

FACILITY GUIDE

COLUMBIA METROPOLITAN
CONVENTION CENTER



COLUMBIA SC
FAMOUSLY HOT

COLUMBIA METROPOLITAN
CONVENTION CENTER



FACILITY GUIDE

COLUMBIA METROPOLITAN CONVENTION CENTER

MEET AT SOUTH CAROLINA'S ONLY DOWNTOWN CONVENTION CENTER

Since opening over ten years ago, we've welcomed more than two million visitors to the Columbia Metropolitan Convention Center. We're thankful for the success of our facility and the many meeting planners who have chosen this building for their events.

We think there are ample reasons for you to choose our facility as well. Spacious, modern and bright, the Columbia Metropolitan Convention Center is a beautiful, but practical location for your event. Our building is located in the heart of the historic Vista entertainment district, an area full of restaurants, shops and galleries located just below a revitalized Main Street and just above the region's beautiful riverwalk trails. Our sales and event staff are dedicated to making the customer experience exceptional, and our food services team goes beyond standard fare with unique and local cuisine. This is just a small part of what makes our convention center and Columbia, SC 'famously hot' for planners and attendees. We invite you to experience all that the Columbia region can offer for your next meeting.

Bill Ellen
President & CEO
Midlands Authority for Conventions, Sports & Tourism



Bill Ellen

Mack Stone, CFE
Vice President & General Manager
Columbia Metropolitan Convention Center



