

# *The* FACILITY GUIDE

COLUMBIA METROPOLITAN  
CONVENTION CENTER



 COLUMBIA SC  
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 2.5 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 canoe 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



Bill Ellen

**COLUMBIA SC**  
*The* **REAL SOUTHERN HOT SPOT**

1101 Lincoln Street • Columbia, SC 29201 • P: 803.545.0001 • F: 803.545.0013

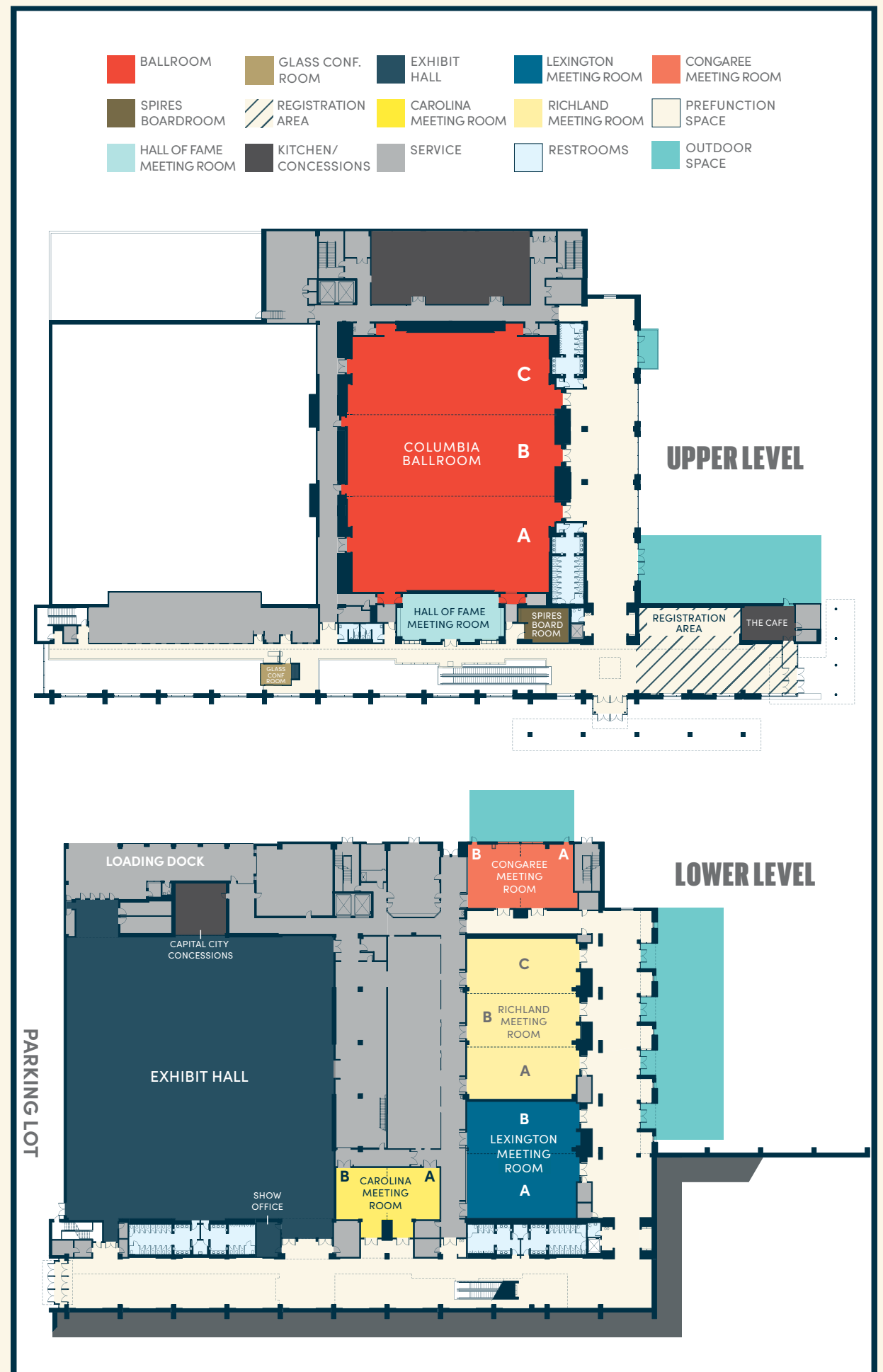
[columbiaconventioncenter.com](http://columbiaconventioncenter.com)

