



2014 CJIS User Conference

July 20-22

Exhibitor Guide

Sponsorship opportunities are available for vendors. All sponsorships above \$1000 will include a complimentary exhibitor booth and program advertisement. Please contact Ovation Foodservice, 803-545-0231 or OvationCatering@Columbiaconventioncenter.com to place an order.

Contact: S/A Sean Fay, 803-

896-7587 or

sfay@sled.sc.gov

For Questions



COLUMBIA SC
FAMOUSLY HOT

COLUMBIA METROPOLITAN

2014 CJIS Exhibitor Registration



Show Name:		Show Dates:		
Exhibiting Firm Name:				Booth #
Address:		City	State	Zip
Telephone:	Email:	On Site Contact:		
Payment Method 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				

EXHIBITOR REGISTRATION

2013 Exhibitor Registration Fee	\$550 Registration Fee Includes (1) 6' Skirted Table and (2) chairs.
Total To Be Charged:	\$

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	\$

INTERNET

High Speed Wired Internet Connection - (Up to 2Mb per user)			
Quantity	Advance Order (Received 14 days or more prior to event move-in)	Floor Order (Received while onsite - setup days and/or event days)	Total
Qty:	\$250	\$300	\$

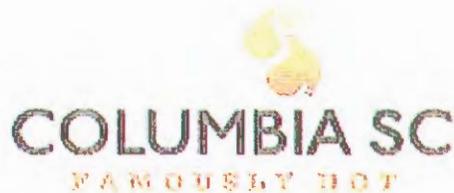
ADDITIONAL ITEMS

#	6' Skirted Tables	\$25 each	\$25	\$25	\$
#	Vendor Chair	\$1.00 each	\$1.00	\$1.00	\$
#	Waste Basket	\$10 each	\$10	\$10	\$

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



COLUMBIA SC
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WELCOME

Directions to the Columbia Metropolitan Convention Center

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

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

*From Atlanta, take I-20 East to Columbia. Take Exit 64A toward I-26E/Columbia. Continue for 0.5 miles and merge onto I-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 Convention Center will be (1) block down on the right.



COLUMBIA SC
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COLUMBIA METROPOLITAN CONVENTION CENTER (CMCC) LOAD-IN & LOAD-OUT INFORMATION

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.

FACILITY LOAD-IN/LOAD-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:**

Head South on Lincoln Street (Pass Colonial Life Arena), Turn Right onto Green 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/Load-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/load-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.

Thank you for your cooperation!

Data Connection/Internet Information

- All Convention Center 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) hour in advance.
- Exhibitors and visitors to the Convention Center will need to contact their corporate IT Staff to properly configure their wired or wireless devices to access the Convention Center network.
- Absolutely no customer-owned wireless access points will be allowed inside the Convention Center.
- 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 email address (ex.: 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 machine 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




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Upgraded Internet Services

(Must Be Pre-Ordered)

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.

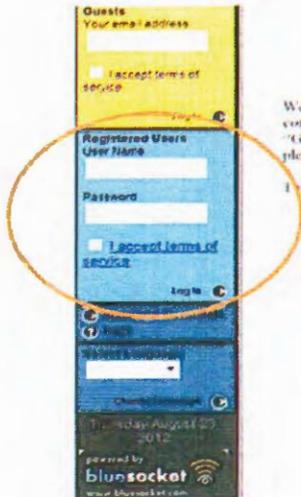
Increased MB **\$150/Mbps**

- CMCC offers up to 2Mbps bandwidth shared for the entire building. Additional bandwidth can be purchased in 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 machine 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 welcomes you. We are happy you are here and hope your event is a huge success. To help you while you are onsite, here are answers to the most frequently asked questions.

COPYING, COMPUTER PRINTING & FAXING:

For large orders you can place an online order and have it delivered to the CMCC with our preferred provider, Sun Printing at 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 doesn't automatically do it. And if you have firewalls or spam protection, you may have to temporarily disable them.) In the **GOLD BOX** at the top left of the CMCC home page, you may log in by entering your personal email address and checking the box to "accept the terms and conditions" for using the wireless router. *Please see additional instructions on following page.*

PICKING UP SHIPMENTS TO YOU AT CMCC:

Smaller shipments, such as printed materials and containerized displays, are generally delivered by carriers like 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 its here, we'll find it but its always a good idea to have your tracking number with you.

SECURITY OF YOUR MATERIALS:

CMCC is diligent in its efforts to provide security. Still, we can not guarantee the security of your materials, equipment or personnel belongings left unattended in public areas or meeting rooms and will not be held responsible for them. If something goes missing, get in touch with 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



Flip Over

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 Lading and contact your carrier. CMCC will not be held responsible for materials left behind by you.

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



COLUMBIA METROPOLITAN CONVENTION CENTER EXHIBITOR POLICIES

Food and Beverage

Convention Center food and beverage rules conform to a contract between the Columbia Metropolitan Convention Center and the Convention Center's 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.

- Concession Stands – The Convention Center prohibits commercially prepared food and beverage products in the building. Special exhibitor meals can be ordered in advance from the Convention Center Food Service provided that advance arrangements are made with the Show Manager.
- Delivery of Food – The ordering and delivery of prepared “take out” foods from any outside source is prohibited.
- 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. (see Food & Beverage section).
- 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 Convention Center security, and the introduction of any restricted food or beverage products is prohibited.
- Restricted Diets – Ovations 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 Convention Center 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.
- No additional fuel stored in or on the vehicle.
- Both battery terminals disconnected and taped.
- Vehicles displayed inside Convention Center require plastic film under vehicle. Any damage to Convention Center property will be charged accordingly to contract holder.

Electrical, Internet and Water Requirements

Please see applicable Convention Center order forms for all electrical, internet or water and drain hookups.

Animals

Animals are prohibited unless they are part of an attraction or provide assistance to disabled persons. Proper sanitary safeguards must be taken.

Carpet Tape

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

Decorating and Signs

Please do not attach anything, by any means, to walls or columns (decorating, signs, banners, etc.) 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.

Exit Doors

Please do not block any doors marked as an exit.

Freight Deliveries

The Convention Center 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 Convention Center prohibits the use of helium filled balloons in the Exhibit Hall or in any other areas of the facility. Balloons having to be removed from ceilings in these other areas may require the use of Center lift equipment, and applicable charges will be billed to the Show Manager.

Janitorial Services

Meeting rooms, rest rooms, 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, and move vehicles to parking areas when unloading is completed.

No Smoking Policy

The Convention Center is a smoke free facility.

Outside Solicitors

Unauthorized pickets or solicitors are strictly prohibited on Convention Center property.

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 Convention Center Management representative is available for assistance. Please notify the Convention Center Event Manager if you have any facility related problems.

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