

EXHIBITOR

SERVICE MANUAL



13th ANNUAL DANCE TEACHER SUMMER EXPO

Planet Hollywood
Las Vegas, NV

July 23-26, 2021





26071 Merit Circle, Suite 111—Laguna Hills, CA 92653
Phone: (833) 784-EXPO (3976) • Fax (714) 899-5828

13th Annual Dance Teacher Web Conference & Expo

Planet Hollywood • Las Vegas, NV
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Dear Exhibitor,

It is with great pleasure that we inform you that we have been selected as your official general contractor for the upcoming 2021 Dance Teacher Web Conference and Expo at Planet Hollywood in Las Vegas, Nevada. We look forward to assisting you to ensure your participation in the conference is a successful one.

Please review the following information sheets. **IT IS VERY IMPORTANT THAT YOU CAREFULLY REVIEW THIS SERVICE MANUAL.** The following pages contain conference information and information on expo services provided by Century .

You can order any Century expo services that you are in need of here:

[ORDER EXPO SERVICES](#)

You can order any electrical, internet and lighting services you are in need of here :

[ORDER ELECTRICAL & INTERNET SERVICES](#)

Please note, for “Discount” pricing all expo service orders **MUST** be submitted by the deadline date of **FRIDAY— JULY 1, 2021.**

Each 8’ x 10’ booth space is equipped with 8’ **BLACK** back drape and 3’ **BLACK** side divider drape and
(1) 6’ Skirted Table (**BLACK** Skirt)

(2) Chairs

(1) Trash Can

(1) 7” x 44” ID Sign

NOTE: Booth height restriction is 16’

We look forward to helping you have the most successful show possible. Please do not hesitate to contact us for any reason.

Sincerely,

Robin Mount-Ming & Drew Maughan

Laguna Hills Office

(833) 784-EXPO (3976)
(714) 899-5828 fax

Robin Mount-Ming

robin@centuryexposervices.net
(714) 981-5966

Drew Maughan

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SHOW FACTS

Exhibitor Set and Dismantle Information

Freight Move-In	Thursday—July 22, 2021	12:00pm — 6:00pm
Exhibitor Set-Up	Friday—July 23, 2021	10:00am — 7:00pm
Exhibitor Dismantle	Monday—July 25, 2021	3:30pm — 7:00pm
Freight Forced	Monday—July 25, 2021	7:00pm—NO Exceptions

Exhibit/ Conference Schedule

Saturday—July 24

6:30am	Expo Hall Open for Exhibitors ONLY
7:30am	Expo Hall Open to ALL— Breakfast Served
7:30am	Expo Hallway Open to ALL
9:30am	Expo Hall Closed—Private Appointments ONLY
9:30am	Expo Hallway—Exhibitor Preference Open or Closed
2:30pm	Expo Hall Open to ALL— Snacks Served
2:30pm	Expo Hallway Open to ALL
4:30pm	Expo Hall Closed—Private Appointments ONLY
4:30pm	Expo Hallway—Exhibitor Preference Open or Closed
5:00pm	Expo Hall & Hallway Closed and Secured
5:30pm	Exhibitor Appreciation Cocktail Party—Location TBD

Sunday—July 25

7:30am	Expo Hall Closed—Private Appointments ONLY
7:30am	Expo Hallway—Exhibitor Preference Open or Closed
12:30pm	Expo Hall Open to ALL— Snacks Served @ 3:00 pm
12:30pm	Expo Hallway Open to ALL
4:30pm	Expo Hall Closed—Private Appointments ONLY
4:30pm	Expo Hallway—Exhibitor Preference Open or Closed
7:00pm	Expo Hall & Hallway Closed and Secured
8:30pm	DTW Talent Show—Open to ALL—Location TBD

Monday—July 26

6:30am	Expo Hall Open for Exhibitors ONLY
7:30am	Expo Hall Open to ALL— Breakfast Served
7:30am	Expo Hallway Open to ALL
9:30am	Expo Hall Closed—Private Appointments ONLY
9:30am	Expo Hallway—Exhibitor Preference Open or Closed
1:30pm	Expo Hall Open to ALL for Expo Finale
1:30pm	Expo Hallway Open to ALL
3:30pm	Expo Hall and Hallway Closes—Move Out Begins



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CONFERENCE SHIPPING INFORMATION

ADVANCE SHIPMENTS

Rates Include:

