The FACILITY GUIDE

COLUMBIA METROPOLITAN CONVENTION CENTER

COLUMBIA SC
METROPOLITAN
CONVENTION CENTER

Columbia Metropolitan Convention Center
1101 Lincoln Street, Columbia, SC 29201
803.545.0181
columbiaconventioncenter.com

COLUMBIA SC
The REAL SOUTHERN HOT SPOT

The FACILITY GUIDE

COLUMBIA METROPOLITAN CONVENTION CENTER

Meet at South Carolina's Only Downtown Convention Center

Since opening in 2004, the Columbia Metropolitan Convention Center has welcomed over 3 million guests. Our spacious, modern facility has flexible meeting rooms, an accommodating staff, and even a terraced garden area tailor-made for those warm South Carolina evenings. Our in house food service provides customized menu options and even some hand-me-down Southern recipes (Fried chicken and biscuits with homemade strawberry jam, anyone?). Our building has been recognized for its green business initiatives and recycling program.

Located right in the heart of the Vista entertainment district, attendees can walk to restaurants, shops, live music venues, art galleries and nightlife. But don't stop there. Take a run on our riverwalk, rent a kayak or stroll a few blocks to tour the South Carolina State House and visit our revitalized Main Street.

We look forward to welcoming you soon.

Bill Ellen
President & CEO
Experience Columbia SC

Cheryl Swanson, CVE
Vice President/General Manager
Columbia Metropolitan Convention Center

Bill Ellen

Cheryl Swanson

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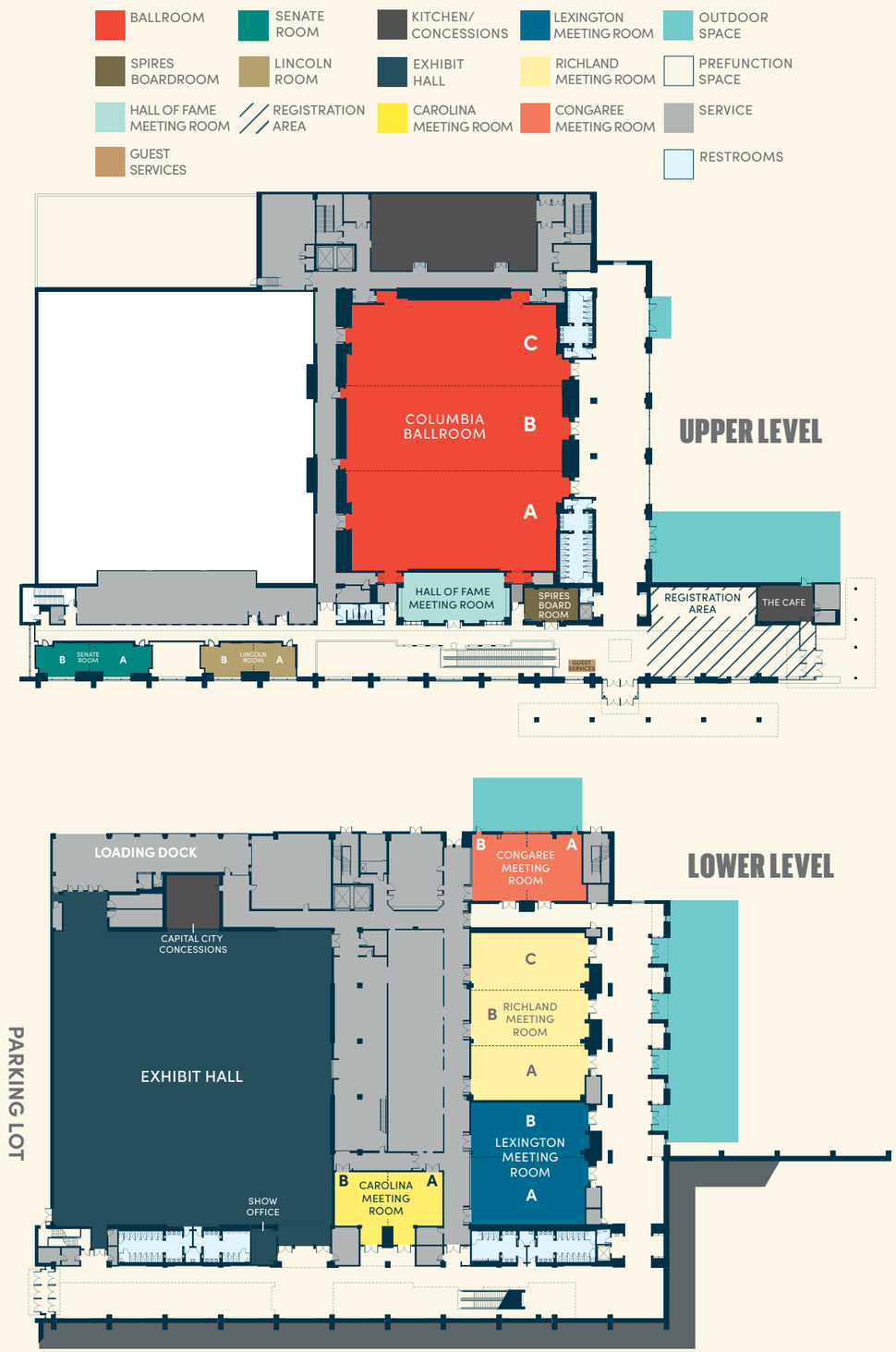
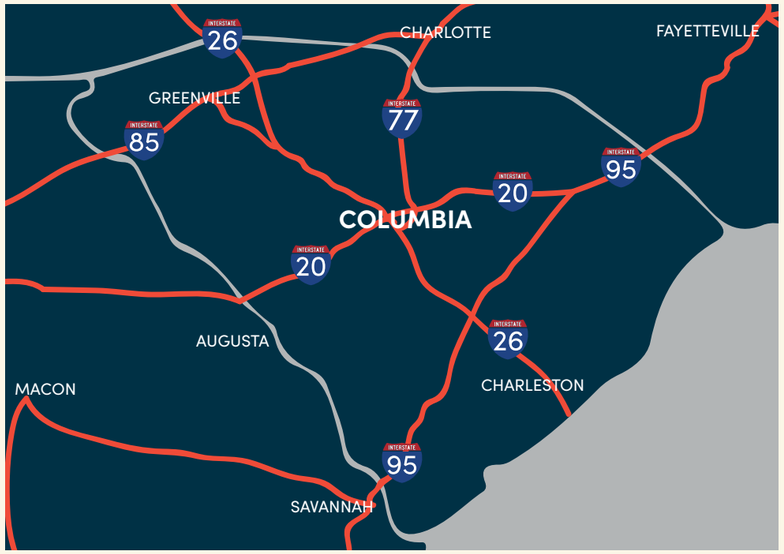
Meeting Room	Square Footage	Dimensions	Min. Ceiling Height	Theater	Classroom (3 per 6' table)	Banquet	Crescent (of 6)	Reception	Booths (w x d)	Standard $/day	Non-Profit $/day
Ballroom	16,704	116' x 144'	24'	1,386	900	960	720	1813	Entire Ballroom (90) 10'x10' (108) 8' x 10' (146) 8' x 8' (190) 8' Table Tops	$3,400	$3,000
A	5,989	113' x 53'	24'	434	336	336	252	673		$1,200	$1,060
B	5,382	117' x 46'	24'	392	276	296	222	573		$1,100	$970
C	4,995	111' x 45'	24'	350	273	280	210	566		$1,100	$970
Ballroom Prefunction	7,486	197' x 38'	32'					659	(18) 10' x 10' (24) 8'x 10' (34) 8' x 8' (25) 8' Table Tops		
Spires Board Room	531	29' x 18'	8'11''	Executive Conference Table for 20 with built in A/V						$450	$405
Hall of Fame	1,680	28' x 60'	12'3''	96	81	64	48	160		$440	$395
Lincoln Room	933	51' x 19'	14'7"	75	63	40	30	104	Conference Style 36	$250	$225
A	424	23' x 19'	14'7"	37	30	16	12	44	Conference Style 16	$120	$110
B	509	28' x 19'	14'7"	38	33	16	12	49	Conference Style 20	$130	$115
Senate Room	1,140	63' x 19'	14'7"	86	75	40	30	127	Conference Style 44	$300	$270
A	633	35' x 19'	14'7"	49	42	16	12	49	Conference Style 24	$160	$145
B	507	28' x 19'	14'7"	40	33	16	12	49	Conference Style 20	$140	$125
Registration Area	3,984	48' x 83'	16'	252	126	136	72	499	(10) 8' x 10' (14) 8' x 8'	$500	$450
Exhibit Hall	23,700	158' E to W 150' N to S	30'	2,072	1,200	1,296	972	2,601	(140) 10' x 10' (174) 8' x 10' (208) 8' x 8' (270) 8' Table Tops	$2,700	$2,430
										w/carpet additional $2,000	
Exhibit Hall/ Carolina Prefunction	12,099	327' x 37'	39'					1,000	(20) 10' x 10' (28) 8'x 10' (36) 8' x 8' (36) 8' Table Tops		
Show Office	247	13' x 19'	8'11"	Included with Exhibit Hall Rental.						$75	$75
Carolina Room	2,223	39' x 57'	13'7''	126	90	64	48	200	Entire Carolina (7) 10' x 10' (10) 8' x 8' (15) 8' Table Tops	$510	$460
A	1,131	39' x 29'	13'7''	56	36	32	24	101		$255	$230
B	1,092	39' x 28'	13'7''	56	36	32	24	98		$255	$230
Lexington Room	4,158	63' x 65'	15'6''	322	240	176	132	429	Entire Lexington (19) 10' x 10' (33) 8' x 8' (36) 8' Table Tops	$960	$860
A	2,268	63' x 36'	15'6''	182	108	104	78	236		$495	$440
B	1,827	63' x 29'	15'6''	154	81	80	60	192		$465	$420
Lexington Prefunction	2,240	32' x 70'	16'3"						(7) 10' x 10' (8) 8' x 10' (8) 8' x 8' (8) 8' Table Tops		
Richland Room	5,670	63' x 90'	15'6''	490	306	288	216	592	Entire Richland (27) 10' x 10' (42) 8' x 8' (48) 8' Table Tops	$1,395	$1,260
A	1,890	63' x 30'	15'6''	144	105	72	54	192		$465	$420
B	1,890	63' x 30'	15'6''	144	105	80	60	197		$465	$420
C	1,890	63' x 30'	15'6''	144	105	80	60	203		$465	$420
Richland Prefunction	2,848	32' x 89'	16'3"						(8) 10' x 10' (12) 8' x 10' (12) 8' x 8' (12) 8' Table Tops		
Congaree Room	2,232	36' x 62'	13'11''	178	108	80	60	220	Entire Congaree (7) 10' x 10' (12) 8' x 8' (18) 8' Table Tops	$560	$500
A	1,152	36' x 32'	13'11''	70	45	32	24	111		$280	$250
B	1,080	36' x 30'	13'11''	70	45	32	24	109		$280	$250
Under Escalator	2,025	27' x 75'	22'					200	(7) 10' x 10' (13) 8' x 10' (13) 8' x 8' (13) 8' Table Tops		
Lower Level Meeting Room Prefunction	5,504	172' x 32' (at widest parts)	16'3''					689	(15) 10' x 10' (20) 8' x 10' (20) 8' x 8' (20) 8' Table Tops		
All Rooms Rate	*Includes 5% discount									$10,416.75	$9,314.75

