



# Exhibitor Information

---

Driving Directions  
Exhibitor Policies  
Load-In/Load-Out Information  
CMCC Floor Plan  
Exhibitor Orders

Drayage & Shipments  
Internet Information  
Exhibitor Sample Form  
Useful Onsite Information  
Exhibitor Sustainable Practices

*The staff of The Columbia Metropolitan Convention Center  
looks forward to working with you! Please contact  
[Events@ExperienceColumbiaSC.com](mailto:Events@ExperienceColumbiaSC.com) with questions.*



## Driving Directions to The Columbia Metropolitan Convention Center

*1101 Lincoln Street, Columbia, SC 29201 | Phone 803-545-0001 or 800-264-4884*

**From Greenville**, take I-26 East to Columbia, then I-126 to Huger Street. Go 0.8 miles and turn left at the 4<sup>th</sup> traffic light onto Gervais Street. Go 0.3 miles to the second traffic light where you will turn right onto Lincoln Street. The CMCC is one block down on the right.

**From Florence**, take I-20 West to Exit 73A to merge onto S Carolina 277 S toward Columbia. Continue for 6.6 miles onto Bull Street. Continue for 0.9 miles and turn right onto Gervais street, go 0.6 miles then turn left onto Lincoln Street. The CMCC will be one block down on the right.

**From Charleston**, take I-26 West to Columbia. Take exit 115 to merge onto US-176 N/US-21N/US-321N toward Cayce. Continue 6 miles and turn left onto Huger Street. Continue for 0.6 miles and turn right on Gervais Street. Continue for 0.4 miles and turn right onto Lincoln Street. The CMCC will be one block down on the right.

**From Charlotte**, take I-77 South to Columbia. Take exit 18 to merge onto S Carolina 277 S toward Augusta/1-20W/Columbia. Continue for 8.1 miles onto Bull Street. Continue 0.9 miles turn right onto Gervais Street. Go 0.6 miles and then turn left on Lincoln Street. The CMCC will be one block down on the right.

**From Atlanta**, take I-20 East to Columbia. Take Exit 64A toward 1-26E/Columbia. Continue for 0.5 miles and merge onto 1-26 East. Take exit toward Huger Street. Continue for 0.2 miles and merge onto US-176E/US-21 S/ US-321 S. Continue for 0.8 miles and turn left onto Gervais Street. Continue for 0.4 miles and Turn right onto Lincoln Street. The CMCC will be one block down on the right.

**From the Columbia Metropolitan Airport**, head south onto Airport Blvd for 0.9 miles then turn right onto John N. Hardee Expressway. Turn left onto SC-302/Airport Blvd. Continue for 2.3 miles and turn slightly left onto US-176 W/US-321 N (Charleston Hwy). Continue for 2.6 miles and then turn left on Huger Street. Continue on Huger Street for 0.6 miles and then turn right onto Gervais Street. Continue for 0.4 miles and turn right onto Lincoln Street. The CMCC will be one block down on the right.





## Exhibitor Policies

*These rules and regulations apply to Show Management, Service Contractors and Exhibitors and will be enforced during exhibitor shows. Should you have any questions please notify the CMCC Event Manager at 803-545-0001.*

### Food and Beverage

Food and Beverage rules conform to a contract between The Columbia Metropolitan Convention Center and the Convention Center's exclusive food and beverage contractor, Spectra Food Services and Hospitality, Inc. Both security and show management are charged with monitoring activities during each event and enforcing compliance with these rules. Your cooperation is very much appreciated.

- Outside Food and Beverage – The CMCC prohibits the order and delivery of outside food and beverage products from being brought into the building. Special exhibitor meals can be ordered in advance from the Convention Center Food Service provided that advance arrangements are made with the Show Manager.
- Distribution of Food or Beverage Products – Exhibitors may not sell or give away food or beverage products in any form unless written authorization is granted by the VP/General Manager.
- Alcoholic Beverages – ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM SPECTRA. Any alcoholic beverages brought into the facility will be confiscated.
- Inspection – Any bulk storage container is subject to inspection by CMCC security, and the introduction of any restricted food or beverage products is prohibited.
- Restricted Diets – Food service will accommodate restricted diets with advanced notice.
- Utilizing Break Areas – Exhibit managers are encouraged to allow suitable space for break areas within the space rented for the show. When an exhibitor's break area is provided, exhibitors are encouraged to take meal breaks in this designated area.