- Unloading of crated material at warehouse
- Storage for up to 30 days in warehouse
- Reload materials onto trucks to deliver to show site
- Unloading of materials at show site and deliver to your booth
- Removal of empty containers from your booth, storage of “empties” during show and returning at show close
- Reloading of material onto requested outbound transportation

Advantages:

- 30 day window for receipt of materials
- All materials in your booth prior to your arrival

Exhibitors should label and consign shipments as follows:
(You may use the “WAREHOUSE” shipping labels provided on page 5)

TO: (name of exhibitor and booth #)
FOR: 13th Annual Dance Teacher Web Conference & Expo
C/O: CENTURY EXPO SERVICES
Pyramid Logistics
4120 West Windmill Lane—Suite 111
Las Vegas, NV 89139

ADVANCE SHIPMENT DEADLINE:

FRIDAY
Monday—July 19, 2021

Any shipment arriving after this date will
be charged a \$300 delivery fee to show
site as well as a 30%
Material Handling surcharge

Exhibitors may **NOT** ship directly into the 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 30 days. Freight will be delivered from the Advance Warehouse directly to your booth.

*There will be NO access to the docks during move in or set up of the conference.



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CONFERENCE SHIPPING INFORMATION continued...

OUTBOUND SHIPPING

The show floor must be cleared by 7:00pm – Monday July 26, 2021. Any and all materials remaining on the show floor and not picked up by this time will be forced off the floor and transferred to the warehouse via Century Expo Services at the exhibitor's expense.

Blank Bills of Lading and outbound shipping labels will be available at the Century Expo service desk at the end of the show.

IMPORTANT SHIPPING FACTS

- All Shipments to warehouse MUST arrive with certified weight tickets
- Ship Prepaid ONLY – Collect shipments will be refused
- Loose and Uncrated Materials will NOT be accepted
- Century Expo Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth
- To ship materials to the Advance Warehouse please use the enclosed pre-printed labels (Page 5) or click [HERE](#) to fill out your labels on line

DO NOT ship your materials directly to PLANET HOLLYWOOD!

SPECIAL HANDLING

Any advance shipments received after Monday—July 19, 2021 will be charged a \$300 delivery fee per shipment as well as a 30% material handling surcharge.

A 30% surcharge will be assessed for any shipment sent directly to the hotel shipping and receiving department.

NOTE: Drivers must be checked in at the docks with a Century representative by 6:00pm Monday—July 26, 2021 for freight move out.

Dance Teacher Web **EXHIBITOR** **WAREHOUSE SHIPMENT**

EXHIBITOR: _____

BOOTH #: _____

13th ANNUAL DANCE TEACHER
SUMMER EXPO

c/o: CENTURY EXPO SERVICES
PYRAMID LOGISTICS
4120 West Windmill Lane– Suite 111
Las Vegas, NV 89139

SHIPMENTS MUST ARRIVE BY: MONDAY – JULY 19TH, 2021

CARRIER: _____

PIECE _____

OF _____

* CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS



Century
EXHIBIT TRANSPORTATION • SHOW SERVICES



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MATERIAL HANDLING

All charges are per cwt (100 lbs.) and are rounded up to the next 100 lbs. There is a 200 lb. minimum charge per shipment. Century will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show (June 19, 2021—July 21, 2021). Century will provide delivery to booth, storage of empty packing materials, and will return outbound shipments to the loading dock when carriers arrive.

ADVANCE SHIPMENTS TO WAREHOUSE (Must arrive between 6/21/2021 and 7/21/2021)

***All shipments must arrive with certified weight tickets**

CENTURY EXPO SERVICES
Pyramid Logistics
120 West Windmill Lane—Suite 111
Las Vegas, NV 89139

\$138.00 / 100 lbs. (200 lb. min.)

SMALL PACKAGE FEE

Any individual package or multiple packages that are received at the same time that weigh a total of 40# or less will be charged a “Small Package Fee” of \$95.00—surcharges are applicable.

SURCHARGES

- Shipments received at the warehouse after posted deadline date will be charged a delivery fee of \$300 per shipment in addition to a 30% Material Handling surcharge
- If exhibitor’s carrier does not check in by 6pm on Monday—July 26, 2021, Century will transfer the shipment to the warehouse at a cost of \$50.00/ 100 lbs. (200 lb. minimum)



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HAND CARRY POLICY PERTAINING TO THE TRANSPORTING OF MATERIALS INTO AND OUT OF THE EXHIBIT HALL

Exhibitors may hand carry exhibit materials into and out of the exhibit hall as long as they adhere to the following rules:

- All materials must be carried by hand by one (1) person in one (1) trip. The use of wheeled carts, hotel luggage racks or dollies are not permitted.
- The freight doors are off limits. All hand carry items must be brought into the exhibit hall using the front entrance to the exhibit hall.
- There will be NO access to the loading docks during move-in or set up of the conference
- If you are unable to hand carry items through the front doors of the exhibit hall, Century labor must be obtained to move freight into the exhibit hall*
- A 200# maximum is the limit for hired labor and is limited to one trip per exhibitor. If the exhibitor's freight exceeds the 200# maximum or takes more than one trip, the exhibitor will be charged according to our Material Handling Policy
- Exhibitors must sign in at the Century Expo Services desk to obtain labor service.

