

EXHIBITOR

SERVICE MANUAL



MOHEGAN SUN - UNCASVILLE, CT

Uncas Ballroom

Salon A1-A3 + Pre-Function Area

July 19—25, 2025





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



Mohegan Sun • Uncasville, CT
July 19– July 24, 2025

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Dear 2025 Soul Dancer/ DLTC Exhibitor,

We are excited to be working with you again as your official General Services Contractor for the upcoming 2025 Soul Dancer Conference & 2025 DanceLife Teacher Conference at The Mohegan Sun in Uncasville, Connecticut. 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 (FOR BOTH EVENTS) and information on the Expo Services provided to you by Century.

You can order any Expo Services that you are in need of here:

[ORDER EXPO SERVICES](#)

You may order any electrical and additional internet services you are in need of by navigating to our website and scrolling to the SOUL/ DLTC section—Link below.

(NOTE: SOUL and DLTC do NOT provide any electrical services for your booth space however, there is general wifi access in the expo hall)

[ORDER ELECTRICAL AND ADDITIONAL WiFi SERVICES](#)

Please note, for “Discount” pricing all expo service orders **MUST** be submitted by the deadline date of **MONDAY— JUNE 30, 2025.**

Each 8' x 10' booth space is equipped with 8' **Blue and White** back drape and 3' **Blue** side divider drape as well as:

- (1) 6' Skirted Table (**BLUE** Skirt)
- (2) Chairs
- (1) Trash Can
- (1) 7" x 44" ID Sign

NOTE: Booth height restriction is 20'

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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SOUL DANCER CONFERENCE 2024 SHOW QUICK FACTS

Set and Dismantle Information:

Exhibitor Set-Up	Saturday—July 19, 2025	8:00 am — 11:00 am
Exhibitor Dismantle*	Monday—July 21, 2025	2:00 pm

*IF you are staying as a DLTC 2025 exhibitor, there is no need take down your booth at this time unless you are moving into the Uncas Ballroom

Exhibit Schedule:

Saturday—July 19

8:00 am—11:00 am	Exhibitor Set
1:00 pm— 2:00 pm	Lunch/ Visit the Exhibitors
3:00 pm— 3:30 pm	Visit the Exhibitors
5:30 pm— 6:30 pm	Dinner/ Visit the Exhibitors

Sunday—July 20

9:00 am — 6:45 pm	Exhibit Hall Open
9:00 am — 9:30 am	Visit the Exhibitors
1:15 pm — 2:15 pm	Lunch/ Visit the Exhibitors
3:15 pm — 3:45 pm	Visit the Exhibitors
5:30 pm— 6:30 pm	Dinner/ Visit the Exhibitors

Monday—July 21

8:30 am — 1:30 pm	Exhibit Hall Open
8:30 am	Visit the Exhibitors
1:00 pm	Visit the Exhibitors
2:30 pm	SOUL CELEBRATION



DANCELIFE TEACHER CONFERENCE 2025 SHOW QUICK FACTS

Set and Dismantle Information:

Exhibitor Set-Up	Monday—July 21, 2025	12:00 pm — 7:00 pm
Exhibitor Dismantle	Thursday—July 24, 2025	12:00 pm — 5:00 pm
Freight Forced	Thursday—July 24, 2025	7:00 pm — NO Exceptions

Exhibit Schedule:

Monday—July 21

12:00 pm — 7:00 pm	Move In and Set Up
7:00 pm — 8:00 pm	Welcome Party—Meet the Exhibitors

Tuesday—July 22

7:30 am — 8:30 am	Breakfast & Visit the Exhibitors
7:30 am — 5:00 pm	Exhibit Hall Open
11:00 am — 11:30 am	Visit the Exhibitors
12:30 pm — 1:30 pm	Lunch/ Visit the Exhibitors
3:30 pm — 4:00 pm	Visit the Exhibitors

Wednesday—July 23

7:30 am — 8:30 am	Breakfast & Visit the Exhibitors
7:30 am — 4:30 pm	Exhibit Hall Open
11:30 am — 12:00 pm	Visit the Exhibitors
1:00 pm — 2:00 pm	Lunch/ Visit the Exhibitors
4:00 pm — 4:30 pm	Visit the Exhibitors
7:00 pm — 8:00 pm	Gala Cocktail Hour and Exhibitor Raffle
8:00 pm — 9:30 pm	2025 DanceLife Gala

Thursday—July 24

7:30 am — 8:30 am	Breakfast & Visit the Exhibitors
7:30 am — 12:00 pm	Exhibit Hall Open
11:30 am — 12:00 pm	Visit the Exhibitors
12:00 pm — 5:00 pm	Exhibit Hall Breakdown



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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 labels provided on page 7)

TO: (name of exhibitor and booth #)

FOR: **SOUL** Dancer Conference 2025

C/O: CENTURY EXPO SERVICES

Allstates Worldcargo c/o East Coast Logistics
480 Hayden Station Rd
Windsor CT 06095

For
SOUL

ADVANCE SHIPMENT DEADLINE:

MONDAY
July 14, 2025

Any shipment arriving after this date
will be charged a 30%
Material Handling surcharge

Exhibitors should label and consign shipments as follows:
(You may use the “WAREHOUSE” shipping labels provided on page 8)

TO: (name of exhibitor and booth #)

FOR: **DLTC** Conference 2025

C/O: CENTURY EXPO SERVICES

Joneser's Express
310 North Street—Unit D
Windsor Locks, CT 06096

For
DLTC

ADVANCE SHIPMENT DEADLINE:

MONDAY
July 14, 2025

Any shipment arriving after this date
will be charged a 30%
Material Handling surcharge

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

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.



