEN PACKAGES

37" Flat Screen LCD	\$275
42" Flat Screen LCD	\$480
50" Flat Screen Plasma.....	\$550

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

OVERHEAD PACKAGE

Overhead Package.....	\$80
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Package includes overhead projector, cart, screen, and extension cord.

AUDIO

Podium/Handheld or Wired Microphone.....	\$25
Wireless Hand/Lavalier UHF Microphone.....	\$125
CD Player	\$20
Press Box (24 Channel)	\$55
Mackie 14 Channel Mixer	\$50
Mackie 24 Channel Mixer.....	\$75
10" Powered Speakers (Pair).....	\$95
15" Powered Speakers (Pair)	\$150
Mackie Sub-Speakers (Pair)	\$150

CONFERENCING

Speakerphone.....	\$30
Gentner® Teleconference System	\$90

LIGHTING

Basic Meeting Room Truss Lighting\$1,400
Package includes trussing, motors, instruments and all associated cabling.

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

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.

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. Cost is \$60/hour per showtech.

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.
- 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.

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COLUMBIA SC
FAMOUSLY HOT

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