- All capacities assume the setup faces the shortest wall and seating starts 12' off the wall.
- Reduced rates are available May 16-Aug. 14, Nov. 16-Jan. 14, and any Sun. or Mon. Please contact a sales manager for details.



GETTING HERE

INTERSTATES

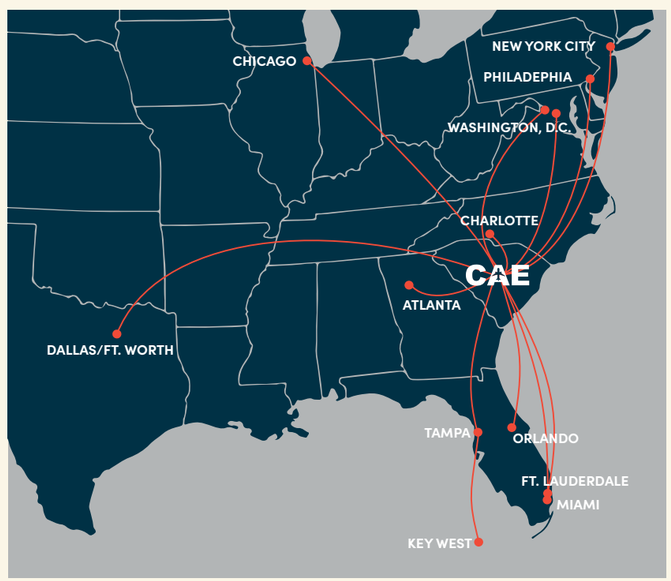


3 INTERSTATES THAT INTERSECT THE CITY

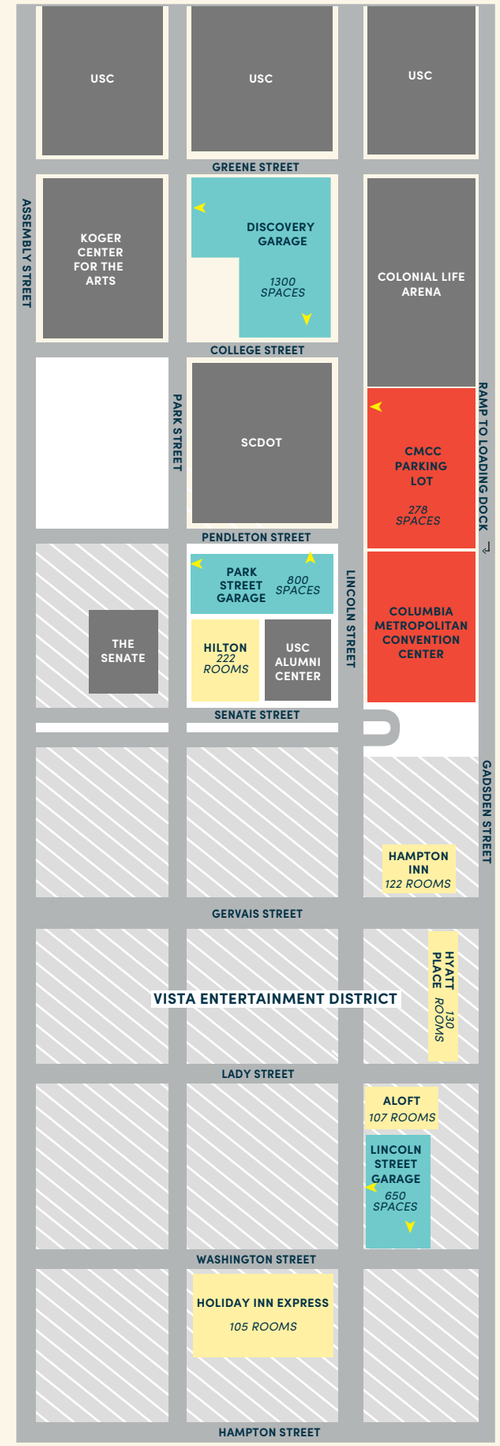
DIRECT FLIGHTS TO COLUMBIA METROPOLITAN AIRPORT (CAE)

36 NON-STOP FLIGHTS TO 12 AIRPORTS

11 MAJOR DESTINATIONS



DELTA UNITED American Airlines Silver AIRWAYS



PARKING

There are multiple parking options available for your event at the Columbia Metropolitan Convention Center.