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Meeting Room	Square Footage	Dimensions	Min. Ceiling Height	Theater	Classroom (3 per 6' table)	Banquet	Crescent (of 6)	Reception	Booths	Commercial \$/day	Non-Profit \$/day	
Ballroom	16,704	116' x 144'	24'	1,386	900	960	720	1813		\$2,850	\$2,450	
A	5,989	113' x 53'	24'	434	336	336	252	673	Entire Ballroom (90) 10'x10' (108) 8' x 10' (146) 8' x 8' (190) 8' Table Tops	\$1,000	\$900	
B	5,382	117' x 46'	24'	392	276	296	222	573		\$925	\$775	
C	4,995	111' x 45'	24'	350	273	280	210	566		\$925	\$775	
Ballroom Prefunction	7,486	197' x 38'	32'					659	(18) 10' x 10' (24) 8'x10' (34) 8' x 8' (25) 8' Table Tops			
Spires Board Room	551	29' x 19'	8'11"	Conference setup only. Existing table seats (14) with additional perimeter seating for (14). Room accommodates (28) total.							\$100	\$100
Hall of Fame	1,680	28' x 60'	12'3"	96	81	64	48	160		\$390	\$350	
Glass Conf. Room	204	12' x 17'	9'	Conference setup only. Existing table seats 12.							\$50	\$50
Registration Area	3,984	48' x 83'	16'	252	126	136	72	499	(10) 8' x10' (14) 8' x 8'	\$500	\$400	
Exhibit Hall	23,700	158' E to W 150' N to S	30'	2,072	1,200	1,136	852	2,601	(140) 10' x 10' (174) 8' x 10' (208) 8' x 8' (270) 8' Table Tops	\$2,350	\$2,100	
Exhibit Hall/ Carolina Prefunction	12,099	327' x 37'	39'					1,000	(20) 10' x 10' (28) 8'x10' (36) 8' x 8' (36) 8' Table Tops	w/carpet additional \$2,000		
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' x10' (10) 8' x 8' (15) 8' Table Tops	\$430	\$390	
A	1,131	39' x 29'	13'7"	56	36	32	24	101		\$215	\$195	
B	1,092	39' x 28'	13'7"	56	36	32	24	98		\$215	\$195	
Lexington Room	4,158	63' x 65'	15'6"	322	240	176	132	429	Entire Lexington (19) 10' x10' (33) 8' x 8' (36) 8' Table Tops	\$800	\$700	
A	2,268	63' x 36'	15'6"	182	96	88	66	236		\$400	\$350	
B	1,827	63' x 29'	15'6"	154	80	80	60	192		\$400	\$350	
Lexington Prefunction	2,240	32' x 70'	16'3"						(7) 10' x10' (8) 8' x10' (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' x10' (42) 8' x 8' (48) 8' Table Tops	\$1,200	\$1,050	
A	1,890	63' x 30'	15'6"	126	90	72	54	192		\$400	\$350	
B	1,890	63' x 30'	15'6"	126	90	80	60	197		\$400	\$350	
C	1,890	63' x 30'	15'6"	112	90	80	60	203		\$400	\$350	
Richland Prefunction	2,848	32' x 89'	16'3"						(8) 10' x10' (12) 8' x 10' (12) 8' x 8' (12) 8' Table Tops			
Congaree Room	2,232	36' x 62'	13'11"	140	90	80	60	220	Entire Congaree (7) 10' x10' (12) 8' x 8' (18) 8' Table Tops	\$470	\$430	
A	1,152	36' x 32'	13'11"	70	45	32	24	111		\$235	\$215	
B	1,080	36' x 30'	13'11"	70	45	32	24	109		\$235	\$215	
Under Escalator	2,025	27' x 75'	22'					200	(7) 10' x10' (13) 8' x10' (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' x10' (20) 8' x10' (20) 8' x 8' (20) 8' Table Tops			
All Rooms Rate										\$8,640	\$7,620	

All capacities reflect a group which will have a minimal front of the room stage area and/or minimal audio visual equipment.