* The cost for labor is:

\$136.00—if unloading is performed between the hours of 8:00am and 4:30pm
Monday through Friday

\$205.00—if unloading is performed prior to 8:00am or after 4:30pm Monday through
Friday, all day Saturday, Sunday and all holidays.

Any personally owned vehicle that is carrying crated or skidded freight will require a certified weight ticket and will not be unloaded until such certificate is presented. This type of freight will also be charged according to our Material Handling Form.

Certified Weight Tickets: Wild West Truck Plaza (2 Blocks west of I-15 and Tropicana)
4830 S. Procyon Avenue
Las Vegas, NV
702.736.2298
Daily: 6:15am—10:00pm Monday—Friday



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INTENT TO USE “NON-OFFICIAL” SERVICE CONTRACTOR FOR I & D LABOR

DEADLINE: FRIDAY—July 1, 2021

In the event an exhibitor plans on utilizing a service contractor other than CENTURY to handle the installation and dismantle of their exhibit, the exhibitor must complete and submit our “NON OFFICIAL SERVICE CONTRACTOR for I&D LABOR” form on our website (located on the Upcoming Events page under the Dance Teacher Web section) or [HERE](#)

If in fact, this form is not received in the Century office by the deadline date of **July 1, 2021** the “Non-Official” Contractor will NOT be permitted to service your exhibit.

A current Certificate of Insurance showing General Liability Coverage and Workman’s Compensation valid in NEVADA naming CENTURY as the “additional named insured and certificate holder” must be submitted at the same time as the form or they will not be allowed on the show floor.

The COI can be emailed directly to: robin@centuryexposervices.net

The Exhibitor’s “Non-Official” Contractor must coordinate all activity with Century. The show floor, aisles, loading docks, service and storage areas will be controlled by Century.

Century will not bill an Exhibitor’s “Non-Official” Contractor for charges incurred. However, the “Non-Official” Contractor will be responsible for all reasonable costs related to it’s operation, to include, but not be limited to: overtime pay for stewards, restoration of exhibit space to its initial condition, freight handling charges, etc. It will be the responsibility of the “Non-Official” Contractor to remove all tape, any bulk trash from the booth floor AND any bulk trash from the exhibit hall; skids, crates, etc. or be billed accordingly by Century.



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HOTEL INFORMATION



Planet Hollywood Resort and Casino
3667 South Las Vegas Blvd.
Las Vegas, NV 89109

Rooms can be booked through the Dance Teacher Web website at:

www.danceteachersummerexpo.com

Click on “Why. When & Where” then find the “Hotel” link
in the drop down menu

In addition to reduced room rates, Dance Teacher Web has also
negotiated reduced “resort fees”
during your stay to \$10/ night but, you MUST book your room (s) through the
www.danceteachersummerexpo.com website to take
advantage and use code: SMDTW1!



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FIRE DEPARTMENT REGULATIONS

Dear Exhibitor,

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful. Special attention must be given to many details, so we hope you will call the Fire Prevention Division for consultation.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies and exhibitions.

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of aisles and exits which must be kept on display at the assembly.

Listed below are additional requirements to follow for safety:

- Install display or exhibit so as to not interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting equipment and/or emergency equipment.
- Use flame retardant materials for all displays, table covers, tablecloths, streamers, booths and decorations.
- We will assign an inspector to fire watch and first aid if deemed reasonable, with the individual compensated by the exhibit operator or promoter.
- Prior approval should be obtained before using an open flame lighting device.
- The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to one-quarter tank or less, and tape or lock fuel caps; LP tanks should be removed from all vehicles. WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRATOR AT LEAST FOUR(4) WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.
- When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstration purposes, if spaced not closer than twenty (20) feet from each other, but no spare tank storage is allowed inside. All LP tanks must be removed from the exhibit floor each night.

NOTE: Smoking is prohibited in the exhibit areas.