### Display Vehicles

Any motor vehicle on display at the Convention Center must comply with the following Columbia Fire Department requirements:

- ¼ tank of fuel or less (not to exceed five gallons)
- Neck of fuel tank sealed or locked
- No additional fuel stored in or on the vehicle
- Both battery terminals disconnected and taped
- Vehicles displayed inside CMCC require plastic film under vehicle. Any damage to CMCC property will be charged accordingly to contract holder.

### Exit Signs

Please do not block any exit signs or doors marked with an overhead exit sign.

### Animals

Animals are prohibited unless they are part of an attraction or aid disabled persons. Proper sanitary safeguards must be taken. Arrangements must be made with the Show Manager prior to your event.

### Carpet Tape

The exhibit manager's service contractors are responsible for the removal of all tape residue marks on the exhibit floor. The CMCC requires the use of quality carpet tape. Removal/damage costs incurred from the use of inferior tape will be charged to the event by CMCC.



## Exhibitor Policies continued...

### Decorating and Signs

Please do not attach any items (decorations, signs, banners, etc.), by any means, to walls, columns, or other surfaces without approval of the Event Manager. The use of scotch tape or decals on walls, floors, partitions, doors, windows, or furniture is strictly prohibited. The use of nails, tacks, brads, pins, or other driven fasteners is also prohibited. The distribution of stickers is prohibited.

### Freight Deliveries

The CMCC does not accept or store advance deliveries of freight for events. Please contact the Show Manager for all shipping and receiving services.

### Hazards

Report any spills or hazards to the Show Manager or facility personnel as soon as possible.

### Helium Balloon Policy

The CMCC prohibits the use of helium filled balloons in any areas of the facility. Removing Balloons from ceilings may require the use of Center lift equipment, which will incur a \$250 balloon removal fee.

### Janitorial Services

Meeting rooms, restrooms, common areas are cleaned daily at no charge. Cleaning of exhibit floor and booth spaces during the show is the responsibility of Show Management, or the exhibit/decorating service contractor. Clean-up of spaces at the end of an event is the responsibility of the Show Management and/or the exhibit/decorating service contractor.

### Loading Dock

Please limit your time in the Loading Docks when others are waiting. Move vehicles to parking areas when unloading is completed. (See load-in/out instructions)

### No Smoking Policy

The Convention Center is a smoke free facility.

### Outside Solicitors

Unauthorized pickets or solicitors are strictly prohibited on Convention Center property.



## Load-In / Load-Out Information

### **FACILITY LOAD-IN / LOAD-OUT RULES**

Please load-in all items from your car, place all items just inside the building, and immediately move your vehicle to the CMCC parking lot adjacent to the facility or into the Park Street Garage located directly across the street from the CMCC. **DO NOT** move items into your booth until your vehicle has been moved to a parking space. When you are ready to load-out, please make sure your entire exhibit space is packed and move your items to the door before retrieving your car. Your car can be parked for a limited time **ONLY** in the designated areas below to load-in/out items.

### **LOWER LEVEL PRE-FUNCTION AREA**

***\*\*If you Load-in/out at the MAIN Entry/Exit Doors on the Lower Level:***

When Loading or Unloading, please park your car in a parking spot in the CMCC parking lot adjacent to the facility or into the Park Street Garage located directly across the street from the CMCC. If you need to move your car closer to the building to load-in/out, please wait for a parking spot.

### **EXHIBIT HALL**

***\*\*If you use the Ramp or Loading Dock off the back of the Exhibit Hall:***

**\*\*DIRECTIONS from the Convention Center to the Loading Dock/Ramp Area:**

Trucks may not be able to make this turn into the parking lot therefore, head South on Lincoln Street (Pass Colonial Life Arena), Turn Right onto Greene Street, Turn Right onto Gadsden Street. This will take you behind the Colonial Life Arena to a ramp that goes up to the area behind the CMCC.

***\*\*If you Load-in/Load-out at the Side Door Entrance leading directly into Exhibit Hall from parking lot:***

When Loading or Unloading, please park your car in a parking spot in the CMCC Parking lot adjacent to the facility or into the Park Street Garage located directly across the street from the CMCC. If you need to move your car closer to the building to load-in/out, please wait for a parking spot. Load your items in/out via the Exhibit Hall side door beside parking lot.

