

EXHIBITOR

SERVICE MANUAL



MGM GRAND EVENTS CENTER

LAS VEGAS, NV

Chairman's Ballroom

July 30-August 2, 2023





702 South A Street—Mt. Shasta, CA 96067
Toll Free: (833) 784-EXPO (3976)
Direct: (714) 981-5966



MGM Grand • Las Vegas, NV
July 30-August 2, 2023

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Dear Exhibitor,

We are excited to inform you that we have been selected as your official General Services Contractor for the upcoming 2023 DanceLife Teacher Conference at The MGM Grand Events Center 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 general conference information and information on the Expo Services provided by Century.

You can order any Expo Services that you are in need of here:

[ORDER EXPO SERVICES](#)

You may order any electrical and additional internet services you are in need of below (**NOTE:** DLTC does NOT provide any electrical for your booth space however, there is general wifi access in the expo hall)

[ORDER ELECTRICAL and INTERNET SERVICES](#)

Please note, for “Discount” pricing all expo service orders **MUST** be submitted by the deadline date of **MONDAY— JULY 17, 2023.**

Each 8' x 10' booth space is equipped with 8' **Blue and White** back drape and 3' **Blue** side divider drape as well as:

- (1) 6' Skirted Table (**BLUE** Skirt)
- (2) Chairs
- (1) Trash Can
- (1) 7" x 44" ID Sign

NOTE: Booth height restriction is 24'

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

Home Office

(833) 784-EXPO (3976)

Robin Mount-Ming

robin@centuryexposervices.net
(714) 981-5966

Drew Maughan

drew@centuryexposervices.net
(714) 981-5965



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SHOW QUICK FACTS

Exhibitor Set and Dismantle Information

Exhibitor Set-Up	Sunday—July 30, 2023	12:00 pm — 7:00 pm
Exhibitor Dismantle	Wednesday—August 2, 2023	1:00 pm — 7:00 pm
Freight Forced	Wednesday—August 2, 2023	7:00 pm—NO Exceptions

Exhibit/ Conference Schedule

Sunday—July 30

12:00 pm—7:00 pm Move In and Set Up
7:30 pm—8:30 pm Welcome Party—Meet the Exhibitors

Monday—July 31

8:00 am—8:30 am Visit the Exhibitors
9:00 am—12:30 pm Exhibit Hall Open
11:00 am—11:30 am Visit the Exhibitors—[11:10 am Exhibitor Presentation](#)
12:30 pm—1:30 pm Lunch Break
1:30 pm—6:30 pm Exhibit Hall Open
2:30 pm—3:00 pm Visit the Exhibitors—[2:40 pm Exhibitor Presentation](#)
5:00 pm—6:30 pm Visit the Exhibitors—[Complimentary Snack Break](#)
[Exhibitor Presentations: 5:05pm/ 5:25pm/ 5:45pm](#)

Tuesday—August 1

7:45 am—8:15 am Visit the Exhibitors
8:00 am—12:30 pm Exhibit Hall Open
11:00 am—11:30 am Visit the Exhibitors—[11:10 am Exhibitor Presentation](#)
12:30 pm—1:30 pm Lunch Break
1:30 pm—5:30 pm Exhibit Hall Open
4:30 pm—5:30 pm Visit the Exhibitors— [Exhibit Hall Presentations](#)
7:00 pm—8:00 pm Gala Cocktail Hour and Exhibitor Raffle
8:00 pm—9:00 pm Gala Celebration

Wednesday—August 2

8:00 am—8:30 am Visit the Exhibitors—[8:15 am Exhibitor Presentation](#)
9:00 am—1:00 pm Exhibit Hall Open
12:00 pm—1:00 pm Visit the Exhibitors—[Complimentary Snack & Coffee Break](#)
[Exhibitor Presentations: 12:05pm/ 12:25pm/ 12:45pm](#)

Schedule subject to change



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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: Dancelife Teacher Conference 2023
 C/O: CENTURY EXPO SERVICES
 Pyramid Logistics
 7120 West Post Road—Bldg. 4
 Las Vegas, NV 89113

ADVANCE SHIPMENT DEADLINE:

**TUESDAY
 July 25, 2023**

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.



