

The **FACILITY GUIDE**

**COLUMBIA METROPOLITAN
CONVENTION CENTER**





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

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

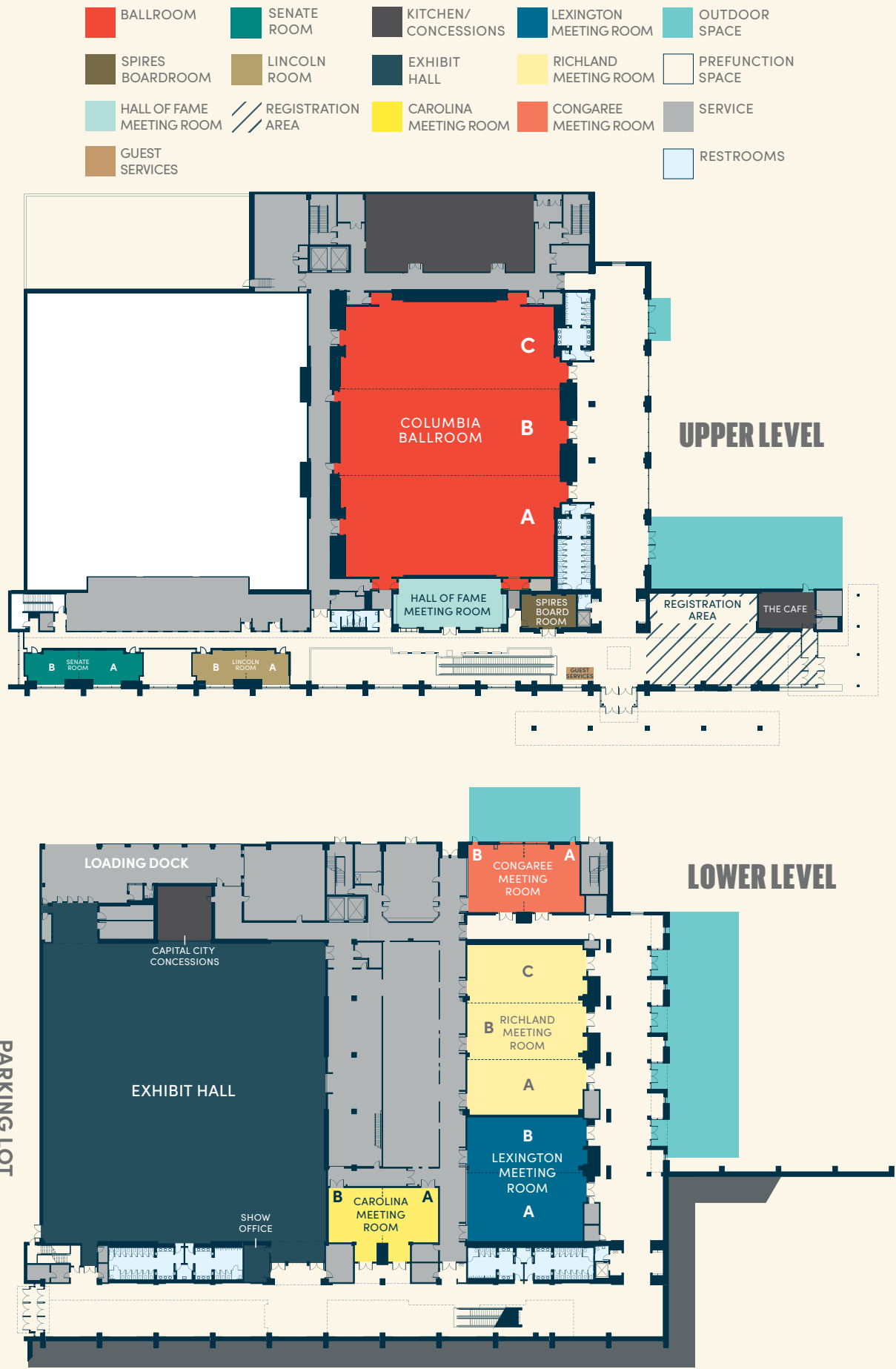
COLUMBIA SC
The REAL SOUTHERN HOT SPOT

CONTENTS

6	ROOM RENTAL INFORMATION	22	HEAVY EQUIPMENT RIGGING
7	FLOOR PLANS	23	PERSONNEL DISPLAY VEHICLE GUIDELINES SPACE RESETS
8	TRANSPORTATION	25	CLEAN UP GBAC RECOGNITION
9	PARKING	26	MEASUREMENTS & DIMENSIONS
11	SHIPMENTS PRINTING & COPYING HEATING & AIR EQUIPMENT RENTAL	28	SUSTAINABILITY
14	INTERNET ACCESS	29	ITEMS PROHIBITED BY CONTRACT FREQUENTLY ASKED QUESTIONS
15	UTILITY SERVICE		
17	PREFERRED EVENT VENDORS		
21	FACILITY LOAD-IN & LOAD-OUT GUIDELINES GENERAL SERVICE CONTRACTOR GUIDELINES		

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'	1,512	1,040	872	654	1,670	Entire Ballroom (89) 10'x10' (102) 8' x 10' (130) 8' Table Tops	\$3,570	\$3,210
A	5,989	113' x 53'	24'	486	360	320	240	599		\$1,260	\$1,140
B	5,382	117' x 46'	24'	420	330	264	198	538		\$1,155	\$1,035
C	4,995	111' x 45'	24'	392	303	240	180	500		\$1,155	\$1,035
Ballroom Pre-function	7,486	197' x 38'	32'					749	(18) 10' x 10' (24) 8'x 10' (25) 8' Table Tops		
Spires Board Room	531	29' x 18'	8'11"	Executive Conference Table for 20 with built in A/V						\$470	\$425
Hall of Fame	1,680	28' x 60'	12'3"	108	81	64	48	168	Conference Style 40	\$460	\$415
Lincoln Room	933	51' x 19'	14'7"	70	45	40	30	93	Conference Style 36	\$290	\$260
A	424	23' x 19'	14'7"	32	21	16	12	42	Conference Style 16	\$145	\$130
B	509	28' x 19'	14'7"	38	24	16	12	51	Conference Style 20	\$145	\$130
Senate Room	1,140	63' x 19'	14'7"	89	57	40	30	114	Conference Style 44	\$325	\$290
A	633	35' x 19'	14'7"	49	33	16	12	63	Conference Style 24	\$180	\$160
B	507	28' x 19'	14'7"	40	24	16	12	50	Conference Style 20	\$145	\$130
