



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
of South Carolina

**2014 ACEC-SC/SCDOT Annual Meeting & Trade Show  
SPONSORSHIP/TRADE SHOW INFORMATION  
October 22, 2014 – Columbia Metropolitan Convention Center, Columbia, SC**

The 2014 ACEC-SC/SCDOT Annual Meeting & Trade Show is offering sponsorships and a variety of exhibitor options, which should give you the best way you wish to market your goods and services.

Our attendees are SCDOT engineers and consulting engineers that work with and for the SCDOT. If you have products you want the DOT and the consultants to use, or if you have software that would serve either the consultant or the transportation department well, you want to be at this annual meeting and trade show. Below is a description of the sponsorships and exhibit options.

In keeping with our custom, ACEC-SC Member Firms and Affiliate Members are discounted \$200 on sponsorship or exhibitor fees. If you aren't currently an eligible ACEC-SC member, you may want to consider the deal. Join now, discount your sponsorships/exhibitor fee \$200 and pay the \$650.

Affiliate Membership fee. If you are an engineering firm and would like to join, please contact Ginger Booker at ACEC-SC for membership information. As an ACEC-SC member or affiliate member you may participate in all ACEC-SC functions, including the spring scholarship golf tournament, the winter meeting, legislative reception, engineering excellence gala at member prices.

**Sponsorship Options**

**Gold Sponsors: \$3,000.00**

Gold Sponsors receive four annual meeting registrations, one trade show booth with choice of tables 1-38, lunch recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site. Additional annual meeting registrations can be purchased for \$150 each which includes meals, breaks, sessions and PDH's or \$50 each for meals which includes breakfast, lunch and breaks.

**Silver Sponsors: \$2,000.00**

Silver Sponsors receive three annual meeting registrations, one trade show booth with choice of tables 1-38, break recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site. Additional annual meeting registrations can be purchased for \$150 each which includes meals, breaks, sessions and PDH's or \$50 each for meals which includes breakfast, lunch and breaks.

**Bronze Sponsors: \$1,000.00**

Bronze Sponsors receive two annual meeting registrations, one trade show booth with choice of tables 1-38, lunch recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site. Additional annual meeting registrations can be purchased for \$150 each which includes meals, breaks, sessions and PDH's or \$50 each for meals which includes breakfast, lunch and breaks.

**Trade Show Exhibit Options**

**Trade Show Booth - \$700.00** – Includes 8 ft. table and one attendee for the Annual Meeting. Booth can be manned by two company representatives. Additional annual meeting registrations can be purchased for \$150 each which includes meals, breaks, sessions and PDH's or \$50 each for meals which includes breakfast, lunch and breaks.



**REGISTRATION FORM**  
**REGISTRATION DEADLINE: AUGUST 29, 2014**

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

Exhibitor Name: \_\_\_\_\_ Name Badge: \_\_\_\_\_

Additional Exhibitor: \_\_\_\_\_ Name Badge: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Credit Card Information (check one): \_\_\_\_\_ AMEX \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_

Account # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CSC Code (3-digit code on back of card or 4-digit on front of AMEX): \_\_\_\_\_

Authorized by (print name): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I wish to purchase the following sponsorship/trade show option:**

- \_\_\_\_\_ Gold Sponsorship \_\_\_\_\_ Silver Sponsorship \_\_\_\_\_ Bronze Sponsorship \$ \_\_\_\_\_
- \_\_\_\_\_ Trade Show Booth - \$700.00 each \$ \_\_\_\_\_
- \_\_\_\_\_ ACEC-SC Affiliate Membership - \$650.00 \$ \_\_\_\_\_
- \_\_\_\_\_ Additional Exhibitor(s) for Annual Meeting - \$150.00 each \$ \_\_\_\_\_
- \_\_\_\_\_ Additional Exhibitor(s) for Meals Only - \$50.00 each \$ \_\_\_\_\_
- \_\_\_\_\_ ACEC-SC Member Discount - \$200.00\* \$ \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

\*If you are an ACEC-SC Member Firm or Affiliate Member you are eligible for the \$200.00 discount.

**Gold/Silver/Bronze Sponsor Booth Selection – 1-38: \_\_\_\_\_ Registration Deadline: August 29, 2014**  
*Only sponsors can select their booth location. Exhibitors will be assigned.*

Make checks payable to **ACEC-SC**. Mail to: ACEC-SC, P.O. Box 11937, Columbia, SC 29211. Payment must accompany your registration.

