



Columbia Conference Center™

Off Fernandina between St. Andrews & Piney Grove Roads

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Meeting Facility Comparison Guide

When nationally recognized trainer and owner, Mike DuBose, designed and built Columbia Conference Center (CCC), he envisioned a modern, state-of-the-art training, meeting, and conference facility that would be free of the inconveniences, annoyances, and problems he has experienced with hotels, convention centers, and other meeting facilities around the nation. CCC was recently selected as one of the top 100 training facilities in the nation by *Convention South Magazine* in 2005 and 2006!

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. *Nobody Serves You Better!*

| Questions to Consider | Columbia Conference Center | Other Facility? |
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| 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? | 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 Mall, reasonably priced hotels, and many restaurants. We have negotiated group rates for our meetings. Ask your Event Manager. | |
| 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? | Our grounds accommodate up to 400 cars with oversized parking spaces (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. We are also located beside the local FBI headquarters. | |
| 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? | 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. We respond quickly! | |

ENTERING THE FACILITY

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| <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 and 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 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 five fully configured computers with Internet access (for e-mail) and printers. There is also a copier for small copying jobs and a fax machine. All these services are free for modest use.</p> | |
| <p>7. RESTROOMS. Can restroom facilities accommodate your group without producing long lines and causing meeting or training session delays? 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 and ample sink areas. This capacity produces minimum wait times so participants can return to meeting / training sessions quickly. 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

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| <p>8. VENDING MACHINES. Is there a refreshment 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 snacks and drinks (Pepsi and Coca-Cola products, as well as other beverages).</p> | |
| <p>9. ON-SITE CATERING. Does the facility have reasonably priced catering capabilities?</p> | <p>Our catering director is Dee Dee von der Hellen, founder and chef of the former Ava D's Restaurant and Karen Wilson, kitchen manager, formerly served as kitchen manager at Kudzu Bakery. Together, they form a superb catering team that can prepare anything from low-cost box lunches to gourmet meals. They are supported by 15 kitchen assistants in our state-of-the-art kitchen and catering facility.</p> | |

GUEST COMFORT

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| <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. Banquet chairs have four inches of padding, and convention chairs are top-of-the-line HON executive, very comfortable, rocking chairs that have equal padding with lumbar support and are height-adjustable.</p> | |
| <p>11. TABLES. What types of tables does the facility provide for training/meeting situations?</p> | <p>Many facilities provide 24 inch-wide 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 training/meeting rooms?</p> | <p>Oxygen and fresh air improve learning and reduce 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 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. <i>Make sure to check out thoroughly the lighting system of any facility you evaluate for training.</i></p> | |

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| <p>14. SOUNDPROOFING. Does the facility have satisfactory soundproofing features? Are air walls separating training/meeting rooms adequate to prevent sound transmission? Are noisy air conditioning units located over the training/meeting 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. ▪ Air conditioning 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 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, giving a better temperature balancing. High-quality thermostats and 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. BREAK AREA. Does the facility have a complimentary break area where attendees can smoke or get away from the event?</p> | <p>Our outdoor patio, which looks onto a pleasant wooded area, includes picnic tables under cover for up to 100 participants. This is a relaxing spot where training/meeting participants can recharge. Part of this is also a special smokers' section.</p> | |
| <p>MEETING PLANNER AND TRAINER SUPPORT</p> | | |
| <p>18. ROOM ADJUSTMENTS. How much control does a trainer or presenter have over the training/meeting room?</p> | <p>Each of our 11 rooms has controls for overall lighting, temperature, sound, Internet, and lighting over the projection screen. Presenters should not have to interrupt a presentation to adjust room conditions.</p> | |

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| <p>19. RESPONSE FOR ASSISTANCE. How do you get help when you need it? Can the facility staff respond rapidly?</p> | <p>Often hotel or facility help 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 Facility Manager's cell phone for immediate help.</p> | |
| <p>20. 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 through a door on the stage.</p> | |
| <p>21. 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, a private telephone line, and access to the Internet, including high-speed wireless access. Each training/meeting room has Internet access.</p> | |
| <p>22. 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 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>23. 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 has 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 wedding receptions and other social events for rental.</p> | |
| <p>FACILITY RENTAL COSTS</p> | | |
| <p>24. EXTRA CHARGES. Are there extra charges for items such as stages, linens, 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>Facilities often offer what seems a good deal on room rental, only to add charges for everything else. Our quotes include most of these charges. We often discount room rental 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. We offer our highest room rental discounts for Friday night rentals. We charge a service fee that is lower than most facilities, and sales tax.</p> | |

TECHNOLOGY SUPPORT

25. TECHNOLOGY SUPPORT. What is the level of support 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 800–1000 ANSI lumens).
- In each training/meeting room, access to the Internet for presenters.
- Complimentary business center with five computers, fax machine, and copier for reasonable services.
- Six complimentary telephones for participant use, plus telephones in each training/meeting room.
- Free regular and electronic self-playing Yamaha grand piano.
- If you require advanced technology support, please consult your Event Manager.

NOTES : _____

THANK YOU FOR CONSIDERING COLUMBIA CONFERENCE CENTER!

DIVISION OF CONFERENCE MANAGEMENT CENTER, LLC

MADE POSSIBLE BY OUR FAITH IN JESUS CHRIST!

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