Registration Area	3,984	48' x 83'	16'	176	90	128	96	398	(10) 8' x 10' (11) 10' x 10' (18) 8' Table Tops	\$525	\$475
Exhibit Hall	23,700	158' E to W 150' N to S	30'	2,280	1,344	1,288	966	2,370	(139) 10' x 10' (163) 8' x 10' (185) 8' Table Tops	\$3,315	\$2,985
Exhibit Hall/ Carolina Prefunction	12,099	327' x 37'	39'					1,210	(19) 10' x 10' (31) 8'x 10' (31) 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"	143	81	56	42	222	Entire Carolina (7) 10' x 10' (9) 8' x 10' (15) 8' Table Tops	\$540	\$480
A	1,131	39' x 29'	13'7"	55	27	32	24	113		\$270	\$240
B	1,092	39' x 28'	13'7"	55	27	32	24	109		\$270	\$240
Lexington Room	4,158	63' x 65'	15'6"	360	237	176	120	416	Entire Lexington (19) 10' x 10' (22) 8' x 10' (30) 8' Table Tops	\$1,005	\$905
A	2,268	63' x 36'	15'6"	182	120	104	72	227		\$520	\$470
B	1,827	63' x 29'	15'6"	154	90	72	54	193		\$485	\$435
Lexington Prefunction	2,240	32' x 70'	16'3"					224	(6) 10' x 10' (7) 8' x 10' (8) 8' Table Tops		
Richland Room	5,670	63' x 90'	15'6"	504	336	256	192	567	Entire Richland (27) 10' x 10' (30) 8' x 10' (40) 8' Table Tops	\$1,455	\$1,305
A	1,890	63' x 30'	15'6"	156	90	90	60	189		\$485	\$435
B	1,890	63' x 30'	15'6"	156	90	80	60	189		\$485	\$435
C	1,890	63' x 30'	15'6"	156	90	80	60	189		\$485	\$435
Richland Pre-function	2,848	32' x 89'	16'3"					285	(7) 10' x 10' (8) 8' x 10' (12) 8' Table Tops		
Congaree Room	2,232	36' x 62'	13'11"	182	88	80	66	223	Entire Congaree (8) 10' x 10' (9) 8' x 10' (18) 8' Table Tops	\$590	\$530
A	1,152	36' x 32'	13'11"	65	36	32	24	115		\$295	\$265
B	1,080	36' x 30'	13'11"	65	36	32	24	108		\$295	\$265
Under Escalator	2,025	27' x 75'	22'			88		202	(7) 10' x 10' (11) 8' x 10' (13) 8' Table Tops		
Lower Level Meeting Room Prefunction	5,504	172' x 32' (at widest parts)	16'3"					550	(13) 10' x 10' (15) 8' x 10' (20) 8' Table Tops		
All Rooms Rate	*Includes 5% discount									\$11,419.00	\$10,264.75