Mack Stone

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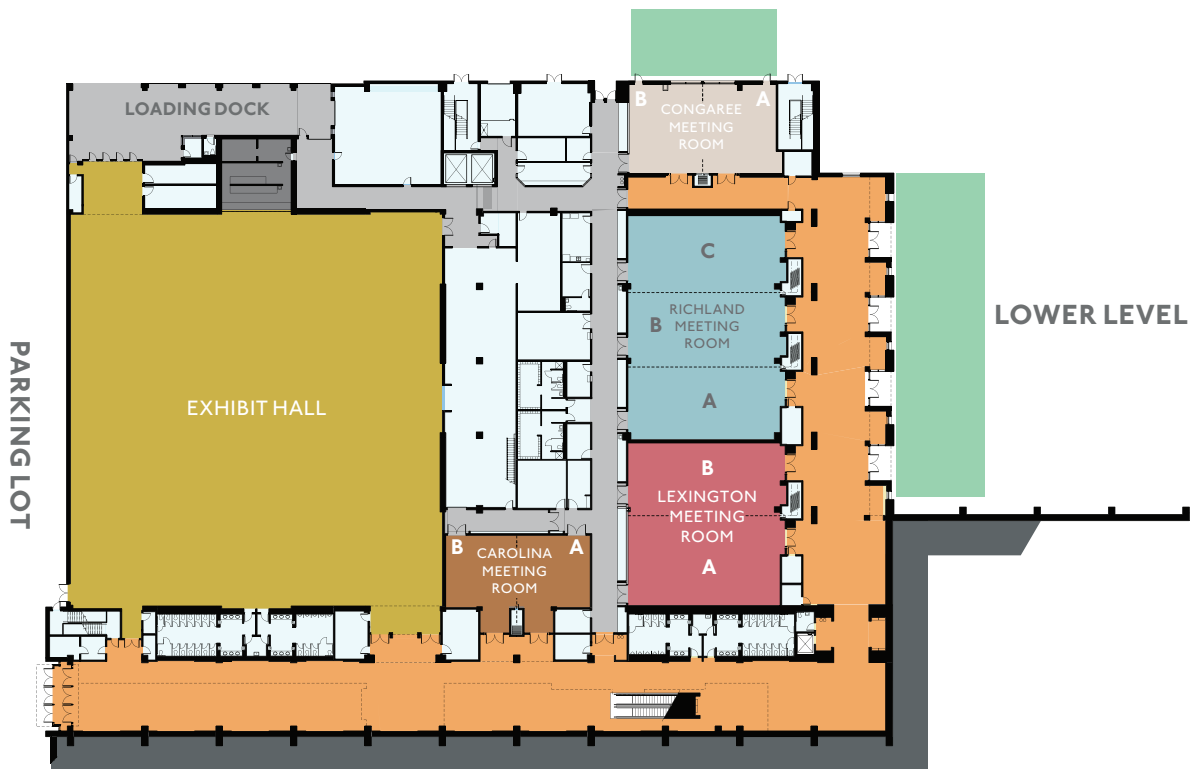
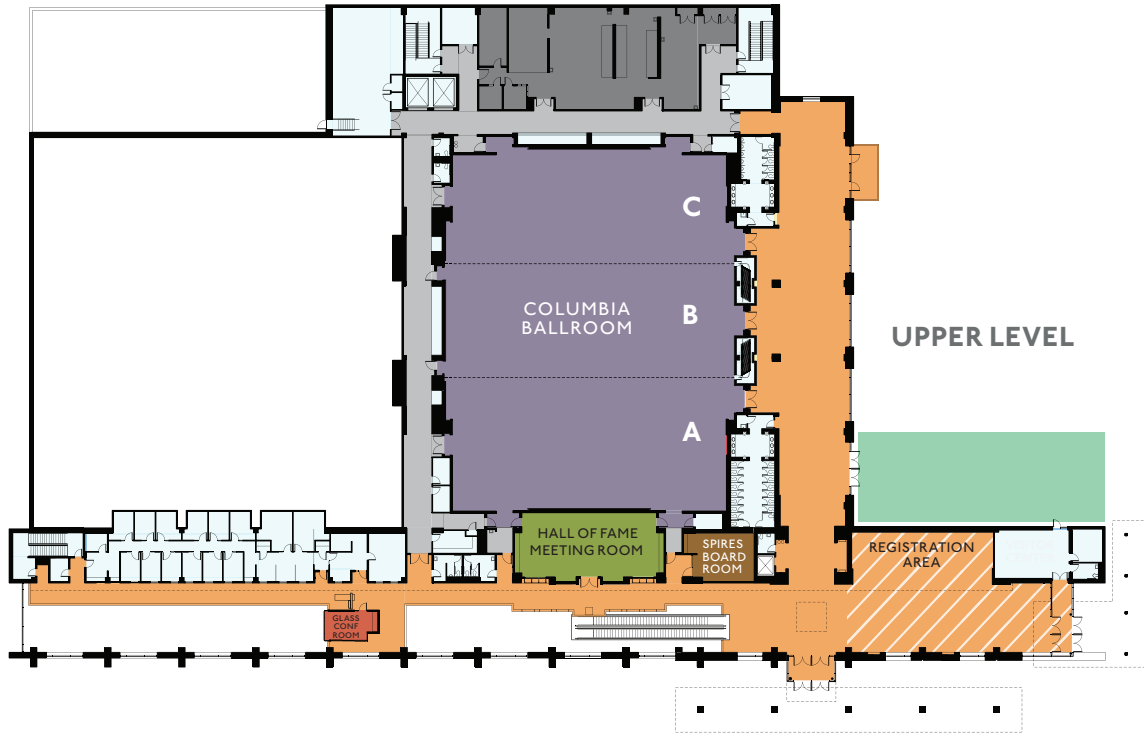
SUSTAINABLE EVENT GUIDE