## DIRECTIONS

### COLUMBIA METROPOLITAN CONVENTION CENTER

1101 Lincoln Street  
Columbia, SC 29201

**From Greenville,** take I-26 East to Columbia. Continue onto I-126 and take the Huger Street exit to merge onto US-176E/US-21 S/US-321 S (Huger Street). After 0.8 miles, turn left onto Gervais Street. Then go 0.3 miles and turn right onto Lincoln Street. The Convention Center will be one (1) block down on the right.

**From Florence,** take I-20 West to Exit 73A to merge onto S Carolina 277 S toward Columbia. After 6.6 miles, 277 will turn into Bull Street. Continue for 0.9 miles and turn right onto Gervais Street. Go 0.6 miles and turn left onto Lincoln Street. The Convention Center will be one (1) block down on the right.

**From Charleston,** take I-26 West to Columbia. Take Exit 115 to merge onto US-176 N/US-21 N/US-321 N (Charleston Highway) toward Cayce. Continue 6 miles and turn left onto Huger Street. After 0.6 miles, turn right onto Gervais Street. Continue for 0.4 miles and turn right onto Lincoln Street. The Convention Center will be one (1) block down on the right.

**From Charlotte,** take I-77 South to Columbia. Take Exit 18 to merge onto S Carolina 277 S. Continue for 8.1 miles onto Bull Street. After 0.9 miles, turn right onto Gervais Street. Continue for 0.4 miles and turn left onto Lincoln Street. The Convention Center will be one (1) block down on the right.

**From Atlanta,** take I-20 East to Columbia. Take Exit 64A toward I-26 E/Columbia. Continue for 0.5 miles and merge onto I-26 East, immediately moving to a left lane in order to continue onto I-126. Take the Huger Street exit off of I-126. Continue for 0.2 miles and then merge onto US-176E/US-21 S/US-321 S (Huger Street). After 0.8 miles, turn left onto Gervais Street. Continue for 0.4 miles and turn right onto Lincoln Street. The Convention Center will be one (1) block down on the right.

**From the Columbia Metropolitan Airport,** loop around the airport via Airport Boulevard, taking the exit for Columbia to I-26/Lexington to I-20. Merge onto the John N. Hardee Expressway and continue to the road's end. Turn left onto S. Carolina 302/Airport Blvd/Edmund Road and continue 2.3 miles. Take a slight left onto US-176 N/US-21 N/US-321 N (Charleston Highway) and continue 2.6 miles. Turn left onto Huger Street. Continue for 0.6 miles and turn right onto Gervais Street. After 0.4 miles, turn right onto Lincoln Street. The Convention Center will be one (1) block down on the right.



## 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. CMCC is not responsible for damage or theft in lot.

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. A cashier is on site most days from 9:30 a.m. to 6 p.m. Charges are \$2 for the first hour and \$1 for every additional hour, but no more than \$10 for the day. Customers with lost tickets will automatically be charged \$10 regardless of hours parked in the garage.

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

\*Garage rates are subject to change.

\*\*Contact your event manager for parking request assistance.

## SHUTTLE SERVICE

We would love to help transport your attendees in our (14) passenger shuttle. Please contact the Experience Columbia SC convention services team at 803-545-0039 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. A decorator or off-site service must be coordinated.
- 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.

Receipt of Shipped Boxes	\$5/box
Receipt of Pallets	\$90/pallet
*includes storage and labor to move	

### 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 executive offices. 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 receptionist. If your packages were delivered, it is helpful to have your tracking number.

### 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.

### Shipping Address:

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

## PRINTING

### FAXING AND COPYING SERVICES

(Offered At the CMCC receptionist desk) Quantity limitations may apply. Documents accepted via email or hard copies.

Faxing (Local)/ Faxes Received	\$1.00 per page
Faxing (Long Distance)	\$2.50 per page
Copies (Black and White)	\$0.25 per side
Copies (Color)	\$0.50 per side

## EQUIPMENT RENTAL

Equipment is available on a first-come, first-served basis. Prices are subject to change without notice and vary based on availability. Additional labor and/or setup fees may apply. Payments for equipment rentals as written on work order are due within (30) days after event date. Invoices will be emailed post event. 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

If additional audio visual equipment is needed, the CMCC preferred provider is South Carolina Audio Visual, Inc. SCAV may be contacted at 803.545.0067 or online at scav.com.