The CMCC parking lot adjacent to the facility may be available at no charge on a first-come, first-served basis. Parking availability is subject to change, based on event times and the number of events in the building. Reserved parking in the CMCC lot can only be provided if the entire facility is contracted for your event. Parking in the rear lot behind the CMCC is not permitted.

Pay-for-Parking garages are open to the public and operated by other organizations, so availability is not guaranteed, however your event manager can help reserve parking passes or a garage buyout if available. Customers can pay by cash or credit card. Contact your event manager for garage event parking rates.

Additionally, metered parking is available along many of the streets around the facility.

SHUTTLE SERVICE

We would love to help transport your attendees in our (14) passenger shuttle. Please contact the Experience Columbia SC team at 803-545-0020 for pricing and availability.

- PAY-FOR-PARKING GARAGES
- CMCC PROPERTY
- HOTELS IN WALKING DISTANCE
- SURROUNDING BUILDINGS
- VISTA ENTERTAINMENT DISTRICT
- PARKING ENTRANCE

SHIPMENTS

- All shipments for tradeshows are to go through a decorator/drayage company. A decorator or off-site service must be coordinated. Storage is not allowed in the facility unless contracted.
- For other types of events, the CMCC allows shipments to arrive ONLY (1-2) business days in advance of event day, if storage space is available, and the rates below will apply. Please notify your event manager in advance when shipments are to arrive at the CMCC.
- Once you arrive for your event, check in with the CMCC Receptionist or your event manager to locate your shipment. After your event, you are responsible for packing and labeling your boxes and delivering them to the Receptionist's desk. You are responsible for scheduling pick-up by carrier (UPS, FedEx, etc.)

Receipt of Shipped Boxes	$10/box
Receipt of Pallets	$90/pallet
*includes storage and labor to move	

Shipping Address:
Columbia Metropolitan Convention Center
ATTN: YOUR NAME
CONTRACTED EVENT NAME
EVENT DATE and BOOTH NUMBER
1101 Lincoln Street
Columbia, SC 29201

PRINTING & COPYING

Quantity limitations may apply. Documents accepted via email or hard copies.

Black and White	$0.25 per side
Color	$0.50 per side

HEATING & AIR

In an effort to be sustainable, heating and air is turned off on contracted setup days. If heating and air conditioning is requested on the contracted setup day, full rental rates will apply.

Heating and air in each meeting room is preset to 72 degrees. The air controls may be adjusted in each room via the thermostat by 3 degrees down to 69 degrees and up to 75 degrees. Charges apply outside of this range or for overnight climate control during non-event hours.

Temperatures outside standard range	1/4 room rental
Overnight climate control	1/4 room rental

EQUIPMENT RENTAL

Equipment is available on a first-come, first-served basis. Prices are subject to change and vary based on availability. Additional labor and/or setup fees may apply. A credit will not be given for services or equipment ordered but not used. The CMCC does not assess sales tax on facility rental, services or equipment invoiced.

ELECTRONICS/TECHNOLOGY

House Sound Patch Fee *Charged if A/V is brought in and patched into the CMCC sound. Fee is waived if A/V provided by SCAV.*	$60/room
Muzak *Music available in room*	$30
Live Media Feed	$100
P.A. System for Announcements *single floor level or building wide*	$100
Wired Podium/Handheld Mic	$25
Wireless Handheld/Lavalier	$85
Mackie 14 Channel Mixer	$50
Polycom Phone	$75
Polycom Video Conferencing: Small Package*	$850
Polycom Video Conferencing: Large Package*	$1,050

BALLROOM STAGE LIGHTING

We've installed (3) permanent light trusses in the Ballroom to provide access to custom stage lighting options at a fraction of the normal cost, without the need for multiple setup days and scissor lift or rigging fees. Below is a summary of options and pricing per truss. Custom programming and lighting technicians are available as well if you are interested through our partner, SCAV.

Small Lighting Package *Use of a single conventional spot light*	$150/truss
Standard Lighting Package *Use of all (6) conventional spot lights*	$200/truss
Deluxe Lighting Package *Use of a single conventional spot light & both moving lights*	$250/truss
Full Lighting Package *Use of all (6) conventional spot lights & both moving lights*	$450/truss

SIGNAGE

Banners hung by the CMCC staff (includes removal) *Banners and signs left at the CMCC after event conclusion will be subject to disposal.*	$60 each
Customized information on digital signage	$50/custom creation
Event logo on digital signage	$25/logo
LED Wall	$250/screen
LED Wall Graphic Design or Content Change During Event	$100
Event Advertising (In-Advance of Event Dates) Outdoor Digital Signage	$50/custom creation/day
Guest Services Desk Screens	$100 each
Prefunction Screens	$100 each

FURNITURE

Coat Racks	$25 each
Coat Check *Fee includes (2) coat racks, pipe & drape, (1) 6' skirted table, (2) chairs and (1) waste basket. Additional security charges apply (see page 23 for security rates).*	$200
Partitions 8'3"w x 6'8"h	$50 each
Counter High Chairs	$12 each+
Bleachers *136'w x 40'd, maximum of 900 seats.*	$6,500
Pipe/Drape Booths *8x8, 8x10, 10x10. Includes background drape and two 3' side walls.*	$30/booth+
Chairs *Outdoors/exhibitors*	$1 each
Carpet for Exhibit Hall *Required for meal function.*	$2,000
Dance Floor per 3' x 3' section (parquet)	$20/section
Dance Floor per 4' x 4' section (rustic cedar)	$25/section
Easels/Display Stands	$10 each
Push Pin Display Board 8w' x 4h'	$80 each+
Leather Chairs/Cubes	$25 each
Leather Couches	$50 each
Coffee Tables	$50 each
Pipe & Drape 10'w x 3'h	$20/section+
Pipe & Drape 10'w x 8'h	$30/section+
Pipe & Drape 10'w x 12'h	$65/section+
Standing Lecterns	$50 each
Table Top Lecterns	$25 each
Stairs with or without rails for riser/stage *(1 included w/ riser/stage)*	$50 each
Stage per 4' x 8' section (max. 60' x 40', 3' or 4'h)	$25/section
Risers per 6' x 8' section (1' or 2'h)	$50/section
Wheelchair ramp for stage *(1 included w/ stage)*	$150 each
Bike Racks (6' section)	$20 each
6' Classroom tables *6'w x 18"d x 36"h*	$10 each
8' Classroom tables *8'w x 18"d x 36"h*	$12 each
Cocktail Rounds 30" or 36" dia. w/ non-floor length linen *(low 29"h or high 41"h level)*	$8 each
Cocktail Rounds 36" dia. w/ floor length linen *(low 29"h or high 41"h level)*	$17.50 each+
Counter high skirted tables *6'w x 30"d x 42"h*	$55 each+
Counter high skirted tables *8'w x 30"d x 42"h*	$65 each+
Skirted 6' tables *6'w x 30"d x 36"h*	$25 each+
Skirted 8' tables *8'w x 30"d x 36"h*	$35 each+
6' table *(with or without linen)* *6'w x 30"d x 36"h*	$20 each
8' table *(with or without linen)* *8'w x 30"d x 36"h*	$25 each
6' table (plastic top) *6'w x 24"d x 36"h*	$20 each+
8' table (plastic top) *8'w x 24"d x 36"h*	$20 each+
72"dia. Round table *Seats 10 people, linen not included*	$16 each+

+Indicates items subject to sales tax and minimum order quantity.

