

EXHIBITOR

GENERAL INFORMATION PACKET



**UNITED DANCE MERCHANTS of AMERICA
DANCE TEACHER RESOURCE EXPO**

2022





16 Oak View Drive - Aliso Viejo, CA 92656
Telephone (714) 981-5966

Annual
**UNITED DANCE
MERCHANTS of AMERICA**
Dance Teacher Resource Expo
2022

TABLE OF CONTENTS

Introduction	1
Quick Show Facts	2-3
Hotel Information	4
Fire Department Regulations	5
Installation & Dismantle Information	6
Service Fees Information	7
Shipping Information	8-10
Pre-Printed Shipping Labels	11-14

All Show Services & Rentals (Furniture, Carpet & Pad, A/V, Electricity, Internet, Cleaning and Rigging) can be ordered and paid for on our website [HERE](#)

You will also be able request shipping and labor quotes at the same time*

*Shipping, Material Handling and Labor will NOT be pre-paid through our website.....
These items will be invoiced after the show closes



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Dear Exhibitor,

We look forward once again to serving you as your official General Services Contractor for the upcoming UDMA 2022 Shows in Orlando, FL and Washington, DC! We are here to assist you in any way we can to ensure your participation in the conferences is successful!

We will also be your official transportation servicer for all four UDMA shows—to include shipping INTO your first show, shipping OUT of your last show and all consolidated shipments between cities

Please review the following pages of information. **IT IS VERY IMPORTANT THAT YOU CAREFULLY REVIEW THIS INFORMATION PACKET!** The following pages contain pertinent conference information. In addition to reviewing all information contained in this packet, please complete your on-line orders for any of the following items FOR EACH CITY YOU WILL BE ATTENDING:

Furniture
Carpet and Pad
Audio Visual

Electricity
Internet
Cleaning

Rigging
Labor
Shipping

All orders for rentals and services MUST be completed by **Friday —September 23rd, 2022** and are required to be accompanied by payment in full in order to receive the discounted pricing.

If the deadline is not met, an automatic 30% price increase will apply to any orders placed.

If you need assistance in completing the order process, please feel free to contact Century and we will be happy to help in any way.

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

California Home Office

Robin Mount-Ming

robin@centuryexposervices.net

(714) 981-5966

Washington Office

Drew Maughan

drew@centuryexposervices.net

(714) 981-5965



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QUICK SHOW FACTS

ORLANDO, FL—Rosen Shingle Creek

Thursday—October 6th

8:00am to 2:00pm Freight Move-In

Friday—October 7th

9:00am to 2:00pm Exhibitor POV Delivery Window

9:00am to 4:00pm Exhibitor Set-Up

5:00pm to 8:00pm Exhibit Hall Open

Saturday—October 8th

10:00am to 5:00pm Exhibit Hall Open

Sunday—October 9th

10:00am to 2:00pm Exhibit Hall Open

2:00pm Exhibitor Dismantle

6:30pm Freight Forced



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QUICK SHOW FACTS

WASHINGTON, DC—Walter E. Washington Conv. Center

Friday—October 14th

8:00am	to	2:00pm	Freight Move-In
2:00pm	to	6:00pm	Exhibitor POV Window
2:00pm	to	7:00pm	Exhibitor Set-Up

Saturday—October 15th

10:00am	to	5:00pm	Exhibit Hall Open
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Sunday—October 16th

10:00am	to	2:00pm	Exhibit Hall Open
2:00pm			Exhibitor Dismantle
6:30pm			Freight Forced



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Hotel Information

ORLANDO, FL—Rosen Shingle Creek

Rosen Shingle Creek

1000 Penn Avenue

Pittsburgh, PA

(407) 996-9939

\$199/night

[Website and reservations](#)

WASHINGTON, DC— Walter E. Washington Convention Center

Marriott Marquis Washington, DC

901 Massachusetts Avenue, NW

Washington, DC 20001

(202) 824-9200

\$209/night (Excluding taxes & Fees)

[Website and reservations](#)



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FIRE DEPARTMENT REGULATIONS

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 loading and exhibit areas at all times.



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INSTALLATION & DISMANTLE GENERAL INFORMATION

FIRE RESISTANT TREATMENTS

- All materials used in the booths, platforms and space dividers shall be made of materials that are flame resistant or rendered so; to the satisfaction of the Fire Department.
- Coverings for counters or tables used within or as part of any booth shall be flame resistant
- All electrical wiring and apparatus will be a 3-wire UL type approved
- All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame resistant unless smaller than 1,232 square inches or 28" x 44" if separated from other combustibles by a minimum of 12' horizontally and 24" vertically.
- Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame resistant and use of these materials is prohibited.