### **BALLROOM/UPPER LEVEL AREAS**

***\*\*If you Load-in/out at the Turn-Around Area on the Upper Level near the Visitor Center:***

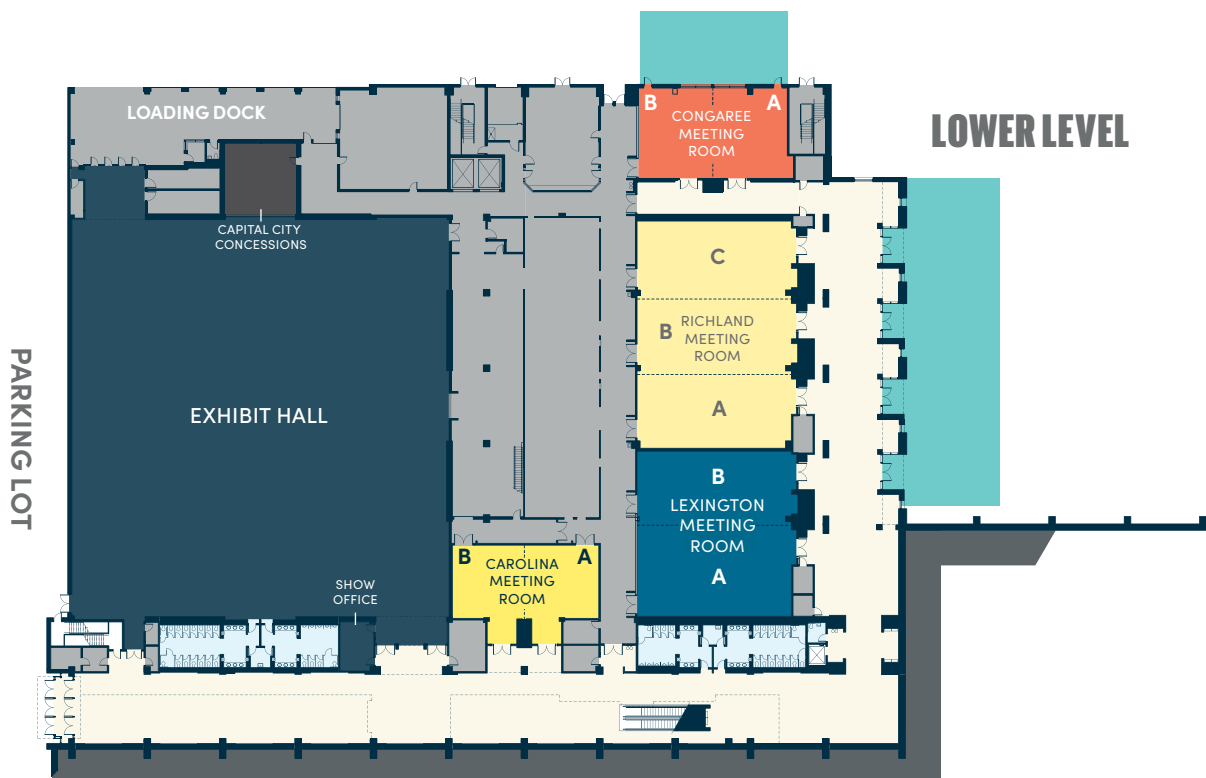
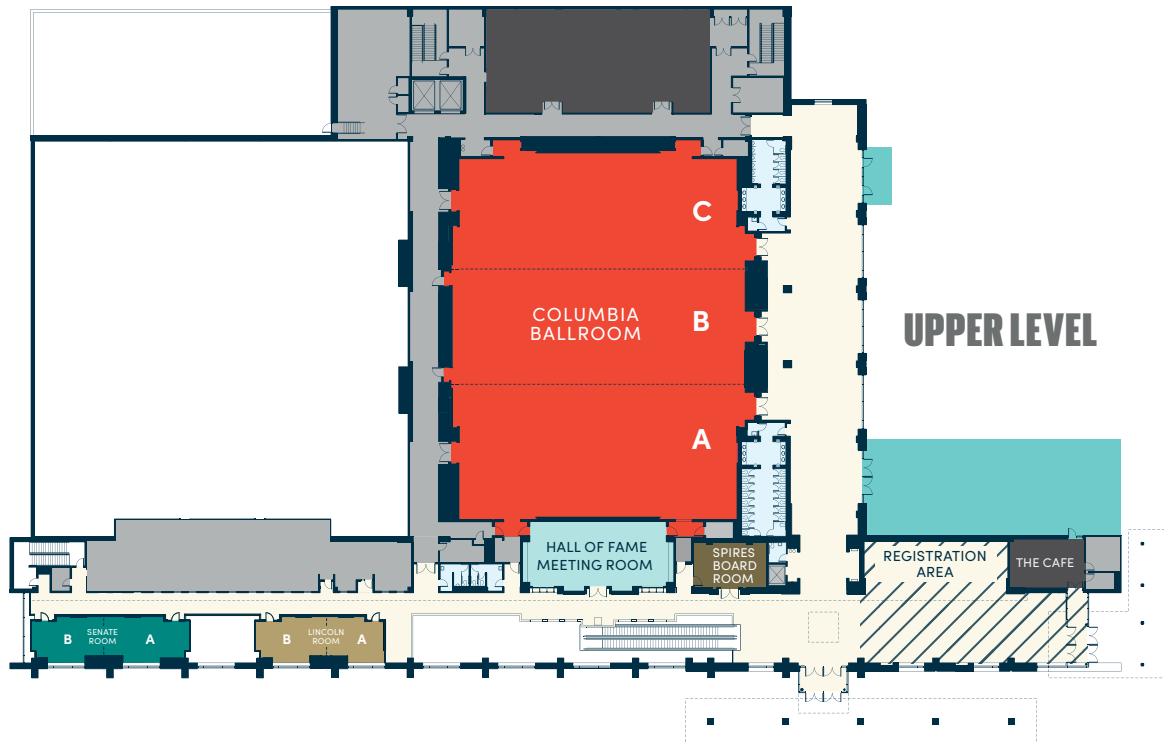
You may park for a limited time to load-in/load-out in the turn-around area, which is located North of the building (between the CMCC facility and the Hampton Inn). Traffic in this area is single lane and one-way. You may also use the turnout onto Lincoln Street which is directly in front of the East entrance to the building.