ACCESSORIES

Gaffers tape	$45/roll
Polyurethane/Plastic (10'w section)	$25/section
Ropes and Stanchions *Set includes 2 poles and 1 rope*	$20/each
Black Retractable Stanchion	$25 each+
Small Waste Basket	$10 each+
Turnstiles	$50 each
US and/or SC flag(s)	$10 each
Linen (Non-floor length, black or white only)	$8 each
Linen (Floor length 60" round dia. table, call for colors)	$17.50 each+
Linen (Floor length, 72" round dia. table, call for colors)	$20 each+
Charging Towers *Tower includes 9 outlets & 6 USB ports*	$100 each
Lockable Charging Stations *Includes (8) lockable compartments*	$250

+Indicates items subject to sales tax and minimum order quantity.

KEYS FOR ROOMS

A key can be provided for the following rooms upon request. A charge of $250 will apply if key is not returned.

- Hall of Fame Room (key card)
- Spires Boardroom
- Show Office
- Lincoln

INTERNET ACCESS

The CMCC offers complimentary wireless internet access to clients and attendees. If additional bandwidth or internet services are needed, upgrades may be purchased.

To purchase an upgraded internet connection prior to your event dates, please work with your assigned Event Manager. Attendees and exhibitors will also have the option to upgrade their internet connection individually while on-site.

FREE INTERNET ACCESS

To access the free internet:

1. Connect to CMCC Guest.
2. Wait for a pop-up login page.
(if splash page does not appear, type gateway01.cmcchotspot.com in your web browser)
3. Select General Plan – Free and "Continue".
4. You will then be connected!

Events with upgraded internet will have login credentials made available by your event host.

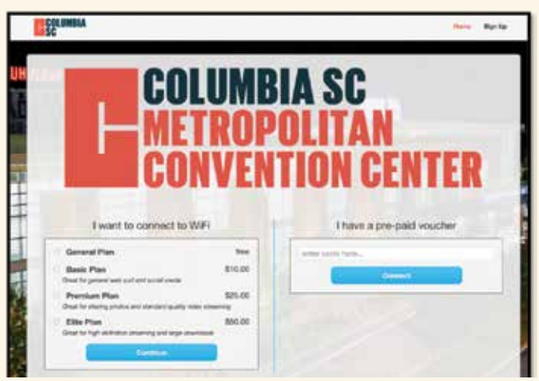
GUEST UPGRADED INTERNET SERVICES

Follow Steps 1 and 2 above, then simply select an upgraded, faster connection instead of the "General/ Free Plan". You will be directed to a payment portal to compete the upgrade.

Basic Plan
$10/user per 24 hours
General web surf & social media

Premium Plan
$25/user per 24 hours
Sharing photos & standard quality video streaming

Elite Plan
$50/user per 24 hours
High definition streaming & large downloads



INTERNET AND DATA CONNECTION GUIDELINES

- Exhibitors and visitors are responsible for configuring their wired or wireless devices to access the CMCC network.
- The CMCC network traffic is monitored at all times. Malicious devices or activities found on the network will be denied access.
- No customer-owned wireless access points, DHCP, proxy or wireless servers are allowed inside the CMCC, without prior authorization.

CLIENT UPGRADED INTERNET SERVICES

Upgraded internet services must be requested at least 72 hours in advance of an event. For service in outdoor spaces, quotes will be given per location, if available. For upgraded services, a registered custom voucher will be setup. These options are for upgraded dedicated conference internet services.

Wireless Internet Access:
$250/connection
$300 on-site order
Up to 5 Mbps maximum bandwidth

Wired Internet Access:
$250/connection
$300 on-site order
Up to 5 Mbps bandwidth per user

Switch:
$1,500
(1) Hardwired Internet Connection
10 Mbps shared among all users, additional Mbps may be purchased.
Can accommodate up to 24 connections at switch location.

Dedicated High Speed Connection/Static Public IP Address:
$1,000 each includes (1) IP address
(1) Hardwired Internet Connection
Additional IP addresses $250 each
10 Mbps bandwidth shared among all users, additional Mbps may be purchased.

Increased Mbps:
$50/Mbps
May be purchased per whole Mbps only.
$25/Mbps above 20

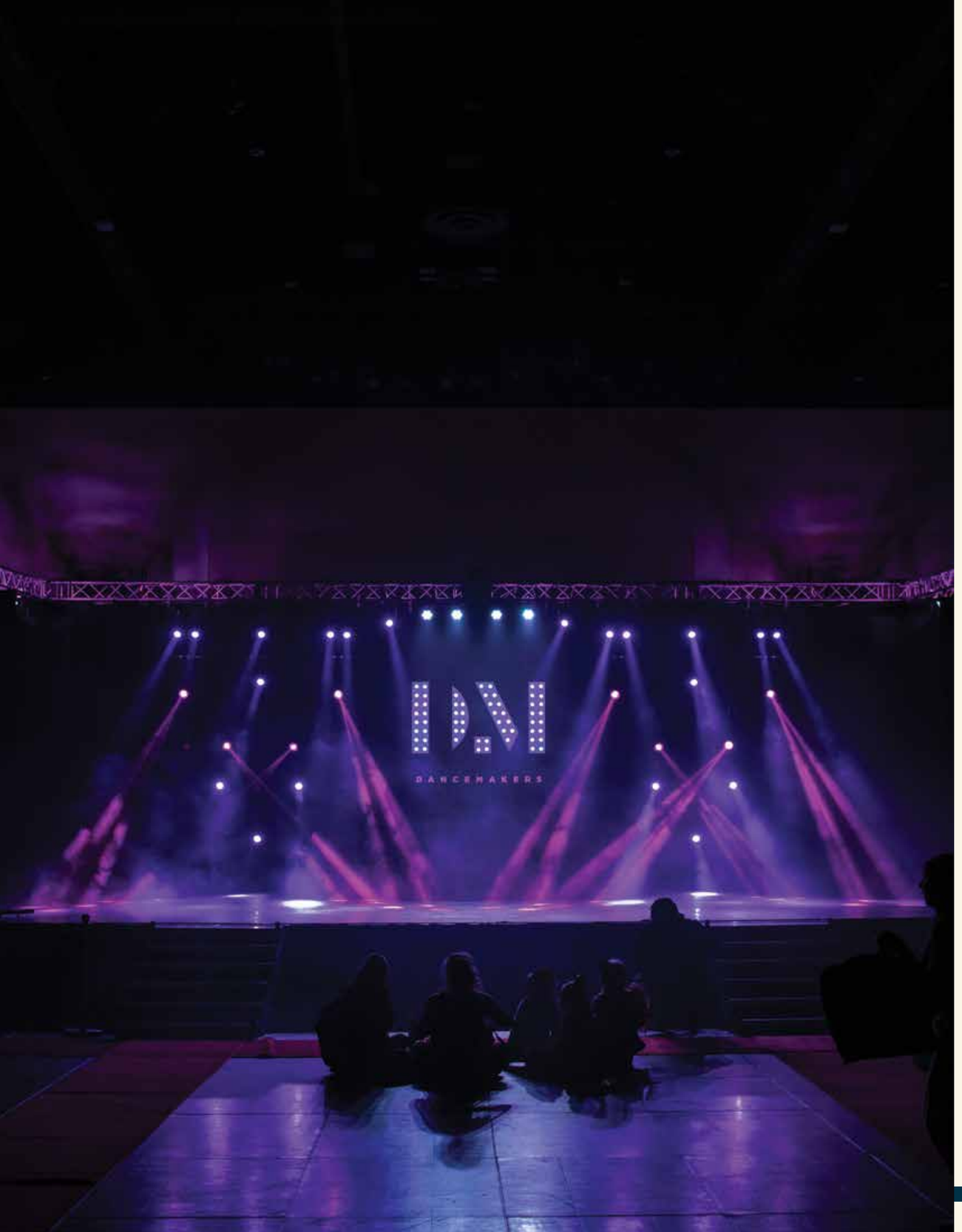
Bandwidth Estimator:
columbiaconventioncenter.com/bandwidth