- 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



PARKING

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

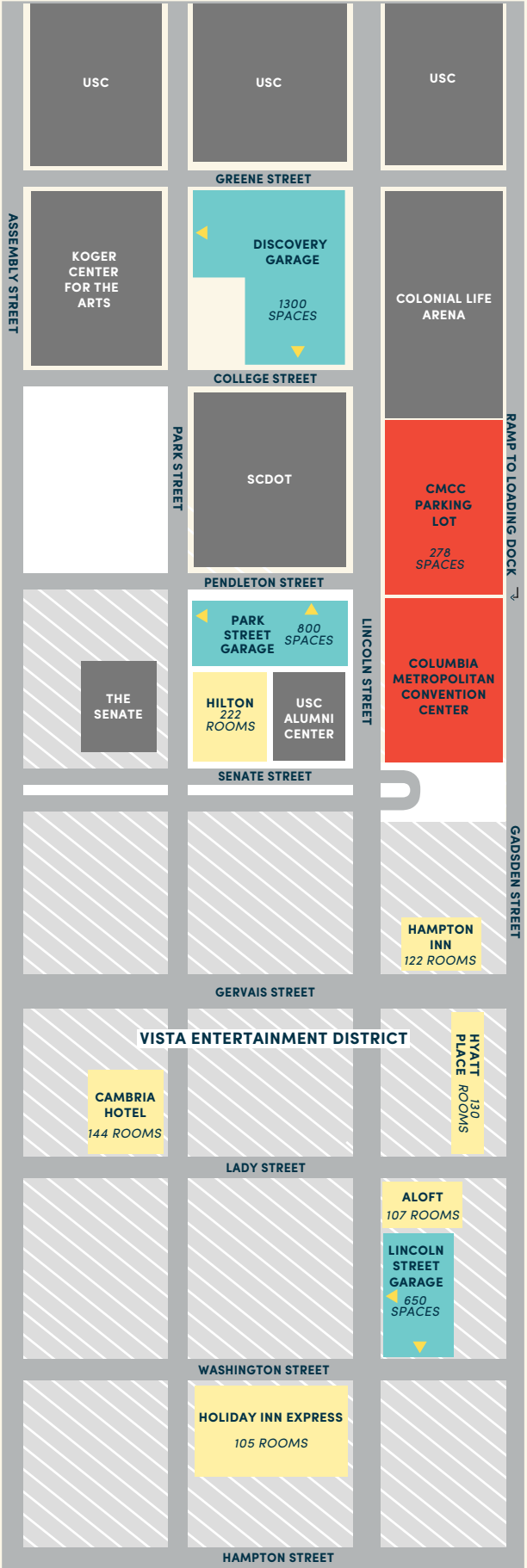
The CMCC parking lot adjacent to the facility may be available at no charge on a first-come, first-served basis. Parking availability is subject to change, based on event times and the number of events in the building. Reserved parking in the CMCC lot can only be provided if the entire facility is contracted 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 tradeshow are to go through a decorator/drayage company such as our preferred partner, PRX Exposition Services. A decorator or off-site service must be coordinated. Storage is not allowed in the facility unless contracted. Contact information for PRX can be found on page 19.
- 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 between 70 and 74 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 <i>Charged if A/V is brought in and patched into the CMCC sound. Fee is waived if A/V provided by SCAV.</i>	\$60/room
Muzak <i>Music available in room</i>	\$30
Live Media Feed	\$100
P.A. System for Announcements <i>single floor level or building wide</i>	\$100
Wired Podium/Handheld Mic	\$25
Wireless Handheld/Lavalier	\$100
Mackie 14 Channel Mixer	\$50
Polycom Phone	\$75
Polycom Video Conferencing: Small Package	\$850
Polycom Video Conferencing: Large Package	\$1,050

