

# DANCE TEACHER SUMMIT

BY **DANCEONE**



## EXHIBITOR KIT

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# DANCE TEACHER SUMMIT

BY DANCEONE

DEAR EXHIBITOR,

THANK YOU FOR YOUR PARTICIPATING  
IN THE DANCE TEACHER SUMMIT!

We are confident this will be a great weekend of business, dance, and fun. We're excited to have you be a part of a great show this year as we bring back this legendary event.

Enclosed is the information you will need to make this a successful stress-free show.

If you have ANY questions, please don't hesitate to contact us. See you in New York City!



CHANTEL FEOLA  
EVENT DIRECTOR  
CELL: (315) 289-3766  
OFFICE: (818) 738-9394  
CHANTEL.FEOLA@DANCE.ONE

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# EXHIBITOR SCHEDULE

## FRIDAY, AUGUST 8, 2025

TIME	EVENT	LOCATION
3PM - 7PM	OPTIONAL EXHIBITOR REGISTRATION & SET-UP	GRAND BALLROOM FOYER & AMERICAS HALL (3RD FLOOR)

## SATURDAY, AUGUST 9, 2025

7:15AM - 8:15AM	OPENING MORNING SUMMIT (KEYNOTE SPEAKER: MISTY COPELAND	GRAND BALLROOM (3RD FLOOR)
9AM - 3PM	EXHIBITOR REGISTRATION/ SET-UP	GRAND BALLROOM FOYER & AMERICAS HALL (3RD FLOOR)
3:30PM - 7PM	GRAND OPENING OF EXHIBIT HALL + FASHION SHOW	GRAND BALLROOM FOYER & AMERICAS HALL (3RD FLOOR)

## SUNDAY, AUGUST 10, 2025

9AM - 6PM	EXHIBIT HALL OPEN	GRAND BALLROOM FOYER & AMERICAS HALL (3RD FLOOR)
11:30AM - 12:30PM	SNACK BREAK	GRAND BALLROOM FOYER & AMERICAS HALL (3RD FLOOR)
8PM - 11PM	A.C.E. AWARDS	GRAND BALLROOM (3RD FLOOR)

## MONDAY, AUGUST 11, 2025

9AM - 2PM	EXHIBIT HALL OPEN	GRAND BALLROOM FOYER & AMERICAS HALL (3RD FLOOR)
2:15PM - 6PM	EXHIBITOR BREAKDOWN	GRAND BALLROOM FOYER & AMERICAS HALL (3RD FLOOR)

\*\*THIS SCHEDULE IS TENTATIVE AS WE ARE STILL ORGANIZING THE CLASS SCHEDULE\*\*



## LOCATION & ACCOMMODATIONS

### New York Hilton Midtown

1335 Avenue of the Americas

New York, NY 10019

Phone: 212-586-7000

Reserve Online: <https://book.passkey.com/event/50880398/owner/6708/home>

Rates: \$259 per night (single/double)



Please note if you book outside of the rate dates – August 8th – August 11th an error message will come up. The best course of action is to book within the block online and call the hotel to book the additional dates to add on to your room reservation at the different rate.

## INBOUND SHIPPING

### OPTION 1: SHIP TO ADVANCED WAREHOUSE WITH CENTURY

If you ship to the Century Warehouse, they will deliver your items to the New York Hilton Midtown to your booth space prior to your arrival.

Please address all items as follows (you can fill out the shipping label on [page 15](#))

EXHIBITOR NAME

BOOTH #

CENTURY EXPO SERVICES c/o ALLSTATES

663 Dowd Avenue

Elizabeth, NJ 07201

Shipments will be accepted between the dates of: **July 21 - August 4, 2025.**

To request a quote for shipping please contact Drew Maughan at [drew@centuryexposervices.net](mailto:drew@centuryexposervices.net) OR [click here: Request a Shipping Quote.](#)

Please have dimensions (L x W x H) and approximate weight when requesting a quote.

## FEES:

- Material Handling – This fee applies to all items shipped to the advanced warehouse.
  - \$188/ 100 lb. (200 lb. minimum or \$376)
    - Example #1: Shipment weight = 480 lbs.
      - 5 cwt x \$188 = \$940
    - Example #2: Shipment weight = 125 lbs.
      - 2 cwt x \$188 = \$376
- Small Package Fee – This fee applies to any individual package or multiple packages that are received AT THE SAME TIME, that weigh a total of 100 lbs. or less.
  - \$125 per package or multi-package shipment

## SURCHARGES:

- 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 July 21st or AFTER August 4th.**
  - Shipments that are received at the advanced warehouse **AFTER August 7th**, will be charged a special delivery fee of \$850 in addition to a 30% surcharge as listed above.