FOR ADDITIONAL INFORMATION VISIT:
columbiaconventioncenter.com/planners

UTILITY SERVICE

DESCRIPTION	ADVANCE (order/payment received prior to event start)	ON-SITE (orders/payments received while on site – set-up days &/or event days)
120V: 5 amps (up to 500 watts)	$50	$75
120V: 10 amps (up to 1,000 watts)	$60	$90
120V: 20 amps (up to 2,000 watts)	$70	$105
208V: 20 amps 1 phase	$90	$135
208V: 30 amps 1 phase	$120	$180
208V: 50 amps 1 phase	$200	$300
208V: 100 amps 1 phase	$400	$600
208V: 200 amps 1 phase	$700	$1,050
208V: 400 amps 1 phase	$1,200	$1,800
208V: 15 amps 3 phase	$95	$140
208V: 20 amps 3 phase	$140	$210
208V: 30 amps 3 phase	$190	$285
208V: 40 amps 3 phase	$250	$375
208V: 50 amps 3 phase	$320	$480
208V: 100 amps 3 phase	$640	$960
208V: 200 amps 3 phase	$1,100	$1,650
208V: 400 amps 3 phase	$1,900	$2,850
Power Strip(s)/Surge Protector(s)	$10	$15
Extension Cord(s)	$25	$35
Water-hookup	$30	$45
Phone Line	$55	$145
Distribution Box	$500	$750

**Quotes will be given per location if service is needed outdoors or in pre-function spaces.*
**When using SCAV for small A/V packages, electrical service and house sound patch included.*
**Power requested in booths will be setup at back of booth.*



PREFERRED EVENT VENDORS

SCAV is the preferred AV vendor at the CMCC. They provide an on-site tech during the duration of your event for assistance and troubleshooting as needed.

There are multiple cost savings from the facility as well (summarized below), as SCAV's team is certified to provide their own power and rigging in the facility.

Convenience Power for Projector & Laptop	Up to $55/room
Convenience Power for Tech Control	Up to $55/room
Patch to House Sound	$60.00/room
Cost per Rigging Point used	$50.00/point
Scissor Lift Rental for Rigging	$450.00/day

SCAV provides a full range of services, including but not limited to the following:

BREAKOUT ROOM PROJECTION

	Prices start at:
Small LCD Support Package *Tripod screen, extension cord, 25" HDMI cable & client provided projector*	$75/day
Large LCD Support Package *Cradle screen, extension cord, 25" HDMI cable & client provided projector*	$115/day
Small Basic LCD Package *LCD projector, tripod screen, extension cord & 25" HDMI cable*	$225/day
Large Basic LCD Package *LCD projector, cradle screen, extension cord & 25" HDMI cable*	$300/day
LCD projector	$175/day
6' Screen and bottom skirt	$25/day
8' Screen and bottom skirt	$40/day

BALLROOM PROJECTION

	Prices start at:
Standard Package *7' x 13' screen, 6500 lumen projector, extension cord & SDI/HDMI Cabling*	$350/day
Deluxe Package *16' x 9' screen, 6500 lumen projector, extension cord & SDI/HDMI Cabling*	$450/day
Ballroom Support Package *7' x 13' Screen, SDI/HDMI Cabling, extension cord & client provided projector*	$220/day

EXHIBIT HALL PROJECTION

	Prices start at:
Standard Package *16' x 9' screen, 6500 lumen projector, extension cord & SDI/HDMI Cabling*	$475/day
Exhibit Hall Support Package *16' x 9' Screen, SDI/HDMI Cabling, extension cord & client provided projector*	$300/day

MICROPHONES/AUDIO EQUIPMENT

- Podium/Wire Handheld Mic, Panel
- Wireless Handheld/Lavalier
- Mackie 14 Channel Mixer
- Laptop Audio Cable/Aux Cable
- QSC Custom Sound System

LIGHTING

- Gobo Light
- Uplights
- Custom Light Rig

MISCELLANEOUS

- LED Wall
- Laptop
- Flipchart with pad & pens
- Remote Mouse
- HD Switcher
- Confidence Monitor
- Speaker Timer
- Flat Screen Monitor
  Various Size Options

All orders are subject to 26% labor charge for setting up equipment and having it show ready, as well as an 8% sales tax. This does not cover the cost of a show technician.

FOR A CUSTOM QUOTE CONTACT:

David Miller
South Carolina AV, Inc.
dmiller@scav.com
803.545.0067
SCAV.com

PRX Exposition Services

Founded in 1968, PRX Exposition Services began as a complete decorating company for department stores, specialty shops, and shopping centers. PRX, formerly Displays Unlimited, is now the largest local tradeshow and convention services company in South Carolina, serving over 400 shows and events each year.

The PRX team is committed to providing excellent customer service, innovative solutions and the foundation for successful shows. PRX Exposition Services provides a full range of services, including but not limited to the following:

DESIGN, CAD & GRAPHIC SERVICES

- Floor Plan Layout
- Mechanical Design
- Display Graphics
- Indoor & Outdoor Banners

EXHIBITOR SERVICES

- Online Exhibitor Ordering Portal
- Floor Management
- Display Installation and Dismantlement

MATERIAL HANDLING

- Drayage Services
- Warehousing
- Forklift Operations

LOGISTICS & TRANSPORTATION

- Warehousing
- Booth-to-Booth Seamless Delivery
- Over-the-Road Transportation

LABOR SERVICES

- Display Installation and Dismantlement
- Rigging
- Supervision

QUALITY FURNISHINGS

- Traditional Furniture
- Custom Furniture
- Carpet: Traditional and Custom
- Accessories

FOR A CUSTOM QUOTE CONTACT:

Rebecca Wolfe
PRX Exposition Services
rwolfe@prexposition.com
803.926.5300
prexposition.com

Party Reflections
SPECIAL EVENT RENTALS

Party Reflections, Inc is the premier event rental company in the Carolina region. They provide an extensive inventory of event rental equipment to meet any size request. From small corporate and social events to national sporting events, all events are treated with equal importance. They have the largest inventory of tenting, tables, chairs, linens or catering needs in the Midlands.

Recognized by Special Event Magazine as being in the top 30 rental companies in the world, Party Reflections takes pride in delivering premier level service. Along with the broad inventory selections, they also offer full event consultation, event CAD's, delivery and installation.

Serving North and South Carolina since 1958, Party Reflections, special event rental company, is committed to providing each client with the best event experience possible.