BALLROOM STAGE LIGHTING

A permanent light truss is available in each section of 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 <i>Use of a single conventional spot light</i>	\$150/truss
Standard Lighting Package <i>Use of all (6) conventional spot lights</i>	\$200/truss
Deluxe Lighting Package <i>Use of a single conventional spot light & both moving lights</i>	\$250/truss
Full Lighting Package <i>Use of all (6) conventional spot lights & both moving lights</i>	\$450/truss



SIGNAGE

Banners hung by the CMCC staff (includes removal) <i>Banners and signs left at the CMCC after event conclusion will be subject to disposal.</i>	\$60 each
Customized information on room digital signage	\$50/content
Event logo on room digital signage	\$25/logo
LED Walls	\$300/1 screen \$500/both
LED Wall Graphic Design or Content Change During Event	\$100
Event Advertising (In-Advance of Event Dates) Outdoor Digital Signage	\$50/content /day
Guest Services Desk Screens	\$100 each
Prefunction Screens	\$100 each

FURNITURE

Coat Racks	\$25 each
Coat Check <i>Fee includes (2) coat racks, pipe & drape, (1) 8' covered table, (2) chairs and (1) waste basket. Additional security charges apply (see page 23 for security rates).</i>	\$225
Partitions 8'3"w x 6'8"h	\$50 each
Counter High Chairs	\$15 each+
Chairs <i>Outdoors/exhibitors</i>	\$1 each

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 Boards 8w' x 4h'	\$100 each+
Leather Chairs/Cubes	\$25 each
Leather Couches	\$50 each
Coffee Tables	\$50 each
3'h Pipe & Drape <i>(priced per foot)</i>	\$3/foot
8'h Pipe & Drape <i>(priced per foot)</i>	\$4/foot
12'h Pipe & Drape <i>(priced per foot)</i>	\$6.50/foot
Standing Lecterns	\$75 each
Table Top Lecterns	\$25 each
Stairs with or without rails for riser/ stage <i>(1 included w/ riser/stage)</i>	\$50 each
Stage per 4' x 8' section (max. 60' x 40', 3' or 4'h)	\$30/section
Risers per 6' x 8' section (1' or 2'h)	\$50/section
Wheelchair ramp for stage <i>(1 included w/ stage - max 3'h)</i>	\$150 each
Bike Racks (6' section)	\$20 each
6' Classroom Tables <i>6'w x 18"d x 36"h</i>	\$10 each
8' Classroom Tables <i>8'w x 18"d x 36"h</i>	\$12 each
Cocktail Rounds 30" or 36" dia. w/ non-floor length linen <i>(low 29"h or high 41"h level)</i>	\$8 each

Cocktail Rounds 36" dia. w/ floor length linen <i>(low 29"h or high 41"h level)</i>	\$17.50 each+
Counter High Skirted Tables <i>6'w x 24"d x 42"h</i>	\$65 each+
Counter High Skirted Tables <i>8'w x 24"d x 42"h</i>	\$75 each+
Skirted 6' Tables <i>6'w x 24"d x 36"h</i>	\$45 each+
Skirted 8' Tables <i>8'w x 24"d x 36"h</i>	\$55 each+
6' Convention Cloth Tables (black) <i>6'w x 30"d x 36"h</i>	\$30 each
8' Convention Cloth Tables (black) <i>8'w x 30"d x 36"h</i>	\$40 each
6' Blank Tables <i>6'w x 30"d x 36"h</i>	\$25 each
8' Blank Tables <i>8'w x 30"d x 36"h</i>	\$30 each
6' Tables (white vinyl cover) <i>6'w x 24"d x 36"h</i>	\$25 each+
8' Tables (white vinyl cover) <i>8'w x 24"d x 36"h</i>	\$25 each+
72" dia. Round Tables <i>Seats 10 people, linen not included</i>	\$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 <i>Set includes 2 poles and 1 rope</i>	\$20/each
Black Retractable Stanchion	\$25.75 each+
Small Waste Basket	\$12 each+
Turnstiles	\$50 each
US and/or SC flag(s)	\$10 each
Linen (Non-floor length, black or white only) *	\$8 each
Charging Towers <i>Tower includes 9 outlets & 6 USB ports</i>	\$100 each
Lockable Charging Stations <i>Includes (8) lockable compartments</i>	\$250