**Please provide high resolution company logo for signage, completed registration form and form of payment by August 29, 2014.**

# TRADE SHOW GENERAL INFORMATION/RULES & REGULATIONS

## GENERAL INFORMATION

### Show Date and Place

October 22, 2014

Columbia Metropolitan Convention Center (CMCC), Columbia, SC

### Schedule

7:00 a.m. – 8:00 a.m. Exhibitor Setup - **All booths must be setup by 8:00 a.m.**

8:00 a.m. – 4:00 p.m. Trade Show Hours

**Sound Devices:** Not recommended. Educational sessions will be in progress during trade show hours.

### Door Prizes

If you would like to donate a **show prize** to be given out during the Annual Meeting, please note that on your contract. Exhibitors are also encouraged to offer **booth prizes** for attendees.

*Please note: Individual booth prizes will not be announced by ACEC-SC.*

**Registration Deadline: August 29, 2014**

### Trade Show Contact

ACEC-SC

Ginger Booker

PO BOX 11937

Columbia, SC 29211

Telephone (803) 771-4271; Fax (803) 771-4272

Email: [ginger@jma-associations.com](mailto:ginger@jma-associations.com)

## RULES & REGULATIONS

**1. Reservation for space:** All contracts accompanied by payment should be received by August 29, 2014. Booths will be assigned on a first-come, first-serve basis.

**2. Payment and cancellation policy:** Exhibit fees must be paid in full with signed contract. Cancellations received before October 11, 2014 will receive a 50% refund and cancellations must be in writing. NO refunds after October 17, 2014.

**3. For meeting signage,** email your company logo to Ginger Booker at [info@acecsc.org](mailto:info@acecsc.org).

**4. Liability:** The exhibitor agrees to protect, save, and keep the American Council of Engineering Companies of South Carolina (ACEC-SC), the Columbia Metropolitan Convention Center and their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules, and regulations of Columbia Metropolitan Convention Center. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents, and guests. American Council of Engineering Companies of South Carolina (ACEC-SC), and Columbia Metropolitan Convention Center, any officer, agent, or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property for theft, fire, accident, or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless the American Council of Engineering Companies of South Carolina (ACEC-SC), and Columbia Metropolitan Convention Center, their members, directors, officers, agents, representatives, and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees, or any other such persons. Please have your insurance agent or company provide proof of general liability coverage by issuing a certificate of insurance and naming American Council of Engineering Companies of South Carolina (ACEC-SC), as an Additional Insured. Liability limits shall be at least \$1,000,000. A certificate of insurance must be in the ACEC-SC office on or prior to **October 15, 2014**, for each exhibit booth.

**5. Booth dimensions and limitations:** Standard booths (8'x5'). Dividers may not exceed one half of depth of booth (from rear to front). Line of sight limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. No signs, banners or archways over the aisles will be permitted.

**7. Exhibit set-up hours:** 7:00 a.m. – 8:00 a.m. Wednesday, October 22, 2014. **All booths must be setup by 8:00 a.m.**

**8. Trade Show hours:** 8:00 a.m. – 4:00 p.m. Wednesday, October 22, 2014.

**9. Dismantling Hours:** Displays must not be dismantled until the close of the Trade Show at 4:00 p.m. October 22, 2014. All exhibits must be dismantled and removed from the exhibit area by 5:00 p.m. October 22, 2014.

**10. Prohibitions:** No gas or electrical cooking will be allowed in the booth. Exhibitors must confine their activities to their booth space. Exhibitors are prohibited from subletting booth space in any way.

**11. Booth Sharing:** Booth sharing by multiple companies is not allowed. Booths will be limited to two representatives from the same company. Additional representatives from the same company will be required to pay a \$50 registration fee, plus pay for any events in which they participate.

**12. Attendees:** ACEC-SC members and SCDOT Employees. Exhibitors are encouraged to invite their clients and other parties who will benefit from the Annual Meeting. Please be sure to notify ACEC-SC of any guests wishing to receive meeting registration information.

**13. Amendment to Regulations:** All matters and questions not covered by these regulations are subject to the decision of ACEC-SC. The ACEC-SC shall have sole authority to promulgate, interpret and enforce all rules and regulations, and to make any amendments necessary for the orderly conduct of the Trade Show.

**14. Electric/Internet/AV:** See form in this packet. For questions contact: Katie Miller at [KCOKER@columbiaconventioncenter.com](mailto:KCOKER@columbiaconventioncenter.com)

**15. Trade Show Material Shipping and Storage Policy:** Packages will not be accepted more than 1-2 business days prior to the day of the function.

**Shipments:**

CMCC allows shipments to arrive ONLY (1-2) business days in advance of event day and the rates below will apply. See the Electrical & Water Order Form to pay CMCC for the shipping of boxes to the convention center.