*You will be towed if you park on a curb, in a main driving lane or fire lane, in a parking spot marked with a white reserved sign, anywhere behind the facility, or if you're parked in a loading zone longer than load-in/out time.*





- |   |  |   |  |   |
|---|--|---|--|---|
| <span style="color: red;">■</span> BALLROOM                           | <span style="color: teal;">■</span> SENATE ROOM          | <span style="color: darkgray;">■</span> KITCHEN/<br>CONCESSIONS | <span style="color: blue;">■</span> LEXINGTON<br>MEETING ROOM  | <span style="color: lightteal;">■</span> OUTDOOR<br>SPACE       |
| <span style="color: brown;">■</span> SPIRES<br>BOARDROOM              | <span style="color: gold;">■</span> LINCOLN<br>ROOM      | <span style="color: darkblue;">■</span> EXHIBIT<br>HALL         | <span style="color: yellow;">■</span> RICHLAND<br>MEETING ROOM | <span style="color: lightyellow;">■</span> PREFUNCTION<br>SPACE |
| <span style="color: lightblue;">■</span> HALL OF FAME<br>MEETING ROOM | <span style="color: gray;">■</span> REGISTRATION<br>AREA | <span style="color: yellow;">■</span> CAROLINA<br>MEETING ROOM  | <span style="color: orange;">■</span> CONGAREE<br>MEETING ROOM | <span style="color: gray;">■</span> SERVICE                     |
|   |  |   |  | <span style="color: lightblue;">■</span> RESTROOMS              |





## **EXHIBITOR ORDERS**

Thank you for joining us at the Columbia Metropolitan Convention Center.

We're here to help produce the best environment possible for you and your organization. Order what you need online through the link to the payment portal.

<https://www.columbiaconventioncenter.com/exhibitors/order-power-utilities>

**Have a question about your experience at the CMCC?**

Email [Events@ExperienceColumbiaSC.com](mailto:Events@ExperienceColumbiaSC.com) or visit <https://www.columbiaconventioncenter.com/exhibitors>





## CMCC DRAYAGE

All Shipments for Tradeshows 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 shipments to arrive **ONLY (1-2) business days in advance of event day** if storage space is available. The rates below will apply. Please notify your Event manager in advance when shipments are to arrive at the CMCC.