Apple TV	\$50
CD Player	\$50+
Closed Circuit Television (CCTV) (CCTV Equipment Only, does not include screen or sound equipment)	\$500
DVD Player	\$35+
47" Flat Screen TV/DVD Combo	\$225+
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)	\$60
Built-in LCD Projector and Screen (Spires Boardroom Only)	\$75
Live Media Feed	\$100
P.A. System for Announcements (single floor level and/or building wide)	\$100



## ELECTRONICS/TECHNOLOGY CONT.

Small LCD Support Package <i>Client provided projector; Includes 6' or 8' tripod screen, projection cart, bottom screen skirt, extension cord and 25" VGA cable.</i>	\$50+
Large LCD Support Package <i>Client provided projector; Includes 7.5'x10' or 9'x12' cradle screen (9'x12' screens are mainly reserved for upper Ballrooms), projection cart, bottom screen skirt, extension cord and 25" VGA cable.</i>	\$100+
Small Basic LCD Package <i>LCD Projector; 6' or 8' tripod screen, projection cart, bottom screen skirt, extension cord and 25" VGA cable.</i>	\$225+
Large Basic LCD Package <i>LCD Projector; 7.5'x10' or 9'x12' cradle screen (9'x12' screens are mainly reserved for upper Ballrooms), projection cart, bottom screen skirt, extension cord and 25" VGA cable.</i>	\$280+
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

\*Package determined by meeting room size.

\*Video Conferencing form must be filled out and returned to the CMCC a minimum of (30) business days in advance. Technician and onsite requests may not otherwise be available.

+ Indicates items provided by SCAV and are subject to sales tax and setup fees.

## 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 digital signage	\$50/custom creation

Event logo on digital signage	\$25/logo
LED Wall	\$750/screen

## FURNITURE

Coat Racks	\$25 each
Coat Check <i>Fee includes (2) coat racks, pipe &amp; drape, (1) 6' skirted table, (2) chairs and (1) waste basket. Additional security charges apply (see page 20 for security rates).</i>	\$200+
Bar Stools	\$15 each+
Counter High Chairs	\$12 each+
Bleachers <i>136'w x 40'd, maximum of 900 seats.</i>	\$4,000
Pipe/Drape Booths <i>8x8, 8x10, 10x10. Includes background drape and two solid walls.</i>	\$30/booth+
Chairs <i>Outdoors/exhibitors/non standard</i>	\$1 each
Carpet for Exhibit Hall <i>Required for meal function.</i>	\$2,000
Dance Floor per 3' x 3' section	\$20/section
Easels/Display Stands	\$10 each
Flip Chart/Easel/Pen Combo	\$50 each
Push Pin Display Board 8w' x 4h'	\$80 each+
House Furniture <i>Leather chairs, marble tables. *We do not allow our house greenery to be used or moved.</i>	\$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 <i>(1 included w/riser/stage)</i>	\$50 each
Stage per 8' x 8' section (max. 32' x 40', 3' or 4'h)	\$50/section

Risers per 6' x 8' section (18" or 24"h)	\$50/section
Camera Riser (4' x 8', 3' or 4'h)	\$50 each
Wheelchair ramp for riser/stage (max 3'h stage) <i>One in inventory, 10 days notice required</i>	No charge
Bike Racks (6' section)	\$20 each
Classroom tables <i>6'w x 18"d x 36"h</i>	\$10 each+
Classroom tables <i>8'w x 18"d x 36"h</i>	\$12 each+
Cocktail Rounds 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>	\$16 each
Counter high skirted tables <i>6'w x 30"d x 42" h</i>	\$55 each+
Counter high skirted tables <i>8' w x 30"d x 42" h</i>	\$65 each+
Skirted 6' tables <i>6'w x 30"d x 36"h</i>	\$25 each+
Skirted 8' tables <i>8'w x 30"d x 36"h</i>	\$35 each+
Un-skirted 6' table w/black or white linen <i>6'w x 30"d x 36"h</i>	\$20 each
Un-skirted 8' table w/ black or white linen <i>8'w x 30"d x 36"h</i>	\$25 each
6' table (no linen) <i>6'w x 30"d x 36"h</i>	\$15 each
8' table (no linen) <i>8'w x 30"d x 36"h</i>	\$20 each
6' table (plastic top) <i>6'w x 24"d x 36"h</i>	\$20 each+
8' table (plastic top) <i>8'w x 24"d x 36"h</i>	\$20 each+
72"dia. Round table <i>Seats 10 people, linen not included</i>	\$16 each+

+Indicates items provided by PRX and are subject to sales tax and minimum order quantity.