Receipt of Shipped Boxes - \$5/Box (Includes storage and labor to move).

Receipt of Pallets - \$50/Pallet (Includes storage and labor to move).

**Shipping Address:**

Columbia Metropolitan Convention Center (CMCC)

Attn: YOUR COMPANY NAME/American Council of Engineering Companies of SC "SCDOT Annual Meeting" –October 22, 2014  
1101 Lincoln Street - Columbia, SC 29201

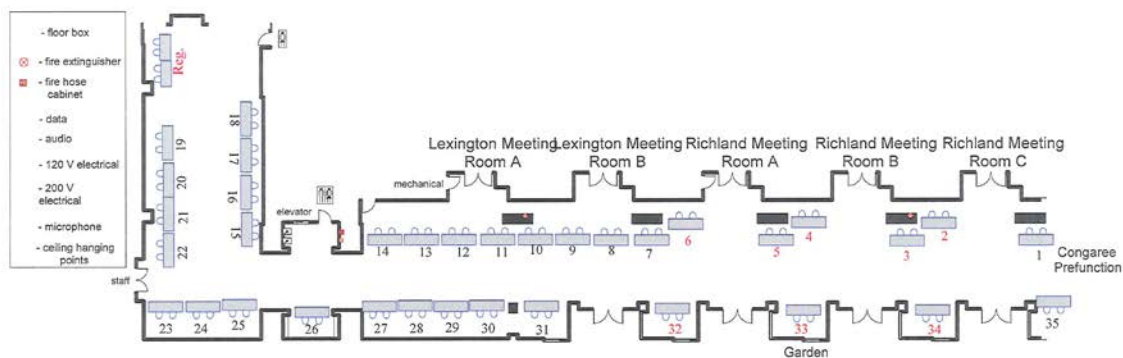
***Any materials left at CMCC after event conclusion will be subject to disposal.***

Thank you for your participation.

## TRADE SHOW LAYOUT



### Lexington and Richland Prefunction



# 2014 American Council of Engineering Companies of South Carolina

Show Name:			Show Dates:		
Exhibiting Firm Name:				Booth #	
Address:			City	State	Zip
Telephone:	Email:	On Site Contact:			
<b>Payment Method</b> Name on Card: _____ Credit Card #: _____ <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Other Signature: _____ Expiration: _____ Security code _____ <i>*This signature authorizes the card on file to be charged for any unpaid balance.</i> *Orders will not be accepted without payment in full. *Orders cancelled within (14) business days prior to event will not be refunded. *Receipts can be provided upon request. Please request at time of order					

### POWER

# of Outlets (1 plug-in per outlet ordered)	Description	Incentive (Received 14 days or more prior to event move-in)	Base (Received within 14 days of event move-in)	On Site (Received while onsite – set-up days and/or event days)	Subtotal
#	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	\$

### SHIPPING COSTS

\*Includes storage and labor to move

#	Receipt of Shipped Boxes	\$5.00/box	\$5.00/box	\$5.00/box	\$
#	Receipt of Pallets	\$50.00/Pallet	\$50.00/Pallet	\$50.00/Pallet	\$

**ORDER TOTAL : \$ \_\_\_\_\_**

**\*\*Orders will not be accepted without payment in full**  
**\*\*Orders cancelled within (14) business days prior to event will not be refunded\*\***  
**\*\*Receipts can be provided upon request. Please request at time of order\*\***

**Please send this completed order with payment to:**  
**Columbia Metropolitan Convention Center**  
**Attn: Events Department - Service Order Form**  
**Mail: 1101 Lincoln Street, Columbia, SC 29201**  
**Fax: 803-545-0013**  
**Email: [events@columbiaconventioncenter.com](mailto:events@columbiaconventioncenter.com)**

**COLUMBIA METROPOLITAN**  
**CONVENTION CENTER**  
**(CMCC)**

**EXHIBITOR PACKET**

Driving Directions  
Exhibitor Policies  
Load-In/Load-Out information  
Internet Information  
Internet and Data Order Form  
Electrical and Water Order Form  
Telephone and Cable Order Form  
Useful Onsite Information

*The staff of The Columbia Metropolitan  
Convention Center look forward to working with  
you!*



## Driving Directions

### Directions to the Columbia Metropolitan Convention Center (CMCC)

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

\***From Greenville**, take I-26 East to Columbia, then I-126 to Huger Street. Go 0.8 miles and turn left at the 4<sup>th</sup> traffic light onto Gervais Street. Go 0.3 miles to the second traffic light where you will turn right onto Lincoln Street. The CMCC is (1) block down on the right.