To Process Drayage Payments, visit  
<https://www.columbiaconventioncenter.com/exhibitors/order-power-utilities>

Receipt of Shipped Boxes-\$10/box  
Receipt of Pallets-\$90/pallet - up to 100Lbs  
**\*\*Minimum of \$180 when accepting pallets.**  
**\*\*Cost 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.***





## Connect to **CMCC Guest** for Free & Paid Wi-Fi

The screenshot shows a web interface for connecting to Wi-Fi. At the top, there is a header with the Columbia SC logo and links for 'Home' and 'Sign Up'. The main content area features the Columbia SC Metropolitan Convention Center logo. Below the logo, there are two options for connecting to Wi-Fi: 'I want to connect to WiFi' and 'I have a pre-paid voucher'. The 'I want to connect to WiFi' option is selected and shows a list of plans: General Plan (free), Basic Plan (\$10.00), Premium Plan (\$25.00), and Elite Plan (\$50.00). Each plan has a brief description of its features. A 'Continue' button is at the bottom of this list. The 'I have a pre-paid voucher' option shows a text input field for 'enter code here...' and a 'Connect' button.

I want to connect to WiFi	
<input type="radio"/> General Plan	free
<input type="radio"/> Basic Plan	\$10.00
Great for general web surf and social media	
<input type="radio"/> Premium Plan	\$25.00
Great for sharing photos and standard quality video streaming	
<input type="radio"/> Elite Plan	\$50.00
Great for high definition streaming and large downloads	
<a href="#">Continue</a>	

I have a pre-paid voucher

enter code here...

[Connect](#)

Choose your option (General, Basic, Premium or Elite)  
and get connected!

Not getting the options to pop up? Type  
[gateway01.cmcchotspot.com](http://gateway01.cmcchotspot.com) in your browser window.

***If you have any questions, please contact the CMCC Events Department by checking in at your registration table onsite!***



## EXHIBITOR SAMPLE FORM

The Columbia Metropolitan Convention Center has granted exclusive food service rights to their concessionaire, Spectra Food Services. All food and beverage served in the Columbia Convention Center must be provided through Spectra Food Services.

For exhibitors who wish to distribute a food or beverage product that is manufactured and distributed in the normal course of the exhibitor's business, may request to do so per the following restrictions.

- Liquid samples may not exceed two (2) ounces
- Dry weight samples may not exceed two (2) ounces
- Sample distribution must be limited to the exhibitor's booth area only
  - It is unlawful to distribute alcoholic beverages of any kind
- POPCORN IS **NOT** allowed unless purchased through Spectra Food Services
  - Sampling is available for public exhibit shows only.  
It is not to be a substitute for a catered order.

Event Name: \_\_\_\_\_

Event Dates: \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Booth Number Assigned: \_\_\_\_\_

***Description of Sample Items to be distributed:***

---

---

---

---

---

---

Approved By: \_\_\_\_\_

General Manager, Spectra Food Services

**This form must be returned 2 weeks prior to the scheduled event via fax to (803) 545-0125.**

If you have any questions or need any additional information, please contact Spectra Food Services sales staff at (803) 545-0029. Their professional sales staff will be happy to assist you. There is a large variety of food and beverage catering options available to your company during the convention/tradeshow.





## Useful Onsite Information

*The staff of the Columbia Metropolitan Convention Center (CMCC) welcomes you. We are happy you are here and hope your event is a success for you and your organization. To help you while you are onsite, below are the answers to the most frequently asked questions and a few facility policies we ask you to observe.*

### COPYING, COMPUTER PRINTING & FAXING

If you will need copy/faxing services while onsite, please see the CMCC Receptionist desk on the Upper Level. Copies will be \$0.25 per copy for black and white and \$0.50 per copy for color. For large numbers of copies or multiple faxes, the closest commercial availability is FedEx-Kinkos at 1111 Green Street -- two blocks South and two and one-half blocks East.

### FLATBED AND HAND CARTS

CMCC has a limited number of carts that are available to Exhibitors on a first-come, first-served basis. Ask the CMCC Security Department about checking carts out when you arrive onsite. You will be required to check the cart out with a valid drivers license. (Bringing your own is strongly recommended.)

### WIRELESS INTERNET

Free Wireless Internet is available in all public areas and meeting rooms inside CMCC. To log on, select the "CMCC Guest" network from the Wi-Fi options on your personal device. A browser window should appear for you to select a Wi-Fi plan. Choose your option (general, basic, premium, or elite) and get connected!

