

EXHIBITOR

SERVICE KIT



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AUGUST 15-17, 2025

**Wheeling, IL
Westin Chicago North Shore**





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



8th Annual Energize Dance Studio Conference

Westin Chicago North Shore • Wheeling, IL
August 15-17, 2025

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Dear ENERGIZE 2025 Exhibitor,

We are very excited to let you know that we will be working with you as your official General Services Contractor for the upcoming 8th Annual Energize Dance Studio Conference at The Westin Chicago North Shore in Wheeling, IL. 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: ENERGIZE will provide a complementary electrical drop at each 8' x 10' booth and each Table Top booth space in addition to complementary Wi-Fi)

[ORDER ADDITIONAL ELECTRICAL and INTERNET SERVICES](#)

Please note, for "Discount" pricing all expo service orders MUST be submitted by the deadline date of **FRIDAY — JULY 25, 2025**.

Each booth space within the Revolution Studio Expo will be 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

Complementary electrical

Complementary Wi-Fi

NOTE: Booth height restriction is 15' - All exhibit areas DO have carpet

* Booths in the hallway areas will NOT have 8' back drape, just the 3' side divider drape

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 | Friday—August 15, 2025 | 8:00 am — 12:30 pm |
| Exhibitor Dismantle | Sunday—August 17, 2025 | 3:30 pm — 6:30 pm |
| Freight Forced | Sunday—August 17, 2025 | 8:00 pm—NO Exceptions |

Exhibit/ Conference Schedule

Friday—August 15th

| | |
|-------------------|---------------------------------------|
| 8:00 am— 12:30 pm | Vendor Set Up |
| 12:30 pm— 4:00 pm | Vendor Booths Open |
| 4:15 pm— 6:00 pm | Opening General Session |
| 6:00 pm— 7:30 pm | Welcome Reception: Vendor Booths Open |

Saturday—August 16th

| | |
|-------------------|--|
| 8:30 am— 9:30 am | Grab + Go Breakfast OR Brunch + Learn Seminars |
| 8:30 am— 4:30 pm | Vendor Booths Open |
| 12:15 pm— 1:15 pm | Lunch + Learn Seminars |
| 6:00 pm— 10:00 pm | 2026 Revolution Collection Launch Party |

Sunday—August 17th

| | |
|-------------------|--|
| 8:30 am— 9:30 am | Grab + Go Breakfast OR Brunch + Learn Seminars |
| 8:30 am— 3:00 pm | Vendor Booths Open |
| 12:15 pm— 1:15 pm | Lunch + Learn Seminars |
| 3:00 pm— 6:30 pm | Vendor Breakdown |



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CONFERENCE SHIPPING INFORMATION

ADVANCE SHIPMENTS

Rates Include:

- ⇒ Unloading of crated material at warehouse
- ⇒ Storage for up to 2 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

To request a quote for shipping services into and out of these events click: [SHIPPING REQUEST](#)

Exhibitors should label and consign shipments as follows:
(Please use the "WAREHOUSE" shipping label provided on page 6)

TO: (name of exhibitor and booth #)

FOR: The 8th Annual ENERGIZE Dance Studio
Conference

C/O: CENTURY EXPO SERVICES
c/o KEMCO
1810 Estes Avenue
Elk Grove, IL 60007

ADVANCE SHIPMENTS :

**July 28th through
August 11th, 2025**

Any shipment arriving after
August 11th will be charged 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 2 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 or 714-981-5965 to schedule your delivery.



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CONFERENCE SHIPPING INFORMATION continued...

OUTBOUND SHIPPING

All drivers must be checked in by 6:00pm – Sunday– August 17, 2025. Any and all materials remaining on the show floor will be forced off the floor and transferred to the local CENTURY warehouse (1810 Estes Ave.—Elk Grove, IL 60007) via Century Expo Services at the exhibitor's expense—See Material Handling & Fees (Page 7).

NOTE: 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 100 lbs 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.