## ACCESSORIES

Gaffers tape	\$45/roll
Polyurethane/Plastic	\$25/sheet
Ropes and stanchions (8'w section) <i>Set includes 2 poles and 1 rope</i>	\$20/section+
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 <i>Tower includes 9 outlets &amp; 6 USB ports</i>	\$100 each

+Indicates items provided by PRX and are 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

## FOR ADDITIONAL INFORMATION VISIT:

[columbiaconventioncenter.com/planner-information](http://columbiaconventioncenter.com/planner-information)



## INTERNET AND DATA CONNECTION GUIDELINES

- Exhibitors and visitors are responsible for configuring their wired or wireless devices to access the CMCC network.
- Internet connection requires computers to have a working wireless networking card.
- 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.

## 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 username and password will be set up.

### Wireless Internet Access:

\$250/connection  
\$300 onsite order  
up to 5 Mbps maximum bandwidth

### Wired Internet Access:

\$250/connection  
\$300 onsite 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:

\$150/Mbps  
May be purchased per whole Mbps only.

### Bandwidth Estimator:

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

## INTERNET ACCESS

The CMCC offers complimentary wireless Internet access to clients and attendees. 5 Mbps bandwidth is shared among all free wireless users. If additional bandwidth or Internet services beyond the hot spot access is needed, upgrades may be purchased.

### FREE INTERNET ACCESS

To access the free Internet:

1. Choose the wireless SSID CMCC\_Hotspot network on your computer or device to connect.

2. Open your Internet browser. A log-in screen will automatically appear, see the image on the next page.

If you are not automatically redirected, visit [ColumbiaConventionCenter.com/WiFi](http://ColumbiaConventionCenter.com/WiFi) to log on.

3. In the left-hand column of the log-in page (in the yellow guest space), enter your email address and check the "I accept the terms of service" box below.

4. Click Log In.

5. You will be automatically directed to [columbiaconventioncenter.com](http://columbiaconventioncenter.com). You are now connected to the Internet.

### CMCC Log-in Screen

This screen will appear after connecting to CMCC\_Hotspot



## UTILITY SERVICE

DESCRIPTION	INCENTIVE (order/payment received (14) business days or more prior to event start)	BASE (order/payment received within (14) business days of event start)	ON-SITE (orders/payments received while on site – set-up days &/or event days)
120V: 5 amps (up to 500 watts)	\$40.00	\$70.00	\$100.00
120V: 10 amps (up to 1,000 watts)	\$45.00	\$90.00	\$135.00
120V: 20 amps (up to 2,000 watts)	\$55.00	\$100.00	\$145.00
208V: 20 amps 1 phase	\$75.00	\$135.00	\$195.00
208V: 30 amps 1 phase	\$100.00	\$175.00	\$250.00
208V: 50 amps 1 phase	\$170.00	\$300.00	\$430.00
208V: 100 amps 1 phase	\$400.00	\$590.00	\$780.00
208V: 200 amps 1 phase	\$700.00	\$1,250.00	\$1,800.00
208V: 400 amps 1 phase	\$1,200.00	\$2,100.00	\$3,000.00
208V: 15 amps 3 phase	\$80.00	\$140.00	\$200.00
208V: 20 amps 3 phase	\$120.00	\$215.00	\$310.00
208V: 30 amps 3 phase	\$160.00	\$285.00	\$410.00
208V: 40 amps 3 phase	\$215.00	\$425.00	\$635.00
208V: 50 amps 3 phase	\$270.00	\$480.00	\$690.00
208V: 100 amps 3 phase	\$640.00	\$1,150.00	\$1,660.00
208V: 200 amps 3 phase	\$1,100.00	\$2,000.00	\$2,900.00
208V: 400 amps 3 phase	\$1,900.00	\$3,100.00	\$4,300.00
Power Strip(s)/Surge Protector(s)	\$10.00	\$10.00	\$15.00
Extension Cord(s)	\$25.00	\$25.00	\$30.00
Water-hookup for each piece of equipment (up to 25 gal)	\$30.00	\$60.00	\$90.00
Water Spigot outside (up to 25 gal)	\$30.00	\$60.00	\$90.00
Cable television connection (does not include TV)	\$225.00	\$255.00	\$285.00
Phone line	\$160.00	\$200.00	\$240.00
Distribution Box	\$500.00	\$580.00	\$660.00
Quad Box (Up to 120v, 20amp)	\$55.00	\$100.00	\$145.00

\*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.