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

* See Party Reflections information of page 19 for custom and floor length linen options.

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
- Senate

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 complete the upgrade.

Basic Plan
\$10/user per 24 hours
General web surfing and social media

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

Elite Plan
\$50/user per 24 hours
High definition streaming and 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.

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

UTILITY SERVICE

DESCRIPTION	ADVANCE (order/payment received prior to event start)	ON-SITE (orders/payments received while on site – set-up days and/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

*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 \$70/room
Convenience Power for Tech Control	Up to \$70/room
Patch to House Sound	\$60/room
Cost per Rigging Point used	\$50/point
Scissor Lift Rental for Rigging	\$450/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 <i>8’ Tripod screen, extension cord, 25” HDMI cable & client provided projector</i>	\$100/day
Large LCD Support Package <i>10’ Cradle screen, extension cord, 25” HDMI cable & client provided projector</i>	\$150/day
Small Basic LCD Package <i>LCD projector, 8’ tripod screen, extension cord & 25” HDMI cable</i>	\$250/day
Large Basic LCD Package <i>LCD projector, 10’ cradle screen, extension cord & 25” HDMI cable</i>	\$325/day
LCD projector	\$185/day
6’ Screen <i>with HDMI & power cable</i>	\$75/day

BALLROOM PROJECTION

	Prices start at:
Standard Package <i>7’ x 13’ screen, 6500 lumen projector, extension cord & SDI/HDMI Cabling</i>	\$400/day
Deluxe Package <i>16’ x 9’ screen, 6500 lumen projector, extension cord & SDI/HDMI Cabling</i>	\$475/day
Ballroom Support Package <i>7’ x 13’ Screen, SDI/HDMI Cabling, extension cord & client provided projector</i>	\$250/day

EXHIBIT HALL PROJECTION

	Prices start at:
Standard Package <i>16’ x 9’ screen, 6500 lumen projector, extension cord & SDI/HDMI Cabling</i>	\$525/day
Exhibit Hall Support Package <i>16’ x 9’ Screen, SDI/HDMI Cabling, extension cord & client provided projector</i>	\$325/day

MICROPHONES/AUDIO EQUIPMENT

	Prices start at:
Mackie 14 Channel Mixer	\$55/day
Wireless Handheld/Lavalier Microphone	\$115/day
Wired Microphone	\$60/day
Laptop Audio Interface	\$25/day
QSC Custom Sound System	Call for Estimate

All orders are subject to 30% 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.

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:

Ernie Franks
South Carolina AV, Inc.
efranks@scav.com
803.545.0067
SCAV.com



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

OUR CHEF BRINGS THE FLAVOR

If you are looking to offer your meeting attendees a memorable experience, whether it's a taste of this region or a creative menu to compliment an event's aesthetic, Chef Tommy Kasperski and his staff make dining at the Columbia Metropolitan Convention Center an experience rooted in taste. And good taste is easy to come by when our kitchen is using as many local farmers, purveyors and products as possible.

OUR MENU

CMCC Staff listens to clients wishes and works with Chef Tommy to write custom menus with a focus on using sustainable, seasonal ingredients whenever possible for each event. And though most of those ingredients are from South Carolina, North Carolina, Virginia and Georgia, many of them are from right in CMCC's back yard.

GUARANTEE

A specified guaranteed number of attendees for all functions, particularly all meal functions, is required by noon, seven (7) 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.

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.

OVG Hospitality
Allison.Abercrombie@OakviewGroup.com
803.545.0281



Founded in 1968, PRX Exposition Services began as a complete decorating company for department stores, specialty shops, and shopping centers. Today, PRX 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, 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, even CAD drawings, 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.