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

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

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

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

## LOAD-IN & LOAD-OUT INFORMATION

### FACILITY LOAD-IN/OUT RULES

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

### EXHIBIT HALL/LOWER LEVEL

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

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

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

#### **\*\*If you will Load-in/out at the MAIN Entry/Exit Doors to the Facility on the Lower Level OR the Side Door Entrance leading directly into Exhibit Hall from parking lot:**

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

### BALLROOM/UPPER LEVEL

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

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

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

Thank you for your cooperation!



## **EXHIBITOR POLICIES**

These rules and regulations apply to Show Management, Service Contractors and Exhibitors and will be enforced during exhibit shows. Should you have any questions, a Columbia Metropolitan Convention Center (CMCC) Management representative is available for assistance. Please notify the CMCC Event Manager if you have any facility related questions.

### **Food and Beverage**

Food and beverage rules conform to a contract between the CMCC and our exclusive food and beverage contractor, Ovations Food Service, LP. Both security and show management are charged with monitoring activities during each event and enforcing compliance with these rules. Your cooperation is appreciated.

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

### **Display Vehicles**

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

- ¼ tank of fuel or less (not to exceed five (5) gallons)
- Neck of fuel tank sealed or locked
- No additional fuel stored in or on the vehicle
- Both battery terminals disconnected and taped
- Vehicles displayed inside CMCC require plastic film under vehicle. Any damage to CMCC property will be charged accordingly to contract holder.

### **Electrical, Internet and Water Requirements**

Please see applicable CMCC order forms for all electrical, internet or water and drain hookups. These forms should be returned with payment prior to the event. Please note, some prices increase within (14) business days of the event.

### Animals

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

### Carpet Tape

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

### Decorating and Signs

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

### Exit Signs

Please do not block any doors marked as an exit.

### Freight Deliveries

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

### Hazards

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

### Helium Balloon Policy

The CMCC prohibits the use of helium filled balloons in any areas of the facility. Removing Balloons from ceilings may require the use of Center lift equipment, and applicable charges will be billed to the Show Manager.

### Janitorial Services

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

### Loading Dock

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

### No Smoking Policy

The CMCC is a smoke free facility.

### Outside Solicitors

Unauthorized pickets or solicitors are strictly prohibited on CMCC property.

**ALL POLICIES, RULES AND REGULATIONS NOT EXPRESSLY PROVIDED FOR HEREIN, SHALL BE DECIDED UPON BY THE CONVENTION CENTER VP/GENERAL MANAGER.**

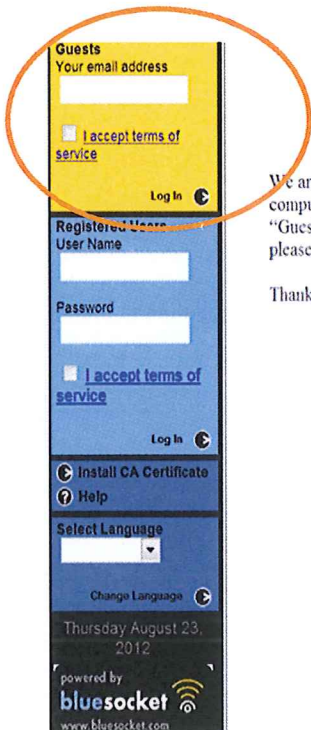


## Data Connection/Internet Information

- CMCC network traffic is monitored at all times.
- All requests for Internet access (excluding free **CMCC\_HotSpot** access), unique static external IP addresses, and/or large network drop counts in a room or area must be ordered within a minimum of (72) hours in advance.
- Exhibitors and visitors to the CMCC will need to contact their corporate IT Staff to properly configure their wired or wireless devices to access the CMCC network.
- **ABSOLUTELY NO** customer-owned wireless access points will be allowed inside the CMCC.
- Malicious devices or activities found on the network will be denied network access.
- Internet connection requires computers to have a working network card.
- No DHCP/Proxy/Wireless servers allowed.