## TRADE SHOW & EXHIBITOR INFO

### SHOW MANAGEMENT ADVANCE INFORMATION

- 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.

### DAY OF SHOW INFORMATION

- 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.
- Storage is not allowed in the facility unless contracted.
- Flammable liquids are prohibited and may not be used or brought into the facility.
- Cooking containers must be a 5 gal. or 25lb. container. Butane or propane is acceptable. A fire marshal must be onsite when using cooking containers at the client's expense. This service can be contracted with facility management.
- Exit signs must be visible at all times.
- Display vehicles require approval. See page 19 for more info.
- 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 20.

## LOAD-IN & LOAD-OUT INFO

### LOAD-IN AND LOAD-OUT GUIDELINES

Please do not leave vehicles unattended in loading zone. Place load-in items from your vehicle inside the building, not blocking the entrance and promptly move your vehicle into the CMCC parking lot adjacent to the facility or into the Park Street Garage located directly across the street. Please follow the same procedure upon load-out, making sure exhibit space is packed and load-out items are near the door before retrieving your vehicle.

Unattended vehicles parked on a curb, in main driving lane, fire lane, in a reserved parking space or in a loading zone will be towed.

### LOADING ZONE INSTRUCTIONS

#### Exhibit Hall/Lower Level/Loading Dock Area:

Items may be brought into lower level prefunction space through main entry of lower level doors or may be brought directly into Exhibit Hall via side door to the left of main doors. If loading dock is needed, drive from Lincoln Street and pass Colonial Life Arena on right. Turn right on Greene Street then right on Gadsden Street. Travel behind Colonial Life Arena to a ramp that leads to loading dock.

#### Ballroom/Upper Level Meeting Rooms:

Temporary parking (15 minutes maximum) is permitted during load-in/load-out in the turn-around area on the upper level near The Café, between the CMCC and the Hampton Inn, north of the facility. Traffic in this area is single lane and one-way. An additional loading zone is located in the turnout lane of Lincoln Street, east of the facility.

#### Carolina/Richland/Lexington/Congaree Meeting Rooms/Lower Parking Lot Entrance:

Vehicles must be parked in a parking spot in lower level lot and may not temporarily park in front of doors for load-in/load-out. Items may be brought into the lower level prefunction space through lower level doors.



## HEAVY EQUIPMENT

Heavy equipment, such as forklifts, scissor lifts and pallet jacks are available on-site to pre-approved CMCC preferred providers (including decorators, florists and audio/visual services) 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 ( <i>one hour minimum</i> )	\$25/hour
CMCC Operator ( <i>four hour minimum, does not include equipment rental</i> )	\$60/hour

## RIGGING

Use of the CMCC rigging points or hanging of items must be pre-approved. Proper rigging equipment and licensed personnel are required.

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) business 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 (30) days in advance of event.
- Additions or changes to original request must be received (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.

## 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 the CMCC staff (10) business days prior to the event's start. Space reset fees will be charged when a reset is required within (3) business 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 can begin.  
\*\*Minimum 25 minutes required per air wall.*



## PERSONNEL

	Regular Rate	Holiday Rate	Rush Order Rate
Security Guards <i>Per contract, the CMCC has the right to require security for an event.</i>	\$18.50/hour	\$30/hour	\$37/hour
Parking Attendant <i>Per contract, the CMCC has the right to require parking attendants for an event.</i>	\$18.50/hour	\$30/hour	\$37/hour
Ticket Taker	\$18.50/hour	\$30/hour	\$37/hour
Coat Check Attendant	\$18.50/hour	\$30/hour	\$37/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	\$55/hour	\$65/hour	not available

All staff rates are subject to change without notice. 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 above.

## CLEAN UP

Helium balloons, open flame candles, fireworks, 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	\$500
Concourse	\$200/level
Dumpster (emptied) <i>(possible price increase depending on weight of load)</i>	min. \$750
Pallet Disposal	\$30/pallet
Helium Balloon Retrieval Fee	\$250/balloon

## FOOD & BEVERAGE

Food and beverages are offered through the Columbia Metropolitan Convention Center's onsite 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](http://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 black and/or white linen (length is not to the floor) at no additional cost. Floor length linen can be provided at an additional cost.