DESIGN & CAD SERVICES

- Floor Plan Layout
- Professional site measurements
- Design Boards (Linen, Glassware, China, Flatware, Bars, etc.)
- Onsite Event Specialist for appointments

SHOWROOM

- 1,800 Square Foot Showroom
- Play Tables (Set up your table just as it would be at your event)
- Touchscreen Design center
- 1,000s of Event Photos for Inspiration
- Linen/Napkin Swatch Samples (Free)

INVENTORY

- Chairs & Furniture
- Chargers, China, Flatware, Glassware
- Dance Floors & Staging
- Food Service Equipment
- Lighting
- Tables & Linens

FOR A CUSTOM QUOTE CONTACT:

Ed Santiago
Party Reflections
esantiago@partyreflections.com
803.521.3155
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

Ramp or Loading Dock Behind Exhibit Hall: Trucks may not be able to make this turn from the parking lot to get 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.

TAX REMITTANCE

The Customer is solely responsible to remit any applicable taxes (ie: sales, use, amusement, value added, consumption, excise and other taxes, duties, levies and charges) that may apply to the sale of tickets, admission fees, merchandise, and any other event related exchange. Retail sales tax in South Carolina 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.



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 and signed forklift/scissor lift facility policy and procedure document is required. Please contact your 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 <i>(four hour minimum, does not include equipment rental)</i>	\$60/hour

RIGGING

Rigging points are available in the Ballroom, 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
Security Guard	\$24/hour	\$32/hour
Parking Attendant	\$24/hour	\$32/hour
Ticket Taker	\$24/hour	\$32/hour
Coat Check Attendant	\$24/hour	\$32/hour
Cleaning Attendant	\$18/hour	\$25/hour
City of Columbia Police Officer	\$45/hour	\$55/hour
City of Columbia Fire Marshal	\$45/hour	\$55/hour
General Labor	\$18/hour	\$30/hour
Engineer	\$60/hour	\$75/hour
Paramedic/EMS Team	\$60/hour	\$75/hour

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.
- Plastic (provided by client) must be placed under the vehicle. Any damage to flooring 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) <i>(possible price increase depending on weight of load)</i>	min. \$750
Helium Balloon Retrieval Fee	\$250/balloon

GBAC RECOGNITION

The Columbia Metropolitan Convention Center earned its GBAC Star Facility Accreditation in June 2021. GBAC Star is the gold standard for safe facilities, and the cleaning industry's only outbreak preparation, response, and recovery accreditation. To qualify, we follow a rigorous set of cleaning protocols and disinfection techniques. We also maintain strictly documented infection prevention practices to combat biohazards and prevent the spread of infectious diseases, including sterilization of high-touch surfaces.



FACILITY CODE OF CONDUCT

In order to provide a safe, secure, and enjoyable environment for all of our guests, we ask that the following code of conduct is followed at all times. Violators will be asked to leave the building. The following are prohibited on Convention Center property:

- Visiting without a shirt and shoes
- Standing, walking, or sitting in any way that causes inconvenience to other guests
- Disorderly or disruptive conduct of any nature including the use of obscene or insulting language or gestures, running, yelling, fighting, throwing objects, littering, the loud playing of radios, inciting or instigating physical or verbal confrontations
- The use or display of slogans or communications of any kind which contain obscenities, racial, sexual, ethnic, fighting words, or religious slurs
- The possession or consumption of alcoholic beverages outside of authorized areas, or the use of illegal substances
- The possession of pets, except ADA service animals
- Camping or sleeping anywhere on the Convention Center premises
- Loitering
- The unauthorized distribution of literature, offering items for sale, soliciting guests, conducting surveys, videotaping, or photography
- Smoking, to include vaping & e-cigarettes
- Any act which could result in physical harm to people or property
- Any acts prohibited by Federal, State, or Local laws or ordinances
- Failure to follow/comply with CMCC building policies

The CMCC reserves the right to eject or cause to be ejected from the Premises any person or persons creating a discernible risk to the public health or safety, or engaging in one of the above violations.



