

EXHIBITOR

SERVICE MANUAL

THE POWER OF
COLLABORATION
MTJGD™ MEMBER RALLY 2023

PLANET HOLLYWOOD—LAS VEGAS, NV

July 25-26, 2023





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

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Dear Exhibitor,

It is with great pleasure that we inform you that we have been selected as your official General Services Contractor for the upcoming 2023 MTJGD Member Rally—The Power of Collaboration 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:** MTJGD 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

Home Office

(833) 784-EXPO (3976)

Robin Mount-Ming

robin@centuryexposervices.net

(714) 981-5966

Drew Maughan

drew@centuryexposervices.net

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SHOW QUICK FACTS

Exhibitor Set and Dismantle Information

Exhibitor Move In & Set-Up	Monday—July 24, 2023	1:00 pm — 5:00 pm
Exhibitor Dismantle*	Wednesday—July 26, 2023	12:00 pm — 1:30 pm

*Only for those NOT staying for Dance Teacher Web 2023

Exhibit/ Conference Schedule

Tuesday—July 25			
7:30 am	to	9:30 am	Vendor Booths Open— Breakfast for Vendors & Attendees
9:30 am	to	12:00 pm	General Session
12:00 pm	to	1:30 pm	Lunch Break
1:30 pm	to	4:30 pm	General Session
4:30 pm	to	6:30 pm	Vendor Booths Open
Wednesday—July 26			
7:30 am	to	9:30 am	Vendor Booths Open— Breakfast for Vendors & Attendees
9:30 am	to	12:00 pm	General Session
12:00 pm	to	1:30 pm	Lunch Break
1:30 pm	to	3:30 pm	General Session



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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: The Power of Collaboration: MTJGD Member Rally 2023

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 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

Booth spaces must be cleared by 10:00pm – WEDNESDAY July 26, 2023 **ONLY IF YOU ARE NOT STAYING TO EXHIBIT AT DTW 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 7).

NOTE: If you are NOT staying for DTW 2023—Your carrier must be checked in with a Century representative by 1:00pm—Wednesday July 26, 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 event.

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 EXHIBIT materials to the Advance Warehouse please use the enclosed pre-printed labels (Page 5) or click [HERE](#) to fill out your label on line
- To ship SWAG BAG materials to the Advance Warehouse please use the enclosed Pre-printed label (Page 6) or click [HERE](#) to fill out your label on line

CENTURY will be resetting the Exhibit Hall for DTW 2023 after MTJGD 2023 is over. If you are exhibiting at both events and your booth location is NOT the same for both events you will have (2) options regarding the relocation of your booth. See Material Handling & Fees page (page 7) for details and 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

MTJGD

EXHIBITOR

SHIPMENT

THE POWER OF COLLABORATION

MTJGD MEMBER RALLY 2023

EXHIBITOR: _____

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

SHIPMENTS MUST ARRIVE BY: FRIDAY – JULY 21st 2023

CARRIER: _____ **PIECE #** _____ **OF** _____

*Certified weight tickets are required for all large shipments.
Fedex and UPS labels are considered weight tickets
for smaller shipments.



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

MTJGD

SWAG BAG

SHIPMENT

THE POWER OF COLLABORATION

MTJGD MEMBER RALLY 2023

CENTURY EXPO SERVICES/PYRAMID LOGISTICS

7120 West Post Road – Bldg. 4

Las Vegas, NV 89113

VENDOR / SHIPPING COMPANY: _____

SHIPMENTS MUST ARRIVE BY: FRIDAY – JULY 21st 2023

CARRIER: _____ **PIECE #** _____ **OF** _____

*Certified weight tickets are required for all large shipments.
Fedex and UPS labels are considered weight tickets
for smaller shipments.





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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 dept.

If exhibitor’s carrier does not check in by 9pm on Wednesday—July 26, 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—July 31, 2023

MTJGD/ DTW BOOTH RELOCATION FEES*

- Option 1:** CENTURY will relocate your booth from your MTJGD space to your new DTW space for you (you will not have to break your booth down)
Cost: \$150.00/ man/ hour (1 hour minimum)
- Option 2:** You will breakdown and repack your booth and CENTURY will move your repacked booth to your new DTW location for a flat fee
Cost: \$75.00
- Option 3:** You can move your own booth at no charge however, you MUST be in the exhibit hall AT 11:00 am Thursday 7/27 and have your entire booth relocated by 12:00 pm. If your Booth is NOT moved by 12:00 pm, Century will move it for you—See **Option 1** above

*CENTURY must be advised of your option choice PRIOR to the move in date for MTJGD
Please email Robin at: robin@centuryexposervices.net



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 The Power of Collaboration—MTJGD Member Rally 2023 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

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

To reserve your hotel room click the link below:

[Book Hotel Rooms Here](#)

You will notice that it says Dance Teacher Web. Our room block is under theirs due to our **COLLABORATION**.

The cost is \$99 per night plus a \$11.34 daily resort fee. We anticipate running out of rooms in our room block so make sure to book your room soon!

If you have already booked your room for Dance Teacher Web, we would recommend calling 702-862-3519 to extend your reservation for your time at our event.



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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.