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CONFERENCE SHIPPING INFORMATION continued...

OUTBOUND SHIPPING

The show floor must be cleared by 7:00pm – Wednesday August 2, 2023. Any and all materials remaining on the show floor will be forced off the floor and transferred to the warehouse via Century Expo Services at the exhibitor's expense—See Material Handling & Fees (Page 6).

NOTE: Carriers must be checked in with a Century representative by 6:00pm Wednesday August 2, 2023 for freight move out.

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

- Ship Prepaid ONLY – Collect shipments will be refused
- Loose and Uncrated/Unboxed 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

CENTURY will be transferring exhibitor properties from Dance Teacher Web 2023 (At Planet Hollywood) to Dance Life Teacher Conference 2023 on Sunday July, 30th between 4pm and 5pm

If you would like to take advantage of this service please contact Drew Maughan at: drew@centuryexposervices.net. See Page 6 (Material Handling and Fees) for a breakdown of costs.

FEDEX & UPS

Century will be available to drop pre-paid shipments at FedEx/ UPS at a cost of \$1.50/ lb (minimum of \$50/ drop)

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING: Place at least one label on each item being shipped



DANCELIFE TEACHER CONFERENCE 2023

EXHIBITOR WAREHOUSE SHIPMENT

EXHIBITOR: _____

BOOTH #: _____ c/o: CENTURY EXPO SERVICES/
PYRAMID LOGISTICS
7120 West Post Road
BLDG 4
Las Vegas, NV 89113

SHIPMENTS MUST ARRIVE BY: TUESDAY - JULY 25th, 2023

CARRIER: _____ PIECE # _____ OF _____



- CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
- UPS & FEDEX SHIPMENT LABELS ARE CONSIDERED "WEIGHT TICKETS"



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MATERIAL HANDLING & FEES

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 25, 2023—July 25, 2023). 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

\$155.00 / 100 lbs. (200 lb. min.)

SMALL PACKAGE FEES

Any individual package or multiple packages that are received at the same time that weigh a total of 100 lbs. or less will be charged a “Small Package Fee” of \$95.00—surcharges are applicable.

OTHER FEES

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

DO NOT Ship your materials directly to The MGM GRAND EVENTS CENTER!

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

If exhibitor's carrier does not check in by 6pm on Wednesday—August 2, 2023 Century will transfer the shipment to the CENTURY warehouse at a cost of \$75.00/ 100 lbs. (200 lb. minimum) - Any freight transferred to the warehouse MUST be picked up by Monday—August 7, 2023

DTW 2023 to DLTC 2023 TRANSFER FEES*

Road Boxes/ Crates	\$ 15.00/ Sq. Ft.
Standard Pallet (48" x 48")	\$ 150.00 each
Oversized Pallet	\$ 15.00/ Sq. Ft.
Fiber Cases/Plastic Tubs	\$ 35.00 each

*These transfer fees do NOT include any material handling costs into Dance Life Teacher Conference



**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: MONDAY—July 17, 2023

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 Dancelife Teacher Conference section) or [HERE](#)

If in fact, this form is not received in the Century office by the deadline date of **July 17, 2023** 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



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HOTEL INFORMATION



MGM GRAND[®]
LAS VEGAS

MGM GRAND LAS VEGAS
3799 South Las Vegas Blvd.
Las Vegas, NV 89109

Rooms can be booked through the
DanceLife Teacher Conference website at:

www.RheeGold.com

- ⇒ DLTC Room Block Rate is not inclusive of taxes & \$37 per night resort fee
- ⇒ Rooms **must be booked by July 1, 2023** to guarantee the discounted rate
- ⇒ Reservations canceled within 7 days of arrival will incur a one-night penalty charge
- ⇒ Room upgrades are available upon request and availability



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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 NOT prohibited in the exhibit areas.