

# EXHIBITOR

SERVICE KIT



## 16th ANNUAL DANCE TEACHER SUMMER EXPO

August 1-4, 2024

---





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



**16th Annual  
Dance Teacher Web  
Conference & Expo**

Paris • Las Vegas, NV  
August 1-4, 2024

## **TABLE OF CONTENTS**

Introduction	1
Show Facts	2
Shipping Information	3-4
Shipping Labels	5-6
Material Handling & Fees	7
Hand Carry Policy	8
Outside Labor	9
Hotel Information	10
Fire Department Regulations	11



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

**DANCE  
TEACHER  
WEB**  
conference  
& expo



**16th Annual  
Dance Teacher Web  
Conference & Expo**

Paris • Las Vegas, NV  
August 1-4, 2024

Dear Exhibitor,

It is with great pleasure that we inform you that we will be working with you again as your official general contractor for the upcoming 2024 Dance Teacher Web Conference and Expo at Paris Las Vegas 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 provide ONE 5amp electrical drop at each 8' x 10' booth space AND there is general wifi access in the expo hall)

[ORDER ADDITIONAL ELECTRICAL and INTERNET SERVICES](#)

Please note, for "Discount" pricing all expo service orders **MUST** be submitted by the deadline date of **TUESDAY— JULY 16, 2024.**

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 25'

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](mailto:robin@centuryexposervices.net)

(714) 981-5966

**Drew Maughan**

[drew@centuryexposervices.net](mailto:drew@centuryexposervices.net)

(714) 981-5965



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



**16th Annual  
Dance Teacher Web  
Conference & Expo**

---

Paris • Las Vegas, NV  
August 1-4, 2024

## SHOW QUICK FACTS

### Exhibitor Set and Dismantle Information

Exhibitor Set-Up	Thursday—August 1, 2024	9:00 am — 5:00 pm
Exhibitor Dismantle	Sunday—August 4, 2024	3:00 pm — 6:00 pm
Freight Forced	Sunday—August 4, 2024	7:00 pm—NO Exceptions

### Exhibit/ Conference Schedule

#### Thursday—August 1

9:00 am— 5:00 pm

Move In and Set Up

Corridor Booths & must be set by 2:30pm

2:30 pm— 3:30 pm

KeyNote—D’Valda & Sirico with Special Guests—Main Stage

2:30 pm— 6:50 pm

Corridor Booths may set own hours

8:30 pm—10:00 pm

Opening Party for ALL Attendees & Exhibitors—Main Stage

#### Friday—August 2

7:30 am— 9:00 am

Expo Kick-Off Breakfast

7:30 am— 9:30 am

Expo Hall Open

7:30 am— 4:30 pm

Corridor Booths may set own hours

9:30 am— 3:00 pm

Expo Hall Open by Appointment Only

3:00 pm— 4:30 pm

Expo Hall Open to ALL— [Snacks & Surprises](#)

6:30 pm— 8:00 pm

Weissman Pop-Up Costume Sale—Champagne 3

#### Saturday—August 3

7:30 am— 9:00 am

Weissman Fashion Show Breakfast—Main Stage

7:30 am— 4:30 pm

Corridor Booths may set own hours

9:15 am—12:30 pm

Expo Hall Open by Appointment Only

12:30 pm— 4:30 pm

Expo Hall Open —[Special Event! Snacks & Surprises](#)

3:00 pm— 4:30 pm

Expo Hall Special Event —[Snacks & Surprises](#)

4:30 am— 6:40 pm

Expo Hall Open by Appointment Only

#### Sunday—August 4

7:30 am— 9:00 am

Expo Kick-Off Breakfast

7:30 am— 9:30 am

Expo Hall Open

7:30 am— 3:00 pm

Corridor Booths may set own hours

9:30 pm—12:30 pm

Expo Hall Open by Appointment Only

12:50 pm— 1:50 pm

EndNote—D’Valda & Sirico with Special Guests—Main Stage

2:00 pm— 3:00 pm

Expo Grand Finale & Prize Awards—Expo Hall



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

**DANCE  
TEACHER  
WEB**   
conference  
& expo

**16th Annual  
Dance Teacher Web  
Conference & Expo**

---

Paris • Las Vegas, NV  
August 1-4, 2024

## CONFERENCE SHIPPING INFORMATION

### ADVANCE SHIPMENTS

#### Rates Include:

- ⇒ Unloading of crated material at warehouse
- ⇒ Storage for up to 3 weeks 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

Exhibitors should label and consign shipments as follows:  
(You may use the “WAREHOUSE” shipping label provided on page 6)

**TO:** (name of exhibitor and booth #)  
**FOR:** The 16th Annual Dance Teacher Web  
Summer Conference & Expo  
**C/O:** CENTURY EXPO SERVICES  
Pyramid Logistics  
7120 West Post Road—BLDG. 4, STE 125  
Las Vegas, NV 89113

#### ADVANCE SHIPMENT DEADLINE:

**WEDNESDAY  
July 24, 2024**

Any shipment arriving after this date will be charged a 50% 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 3 weeks. Freight will be delivered from the Advance Warehouse directly to your booth.