## OPTION 2: DIRECT EXPO HALL UNLOAD WITH PRIVATE VEHICLES ONLY

If you prefer to bring your own truck/vehicle and unload at the New York Hilton Midtown, please note the following rules:

1. Personal Trucks/vehicles will ONLY be allowed at the loading dock during the designated times below. To best serve everyone, we ask that you contact Drew Maughan at [drew@centuryexposervices.net](mailto:drew@centuryexposervices.net) OR 714-981-5965 to schedule your delivery time.

- **FRIDAY, AUGUST 8TH**                      **3:00 PM - 7:00 PM**
- **SATURDAY, AUGUST 9TH**                **9:00 AM - 3:00 PM**

2. The loading dock is located on 54th Street between 6th and 7th Avenue (Right side of the street, directly across from the London Hotel). The clearance at the dock is 11' 9" high. Exact dimensions of the loading area are 33'5" Lx 11' 4" x 11'9" H and the door opening is 11' 4" W x 11' 9" H. Any truck over that height will need to be unloaded on the street.

Please note: a company representative will also need to check-in at the Exhibitor Service Desk on the 3rd floor to receive official badges and final info. Trucks will be unloaded in the order in which they arrive. It will be important to keep to your load-in time as we will have limited street area blocked off for load-in only. Trucks and cars will not be able to park there.

3. All vehicles unloading, whether it happens in the street on 54th Street or at the loading dock, it must be performed by Union Personnel who the Dance Teacher Summit has hired. If an emergency arises and you need to change your dock time, please text Drew Maughan (714-981-5965) immediately.

4. If possible, please bring your own dollies and/or carts.

5. Immediately after unloading your materials, please move your car/truck from the loading dock. Please see PARKING for more info on [Page 6](#).

## OUTBOUND SHIPPING

### OPTION 1: SHIP WITH CENTURY

- Ship To Requested Destination
    - If you would like Century to ship your items out of Dance Teacher Summit, please contact Drew Maughan at [drew@centuryexposervices.net](mailto:drew@centuryexposervices.net) OR [click here: Request a Shipping Quote](#). Century will have outbound bills of lading and labels available at the Century Expo Service desk on the day of move-out.
  - Consolidate Shipping to Energize 2025 – Wheeling, IL
    - If you will be attending ENERGIZE 2025, and you would like your items to be part of the consolidation going to that event, please contact Drew Maughan at [drew@centuryexposervices.net](mailto:drew@centuryexposervices.net) and he will get you set up. There are only three (3) days between Dance Teacher Summit and ENERGIZE, we will get your items to Wheeling, IL and into 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 – those costs will be billed separately.

- Transfer Freight to the Century Warehouse for Carrier Pick Up
  - If you would like Century to transfer your freight to our local Elizabeth, NJ warehouse for your carrier to pick up, please contact Drew Maughan at [drew@centuryexposervices.net](mailto:drew@centuryexposervices.net) to get this service set up. The cost for this service is:
    - \$185/ 100 lb. (There is a 200 lb. or \$370 minimum charge)

## **OPTION 2: DIRECT NEW YORK HILTON MIDTOWN PICK-UP**

If you prefer to bring your own truck to the New York Hilton Midtown, please note the following rules:

1. Trucks/Cars will ONLY be allowed at the loading dock starting at the close of the show at 2:00 PM. You MUST check-in at the Century Expo Service Desk prior to loading.
2. Make sure ALL of your materials are properly packed BEFORE your driver gets to the loading dock. If materials are not ready to go when it is your truck's turn, your truck will be skipped.
3. Trucks will be loaded in the order in which they arrive. Your driver may have to wait while other companies load. Please be patient, we will get everyone in and out as quickly as possible.
4. We will have plenty of labor to help.
5. If possible, please bring your own dollies and/or carts.
6. Immediately after loading your materials, please move your car/truck from the loading dock/loading street area.
7. NOTE: If your carrier fails to check in at the Century Expo Service Desk by 5:00 PM your freight will be forced off the show floor and transported to our local warehouse in Elizabeth, NJ at a cost of \$195/100 lb. with a 200 lb. minimum. Shipments must be picked up from the warehouse (663 Dowd Avenue, Elizabeth, NJ 07201) by Friday, August 15, 2025.