## FREE Hot Spot Wireless Internet Access

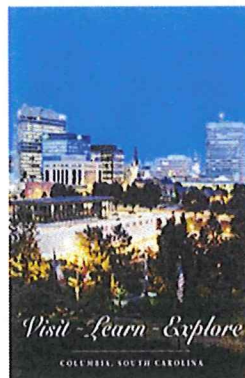
- (2Mbps bandwidth shared among ALL free wireless users)
- Hotspot wireless SSID = **CMCC\_Hotspot**
- Guest access login is required
  - For Guest access, please use your complete E-mail address (ex.: [john.doe@mycompany.com](mailto:john.doe@mycompany.com))
- **Log-in instruction** - Open your browser with an 802.11a/b/g/n compliant device and you will see the log in screen shown below. If your device does not automatically redirect to the screen below, manually insert <https://bluesocket.columbiacvb.com/login.pl> into your address bar. **\*\*Fill in the appropriate YELLOW box (Don't forget to check the 'I accept terms...' box) Then click on 'Log In'. Please see screen shot below.**



## Welcome to the Columbia Metropolitan Convention Center

We are please to provide you with Internet services. **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. To login as a guest, simply enter your email address in the "Guests" login area and click the "Log In" button. This will provide you with limited access to Internet based services. For upgraded access to Internet Services, please contact your Event Coordinator.

Thank You



**Upgraded Internet Services**  
*(See Following Order Form To Place Order)*

For all paid internet services SSID = CMCC\_HotSpot listed below a CMCC assigned Username and Password is required to be a registered user.

For **PURCHASED wireless** Internet access —————> **\$250/Connection**

- 5Mbps maximum bandwidth for up to 25 users.

For **PURCHASED wired** Internet access —————> **\$250/Connection**

- 2Mbps bandwidth per user.

**Increased MB** —————> **\$150/Mbps**

- The Free Wi-Fi offers up to 2Mbps bandwidth shared for the entire building. Additional megabytes can be purchased (whole #'s only).

**\*\*Registered Users:**

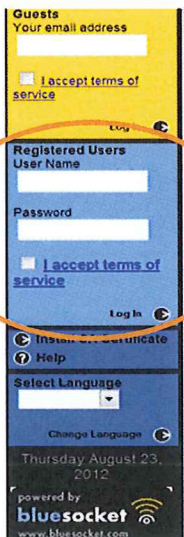
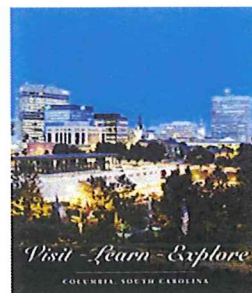
User Name: \_\_\_\_\_ Password: \_\_\_\_\_

- Hotspot wireless SSID = CMCC\_Hotspot
- **Log-in instruction:** Open your browser with an 802.11a/b/g/n compliant device and you will see the log in screen shown below. If your device does not automatically redirect to the screen below, manually insert <https://bluesocket.columbiacvb.com/login.pl> into your address bar. **\*\*Fill in the appropriate Blue box (Don't forget to check the 'I accept terms...' box) Then click on 'Log In'. Please see screen shot below.**

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Thank You





## Useful Onsite Information

The staff of the Columbia Metropolitan Convention Center (CMCC) welcomes you. We are happy you are here and hope your event is a huge success. To help you while you are onsite, below are answers to the most frequently asked questions.

### COPYING, COMPUTER PRINTING & FAXING:

For large orders you may place an online order and have it delivered to the CMCC with our preferred provider, Sun Printing at [www.columbiaconventioncenter.com/sunprinting](http://www.columbiaconventioncenter.com/sunprinting).

### FLATBED AND HAND CARTS:

CMCC has a limited number of carts that are available to Exhibitors on a first-come, first-served basis. Ask your Event Management to contact CMCC Events Department. Your Event Management will be required to sign the carts out. (Bringing your own is a really good idea.)

### WIRELESS INTERNET:

Free Wireless Internet is available in all public areas and meeting rooms inside CMCC. To log on, click on your Internet browser and the CMCC home page will automatically pop up. (You may have to manually connect to the “**CMCC\_Hotspot**” if your computer does not automatically do so. If you have firewalls or spam protection, you may have to temporarily disable them.) In the **YELLOW BOX** at the top left of the CMCC home page, you may log in by entering your personal E-mail address and checking the box to “accept the terms and conditions” for using the wireless router. *Please see additional instructions in this packet.*

### PICKING UP SHIPMENTS TO YOU AT CMCC:

Smaller shipments, such as printed materials and containerized displays, are generally delivered by carriers such as FedEx, UPS, USPS, DHL, etc. to the CMCC Receptionist’s Desk located on the Upper Level. Large containers delivered by common carriers may be on our loading dock or in storage areas. The first place to begin a search is the CMCC Receptionist’s Desk on the Upper Level. If it is in the building, we will find it but it is always a good idea to have your tracking number with you.

### SECURITY OF YOUR MATERIALS:

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

### SHIPPING AFTER YOUR EVENT:

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

### RETAIL SALES TAX INFORMATION (SCDOR 2013):

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

**Thank you. Again, we hope you have an enjoyable and successful event. Let us know what we can do to help. For additional questions, please contact your Show Manager.**

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