26 FREQUENTLY ASKED
QUESTIONS

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	Entire Ballroom (80) 10' x 10' (108) 8' x 10' (146) 8' x 8' (190) 8' Table Tops	\$2,850	\$2,450
A	5,989	113' x 53'	24'	434	336	336	252	673		\$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' x 10' (34) 8' x 8' (25) 8' Table Tops	Included in Ballroom Rental	
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
										w/ carpet additional \$2,000	
Carolina Room	2,223	39' x 57'	13'7"	126	90	64	48	200	Entire Carolina (7) 10' x 10' (10) 8' x 8' (15) 8' Table Tops	\$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
Exhibit Hall/ Carolina Prefunction	12,099	327' x 37'	39'					1,000	(20) 10' x 10' (28) 8' x 10' (36) 8' x 8' (36) 8' Table Tops	Included in Exhibit Hall Rental	
Congaree Room	2,232	36' x 62'	13'11"	140	90	80	60	220	Entire Congaree (7) 10' x 10' (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
Richland Room	5,670	63' x 90'	15'6"	490	306	288	216	592	Entire Richland (27) 10' x 10' (42) 8' x 8' (48) 8' Table Tops	\$1,200	\$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
Prefunction	2,848	32' x 89'	16'3"						(8) 10' x 10' (12) 8' x 10' (12) 8' x 8' (12) 8' Table Tops		
Lexington Room	4,158	63' x 65'	15'6"	322	240	176	132	429	Entire Lexington (19) 10' x 10' (33) 8' x 8' (36) 8' Table Tops	\$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
Prefunction	2,240	32' x 70'	16'3"						(7) 10' x 10' (8) 8' x 10' (8) 8' x 8' (8) 8' Table Tops		
Hall of Fame	1,680	28' x 60'	12'3"	84	81	64	48	160		\$390	\$350
Lower Level Meeting Room Prefunction	5,504	172' x 32' (at widest parts)	16'3"					689	(15) 10' x 10' (20) 8' x 10' (20) 8' x 8' (20) 8' Table Tops	Call for Availability	
Under Escalator	2,025	27' x 75'	22'					200	(7) 10' x 10' (13) 8' x 10' (13) 8' x 8' (13) 8' Table Tops		
Spire 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
Show Office	247	13' x 19'	8'11"	Included with Exhibit Hall Rental						\$75	\$75
Registration Area	3,984	48' x 83'	16'	252	126	136	72	499	(10) 8' x 10' (14) 8' x 8'	\$500	\$400
Glass Conf. Room	204	12' x 17'	9'	Conference setup only. Existing table seats 12.						\$50	\$50
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.

- | | | | | |
|----------------------|--------------------------|----------------------|-----------------------|-----------------------|
| EXHIBIT HALL | BALLROOM | RICHLAND MEETINGROOM | LEXINGTON MEETINGROOM | CONGAREE MEETINGROOM |
| CAROLINA MEETINGROOM | HALL OF FAME MEETINGROOM | SPIRES BOARDROOM | REGISTRATION AREA | PREFUNCTION SPACE |
| OUTDOOR SPACE | FOOD SERVICE | SERVICE | SERVICE CIRCULATION | GLASS CONFERENCE ROOM |





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.