## **OPTION 3: SHIP VIA UPS OR FEDEX FROM THE NEW YORK HILTON MIDTOWN**

If you prefer to ship your items from the New York Hilton Midtown, you will need to use the hotel's Package Room located on the 2nd floor of the Business Center.

Please note the following rules:

- All outbound packages must have a complete carrier airbill affixed to each package. Packaging supplies are available for purchase within the business center.
- Outbound handling fees will be applied to all packages, in addition to shipping/transportation fees.

## INTERNET

The Internet services is done directly through the New York Hilton Midtown. When you arrive on-site you will launch your browser where you will receive a page asking for a login code or the option to purchase basic Wi-Fi.

Below is the pricing for both options:

- \$33 - (Simple Wifi)
- \$45 - (Superior Wifi)

When you go to the link, type/search the event: Dance Teacher Summit + click shop for event. Wifi will be the 3rd option.

Here is the link to book and set-up your Wi-Fi account:

<https://eventnow.encoreglobal.com>

## EXHIBITOR SERVICE DESK

Please check-in at the Exhibitor Service Desk to receive your badges and registration packet. The Exhibitor Service Desk will be open during the following hours on the 3rd floor outside of Americas Hall.

- Friday, August 8th – 3:00 PM – 7:00 PM
- Saturday, August 9th – 9:00 AM – 7:00 PM
- Sunday, August 10th – 9:00 AM – 6:00 PM
- Monday, August 11th – 9:00 AM – 6:00 PM

## PARKING

There are numerous parking lots in the area for cars only. The closest are:

### City Parking

118 West 44th Street

Accommodates oversized vehicles 7'1 – \$10 extra fee daily

<https://cityparking.nyc/home>

### Icon Parking System

1350 Avenue of the Americas (at 54th Street)

[www.iconparkingsystems.com](http://www.iconparkingsystems.com)

## BOOTH SET-UP

Below is the reserved time we have for booth set-up. Plenty of staff will be available to assist exhibitors with set-up, questions, etc. Attendees will not have access to the booths until the Grand Opening. During load-in and load-out, we will have an Exhibitor Service Representative at the loading dock to assist with questions. A Danceone or Century representative will be available to assist with load-in, freight/packages, electric, parking, labor, rentals and general exhibitor questions.

- Friday, August 8th – 3:00 PM – 6:00 PM
- Saturday, August 9th - 9:00 AM - 3:00 PM

Each booth includes:

1. 6' draped table, 2 chairs and a waste basket
2. 8' high BLACK back drape and 3' high BLACK side dividers (pipe & drape)
3. Company sign (simple, black & white) hung from top of booth
4. One electrical outlet

If you need any additional items for your booth (Additional Chairs & Tables, Specialty Items, Carpet & Padding, Audio & Visual, Floral & Booth Cleaning) [please order via Century Expo Services](#) by **Saturday, July 19th**. Once your set-up is complete, please gather any boxes or containers that you need and Century Expo Services and Danceone will store them for the duration of the show. Label each item you want stored with the appropriate labels provided in your registration packet. All items left for storage will be picked up before the opening of the show. Please make sure your booth is set-up NO LATER than half hour before the start of the show.

## BOOTH HOURS

Exhibit booths must be staffed during ALL posted Exhibit Hall hours. No exhibit or portion thereof may be removed from the Exhibit Hall during the event without the consent of Danceone/ Dance Teacher Summit.

- SATURDAY, AUGUST 9TH 3:30 PM - 7:00 PM (GRAND OPENING)
- SUNDAY, AUGUST 10TH 9:00 AM - 6:00 PM
- MONDAY, AUGUST 11TH 9:00 AM - 2:00 PM

## BOOTH SECURITY

For your convenience and safety, we have security on-site throughout the event. We will be controlling traffic to and from the workshop rooms before and after booth hours.

Please note: Although security services will be provided throughout the event, Danceone and the New York Hilton Midtown will not be responsible for loss, theft, or damage of any kind. We suggest that you remove any cash or valuables at the end of each day.

## BOOTH BREAK DOWN & LOAD OUT

No packing or dismantling of exhibits will be allowed until the official closing of the Exhibit Hall at 2:00 PM on August 11th. We will begin returning empty containers at the close of the show. It may take up to an hour to return all containers, so please be patient and plan travel accordingly. This is a prime time for theft, exhibitors are urged to pack their materials expeditiously and to make all necessary arrangements for the disposition of their outgoing freight before leaving the Exhibit Hall. For shipping instructions, please refer to the SHIPPING FROM section in this packet on [page 2-6](#).

