



Columbia Conference Center SM

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www.columbiameetings.com

“The Event Specialists!”

Meeting Facility Comparison Guide

After training 25,000 individuals in hundreds of facilities across the US, owner Mike DuBose designed and built Columbia Conference Center (CCC). He envisioned a modern, state-of-the-art training, meeting, and reception center that would emulate great training centers he had taught in and free of the problems he experienced with many meeting facilities. Since 2003, his vision paid off because CCC has been selected by *Convention South Magazine* and 2,000 meeting planners as one of the top 100 training facilities in the nation for five straight years!

This guide is designed to help you compare our facility to others you may be considering.
Thank you for your interest in Columbia Conference Center. We are *“Here To Serve!”*

Questions to Consider	Columbia Conference Center (CCC)	Other Facility?
<p>1. CONVENIENCE. Is the facility easy to find? Will guests have to fight traffic to get there? Are reasonably priced hotels, restaurants, and shopping areas located nearby?</p>	<p>We are located at the intersection of I-26 and I-20, about 10 miles north of Columbia. Guests can easily enter and leave the facility, even in rush hour. We are close to Columbiana Centre Mall and other destination retail stores, reasonably priced hotels, and many restaurants. We have negotiated group hotel rates for guests who attend a CCC event. Ask your Event Manager.</p>	
<p>2. PARKING. Is there ample parking? Is parking free? Are guests safe going to and from their cars, or do they have to walk in unsupervised garages or on unsafe streets? Do they have to walk far?</p>	<p>Our grounds accommodate up to 400 cars, and parking spaces are oversized (9½ feet) to prevent door “dings” and allow guests to get in and out of cars easily. Walking is minimal, since parking spaces surround the building. A drive-through portico provides covered access to our front doors. We are also located beside the local FBI headquarters.</p>	
<p>3. STAFFING. What size groups does the facility typically host? Does it have the staff to make your group comfortable and to give you the attention you need?</p>	<p>We cater to small and moderately sized groups of up to 500, and we are adequately staffed to ensure that we can meet the needs of any group we host. Each training/meeting room has a direct telephone line to staff for instant access. Your Event Manager will be on-site, overseeing the details of your event.</p>	

ENTERING THE FACILITY

<p>4. FIRST IMPRESSIONS. How will guests react when they enter the site? Will they feel comfortable? Will they be favorably impressed with the surroundings?</p>	<p>Natural light and openness in a training/meeting facility enhance participant satisfaction and learning. All of our training/meeting rooms have glass doors or windows that bring natural light into the area and eliminate a closed-in feeling.</p>	
<p>5. REGISTRATION AREA. Is there a registration area that offers flexibility that can accommodate various types of gatherings?</p>	<p>Our 5,000-square-foot reception area has an oversized registration desk that can accommodate four registration lines. The desk can be turned into a wet bar for social gatherings. The area also features a complimentary telephone line and wireless Internet access for laptops.</p>	
<p>6. GUEST BUSINESS CENTER. Is there a complimentary business center, or does the facility charge for guest business support?</p>	<p>Our guest business center includes two fully configured computers with Internet access (for e-mail) and access to a printer. They are conveniently located in our Gallery. This service is free of charge.</p>	
<p>7. RESTROOMS. Can restroom facilities accommodate your guests without producing long lines and causing them inconvenience? Are they clean? Attractive? Spacious?</p>	<p>Our restrooms are all electronic, with 14 stalls/urinals in the men's restroom and 11 stalls in the women's restroom, both with ample sink areas. This capacity results in minimum wait times so your guests can return quickly to your special event. Stalls are oversized, and restrooms provide amenities such as mouthwash, hand cream, and other personal items as well as baby changing stations.</p>	

FOOD AND REFRESHMENTS

<p>8. SNACKS AND REFRESHMENTS. Is there an area where guests can purchase reasonably priced snacks and drinks?</p>	<p>Some meeting facilities do not allow vending machines. We have a vending area with reasonably priced Coca-Cola drinks, and fruit and snack items can be purchased at the front desk.</p>	
<p>9. ON-SITE CATERING. Does the facility have on-site, reasonably priced catering capabilities? Can the facility prepare meals for large groups or handle multiple small groups at the same time in a quality manner?</p>	<p>Our catering director is Dee Dee von der Hellen, founder and chef of the former Ava D's Restaurant. Supported by a staff of kitchen assistants who are committed to our goal of 100% customer satisfaction, we have a superb catering team that can prepare tempting and abundant hors d'oeuvres, sumptuous dinner menus, and savory buffet selections. Casual and festive theme menus, customized to you and your guests, are also available. You can view our menus and refreshment pricing at www.columbiameetings.com.</p>	