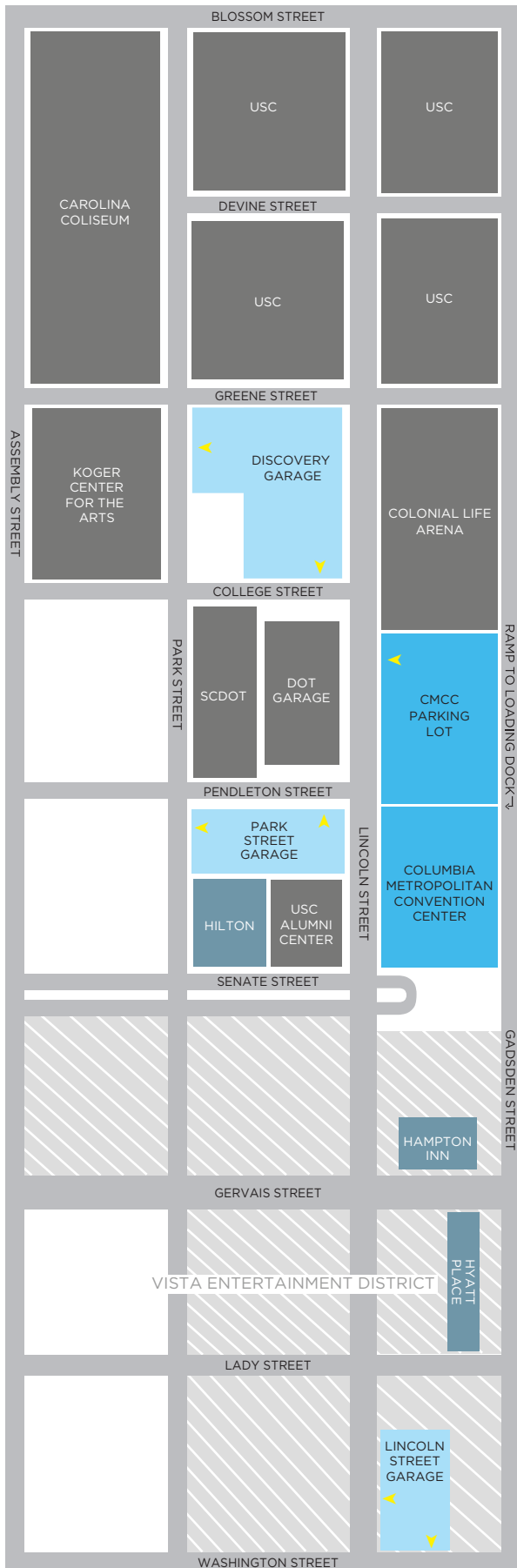
PARKING

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 operated by the City of Columbia and are available 24/7. 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.



- PAY-FOR-PARKING LOTS
- 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 for audio visual equipment, is South Carolina Audio Visual, Inc. (SCAV) may be contacted at 803.545.0067 or online at scav.com.

+ Items below are provided by SCAV and are subject to sales tax and setup fees.

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



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*	\$1050
*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.	

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
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Display of event information on indoor/outdoor monitor prior to event date	\$50/day
Event Signage Board <i>8 1/2" x 11" Paper insert vertical or horizontal</i>	\$5 each

FURNITURE

Coat Racks	\$25 each
Coat Check <i>Fee includes pipe, 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	\$20 each
Bleachers <i>136'w x 40'd, maximum of 900 seats.</i>	\$4,000 rental and setup day included
Pipe/Drape Booths (call for colors) <i>8x8, 10x8, 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' sections	\$18/section
Easels	\$10 each
Flip Chart/Easel/Pen Combo	\$50 each
Push Pin Display Board 8w' x 4h'	\$75 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
Pipe/Drape 10'w x 14'h	\$75/section



Standing Lecterns	\$50 each
Table Top Lecterns	\$25 each
Stairs with or without rails for riser/stage <i>(1 included w/stage/riser)</i>	\$50 each
Stage per 8' x 8' section (max. 32' x 40', 3' or 4'h) <i>One set of stairs included.</i>	\$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 6'w x 18"d tables	\$10 each
Classroom 8'w x 18"d tables	\$12 each
Cocktail Rounds 36" dia. w/non-floor length linen (low or high level)	\$8 each
Cocktail Rounds 36" dia. w/floor length linen (low or high level)	\$15 each
Counter high skirted tables <i>6' or 8' w x 30"d x 42" h</i>	\$45 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
Blank 6' table (no linen or with plastic tops)	\$15 each
Blank 8' table (no linen or with plastic tops)	\$20 each
72"dia. Round table <i>Seats 10 people, linen not included</i>	\$20 each

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 (limited quantity)	\$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)	\$16 each
Linen (Floor length, 72" round dia. table, call for colors)	\$20 each

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 only)
- Spires Boardroom
- Show Office 1
- Show Office 2

FOR ADDITIONAL INFORMATION VISIT:

columbiaconventioncenter.com/planner-information



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 image below.
If you are not automatically redirected, visit bluesocket.columbiacvb.com/login.pl 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. You are now connected to the Internet.

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.

