



26071 Merit Circle—#111 Laguna Hills, CA 92653
Telephone (714) 981-5966 • Fax (714) 899-5828

26th Annual
**UNITED DANCE
MERCHANTS of AMERICA**
Dance Resource and Costume Shows
2019

CONFERENCE SHIPPING INFORMATION

Exhibitors may NOT ship directly into any show venue. If you are shipping freight to the show you MUST ship to the Advance Warehouse. Shipments will be held for a maximum of 8 days. Any shipment stored for more than 8 days will incur extra charges which will be billed directly to the exhibitor. Freight will be delivered from the Advance Warehouse directly to your booth and any pallets of catalogs will be delivered to “Catalog Row/ Storage” and will be accessible.

PITTSBURGH, PA

David L. Lawrence Convention Center

Exhibitors should label and consign shipments as follows:
(There is a [Shipping Label link on the website for you to fill out and use](#))

TO: (name of exhibitor and booth #)

FOR: 26th Annual UDMA DANCE RESOURCE and
COSTUME SHOW—PITTSBURGH

C/O: CENTURY SHOW SERVICES/ AIR GROUND XPRESS
55 Matchette Road
Clinton, PA 15026

ADVANCE SHIPMENT DELIVERIES MUST ARRIVE BETWEEN:

September 23rd & 30th, 2019

Any shipment arriving after this date
will miss the show and will automatically be forwarded to
the following venue



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CONFERENCE SHIPPING INFORMATION continued...

SHIPPING OPTIONS

1. CENTURY TRANSPORTATION SERVICES

Century Expo Services has an in-house transportation division that is set up specifically for trade show and conference shipping. Please contact Drew Maughan directly for shipping quotes. Please have dimensions (L X W X H) and approximate weight for each piece available for accurate pricing. You can use the shipping labels at the back of this packet to ensure proper delivery to each show. If you would like to be a part of the consolidated shipment between venues, please let Drew know.

Drew Maughan
Drew@centuryexposervices.net
714-981-5965

2. OTHER CARRIERS

You may use any other carrier other than Century Transportation Services to ship your freight to the Advanced Warehouses. For EVERY shipment you send with a carrier other than Century Transportation Services, the Transfer Fees outlined on page 11 of the Exhibitor Service Kit—Information Packet will apply. All shipments being delivered via “Other Carrier” MUST arrive with weight tickets.

3. POV SHIPMENTS

Exhibitors may drive materials into each venue using their own vehicles. Exhibitor must be able to unload and hand carry items into the facility on their own, if this is not possible; labor must be pre-ordered (see Exhibitor Order Form Packet) so a CENTURY staff member is available at the time of your delivery. On-site labor orders *can* be set up however, these orders will be handled on a first come, first serve basis upon availability.

OUTBOUND SHIPPING

Once the show closes, you may retrieve your boxes from storage or they will be delivered to your booth. Remove any empty storage labels and any old shipping labels. Be certain that each box is labeled with the NEW DESTINATION ADDRESS. If your shipment is to be part of the Consolidated Shipment, pick up your shipping labels at the Century Expo Services Desk.

When you are done packing, leave your shipment (s) in your booth space. Bring your completed Bill of Lading to the Century Expo Services desk prior to leaving the show floor. Be sure to include any pallets remaining in Catalog Row/ Storage on your bill of lading so that they will not be over-looked when the trucks are loaded. Century Expo Services will shrink wrap your shipment if needed.

The show floor must be cleared Sunday by 6:30pm in each city. Any and all materials remaining on the show floor must have a completed Bill of Lading. Century will charge a re-bill fee of \$50 for any shipment left without a completed Bill of Lading. No outside carriers are permitted at any venue. If you choose to use your own carrier, shipments will go back to the Advance Warehouse in each city and your carrier will need to pick up there by the end of the following week. Any shipments left on the show floor without a Bill of Lading will be forced off the floor and shipped by Century Transportation Services at the Exhibitors expense. Blank Bills of Lading will be available at the Century Expo Services Desk.

IMPORTANT SHIPPING FACTS

- You MUST ship your freight to the Advance Warehouse!
- Ship Prepaid ONLY – Collect shipments will be refused
- DO NOT Ship any loose materials—they will be refused