GUEST COMFORT

<p>10. SEATING. What type of seating is provided for training and meeting sessions? This is one of the most important ingredients in a successful meeting/training event.</p>	<p>We provide luxury seating. Our banquet chairs have four inches of padding, and conference chairs are top-of-the-line HON executive, very comfortable, rocker-back chairs that have equal padding with lumbar support and are height-adjustable.</p>	
<p>11. TABLES. What types of tables does the facility provide?</p>	<p>Many facilities provide 24 inch narrow, cramped, wobbly, and squeaky tables that often result in spilled drinks and crowded seating. We offer 30 inch-wide, heavier, secure tables. They provide more room for participant seating, materials, and refreshments. In training/meeting situations, our philosophy is to give participants space, so we prefer placing two participants at a six-foot table rather than three, as is often the case with other hotels and meeting facilities.</p>	
<p>12. AIR CONDITIONING. How old is the facility? How many air conditioning units service the event rooms?</p>	<p>Fresh air improves learning and reduces drowsiness. Facilities constructed before the year 2000 often re-circulate the stale air. Our facility replaces the stale air with fresh air on an ongoing basis. We exceed the fresh air standards and have multiple A/C units for each training room, so if one unit goes down, back-up is available. Our facility was completed in 2003.</p>	
<p>13. LIGHTING. Does the lighting meet your training/meeting needs? Is it adjustable? Can lights be controlled from the presenter's area for maximum flexibility? Where are overhead screens located in relation to lighting? Are lights positioned so they do not block the quality of light from the overhead projector or LCD?</p>	<p>Lighting is especially important in a training situation. Often, facilities prefer lower lighting levels to save on electricity. We have a state-of-the-art lighting system that provides the brightest lighting among all Columbia training facilities. Ballroom I lights can be dimmed to a variety of levels from the three presenter areas. A cutoff switch for the lights above the screen enables them to be turned off for maximum audiovisual projection. Make sure to check out thoroughly the lighting system of any facility you evaluate for training.</p>	
<p>14. SOUNDPROOFING. Does the facility have satisfactory soundproofing features? Are air walls separating event rooms adequate to prevent sound transmission? Are noisy air conditioning units located over the event rooms?</p>	<p>Our training/meeting rooms are very quiet:</p> <ul style="list-style-type: none"> ▪ Walls have an STC noise rating of 55 (the resistance factor that prevents sound from traveling through a wall), the highest industry standard that exceeds a concrete wall rating. Most hotel walls are rated at 35 STC. ▪ Training/meeting room walls extend to the roof so that sound cannot travel over them. ▪ Sound system speakers are canned so sound travels only down into the training/meeting room, not up into the attic and into adjoining rooms. 	

	<ul style="list-style-type: none"> ▪ A/C units are placed on shock absorbers on the building's roof and are situated over the kitchen (not training/meeting rooms) so that participants do not hear A/C units cutting on and off. 	
<p>15. ROOM ENTRANCES AND EXITS. Are training/meeting room exits/entrances well designed? Are they connected to a noisy panic device that could interrupt the presenter? Can participants see through doors to avoid opening the door on others coming into the room?</p>	<p>Our quiet training/meeting room doors are custom-designed to allow very quiet entrances and exits (Ballroom I exit doors do not have panic devices). Door windows provide visibility.</p>	
<p>16. ROOM TEMPERATURE CONTROL. Can the temperature of training/meeting rooms be individually controlled within a five-degree range?</p>	<p>Our training/meeting rooms have multiple, conveniently located thermostats, offering better room temperature control. High-quality, multiple A/C units enhance air quality and ensure A/C back-up in the event one unit becomes disabled. Special humidifiers and dehumidifiers further enhance air quality and participant comfort.</p>	
<p>17. OUTDOOR BREAK / SMOKING AREAS. Does the facility have a complimentary break area where attendees can smoke or get away from the event?</p>	<p>Our covered outdoor patio, which looks onto a pleasant wooded area, is furnished with wrought iron tables and chairs for up to 100 guests. This is a relaxing area where guests can eat and enjoy conversation and fresh air. Ceiling fans provide a refreshing breeze during warm weather. Part of this is also a special smokers' section.</p>	
<p>18. HANDICAPPED ACCESSIBLE. Is the facility accessible to guests with disabilities?</p>	<p>Columbia Conference Center rooms are all located on one level. Aside from extra wide parking spaces, designated handicapped parking spaces, ramps and an electric door allow guests to enter with ease. Inside the facility, doors offer ample space for wheelchair guests and a ramp is available in our ballroom for guests that need access to the stage.</p>	
MEETING PLANNER AND TRAINER SUPPORT		
<p>19. ROOM ADJUSTMENTS. How much control does a trainer or presenter have over the training/meeting room?</p>	<p>Each of our 10 rooms has controls for overall lighting, sound, Internet, and lighting over the projection screen.</p>	
<p>20. RESPONSE FOR ASSISTANCE. How do you get help when you need it? Can the facility staff respond rapidly?</p>	<p>Often hotel or facility staff is difficult to find, or you have to go to the sales office to ask for assistance. Each of our rooms has a private telephone line that includes a button for direct connection to the Event Manager's cell phone for immediate help.</p>	