CONFERENCE SHIPPING INFORMATION continued...

OUTBOUND SHIPPING

All drivers must be checked in by 5:00pm, Thursday– July 24, 2025. Any and all materials remaining on the show floor will be forced off the floor and transferred to the local CENTURY warehouse (310 North Street—Unit D, Windsor Locks, CT 06096) via Century Expo Services —See Material Handling & Fees (Page 9).

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.

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 specific pre-printed labels (Page 6-8) or click:

SWAG

for **SWAG BAG** Shipments

SOUL

for **SOUL** Dancer Conference Exhibitor Shipments

DLTC

for **DLTC** Exhibitor Shipments

**CENTURY will be offering consolidating shipping services of exhibitor freight from:
SOUL/ DLTC 2025 to Dance Teacher Summit 2025**

If you would like to take advantage of this service please contact Drew Maughan at: drew@centuryexposervices.net. See Page 9 (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 THIS SHIPPING LABEL AS IT WILL EXPEDITE HANDLING: Place at least one label on each item being shipped



SWAG BAG

EXHIBITOR: _____

c/o: CENTURY EXPO SERVICES/
ALLSTATES – EAST COAST LOGISTICS
480 Hayden Station Road
Windsor, CT 06095

SHIPMENTS MUST ARRIVE BETWEEN: JUNE 30TH & JULY 14TH

CARRIER: _____

PIECE # _____

OF _____



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



SOUL EXHIBITOR FREIGHT

EXHIBITOR: _____

BOOTH #: _____

c/o: CENTURY EXPO SERVICES/
Allstates – East Coast Logistics
480 Hayden Station Road
Windsor, CT 06095

SHIPMENTS MUST ARRIVE BETWEEN: JUNE 30TH & JULY 14TH

CARRIER: _____

PIECE # _____

OF _____



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

DOLTS

2025

DANCELIFE TEACHER CONFERENCE

EXHIBITOR WAREHOUSE SHIPMENT

EXHIBITOR: _____

BOOTH #: _____ c/o: CENTURY EXPO SERVICES/
Joneser's Express Transport
310 North Street
Unit D
Windsor Locks, CT 06096

SHIPMENTS MUST ARRIVE BETWEEN: JUNE 30TH & JULY 14TH

CARRIER: _____

PIECE # _____

OF _____



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



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 (June 30, 2025—July 14, 2025). 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

\$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 July 18th, will be charged a special delivery fee of \$500 *in addition* to the 30% surcharge as listed above

DO NOT Ship your materials directly to The Mohegan Sun!

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 5pm on Thursday—July 24, 2025 Century will transfer the shipment to the local CENTURY warehouse (310 North Street—Unit D, Windsor Locks, CT 06096) at a cost of \$110/ 100 lbs. (200 lb. minimum) - Any freight transferred to the warehouse MUST be picked up by Wednesday—July 30, 2025.

SOUL/ DLTC 2025 to Dance Teacher Summit 2025 *

Fiber Cases/ Plastic Booth Cases/ Plastic Tubs	\$200 each
Pallets – Up to 40" x 48" footprint	\$450 each
Oversized Pallets	\$ 40/ sq ft
Road Cases on Wheels	\$ 40/ sq ft
Suitcases/ Duffel Bags	\$ 75 each
Boxes	\$2.00/ lb

* The above rates do NOT include Material Handling into DTS 2025 – those costs will be billed separately.



HAND CARRY POLICY and LABOR 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 either 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:

\$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 Policy.

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



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

DEADLINE: MONDAY—June 30, 2025

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 Soul Dancer Conference & DanceLife Teacher Conference section) or [HERE](#)

If in fact, this form is not received in the Century office by the deadline date of **June 30, 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 CONNECTICUT 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



Mohegan Sun Hotel & Casino
1 Mohegan Sun Boulevard
Uncasville, CT 06382

Rooms can be booked through the
Rhee Gold website at:

RheeGold.com/DLTC or RheeGold.com/SOUL

- ⇒ DLTC/ SOUL Room Block Rate is not inclusive of taxes & \$9.99 per night resort fee
- ⇒ Rooms **must be booked by June 26, 2025** to guarantee the discounted rate
- ⇒ Reservations canceled within 3 days of arrival will incur a one-night penalty charge
- ⇒ Room upgrades are available upon request and availability



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.

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.