## 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 A pre-function, Lexington A pre-function, Ballroom pre-function and the Registration Area. For further information, please contact your event 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.

Spectra Food Services & Hospitality  
[spectrafoodsolutions@experiencecolumbiasc.com](mailto:spectrafoodsolutions@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

### EASEL MEASUREMENTS

Dimensions below for the CMCC standard easels

Height	61"h
Width of supports in the middle of the easel	19"w

Height from the middle supports to the top of the easel	32"h
Width of supports near the bottom of the easel (about 2/3 down)	24"w
Height from the bottom supports to the top of the easel	43"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
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### HANGING POINTS UNDER GLASS CONFERENCE ROOM

Weight Capacity	5lb. each
2 points East/West	10' between pts.
2 points North/South	15' between pts.

### RIGGING POINTS

Ballroom	Contact your event manager.
Exhibit Hall	Contact your event manager.

### PUSH PIN WALL DIMENSIONS

Congaree Meeting Room A+B	20'w x 9'1"h
Richland Meeting Room A+B+C	47'w x 9'2"h
Lexington Meeting Room A+B	48'w x 9'1"h
Carolina Meeting Room A+B	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	50'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

### 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
Spire Boardroom	8'11" 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 by concession stand	9'w x 11'6" h
Trellis Wall Garden Area (For banner hanging purposes only)	26' w x 28' h



## ITEMS PROHIBITED BY CONTRACT

### OUTSIDE FOOD AND BEVERAGE:

Refreshments 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.

### ADDITIONAL PROHIBITED ITEMS:

Helium balloons, open flame candles, fireworks, sparklers, 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), ATM services, nursing/medical personnel, bulk trash removal, telecommunications, business center, special utilities service (electricity, water and HVAC), or parking on the CMCC's property. Rates for exclusive services are available upon request.

### 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.

## SUSTAINABILITY

The Columbia Metropolitan Convention Center is a facility committed to sustainable practices. From maintaining energy efficiency to providing eco-friendly options for events, the CMCC offers many ways to host a green event in Columbia.

### RECYCLING

- A recycling bin is paired with every trash can throughout the facility to increase accessibility for attendees to recycle paper, plastic, aluminum, glass and steel.
- Cardboard boxes are broken down and compacted, then recycled for a rebate, helping to reduce waste and cost.
- Communication and client information is kept electronically whenever possible to conserve on paper usage and waste.

### FOOD SERVICE

- All kitchen prep and back of house food waste is composted.
- Spectra sources approximately 80% of our food within 150 miles of the building during the spring, summer and fall. Local sourcing reduces our carbon footprint for food by limiting the number of miles it travels and allows us to deliver fresh product from our region.
- Used cooking oil is recycled and repurposed for bio diesel.
- Untouched leftover food is donated to Oliver Gospel Mission, a local charity which serves hot meals to the homeless daily.
- Spectra asks for a guaranteed number of attendees just three business days before the event allowing accurate food preparation and minimal waste.

### ENERGY EFFICIENCY

- CMCC has a Trane Climate Control Building Automated System that better controls building heating and cooling to save approximately 10% annually on energy.
- Our large glass windows are made with low thermal emissivity (Low E) glass that absorbs and reflects radiant energy to keep the building well insulated to save energy.
- All faucets and toilets in the CMCC are low flow and automatic to save water.

## FREQUENTLY ASKED QUESTIONS

### What copying, printing and faxing services does the CMCC provide?

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

### How do I access the Internet inside the building?

Free wireless Internet access is available to all visitors and attendees. To connect to the free WiFi, choose the "CMCC\_Hotspot" network on your computer or device. Once selected, open your Internet browser and a log in page will automatically display. You will enter your e-mail address to connect to the Internet. For instructions on connecting to the free WiFi. See page 14 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 executive offices. 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.

### 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.

### 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 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 parking is available at the CMCC?

The CMCC parking is available adjacent to the facility for free on a first-come, first-served basis. Park Street Garage, located directly across from our facility on Lincoln Street, is \$2 for the first hour and \$1 for every hour after that, with a \$10 maximum charge for the day. See page 9 for more information.

### 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 20 for more 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.

### 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.

### 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.



Spectra Food Services & Hospitality  
spectrafoods@experiencecolumbiasc.com  
803.545.0029



PRX Exposition Services  
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