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)

CONSOLIDATED SHIPPING FROM DANCE TEACHER SUMMIT 2025 – New York, NY

If you will be attending Dance Teacher Summit 2025, and you would like your items to be part of the consolidation going to ENERGIZE, please contact Drew Maughan at: drew@centuryexposervices.net and he will get you set up. We will get your items to The Westin Chicago North Shore and place them in your booth prior to you arriving. Consolidated shipping rates are below:

| | |
|--|--------------|
| Fiber Cases/ Plastic Booth Cases/ Plastic Tubs | \$400 each |
| Pallets – Up to 40" x 48" footprint | \$800 each |
| Oversized Pallets | \$ 50/ sq ft |
| Road Cases on Wheels | \$ 50/ sq ft |
| Suitcases/ Duffel Bags | \$100 each |
| Boxes | \$2.00/ lb |

NOTE: The above rates do NOT include Material Handling into ENERGIZE 2025 – those costs will be billed separately.

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: [SWAG BAG SHIPPING LABEL](#) 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 label (Page 6) or click: [EXHIBITOR WAREHOUSE SHIPPING LABEL](#) to fill out your labels on line

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

ENERGIZE 2025 SWAG BAG SHIPMENT

EXHIBITOR:

ENERGIZE CONFERENCE 2025

CENTURY EXPO SERVICES c/o KEMCO

1810 Estes Avenue

Elk Grove, IL 60007

SHIPMENT to ARRIVE BETWEEN: JULY 28TH & August 11TH, 2025

CARRIER:

PIECE _____ OF _____



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

ENERGIZE 2025

EXHIBITOR

WAREHOUSE SHIPMENT

EXHIBITOR: _____

BOOTH #: _____

ENERGIZE CONFERENCE 2025

CENTURY EXPO SERVICES c/o KEMCO

1810 Estes Avenue

Elk Grove, IL 60007

SHIPMENT to ARRIVE BETWEEN: JULY 28th and AUGUST 11th, 2025

CARRIER: _____

PIECE _____

OF _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS OR
A BOL (Bill Of Lading) WITH AN ACCURATE WEIGHT

* 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 2 weeks storage prior to the show (July 28, 2025—August 11, 2025). 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

\$165.00 / 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 \$110.00—surcharges are applicable.

OTHER FEES

1. Based on the Material Handling fee listed above, a 30% surcharge per cwt per shipment will apply if shipments are received at the warehouse before June 30th or after July 14th, 2025
2. Shipments that are received at the advanced warehouse after August 11th, will be charged a special delivery fee of \$500 in addition to a 30% surcharge as listed above

DO NOT Ship your materials directly to The Westin Chicago North Shore!

3. A 30% surcharge will be assessed for any shipment sent directly to the hotel shipping and receiving department.
4. If exhibitor's carrier does not check in by 6pm on Sunday—August 17, 2025 Century will transfer the shipment to the local CENTURY warehouse (1810 Estes Avenue—Elk Grove, IL 60007) at a cost of \$110/ 100 lbs. (200 lb. minimum) - Any freight transferred to the warehouse MUST be picked up by Wednesday-August 20, 2025.



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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 unless coordinated with Century Expo Services PRIOR to move-in Or move-out
- 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:

\$180.00—if unloading is performed between the hours of 8:00am and 4:30pm
Monday through Friday

\$240.00—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.

If you will need or want help with the set or dismantle of your booth follow this link to submit a request: [REQUEST LABOR](#)



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

DEADLINE: FRIDAY—July 25, 2025

In the event an exhibitor plans on utilizing a service contractor other than CENTURY EXPO SERVICES 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 Expo Services office by the deadline date of **July 25, 2025** 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 ILLINOIS naming CENTURY EXPO SERVICES 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 Expo Services. The show floor, aisles, loading docks, service and storage areas will be controlled by Century Expo Services.

Century Expo Services 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 the exhibitor will be billed accordingly by Century Expo Services.



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HOTEL INFORMATION



WESTIN CHICAGO NORTH SHORE
601 North Milwaukee Avenue
Wheeling, IL 60090

Rooms can be booked through the link below:

[BOOK HOTEL HERE](#)

The ENERGIZE 2025 room rate is \$145/ night + Taxes & Fees

- Book your stay with our discounted room rate by July 24th or while rooms are available
- Well designed rooms and suites that feature signature touches such as plush beds and heavenly beds, flat-panel LCD TV's and high-speed Wi-Fi
- Convenient location near O'Hare International Airport.
- Close to North Shore restaurants in Wheeling like, Cooper's Hawk Winery, Spears and Boston Fish Market