UPGRADED INTERNET SERVICES

Upgraded Internet services, including unique static external IP addresses, large network drop counts or additional bandwidth, must be requested at least 72 hours in advance of an event. For service in outdoor spaces, quotes will be given per location. 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:

\$500
10 Mbps shared among all users, additional Mbps may be purchased
Can accommodate up to 46 connections at switch location.

Dedicated High Speed Connection/Static Public IP Address:

\$1000 each includes (1) IP address
Additional IP addresses \$250 each
10 Mbps bandwidth shared among all users, additional Mbps may be purchased

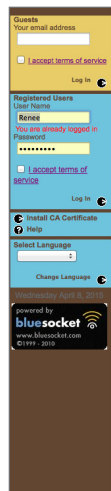
Increased Mbps:

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

Bandwidth Estimator:

columbiaconventioncenter.com/bandwidth

CMCC Log-in Screen
This screen will appear after connecting to CMCC_Hotspot



Welcome to the Columbia Metropolitan Convention Center

The Columbia Metropolitan Convention Center is pleased to offer WiFi services for our guests. Please read the following instructions to gain access.


Please note: The Columbia Metropolitan Convention Center does not assume responsibility for any malicious computer-based attacks while using this service. If you accept this disclaimer, please continue to login.

Free Service
To access our free Wi-Fi, please enter your e-mail address to the left under the top login area labeled "Guests" and accept the terms of service. This will provide you with limited access to Internet based services. For upgraded access to Internet Services, please contact your Event Coordinator.

Paid Service
If you've paid for upgraded internet services and login information has been provided for you, you can login to the left under the bottom login area labeled "Registered Users" and accept the terms of service.

Accidentally log on to the free WiFi when your group paid for upgraded service? Try turning your network card off and on again, then reconnect via the instructions above.

Thank You



UTILITY SERVICE

DESCRIPTION	INCENTIVE (order/payment received 14 days or more prior to event start)	BASE (order/payment received within 14 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.

TRADE SHOW/ EXHIBITOR INFO

SHOW MANAGEMENT ADVANCE INFORMATION

- Requests to drop off equipment must be approved in advance.
- 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 gallon or 25lb. container. Butane or Propane is acceptable. Fire Marshall 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.
- 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 zone.

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 Visitors Center, 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, Genie 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. Individual clients may rent this equipment from another source and must provide a certified driver/operator. A signed forklift/scissor lift facility policy and procedure document is required. Please contact a CMCC event manager for information on becoming a CMCC preferred provider.

Forklift	\$50/hour \$450/day \$250/half day
Genie 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 and rigging requests 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 (10) 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	1/2 equipment rental rate

***Minimum 25 minutes required per air wall.*

**Room must be cleared of attendees before reset can begin.*



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.

Excessive Clean-up Fee

1/4 room
rental rate

Loading Dock	\$500
Concourse (lower level and/or upper)	\$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

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

*Trash-heavy events should request to have dumpster emptied.



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 Spectra's menu at columbiaconventioncenter.com/menu.

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, client is responsible for paying the difference.