FOR A CUSTOM QUOTE CONTACT:

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Party Reflections
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803.978.9705
partyreflections.com

FACILITY LOAD-IN & LOAD-OUT GUIDELINES

Load-In: Please load-in all items from your vehicle, place all items just inside the building, and immediately move your vehicle to the CMCC parking lot adjacent to the building 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.

Load-Out: When you are ready to load-out, please make sure your entire exhibit space is packed. Then move your items to the door before retrieving your vehicle. Your vehicle can be parked for a limited time ONLY in designated areas below to load-in/out items.

Please note, 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.

LOWER LEVEL PRE-FUNCTION AREA

Main Entry/Exit Doors: When loading and unloading, please park your vehicle in a parking spot in the CMCC parking lot adjacent to the building 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

From Ramp or Loading Dock Behind Exhibit Hall: Trucks may not be able to make this turn into the parking lot. It is advised to use these directions from CMCC to the Loading Dock/Ramp Area:

Head South on Lincoln St., past the Colonial Life Arena, Turn Right onto Greene St., Turn Right onto Gadsden St. This will take you behind the Colonial Life Arena that goes up to the area behind the CMCC.

From Side Door Entrance Directly into Exhibit Hall: When loading and unloading, please park your vehicle 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 vehicle 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

From Turn-Around Area on Upper Level Near Café: You may park for a limited time to load-in/load-out in the turn-around area, located North of the building (between the CMCC and the Hampton Inn). Traffic in this area is single lane and one-way. You may also use the turnout onto Lincoln St., directly in front of the East entrance to the building.

GENERAL SERVICE CONTRACTOR GUIDELINES

- Requests to drop off equipment in advance must be approved.
- Requests to mark the floor must be approved in advance.
- Dock spaces are assigned by facility management.
- The CMCC personnel are not allowed to enter an exhibit booth for the purpose of cleaning. Clients must contract this service with a decorator or make arrangements with facility management prior to show dates.
- The decorating company is responsible for servicing all of their equipment (e.g. booth carpet cleaning, emptying booth trash cans, etc).
- Removal of crates, cardboard and/or pallets is required. This service can be contracted with facility management.
- Exit signs must be visible at all times.
- Storage of general service contractor equipment, such as forklifts, truck trailers, etc. are not permitted before or after the lease premises date(s) specified on the contract.
- The facility should be returned to the condition in which it was received with the exception of normal wear and tear. Excessive clean-up required by the CMCC may result in additional charges. See page 25.

HEAVY EQUIPMENT

Heavy equipment, such as forklifts, scissor lifts and pallet jacks are available on-site when not in use by the facility. A certified driver/operator is required. A signed forklift/scissor lift facility policy and procedure document is required. Please contact a CMCC event manager for more information.

Forklift	$50/hour $450/day $250/half day
Scissor Lift	$50/hour $450/day $250/half day
Pallet Jack	$25/hour
CMCC Operator *(four hour minimum, does not include equipment rental)*	$60/hour

RIGGING

Rigging points are available in the Ballrooom, Exhibit Hall and under the Lincoln and Senate rooms. Use of the CMCC rigging points or hanging of items must be pre-approved. Proper rigging equipment and licensed personnel are required. Contact your Event Manager for a rigging plot of each space.

Pre-approved Rigging Charge	$50/point
On-site Rigging Additions	$100/point
Rigging Policy Violations	$500 fine plus damages

RIGGING POLICY

- All rigging must be pre-approved by facility management. Diagrams including power, rigging and weight of load must be submitted to the CMCC events department (30) days in advance of event.
- Requests for installation of show banners, exterior and interior signage and directional signage must be submitted to the events department (10) days in advance of event.
- Any material or equipment related to signage and/or rigging must be completely removed by the end of the last contracted day.
- Affixing items to walls, electrical lighting conduits, utility pipes or sprinkler systems is prohibited.
- All beam structures or other painted surfaces must be covered with protective material (burlap material) before wire cable, spansets or other connectors are attached.
- Bridling is not allowed in the Ballroom. Bridling is allowed in the Exhibit Hall with facility management approval.
- Hanging items from beams in the Exhibit Hall, other than designated hanging points, must be pre-approved.
- Hanging items from ledges or ceiling grid is not permitted.
- Upon any violations of the CMCC Rigging Policy, the vendor will no longer be permitted to hang/rig in the facility.
- All rigging providers must be pre-approved.

PERSONNEL

CMCC has the right to require security and parking attendants for an event. All staff rates are subject to change. Regular rate applies to orders received 72 hours in advance. Rush order rate applies to orders received within 72 hours before event. Within 72 hours personnel availability is not guaranteed. Minimum of 4 hours required for all hourly attendants listed below. Ticket takers cannot handle monetary transactions.

	Regular Rate	Holiday Rate	Rush Order Rate
Security Guard	$20/hour	$30/hour	$40/hour
Parking Attendant	$20/hour	$30/hour	$40/hour
Ticket Taker	$20/hour	$30/hour	$40/hour
Coat Check Attendant	$20/hour	$30/hour	$40/hour
Cleaning Attendant	$16/hour	$26/hour	$36/hour
City of Columbia Police Officer	$45/hour & up	$55/hour	not available
City of Columbia Fire Marshal	$45/hour & up	$55/hour	not available
General Labor	$18.50/hour	$30/hour	$37/hour
Engineer	$60/hour	$75/hour	$120/hour
Paramedic/EMS Team	$60/hour	$75/hour	not available

DISPLAY VEHICLE GUIDELINES

- All display vehicle requests must be pre-approved.
- Display vehicles must have ¼ tank of gas or less.
- No additional fuel may be stored in or on the vehicle.
- Both battery terminals must be disconnected and fuel cap taped.
- If vehicle is displayed on carpeted area, plastic (provided by client) must be placed under the vehicle. Any damage to carpet will be the responsibility of the contract holder.
- Call for questions regarding alternate fuel vehicles.