OBSTRUCTIONS

- Aisles and exits as designated on the approved show plan, shall be kept clean and clear of all obstacles.
- Booth construction shall be substantial and fixed in position in specified areas for the duration of the show.
- Easels and any signage shall not be placed beyond the booth area into aisle-ways.
- All exhibit and display empty cartons must be stored in an approved drayage area.

LABOR

- If you are unable to set or dismantle your booth on your own, you may hire help from CENTURY (the official Service Contractor) to assist you in your installation or dismantle needs (see the on-line labor order link)

NOTE: Details as to what is allowed for each Exhibitor's booth so as to enable maximum use of the exhibit space without any detrimental effect on neighboring exhibitors or the Exhibit Hall as a whole is solely determined by UDMA. UDMA shall have full authority for approval or arrangement and appearance of items displayed. UDMA, may, at its discretion; require replacement, rearrangement or redecoration of any items or any Exhibitor booth, and no liability shall attach to UDMA for the costs that may evolve upon Exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished and placed in such a manner as to not be unsightly to exhibitors in neighboring booths. If such surfaces remain unfinished at the published end of the setup time of the Exhibit Hall, UDMA Show Management shall authorize Century to make the necessary finish adjustments and the Exhibitor must pay all charges involved thereby.



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SERVICE FEES

MATERIAL HANDLING

Material Handling fees will be charged to cover the movement of your freight into and out of each show venue and delivery to and from your booth. If your shipment IS part of the Consolidated Shipment you will only be charged material handling INTO the first show you attend and OUT OF the last show you attend.....THIS IS PER 10' X 10' BOOTH SPACE (ie: if you have (3) 10' x 10' spaces your cost would be \$225 INTO the first show AND \$225 OUT of the last show as well)

Material Handling into the first show you attend:	\$75/ 10' x 10' booth space
Material Handling out of the last show you attend:	\$75/ 10' x 10' booth space

TRANSFER FEES

Transfer Fees are charged when shipments are sent to any of the Advanced Warehouses using a carrier other than Century Transportation Services OR when shipments are picked up from our warehouse after any show by a carrier other than Century Transportation Services. Fees are as follows:

Under 600 lbs.	\$22.00/ 100 lbs. (There is a 300 lbs.—\$66 Minimum Transfer Fee)
601-1000 lbs.	\$19.00/ 100 lbs.
1001-2000 lbs.	\$16.00/ 100 lbs.
2001-5000 lbs.	\$13.00/ 100 lbs.
Over 5000 lbs.	\$12.00/ 100 lbs.

CONSOLIDATED SHIPMENT FEES

Consolidated Shipment Fees are charged when an Exhibitor chooses to take advantage of moving their freight between show cities via Century. Fees will be charged to cover the movement of your freight out of each show you attend and delivery to your booth at the next venue. Fees* are as follows:

Fiber Cases	\$150.00 each
Pallets	\$375.00 each (Up to 40" x 48" footprint)
Oversized Pallets	\$475.00 each (Over 40" x 48" footprint)
Road Boxes	\$27.00/ Sq. Foot
Carpet Rolls	\$125.00/ Roll *Carpet rolls may NOT exceed 10' W x 80' L

NOTE: The national fuel surcharge will be added to each consolidated shipment

*The above fees are charged EACH TIME your freight is moved from one city to another

SMALL SHIPMENT FEES

Any individual package or multiple packages that are received at the same time at any of the Advance Warehouses that weigh a total of 100# or less will be charged a "Small Shipment Fee" of \$50.00.



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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.

ORLANDO, FL — Rosen Shingle Creek

Exhibitors should label and consign shipments as follows:

(You may print and fill out the label at the back of this service kit OR
use the fillable on-line version we have provided)

TO: (name of exhibitor and booth #)

FOR: Annual UDMA DANCE TEACHER RESOURCE EXPO
Orlando Metro Show

C/O: CENTURY SHOW SERVICES/ ALLSTATES WORLDCARGO
1217 East Landstreet Road
Orlando, FL 32824

**ADVANCE SHIPMENT DELIVERIES
MUST ARRIVE BETWEEN:**

**September
26th & October 3rd, 2022**

Any shipment arriving after
this date will miss the show
and will be refused

WASHINGTON, DC — Walter E. Washington Convention Center

Exhibitors should label and consign shipments as follows:

(You may print and fill out the label at the back of this service kit OR
use the fillable on-line version we have provided)

TO: (name of exhibitor and booth #)

FOR: Annual UDMA DANCE TEACHER RESOURCE EXPO
Washington, DC Metro Show

C/O: CENTURY SHOW SERVICES/ TOTAL TRUCK
45080 Old Ox Road—Suite 110
Dulles, VA 20166