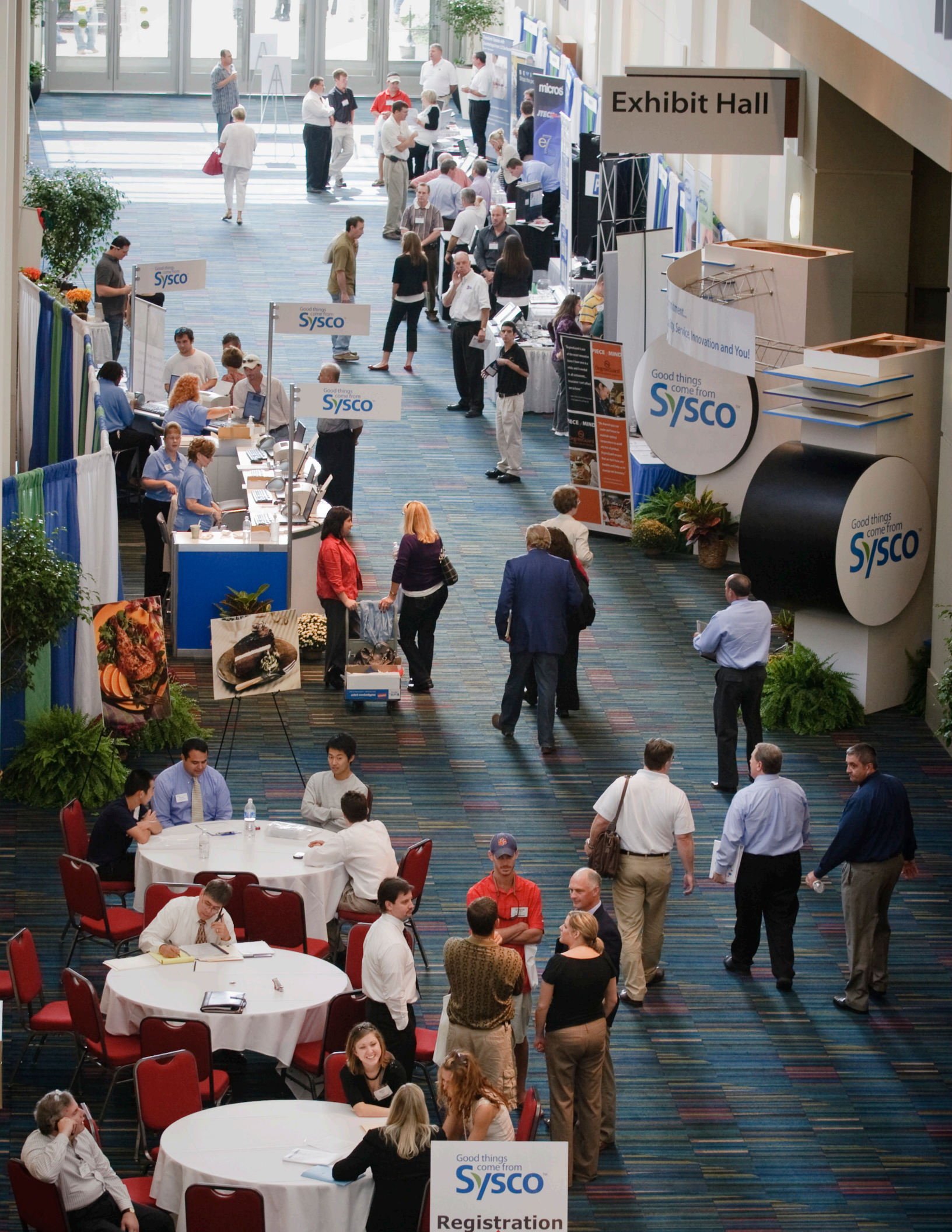
A built-in concession stand is available in the Exhibit Hall. Stands may also be set in the following locations: pre-function areas of Carolina A and Lexington A, the Registration Area, and in the Ballroom pre-function areas before women's restrooms or at west end of hallway in front of windows depending on your contracted space. For further information, please contact your event manager.

THE CAFÉ AT COLUMBIA REGIONAL VISITORS CENTER

Located on the upper level of the Convention Center, The Café at Columbia Regional Visitors Center 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@columbiaconventioncenter.com
803.545.0078

Exhibit Hall



Good things
come from
Sysco

Good things
come from
Sysco

Good things
come from
Sysco

Good things
come from
Sysco

Good things
come from
Sysco

Good things
come from
Sysco
Registration

ADDITIONAL INFO.

STANDARD TABLE SIZES

6' Table	6'w x 30"d x 36"h
8' Table	8'w x 30"d x 36"h
Classroom Table	8'w x 18"d or 6'w x 18"d
Cocktail Rounds	36" w x 41" h or can be lowered to 29" h

STANDARD INDOOR RED FLEX BACK CHAIRS SIZES

Chair sizes listed are dimensions of the Convention Center standard indoor chairs. Outdoor chairs are NOT the same dimensions.