The Exhibitor Service Desk and Century Service Desk will be open during this time to assist with load-out, freight and to answer any questions.

## SELLING ON THE SHOW FLOOR

All exhibitors are encouraged to SELL on the floor! Attendees want to shop! If you have items from last season, sell everything for a discounted price and you won't have to ship them home! Have larger items? We suggest offering free shipping to all orders placed on-site. Please note, it is the responsibility of the exhibitors to pay all applicable license fees and taxes associated with such sales.

## EXHIBITOR COMPS

For Dance Teacher Summit New York City exhibitors, we are pleased to offer **2 FREE FULL ATTENDEE REGISTRATIONS**. We thought this would be a great perk that you could pass on to your best clients or business contacts.

We hope you understand that this cannot be used for people who are already registered and can only be used for this year's event. Please have all attendee information emailed to the contact below by **Friday, July 18th**.

- We ask that you only pass along this offer to teachers or assistant teachers who are 16 and older.
- For one of your business contacts to redeem this offer, please email [info@danceteachersummit.com](mailto:info@danceteachersummit.com) the following info:
  - Your Company Name
  - Attendee Name, Studio Affiliation (if applicable), address, phone, and e-mail.
  - Is the attendee a teacher, studio owner, office manager, studio director, or other.
- The attendee will receive an e-mail on next steps once the above is received.
- To find out more on what is included in the 3-day registration pass please visit <https://danceteachersummit.com/fees>.

Hopefully you will find this offer useful! If you have any questions, let us know!

## MODELS

If you are planning on having models at your booth during the event, please make sure to give us the number of models that will be used for the duration of the event at the top of the Badge Request Form on page 15 so we can provide you with the appropriate number of model badges. When filling out the **BADGE REQUEST FORM (Page 14)**, only list names for your staff and any model parents who will be in attendance. You will be allowed up to 3 models per booth space. If you have different models coming in during different hours or days that is great, and we will accommodate accordingly. There will not be a designated dressing room area for the models, so please use the nearest bathroom for changing. We do not allow usage of storage spaces for changing as the curtains are see through. Please note that models and model parents are only allowed in the Exhibit Hall area and will not be admitted to any of the classes or events. Please be courteous of your neighbor exhibitors and keep your models and model parents in your own booth space.



## YOU'RE INVITED

**ALL EXHIBITORS ARE INVITED  
TO ATTEND THE FOLLOWING ATTENDEE EVENTS COMPLIMENTARY.**

**THIS IS A GREAT WAY TO INTERACT WITH THE ATTENDEES!**

### THE MORNING SUMMIT & CONTINENTAL BREAKFAST

SATURDAY, AUGUST 9TH | 7:15 AM - 8:15 AM

Join us for breakfast, morning discussion or just a cup of coffee!

We will also be previewing the day's events and Misty Copeland will be opening the event!

### A.C.E. AWARD COMPETITION (AWARD FOR CHOREOGRAPHIC EXCELLENCE)

SUNDAY, AUGUST 10TH | 8:00 PM - 11:00 PM

Come celebrate an evening of all things dance on the Danceone Main Stage in the Grand Ballroom on the 3rd Floor of the New York Hilton Midtown! Get a taste of the best up-and-coming choreographers around the country at the ACE Awards.

It is a night not to be missed!

## GOODY BAGS

1. If you are participating in the Goody Bag, you can send up to 3 separate items.
2. We will need 1100 of each item.
3. Each box MUST be labeled with the appropriate Goody Bag Label. See **GOODY BAG LABEL**
4. Do NOT send your Goody Bag items with the freight for your booth. Goody Bag items MUST be shipped separately from your freight.
5. All items must be shipped to:

DanceOne

Dance Teacher Summit GOODY BAG (NYC)

Attn: Kathy Helton

788 Industrial Blvd.

Xenia, OH 45385

Please make sure we receive your materials no later than **Monday, July 7th**.

When you have sent your Goody Bag shipment, please e-mail [chantel.feola@dance.one](mailto:chantel.feola@dance.one) with the following information:

1. Event Name (i.e. Dance Teacher Summit)
2. Shipping carrier used and tracking numbers
3. Date shipment was sent
4. Number of boxes sent
5. Description of each of your promotional items

**\*It is not too late to put items in the Goody Bag! The cost of the Goody Bag insert is \$975.**

Please contact Chantel at [chantel.feola@dance.one](mailto:chantel.feola@dance.one) or call 818-738-9394 if interested!