**ADVANCE SHIPMENT DELIVERIES
MUST ARRIVE BETWEEN:**

**October
3rd & 10th 2022**

Any shipment arriving after
this date will miss the show
and will be refused



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CONFERENCE SHIPPING INFORMATION

SECAUCUS, NJ — Meadowlands Convention Center

Exhibitors should label and consign shipments as follows:

(You may print and fill out the label at the back of this service kit OR
use the fillable on-line version we have provided)

TO: (name of exhibitor and booth #)

FOR: Annual UDMA DANCE TEACHER RESOURCE EXPO
New York City Metro Show

C/O: CENTURY SHOW SERVICES/ ALLSTATES WORLDCARGO
663 Dowd Avenue
Elizabeth, NJ 07201

**ADVANCE SHIPMENT DELIVERIES
MUST ARRIVE BETWEEN:**

**October
10th & 17th 2022**

Any shipment arriving after
this date will miss the show
and will be refused

MADISON, WI — Alliant Energy Center

Exhibitors should label and consign shipments as follows:

(You may print and fill out the label at the back of this service kit OR
use the fillable on-line version we have provided)

TO: (name of exhibitor and booth #)

FOR: Annual UDMA DANCE TEACHER RESOURCE EXPO
Madison Metro Show

C/O: CENTURY SHOW SERVICES/ FREIGHT FORCE
201 W. Air Cargo Way
Milwaukee, WI 53207

**ADVANCE SHIPMENT DELIVERIES
MUST ARRIVE BETWEEN:**

**October
17th & 24th 2022**

Any shipment arriving after
this date will miss the show
and will be refused



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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 or click [HERE](#) for our on-line form. 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 7 will apply .

3. POV SHIPMENTS

Exhibitors may drive materials into the venue using their own vehicles. Exhibitor must be able to unload and hand carry items into the facility on their own.

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 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 . 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 the venue. If you choose to use your own carrier, shipments will go back to the Advanced Warehouse 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
- Use the official shipping labels at the back of this packet for all shipments, to ensure accurate delivery or click [HERE](#) for Orlando—[HERE](#) for Washington, DC—[HERE](#) for NY City—[HERE](#) for Madison

USE THIS SHIPPING LABEL AS IT WILL EXPEDITE HANDLING: Place at least one label on each item being shipped



EXHIBITOR

SHIPMENT

ORLANDO METRO SHOW

EXHIBITOR: _____

United Dance Merchants of America
Dance Teacher Resource Show
c/o: CENTURY SHOW SERVICES
ALLSTATES WORLD CARGO
1217 East Landstreet Road
Orlando, FL 32824

BOOTH #: _____

SHIPMENTS MUST ARRIVE BETWEEN: SEPTEMBER 26TH & OCTOBER 3RD, 2022

CARRIER: _____

PIECE # _____

OF _____

USE THIS SHIPPING LABEL AS IT WILL EXPEDITE HANDLING: Place at least one label on each item being shipped



EXHIBITOR SHIPMENT

WASHINGTON, DC METRO SHOW

EXHIBITOR: _____

United Dance Merchants of America
Dance Teacher Resource Show
c/o: CENTURY SHOW SERVICES
TOTAL TRUCK

BOOTH #: _____

45080 Old Ox Road – Suite 110
Dulles, VA 20166

SHIPMENTS MUST ARRIVE BETWEEN: OCTOBER 3RD & OCTOBER 10TH, 2022

CARRIER: _____

PIECE # _____

OF _____

USE THIS SHIPPING LABEL AS IT WILL EXPEDITE HANDLING: Place at least one label on each item being shipped



EXHIBITOR

SHIPMENT

NY CITY METRO SHOW

EXHIBITOR: _____

United Dance Merchants of America
Dance Teacher Resource Show
c/o: CENTURY SHOW SERVICES
ALLSTATES WORLD CARGO
663 Dowd Avenue
Elizabeth, NJ 07201

BOOTH #: _____

SHIPMENTS MUST ARRIVE BETWEEN: OCTOBER 10TH & OCTOBER 17TH, 2022

CARRIER: _____

PIECE # _____ OF _____

USE THIS SHIPPING LABEL AS IT WILL EXPEDITE HANDLING: Place at least one label on each item being shipped



EXHIBITOR SHIPMENT

MADISON METRO SHOW

EXHIBITOR: _____

United Dance Merchants of America
Dance Teacher Resource Show
c/o: CENTURY SHOW SERVICES
FREIGHT FORCE
201 W. Air Cargo Way
Milwaukee, WI 53207

BOOTH #: _____

SHIPMENTS MUST ARRIVE BETWEEN: OCTOBER 17TH & OCTOBER 24TH, 2022

CARRIER: _____

PIECE # _____ **OF** _____