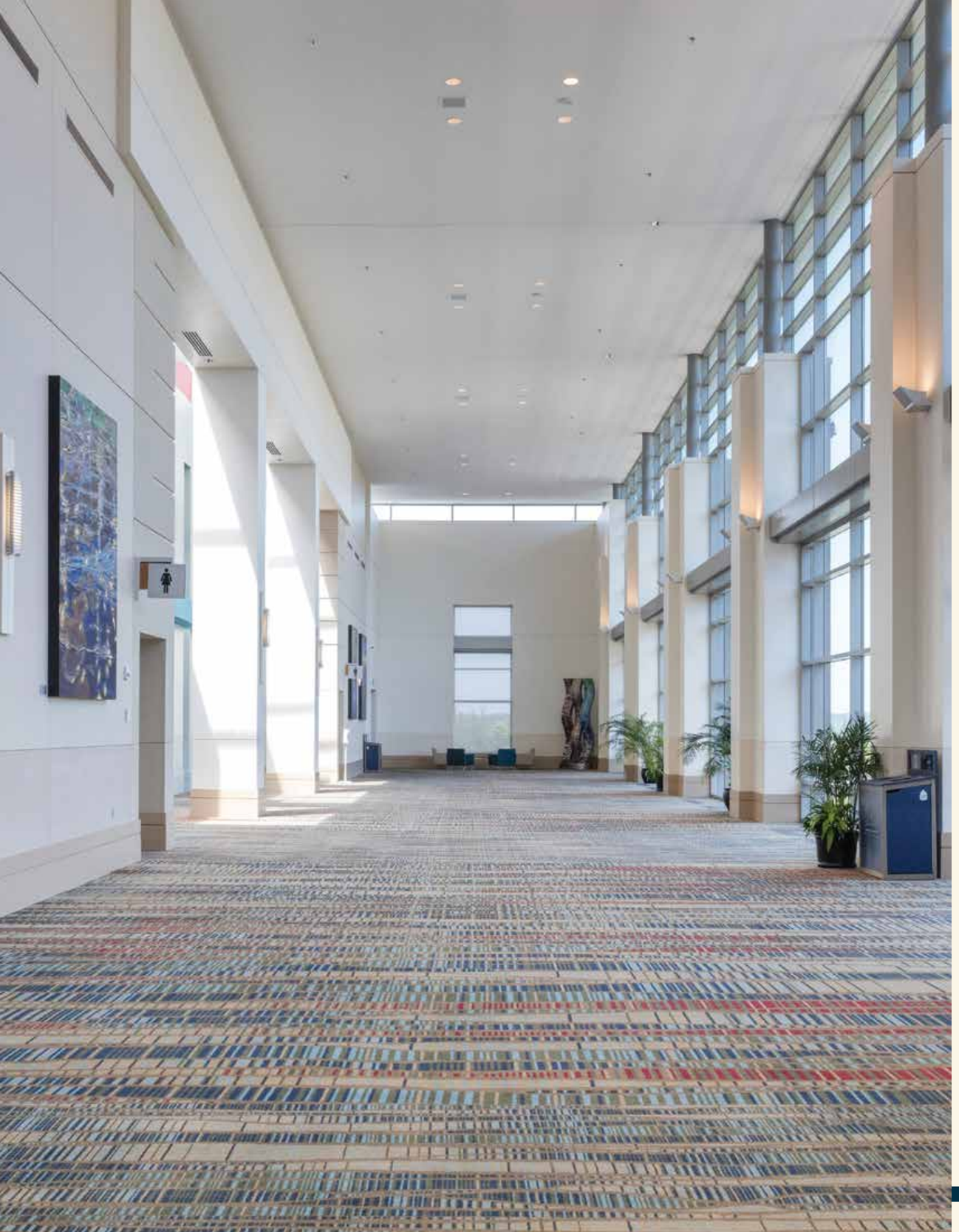
**Guidelines are in accordance with Columbia Fire Department requirements.*

SPACE RESETS

Final set instructions are due to your Event Manager (10) days prior to the event's start. Space reset fees will be charged when a reset is required within (3) days prior to event or on an event day:

Room Reset	1/2 room rental rate
Air walls Opened or Closed	1/4 room rental rate
Stage or Dance Floor Relocation	1/2 equipment rental rate

**Room must be cleared of attendees before reset or air wall pull begins.*
**Minimum 25 minutes required per air wall.*



CLEAN UP

Helium balloons, open flame candles, fireworks, glitter, flammable liquids, sparklers, confetti, flower petals, chalk and similar items are not permitted on facility property. Rented space should be returned in the condition in which it was received. Charges apply if excessive clean up or removal of prohibited items are required.

**Materials left at the CMCC after event conclusion will be subject to disposal.*

Excessive Clean Up Fee	1/4 room rental rate
Loading Dock	$200
Concourse	$200/level
Dumpster (emptied) *(possible price increase depending on weight of load)*	min. $750
Helium Balloon Retrieval Fee	$250/ balloon

FOOD & BEVERAGE

Food and beverages are offered through the Columbia Metropolitan Convention Center's on-site and exclusive caterer, Spectra Food Services & Hospitality. All Spectra prices are subject to a 21% management charge and all applicable taxes.

FOOD AND BEVERAGE POLICY

Outside food or beverages are not allowed in the facility. If outside food and beverages are brought to an event, the customer will be charged at 150% of the current Spectra menu price. For details and a full list of food and beverage options, find Spectras' menu at columbiaconventioncenter.com/planners/food-beverage.

GUARANTEE

A specified guaranteed number of attendees for all functions, particularly all meal functions, is required by noon, three (3) business days prior to the event start date. Any additions to the guaranteed number for food service after the deadline require approval of the Executive Chef and will incur an additional 25% surcharge for the additional servings provided above the guaranteed number.

LINEN POLICY

Linens are included in the event space where your meal function is served, based on your final guaranteed number given to Spectra. Spectra will provide non-floor length black and/or white linen at no additional cost. Floor length linen can be provided at an additional cost. Linen is not included with continental breakfasts or boxed lunches.

CONCESSION STANDS

If you would like to offer a concession stand for your event attendees, clients must guarantee $100 in sales per hour, (minimum of four hours). If concessions minimum is not met, the client is responsible for paying the difference.

A built-in concession stand is available in the Exhibit Hall. Stands may also be set in the following locations depending on your contracted space: Carolina pre-function, Lexington pre-function, Ballroom pre-function and the Registration Area. For further information, please contact your catering sales manager.

THE CAFÉ

Located on the upper level of the Convention Center, The Café offers a limited selection of food and beverages to enjoy during meeting breaks or while discovering more about the Columbia region. Café hours are based on event schedules.

Spectra Food Services & Hospitality
spectrafoodservices@experiencecolumbiasc.com
803.545.0029

MEASUREMENTS & DIMENSIONS

STANDARD INDOOR RED FLEX BACK CHAIR SIZES

Chair sizes listed are dimensions of the Convention Center standard indoor chairs. Outdoor chairs are NOT the same dimensions.	
Overall	27.5"w x 24.25"d x 46"h
Seat	22"w x 17"d
Height *(to top of back)*	37"h
Diameter at floor *(legs)*	22"w x 20"d
Back of chair *(from seat to top)*	17.5"w x 21"h

LECTERN DIMENSIONS

Gaffers tape is the only method of fastening and/or affixing anything to the CMCC lectern.	
Lectern plaque dimensions	18"w x 6"h
Maximum size to cover placard area	24"w x 9"h
Adjustable maximum height	40"h
Speaker standing side	23.5"w x 37.5"h

MEETING ROOMS

Width of main doorways	6'w x 9'h

PUSH PIN WALL DIMENSIONS

Congaree Meeting Room	20'w x 9'1"h
Richland Meeting Room	47'w x 9'2"h
Lexington Meeting Room	48'w x 9'1"h
Carolina Meeting Room	20'w x 8'11"h

BALLROOM

Ceiling Height Center Area	24'h
Ceiling Tile Area	26'h
Upper Blue Canopy	20'h
Lower Blue Canopy	12'h
Width of Main Doorways	6'w x 9'h
Mahogany Walls	60'w x 20'2"h

BALLROOM PREFUNCTION AREA

Ceiling Height	32'h
Width of Area Wall to Window	25'w
Width of Area to Main Ballroom Doors	38'w

REGISTRATION AREA

Ceiling Height	32'h
Width of Elephant Doors	9'4"w x 11'10"h
Alcove	57'w x 20'd

SHOW OFFICE

Doors to Show Office	2'10"w x 12'h
Ceiling Height	8'11"h

EXHIBIT HALL

Roll Door at the loading dock ramp	25'w x 25'h
Ceiling Height to bottom of trusses	30'h
Width of Roll Door at concourse	9'11"w x 12'h

EXHIBIT HALL PREFUNCTION AREA

Wall to Wall	28'w
Wall to Roll Door	39'w

CEILING HEIGHT IN MEETING ROOM PREFUNCTION AREA

To Ceiling Tiles	19'19"h
To Drywall	16'3"h
Concession Stand Sign	12'w x 2'h

MEETING ROOM CEILING HEIGHTS

Carolina Room	13'7"h
Lexington Room	15'6"h
Richland Room	15'6"h
Congaree Room	13'11"h
Hall of Fame Room	12'3"h to Drywall 12'9"h to Ceiling Tiles
Spires Boardroom	8'11"h
Lincoln Room	14'7"h
Senate Room	14'7"h

ELEVATORS

Freight Elevator Doors	7'11"w x 7'11"h
Freight Elevator Car	8'w x 12'd x 11' 8"h
Acceptable Weight	10,000 lbs
Passenger Elevator Doors	3'5"w x 7'h
Passenger Elevator Car	6'5"w x 5'3"h
Acceptable Weight	3,500 lbs

OTHER AREAS

Ceiling Height Under Escalator	22'h
Service Hall Doorways	6'10"w x 8'10"h
Roll Door to loading dock in Service Hall	9'w x 11'6"h
Trellis Wall Garden Area *(For banner hanging purposes only)*	26' w x 28' h

RECYCLING

31.7%
WASTE DIVERTED FROM LANDFILLS

Over 35,000 lbs.
RECYCLED IN 2019

Received cash credit for 21,000 lbs. of compacted cardboard!