## GOODY BAG LABEL

One label needs to be on EACH box that contains GOODY BAG items.

Please photocopy as needed.

	<b>GOODY BAG</b>
SHIP TO:	
<b>DANCEONE</b>	
<b>DANCE TEACHER SUMMIT GOODY BAG (NYC)</b>	
<b>ATTN: KATHY HELTON</b>	
<b>788 INDUSTRIAL BLVD.</b>	
<b>XENIA, OH 45385</b>	
COMPANY:	
BOX NUMBER:	_____ OF _____

	<b>GOODY BAG</b>
SHIP TO:	
<b>DANCEONE</b>	
<b>DANCE TEACHER SUMMIT GOODY BAG (NYC)</b>	
<b>ATTN: KATHY HELTON</b>	
<b>788 INDUSTRIAL BLVD.</b>	
<b>XENIA, OH 45385</b>	
COMPANY:	
BOX NUMBER:	_____ OF _____

# MAIN EXHIBITOR FORM

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

**Due by Friday, June 20, 2025.**

Below you will find a chart of the items that are included as a part of your booth. If you do not need any of these items that are included, please let us know here and send to **Robin Mount-Ming** at [robin@centuryexposervices.net](mailto:robin@centuryexposervices.net).

ITEMS INCLUDED	YES/NO
One (1) 6' Skirted Table	_____
Two (2) Chairs	_____
One (1) waste basket	_____
One (1) Electrical Outlet	_____

Additional Items Included in all set-ups:

- 8' high BLACK back drape and 3' high BLACK side dividers (pipe & drape)
- Company sign (simple, black & white) hung from top of booth

Booth Set Days/ Times”

**FRIDAY - AUGUST 8TH**

**3:00 PM - 8:00 PM**

**SATURDAY - AUGUST 9TH**

**9:00 AM - 3:00 PM**

If you need any additional items for your booth (more tables, chairs, easels, garment racks, TVs, plants, etc.) please [click here](#) - **CENTURY EXPO SERVICES**.

All orders for additional booth items will need to be submitted by **Saturday, July 19, 2025**

# BADGE REQUEST FORM

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

Number of Model Badges Needed: \_\_\_\_\_

**Please return to Chantel ([chantel.feola@dance.one](mailto:chantel.feola@dance.one)) by Friday, June 27, 2025.**

Each exhibitor will be given 3 exhibitor rep badges per booth. (Copy page as needed.)

## DANCE TEACHER SUMMIT | NEW YORK CITY

"DANCEONE"

NAME:

TITLE:  
(IF DESIRED)

UNITE. SHARE. INSPIRE.

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"DANCEONE"

NAME:

TITLE:  
(IF DESIRED)

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UNITE. SHARE. INSPIRE.

## DANCE TEACHER SUMMIT | NEW YORK CITY

"DANCEONE"

NAME:

TITLE:  
(IF DESIRED)

UNITE. SHARE. INSPIRE.

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



# DANCE TEACHER SUMMIT 2025 BY DANCEONE **WAREHOUSE SHIPMENT**

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

BOOTH #: \_\_\_\_\_ DANCE TEACHER SUMMIT - 2025  
CENTURY EXPO SERVICES c/o ALLSTATES

663 Dowd Avenue  
Elizabeth, NJ 07201

**SHIPMENT to ARRIVE BETWEEN: JULY 21<sup>ST</sup> and AUGUST 4<sup>TH</sup>, 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

# CHECKLIST

DEADLINE	ITEM/FORM	COMPLETE
ASAP	HOTEL RESERVATION	_____
FRIDAY, JUNE 20	MAIN EXHIBITOR FORM	_____
FRIDAY, JUNE 27	BADGE REQUEST FORM	_____
FRIDAY, JULY 11	GOODY BAG ITEMS MUST BE AT THE DANCEONE FACILITY	_____
SATURDAY, JULY 19	EXHIBITOR EXTRA RENTAL ORDER DUE	_____
MONDAY, AUGUST 4	SHIPMENTS DUE AT CENTURY EXPO SERVICES	_____
FRIDAY, AUGUST 15	ARRANGE FOR PICK-UP FROM CENTURY EXPO SERVICE FACILITY	_____

## GENERAL QUESTIONS:

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

## SHIPPING AND LABOR QUESTIONS:

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

## EVENT, BADGES, + GOODY BAGS:

[chantel.feola@dance.one](mailto:chantel.feola@dance.one)

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