MEASUREMENTS & DIMENSIONS

RED FLEX BACK CHAIR DIMENSIONS (LOWER LEVEL)

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

BLUE FLEX BACK CHAIR DIMENSIONS (UPPER LEVEL)

Outdoor chairs are NOT the same dimensions.	
Overall	22" w x 23" d x 35.5" h
Seat	17.5" w x 17" d
Height (to top of back)	36" h
Diameter at floor (legs)	19.5" w x 19.5" d
Back of chair (from seat to top)	16.5" x 20" h

MEETING ROOMS

Width of main doorways	6' w x 9' 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

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

ELEVATORS

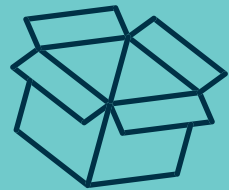
Freight Elevator Doors	7'11" w x 7'11" h
Freight Elevator Car	8' w x 12' d x 11' 8" h
Acceptable Weight	10,000 lbs

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



Over 35,000 lbs.
**RECYCLED
IN 2019**

*Received cash credit for 8,600 lbs.
of compacted cardboard!*

29% WASTE DIVERTED
FROM LANDFILLS



Over 6,000 water bottles
saved through our
REFILLABLE WATER STATIONS

**We
Recycle:**



CARDBOARD



PALLETS



MIXED RECYCLABLES
(GLASS, ALUMINUM,
PLASTIC, ETC.)



COOKING OIL

FOOD SERVICE



Almost 12,000 lbs.
**COMPOSTED
FOOD WASTE**

*We compost all back of
house food waste!*



80%

of catered food sourced
within the region, reducing carbon
footprint & delivering fresh product

during growing seasons: spring, summer & fall



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

recycling 700 lbs. in 2021

ENERGY EFFICIENCY



10%
ENERGY
REDUCTION

AUTOMATED CLIMATE
CONTROL HVAC SYSTEM



Approx. 495,000 gallons
WATER SAVED ANNUALLY

LOW FLOW & AUTOMATIC
PLUMBING IN ALL RESTROOMS

100%

LED LIGHTING IN BUILDING



REDUCES ENERGY USAGE
BY APPROXIMATELY

67%

**All statistics based on 2021 data*

**COLUMBIA SC
METROPOLITAN
CONVENTION CENTER**

2016 / 2017 / 2020
SMART Business Recycling
Award Winner

A GREEN INITIATIVE



PROHIBITED ITEMS

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 OVG Hospitality or at concession facilities authorized by OVG Hospitality. Food or beverage, with the exception of mints, may not be given out without authorization from OVG Hospitality. OVG Hospitality 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 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.

WEAPONS:

CMCC prohibits the display, sale, and/or auction of weapons anywhere on the CMCC campus by any persons to include licensees, exhibitors, and visitors without the prior written permission of the CMCC General Manager. The CMCC considers weapons to be anything prohibited by the US Transportation Security Agency (TSA) for carry-on baggage. This includes (but are not limited to) firearms, sharp objects, and flammables categorized as dangerous weapons.

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 (60) 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.

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.

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.cmcc hotspot.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.

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, 803.926.9703.

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. Insurance must be carried with a company rated "A" by A.M. Best Company and licensed to do business in the State of South Carolina. Limits must be at least \$1,000,000 for bodily injuries to each person; \$1,000,000.00 for each accident; and \$1,000,000.00 for property damage. The City of Columbia and the Midlands Authority for Conventions, Sports and Tourism must be named as additional insured(s) (not co-insured) in said policy. Evidence of the required insurance coverage shall be provided to your event manager at least ten (10) days prior to the event start date. 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.

Are linens included? What are my options?

When a hot meal function is ordered, black or white (as available, inventory has been unreliable) non-floor length linens are included in the event space where your meal function is served, based on your final guaranteed number given to OVG Hospitality, at no additional cost. Linen is not included with continental breakfasts or boxed lunches, or where food & beverage is not being served. Non floor length black or white linen can be provided in these spaces at \$8/ linen. For custom or floor length linen options, please contact our partners, Party Reflections (additional information on page 19).



OVG Hospitality
Allison.Abercrombie@oakviewgroup.com
803.545.0281



PRX Exposition Services
rwolfe@prexposition.com
prexposition.com
803.926.9703



South Carolina AV, Inc.
efranks@scav.com
scav.com
803.545.0067



Party Reflections
esantiago@partyreflections.com
partyreflections.com
803.521.3155



columbiaconventioncenter.com