Overall	27 1/4" w x 46" h x 24 1/4" d
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 1/2" 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 1/2" w x 37 1/2" h

MEETING ROOMS

Width of main doorways	6' w x 9' h
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HANGING POINTS UNDER GLASS CONFERENCE ROOM

2 Points East/West	10' between pts.
2 Points North/South	15' between pts.

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

MISC. BUILDING DIMENSIONS

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' h x 25' w
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	2' h x 12' w



MEETING ROOM CEILING HEIGHTS

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

ELEVATORS

Freight Elevator Doors	7'11" w x 7'11" h
Freight Elevator Car	8' w 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 Measurements <i>(For hang banner purposes only)</i>	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 candy or 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.

SUSTAINABLE EVENT GUIDE

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, SC:

RECYCLING

All of our building trash cans have a trash & recycle unit to increase the availability of recycling for your events & attendees. Additional bins may be available for your event space upon request.

The CMCC has a cardboard compactor, which is emptied and recycled for a rebate, helping reduce waste and cost.

All used cooking oil is recycled and repurposed for bio diesel.

WATER

Water can be served in pitchers to eliminate using plastic bottles.

FOOD SERVICE

The Columbia Metropolitan Convention Center is committed to providing high-quality food service with a focus on sustainability.

In that effort, 80% of all food is sourced within 150 miles of Columbia, South Carolina. During the warmer months, an abundance of local produce is purchased from the CMCC's supplier; however, local produce is not used during the winter. The CMCC purchases American Humane Certified, antibiotic and hormone-free poultry.

Washable, reusable cups, glasses and china dishes are used for events. Food service uses bulk sugar and recycled oil.

The CMCC also invites clients to participate in efforts to minimize waste. The number of attendees must be guaranteed before the event so that food preparation is accurate.

WRITING MATERIALS

Pens and paper will be set at place settings for events only upon request by the client.

COMMUNICATIONS

To conserve paper, all communication with a potential guest is electronic, unless policies or special situations require hard copies.

ENVIRONMENTAL CONTROL

The temperature in a meeting room is individually controlled and maintained between 68-72 degrees. Our temperature control system allows us to schedule heating and cooling around event schedules and save energy. The CMCC just installed an upgraded Trane Climate Control Building Automated System (BAC) that extends our equipment life and reduces our maintenance cost. We estimate to save approximately \$40,000/ year in energy cost.

Security does not turn the lights on in rented space and escalators on until 15-30 minutes prior to client access times to conserve energy.

Our huge 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.

Within the next two years, ALL lighting in the building will be upgraded to LED, which will save energy and last up to seven years per bulb.

All faucets and toilets in the CMCC are low flush and automatic to save water.

TABLECLOTHS

Cloth table coverings are used rather than disposable coverings. Staff will make a replacement for a new tablecloth during the event only if it is visibly soiled or requested.

LEFTOVER FOOD

Leftover food may be donated to a local food bank with a waiver set up, approved and signed by the client.

LITTER FREE

Large outdoor garbage cans are placed at entryways for easy discarding of trash. Cigarette disposal bins are available at outside smoking areas.

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 15 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. Displays Unlimited may be contacted for drayage service, (803) 926-5300.

Will my materials be secure?

The CMCC is diligent to provide security through designated staff and surveillance, but 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 to detail your event. Generally, your event manager will contact you 30 days prior to your event. However, 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 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 three business days in advance.



Spectra Food Services & Hospitality
spectrafoodservices@columbiaconventioncenter.com
803.545.0078



Displays Unlimited
displaysunlimited.net
Main Line: 803.926.5300
Fax: 803.926.5500



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www.scav.com
803.545.0067



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FAMOUSLY HOT

COLUMBIA METROPOLITAN
CONVENTION CENTER