**POVs:** If you plan on delivering your booth properties in your personal vehicle, please contact Drew Maughan: [drew@centuryexposervices.net](mailto:drew@centuryexposervices.net) or 714-981-5965 to schedule your delivery.



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

**DANCE  
TEACHER  
WEB**   
conference  
& expo

**16th Annual  
Dance Teacher Web  
Conference & Expo**

---

Paris • Las Vegas, NV  
August 1-4, 2024

## CONFERENCE SHIPPING INFORMATION continued...

### OUTBOUND SHIPPING

The show floor must be cleared by 7:00pm – SUNDAY August, 2024. 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:** Carriers must be checked in with a Century representative by 6:00pm Sunday August 4, 2024 for freight move out. If your carrier does not show up or needs to pick up at our local warehouse, a Return to Warehouse Transfer Fee will be charged at \$110.00 per hundred weight with a 200 lb. minimum (\$220.00).

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 SWAG BAG ITEMS please use the enclosed pre-printed label (Page 5) or click [HERE](#) to fill out your labels on line
- **NOTE: All SWAG BAG shipments received are subject to Material Handling fees (Page 7)**
- To ship materials to the Advance Warehouse please use the enclosed pre-printed labels (Page 6) or click [HERE](#) to fill out your labels on line

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

# Dance Teacher Web 2024

# SWAG BAG

# SHIPMENT

COMPANY: \_\_\_\_\_

DTW SUMMER EXPO - 2024  
c/o: CENTURY EXPO SERVICES  
PYRAMID LOGISTICS  
7120 West Post Road – BLDG. 4, STE 125  
Las Vegas, NV 89113

SHIPMENTS MUST ARRIVE BY: WEDNESDAY – JULY 24<sup>TH</sup>, 2024

CARRIER: \_\_\_\_\_ PIECE \_\_\_\_\_ OF \_\_\_\_\_



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

# Dance Teacher Web EXHIBITOR WAREHOUSE SHIPMENT

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

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

16<sup>th</sup> ANNUAL DANCE TEACHER  
SUMMER EXPO - 2024  
c/o: CENTURY EXPO SERVICES  
PYRAMID LOGISTICS  
7120 West Post Road – BLDG. 4, STE 125  
Las Vegas, NV 89113

SHIPMENTS MUST ARRIVE BY: WEDNESDAY – JULY 24<sup>TH</sup>, 2024

CARRIER: \_\_\_\_\_ PIECE \_\_\_\_\_ OF \_\_\_\_\_

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







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



**16th Annual  
Dance Teacher Web  
Conference & Expo**

Paris • Las Vegas, NV  
August 1-4, 2024

## **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 3 weeks storage prior to the show (June 25, 2024—July 16, 2024). Century will provide delivery to booth, storage of empty packing materials, and will return outbound shipments to the loading dock when carriers arrive.*

### **ALL SHIPMENTS RECEIVED AT WAREHOUSE**

**\$160.00 / 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 the posted deadline date will be charged a 50% Material Handling surcharge. Shipments received after warehouse shipments have delivered to show site (Wednesday—July 31, 2024 @ 7am) will be charged a \$300 delivery fee along with a 50% Material Handling surcharge.

**DO NOT Ship your materials directly to PARIS LAS VEGAS!**

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—August, 2024 Century will transfer the shipment to the CENTURY warehouse at a cost of \$110/ 100 lbs. (200 lb. minimum) - Any freight transferred to the warehouse MUST be picked up by Wednesday—August 7, 2024.



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



**16th Annual  
Dance Teacher Web  
Conference & Expo**

---

Paris • Las Vegas, NV  
August 1-4, 2024

## 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



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

**DANCE  
TEACHER  
WEB**   
 conference  
& expo

**16th Annual  
Dance Teacher Web  
Conference & Expo**

---

Paris • Las Vegas, NV  
 August 1-4, 2024

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

**DEADLINE: TUESDAY—July 16, 2024**

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 16, 2024** 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.



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

**DANCE  
TEACHER  
WEB**  
conference  
& expo



**16th Annual  
Dance Teacher Web  
Conference & Expo**

Paris • Las Vegas, NV  
August 1-4, 2024

## HOTEL INFORMATION



Paris Las Vegas  
3655 South Las Vegas Blvd.  
Las Vegas, NV 89109

Rooms can be booked through the link below:

[BOOK HOTEL HERE](#)

The Dance Teacher Web room rate is \$120 + Taxes.  
Dance Teacher Web has negotiated reduced “resort fees”  
during your stay to \$10.00/ night but, you **MUST** book your room (s)  
[HERE](#) to take advantage

OR Call: 877-603-4389 and use code: SPDTW4





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



**16th Annual  
 Dance Teacher Web  
 Conference & Expo**

---

Paris • Las Vegas, NV  
 August 1-4, 2024

## LAS VEGAS 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.

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.