

# EXHIBITOR

SERVICE MANUAL



**15th ANNUAL  
DANCE TEACHER SUMMER  
EXPO**

**July 27-30, 2023**

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

## 15th Annual Dance Teacher Web Conference & Expo

Planet Hollywood • Las Vegas, NV  
July 27-30, 2023

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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 2023 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 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 additional electrical and internet services you are in need of below (**NOTE:** DTW will be providing ONE 5amp electrical drop at each 8' x 10' booth space AND there is general wifi access in the expo hall)

[ORDER ADDITIONAL ELECTRICAL SERVICES](#)

[ORDER ADDITIONAL INTERNET SERVICES](#)

Please note, for “Discount” pricing all expo service orders **MUST** be submitted by the deadline date of **MONDAY— JULY 10, 2023.**

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

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**Home Office**

(833) 784-EXPO (3976)

**Robin Mount-Ming**

[robin@centuryexposervices.net](mailto:robin@centuryexposervices.net)  
(714) 981-5966

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[drew@centuryexposervices.net](mailto:drew@centuryexposervices.net)  
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### SHOW QUICK FACTS

#### Exhibitor Set and Dismantle Information

Exhibitor Set-Up	Thursday—July 27, 2023	12:00 pm — 7:00 pm
Exhibitor Dismantle	Sunday—July 30, 2023	2:45 pm — 7:00 pm
Freight Forced	Sunday—July 30, 2023	7:00 pm—NO Exceptions

#### Exhibit/ Conference Schedule

##### Thursday—July 27

12:00 pm—7:00 pm	Move In and Set Up Corridor Booths & Table Tops must be set by 3:30pm
3:30 pm—6:50 pm	Corridor Booths may set own hours
8:30 pm—10:00 pm	Opening Party for ALL Attendees & Exhibitors - Location: Main Stage

##### Friday—July 28

7:30 am—9:30 am	Expo Opening and Breakfast
7:30 am—6:00 pm	Corridor Booths may set own hours
9:30 am—2:30 pm	Exhibitors can book private appointments & access to The hall will be arranged
2:30 pm—4:30 pm	Expo Hall Open to ALL— <a href="#">Chita Rivera Book Signing Event!</a> <a href="#">Snacks &amp; Surprises</a>
4:30 pm—6:00 pm	Exhibitors can book private appointments & access to The hall will be arranged

##### Saturday—July 29

9:00 am—6:00 pm	Corridor Booths may set own hours
12:30 pm—4:30 pm	Expo Hall Open to ALL (and During Lunch)
3:00 pm—4:30 pm	Expo Hall Open to ALL— <a href="#">Special Event! Snacks &amp; Surprises</a>

##### Sunday—July 30

7:30 am—9:30 am	<a href="#">Expo Breakfast</a> —Expo Hall Open to ALL
7:30 am—2:45 pm	Corridor Booths may set own hours
9:30 pm—12:30 pm	Exhibitors can book private appointments & access to The hall will be arranged
12:30 pm—2:45 pm	Expo Finale & Prize Giveaways
2:45 pm	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: 15th Annual Dance Teacher Web Conference & Expo  
C/O: CENTURY EXPO SERVICES  
Pyramid Logistics  
7120 West Post Road—BLDG. 4  
Las Vegas, NV 89113

#### ADVANCE SHIPMENT DEADLINE:

**FRIDAY**  
**July 21, 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.

\*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 – SUNDAY July 30, 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 Sunday July 30, 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 to Dance Life Teacher Conference 2023 (At MGM Conference Center) 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](mailto: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

# Dance Teacher Web EXHIBITOR WAREHOUSE SHIPMENT

EXHIBITOR: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

15<sup>th</sup> ANNUAL DANCE TEACHER  
SUMMER EXPO - 2023

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

SHIPMENTS MUST ARRIVE BY: FRIDAY – JULY 21<sup>st</sup> , 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 21, 2023—July 21, 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 PLANET HOLLYWOOD!**

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 Sunday—July 30, 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 Friday—August 4, 2023

### **SHOW to SHOW 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





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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: MONDAY—July 10, 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 Dance Teacher Web section) or [HERE](#)

If in fact, this form is not received in the Century office by the deadline date of **July 10, 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](mailto: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](http://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 \$11.34/ night but, you MUST book your room (s) through the  
[www.danceteachersummerexpo.com](http://www.danceteachersummerexpo.com) website to take  
advantage and use code: SMDTW3  
OR Call: 866-317-1829



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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.