<p>21. RESTROOM ACCESSIBILITY. Are restroom facilities easily accessible for presenters or trainers?</p>	<p>With large crowds, it is often difficult for presenters and trainers to take breaks when participants are asking questions or want to talk. Our facility has multiple restrooms so presenters can get to them easily. A private closet and restroom for presenters are readily accessible to Ballroom I (Salon A) through a door on the stage.</p>	
<p>22. TECHNOLOGY ACCESS. Does the facility provide technology access for presenters and meeting planners at no additional cost?</p>	<p>Our registration desk has power for laptops, and a private telephone line. Our guests have access to wireless Internet throughout the entire building at no charge.</p>	
<p>23. POWER BACK-UP. Does the facility have back-up power for training/meeting rooms?</p>	<p>Our rooms have emergency back-up lights over the presenter and audience. All rooms also have a natural light source so the room does not black-out during a daytime power failure. When presenters are using computer-based presentations, we can provide an optional 30-minute back-up battery for their laptops. Our portable audiovisual systems also have optional battery back-up. Thus, a presentation should not be interrupted in the event of short-term electrical problems. We also have a wide array of equipment for rent should yours become disabled.</p>	
<p>24. STAGE AREA. Does the facility have an elevated stage so that participants in large groups can see the presenter? Is there a charge for this stage?</p>	<p>Ballroom I (Salon A) contains a large 12-inch-high stage so presenters can be seen clearly and can walk around when presenting. There is no charge for the stage in Ballroom I. We also have an optional dance floor for your social events for rental.</p>	

FACILITY RENTAL COSTS

<p>25. EXTRA CHARGES. Are there extra charges for items such as stages, liners, podiums, telephones, electricity, parking fees, taxes, coat racks, service fees, etc.? While an initial quote may sound reasonable, additional fees could bring some surprises to your bill!</p>	<p>Though many facilities often offer what seems a good deal on room rental to lure you to sign a contract, only to later add charges for everything else, our quotes include a breakdown of all fees we charge. The current sales tax is added as is our service fee which is lower than most facilities in our area. A discount on room rental may often apply when a minimum amount of food is purchased from our caterer. We also attempt to match other facility prices if the quality and quantity of services are the same.</p>	
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TECHNOLOGY SERVICES

26. TECHNOLOGY SERVICE. What is the level of service offered by the facility? Does the facility control all of its audiovisual equipment and services, or is the service contracted out to an outside company that may or may not be on site?

Our center incorporates the latest meeting and training technologies. Most of our technology is free or competitively priced and includes:

- In Ballroom I, floor boxes for Internet access and power for up to 200 laptops; capability to place the highest quality microphones on each table so everyone can hear questions and comments.
- Access to Internet.
- High-speed wireless Internet access.
- Audiovisual rental equipment with the brightest LCDs and latest features. Ballroom I LCD has a brightness of 4000 ANSI lumens (most LCDs are 1000 ANSI lumens).
- In each training/meeting room, access to the Internet for presenters.
- Complimentary business center with two computers with access to a fax machine and copier for reasonable services.
- Complimentary telephones for participant use near our business center and in our Reception area, plus telephones in each training/meeting room.
- Free regular or electronic self-playing Yamaha grand piano.

If you require advanced technology support, please consult your Event Manager prior to your event.

NOTES : _____

THANK YOU FOR CONSIDERING COLUMBIA CONFERENCE CENTER!
A DIVISION OF CONFERENCE MANAGEMENT CENTER, LLC
MADE POSSIBLE BY OUR FAITH IN JESUS CHRIST
"Here To Serve"

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This information contained in this chart is subject to change without notice and is not a part of your contract with Columbia Conference Center.