### SECURITY OF YOUR MATERIALS

CMCC is diligent in our efforts to provide security. However, we cannot guarantee the security of your materials, equipment or personal belongings left unattended in public areas or meeting rooms and will not be held responsible for them. If something goes missing, contact Event Management or call the CMCC Lost-and-Found in the Security Office at 803-545-0040. If you wish to file an insurance claim, contact your Event Management and/or the City of Columbia Police Department at 803-252-2911.

### PICKING UP SHIPMENTS AT CMCC

Smaller shipments, such as printed materials and containerized displays, are generally delivered by carriers such as FedEx, UPS, USPS, DHL, etc. to the CMCC Receptionist's Desk located on the Upper Level. Large containers delivered by common carriers may be on our loading dock or in storage areas. Please ask your Event Manager or the CMCC Receptionist to locate your shipment. It is always a good idea to have your tracking number with you.

## Useful Onsite Information Continued...

### SHIPPING AFTER YOUR EVENT

For small shipments, pack and label your materials and deliver them to the CMCC Receptionist's Desk on the Upper Level. YOU must schedule a pick-up by your carrier. If you have large containers or equipment to ship and your Show Manager or Decorator is not handling drayage, contact the CMCC Events Department. YOU will have to prepare your Bills of Lading and contact your carrier. CMCC will not be held responsible for materials left behind.

### PROHIBITED ITEMS

- 1) **FOOD & BEVERAGE** from any outside source may NOT be brought onto CMCC premises. All food and beverage must be purchased in advance from Spectra or at concessions facilities authorized by Spectra within the building. Food or beverage, other than candy or mints, may not be given out at your booth without authorization from Spectra. NO ONE, except Spectra, is permitted to serve, sell or otherwise dispense, alcoholic beverages on CMCC property.
- 2) **HELIUM-FILLED BALLOONS** can escape and foul the sprinkler and fire retarding systems. They are a safety hazard and are not allowed. If a balloon escapes, you may be subject to a retrieval charge up to \$250.00.
- 3) **SIGNAGE** may not be affixed to CMCC walls or other surfaces. Posting materials on walls and windows looks unprofessional and the adhesive or mounting devices can mar painted or stained surfaces and leave residue on glass and metal. The CMCC Events Department will be happy to help with signage and have banners hung for you.
- 4) **SERVICE CORRIDORS** are off limits. For your OWN SAFETY, as well as insurance and security reasons, please do not use the service halls or CMCC equipment storage areas.

### RETAIL SALES TAX INFORMATION (SCDOR 2013)

On all retail purchases of tangible personal property there is a 6% sales tax and a 1% local option tax due. In addition, a South Carolina Retail Sales and Use Tax License are required for vendors making retail sales at events that do not have an admissions fee or charge to enter. On events that do have an admissions charge, under our code section 12-36-510 ( C ), the event is considered a "Special Event" and the tax must be paid on the sales, but a retail license is not required for the event.

*We thank you again and hope you have an enjoyable and successful event. Let us know what we can do to help. For additional questions or onsite power orders, please contact your Show Manager.*

*-The Staff of the Columbia Metropolitan Convention Center-*

## Columbia Metropolitan Convention Center

1101 Lincoln Street  
Columbia, SC 29201



*The Columbia Metropolitan Convention Center strives to host sustainable events benefiting our community and planet now and into the future. We invite you to join us in our efforts by utilizing the following sustainable tips:*

### Before Your Event & During Set-Up



- Use local vendors to reduce shipping and transportation impact
- Consolidate shipments onsite to minimize trash removal costs
- Make use of CMCC's cardboard compactor; flatten cardboard boxes for recycling purposes
- Avoid using Styrofoam packing peanuts (these are not recyclable)

### During Your Event



- Power down all displays, monitors, and booth lighting each night after set up and show hours
- Any equipment that cannot be shut down should be put into sleep-mode during non-expo hours
- Use public transit when traveling to and from the convention center
- Properly dispose of all waste and utilize all available recycling opportunities throughout the show
- Walk from the convention center to lunch, dinner, hotels, etc....

**DID YOU KNOW? The Vista is within walking distance from the CMCC and features more than 60 restaurants, bars, art galleries and specialty shops!**

### After Your Event & During Move-Out



- Reuse, refurbish, or extend the life of your current exhibit
- Recycle unused show literature or paper brochures in the CMCC recycling bins
- If you are unable to use any items after the event, consider donating these items locally