Over **13,000 water bottles** saved through our **REFILLABLE WATER STATIONS**

FOOD SERVICE

Approx. 300 lbs.
UNTOUCHED LEFTOVER FOOD DONATED TO HOMELESS SHELTER

USED COOKING OIL RECYCLED & REPURPOSED **FOR BIO DIESEL**

recycling 3,210lbs. in 2019

Over 34,000 lbs.
COMPOSTED FOOD WASTE

We compost all back of house food waste!

80% of catered food sourced within 150 miles, reducing carbon footprint & delivering fresh product

during growing seasons: spring, summer & fall

ENERGY EFFICIENCY

100%
LED LIGHTING IN BUILDING

10%
ENERGY REDUCTION

AUTOMATED CLIMATE CONTROL HVAC SYSTEM

Over 804,000 gallons
WATER SAVED ANNUALLY

LOW FLOW & AUTOMATIC PLUMBING IN ALL RESTROOMS

67%
ENERGY REDUCTION

**All statistics based on 2019 data*

COLUMBIA SC METROPOLITAN CONVENTION CENTER

2016 & 2017
SC Green Hospitality
Award Winner

A GREEN INITIATIVE

ITEMS PROHIBITED BY CONTRACT

OUTSIDE FOOD AND BEVERAGE:

Food and beverage from an outside source may not be brought onto the CMCC premises. All food and beverage must be purchased in advance from Spectra Food Services & Hospitality or at concession facilities authorized by Spectra. Food or beverage, with the exception of mints, may not be given out without authorization from Spectra. Spectra is the only provider permitted to serve, sell or otherwise dispense alcoholic beverages on the CMCC property.

HELIUM-FILLED BALLOONS:

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 minimum charge of $250/balloon.

IMPROPERLY POSTED SIGNAGE:

Signage may not be affixed to the CMCC walls or other surfaces. Posting materials on walls and windows can mark painted or stained surfaces and leave residue on glass and metal. The CMCC events department will gladly help with signage and have banners hung for you.

SERVICE CORRIDOR ACCESS:

These spaces are off limits to our customers. For your own safety, as well as insurance and security reasons, please do not use the service halls or the CMCC's equipment storage areas.

EXCESSIVE NOISE:

Consideration of other events in facility must be given. If your excessive noise is impeding another contracted event, you may be asked to lower the noise level. Please coordinate with facility management.

ADDITIONAL PROHIBITED ITEMS:

Open flame candles, fireworks, glitter, sparklers, flammable liquids, confetti, flower petals, chalk and similar items are not permitted on facility property.

Clients may not provide their own event security (including guards and parking attendants), bulk trash removal and special utilities service (electricity, water and internet). Rates for exclusive services are available upon request.

FREQUENTLY ASKED QUESTIONS

How do I begin the event planning process?

After contracting your event with your sales manager, you will be notified by email regarding your assigned event manager. Generally, the detailing process begins (30) days prior to your event. If you have any questions prior to that time, feel free to contact your event manager.

Your event manager will provide you with work orders containing all of your event information including setup, security, engineering, audio visual and food service information. Your signed work orders will need to be returned to your event manager (10) business days in advance of your event start date. Any last minute updates or changes, especially regarding your guaranteed number of people, needs to be given to your event manager (3) business days in advance.

What parking is available at the CMCC?

The CMCC parking is available adjacent to the facility for free on a first-come, first-served basis. Located directly across from our facility is a pay-for-parking garage for overflow parking. See page 9 for more information.

How do I access the Internet inside the building?

Free wireless internet access is available to all visitors and attendees. The option to upgrade on-site is also available. See page 14 for additional information and upgraded options.

To access the free internet:

1. Connect to CMCC Guest.
2. Wait for a pop-up login page.
(if splash page does not appear, type gateway01.cmcchotspot.com in your web browser)
3. Select General Plan – Free and "Continue".
4. You will then be connected!

Events with upgraded internet will have login credentials made available by your event host.

Will there be flatbeds and handcarts for use?

The CMCC has a limited number of carts available to exhibitors on a first-come, first-served basis. If you are unable to bring your own cart, contact your event manager to inquire about signing out a handcart.

What copying and printing services does the CMCC provide?

If you are in need of a small quantity of copies during your event, please contact your event manager. There is a fee per print or copy. The CMCC does not provide mass copying, printing or faxing services. See page 11 for more information.

Where do I find items shipped to the CMCC for my event?

Smaller shipments, such as printed materials and containerized displays, are generally delivered to the receptionist's desk located on the upper level of the CMCC near the escalator. Large containers delivered by common carriers may be received on our loading dock. Due to limited storage, large items should be shipped to a decorator or drayage company. Once you arrive for your event, check with the CMCC's receptionist. If your packages were delivered, it is helpful to have your tracking number. PRX may be contacted for drayage service, 803.926.5300.

After my event, how should I ship items back to me?

For small shipments, pack and label your materials and deliver them to the receptionist's desk on the upper level. Clients are responsible for scheduling pick-up by carrier (USPS, FedEx, etc.). If you have large containers or equipment to ship and your meeting or event planner or decorator is not handling drayage, contact your CMCC event manager. Clients will have to prepare bills of lading and contact a carrier. The facility is not responsible for materials forgotten by the client or carrier. See page 11 for more information.

Will my materials be secure?

The CMCC is diligent in providing security through designated staff and surveillance, however the facility cannot guarantee the safety of materials, equipment or personal belongings left unattended in public areas or meetings rooms. The CMCC is not responsible for theft of or damages to unattended items. In the case of missing items, contact your event manager or call the CMCC's lost-and-found in the security office at 803.545.0040. If you wish to file an insurance claim, contact your event manager and/or the City of Columbia Police Department at 803.252.2911.

Do I need event security?

Event security is required by contract if alcohol will be served at your event (cash bar or hosted bar), if your event is open to the public, or determined by the CMCC management to be needed. Generally, (1) guard for every 200 people is required. See page 23 for more information.

Do I need event insurance?

Insurance will be required for any event that will be open to the public, offers alcoholic beverages (either by cash bar or hosted bar), or has a total of more than 500 guests in attendance. Contact your event manager for additional information.

What is the retail sales tax law in South Carolina?

There is a 6% sales tax, a 1% local option tax, and a 1% transportation penny tax due on all retail purchases of tangible personal property. In addition, a South Carolina Retail Sales and Use Tax License is required for vendors making retail sales at events without an admissions fee or charge to enter. For events that charge admission, under South Carolina code section 12-36-510(C), the event is considered a "special event" and the tax must be paid on sales, but a retail license is not required for the event.

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