

EXHIBITOR

SERVICE MANUAL

Studio Owner
UNIVERSITY®

POWERED BY MORE THAN JUST GREAT DANCING!®

Gaylord Pacific Resort Convention Center
Chula Vista, CA

January 29-31, 2026





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



Gaylord Pacific Resort and CC—Chula Vista, CA
January 29-31, 2026

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



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Dear Exhibitor,

It is with great pleasure that we inform you that we will be working with you once again as your official General Services Contractor for the upcoming 2026 MTJGD STUDIO OWNER UNIVERSITY—at The Gaylord Pacific Resort and Convention Center in Chula Vista, CA! We look forward to assisting you to ensure your participation in the conference is successful!

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 items you are in need of below

NOTE: Studio Owner University will be providing ONE 5amp electrical drop at each 8' x 10' booth space and each Table Top space AND there is public Wi-Fi in the conference center for all to access.

[ORDER ADDITIONAL ELECTRICAL HERE](#)

[ORDER ADDITIONAL INTERNET HERE](#)

Please note, for “Discount” pricing all expo service orders **MUST** be submitted by the deadline date of **FRIDAY— JANUARY 9, 2026.**

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

(1) 5 Amp Electrical Outlet

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

Pre-Function Area ONLY

Exhibitor Move In & Set-Up	Thursday—January 29, 2026	8:00 am — 11:00 am
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Exhibit Hall

Exhibitor Move In & Set-Up	Thursday—January 29, 2026	1:00 pm — 5:00 pm
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Exhibitor Dismantle	Saturday—January 31 2026	1:00 pm — 3:00 pm
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Exhibit Schedule

Thursday — January 29

8 am to 11 am & 1pm to 5 pm	Move In and Set Up (see above)
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6:00 pm to 8:00 pm	SOU Mix and Mingle Booths Open
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8:00 pm to 9:00 pm	Preferred Partner Social
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Friday — January 30

8:00 am to 9:30 am	Booths Open Breakfast & Preferred Partner Appointments
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12:25 pm to 1:55 pm	Booths Open Breakfast & Preferred Partner Appointments
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4:30 pm to 6:30 pm	Booths Open Preferred Partner Appointments
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Saturday — January 31

8:00 am to 9:30 am	Booths Open Breakfast & Preferred Partner Appointments
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11:30 am to 1:00 pm	Booths Open Lunch & Vendor Raffle Prize Drawings
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1:00 pm to 3:00 pm	Breakdown and Move Out
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CONFERENCE SHIPPING INFORMATION

**ALL SHIPMENTS MUST GO TO THE ADVANCED WAREHOUSE
DO NOT Ship ANY Materials Directly to The Gaylord Pacific**

Rates Include:

- Unloading of crated material at warehouse
- Storage for up to 21 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

Exhibitors should label and consign shipments as follows:
(You may use the EXHIBITOR shipping label provided on pg. 5 OR if you have SWAG BAG items to send—please use the SWAG BAG shipping label on pg. 6)

TO: (name of exhibitor and booth #)

FOR: MTJGD Studio Owner University 2026

C/O: CENTURY EXPO SVCS. c/o CTC/ FREIGHT FORCE—SAN
1222 Innovative Drive
Suite 120
San Diego, CA 92154

ADVANCE SHIPMENT DEADLINE:

**FRIDAY
January 21, 2026**

Any shipment arriving after
January 25, 2026 will be charged
a \$500 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 21 days. Freight will be delivered from the Advance Warehouse directly to your booth.

*If you plan on bringing your shipment in a Personally Owned Vehicle (POV) you must contact Drew at drew@centuryexposervices.net PRIOR to Friday January 21, 2026.



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CONFERENCE SHIPPING INFORMATION continued...

OUTBOUND SHIPPING

Booth spaces must be cleared by 5:00pm – SATURDAY, January 31, 2026. 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 plan on having your carrier pick up from the venue, they must be checked in with a Century representative by 3:00pm—SATURDAY January 31, 2026

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

- 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

SURCHARGES

- A 30% Material Handling surcharge will be assessed for retrieval of exhibitor properties sent directly to the hotel shipping and receiving department.
- Any shipment received at the warehouse after January 25, 2026 will be charged a delivery fee of \$500 per shipment in addition to a 30% Material Handling surcharge
- If exhibitor's carrier does not check in by 3pm on Saturday, January 31, 2026 Century will transport the shipment to our local warehouse at the rate of \$150/ cwt (200# minimum) at the exhibitor's expense and MUST be picked up by Wednesday, February 4, 2026 to avoid storage charges

FEDEX & UPS

Century will be available to drop pre-paid shipments at FedEx/ UPS at a cost of \$1.75/ lb (minimum of \$75/ drop)

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

MTJGD EXHIBITOR SHIPMENT

STUDIO OWNER UNIVERSITY 2026

EXHIBITOR: _____

BOOTH #: _____ CENTURY EXPO SVCS. c/o CTC/ FREIGHT FORCE
1222 INNOVATIVE DRIVE – SUITE 120
SAN DIEGO, CA 92154

SHIPMENTS MUST ARRIVE BETWEEN 01/05 & 01/21 2026

CARRIER: _____ PIECE # _____ OF _____

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



Cut ✂

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

MTJGD EXHIBITOR SHIPMENT

STUDIO OWNER UNIVERSITY 2026

EXHIBITOR: _____

BOOTH #: _____ CENTURY EXPO SVCS. c/o CTC/ FREIGHT FORCE
1222 INNOVATIVE DRIVE – SUITE 120
SAN DIEGO, CA 92154

SHIPMENTS MUST ARRIVE BETWEEN 01/05 & 01/21 2026

CARRIER: _____ PIECE # _____ OF _____

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



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

MTJGD
SWAG BAG
SHIPMENT
STUDIO OWNER UNIVERSITY 2026

CENTURY EXPO SERVICES c/o CTC/ FREIGHT FORCE - SAN
1222 INNOVATIVE DRIVE – SUITE 120
SAN DIEGO, CA 92154

VENDOR / SHIPPING COMPANY: _____

SHIPMENTS MUST ARRIVE BETWEEN 01/05 & 01/21 2026

CARRIER: _____ PIECE # _____ OF _____

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



Cut ✂

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

MTJGD
SWAG BAG
SHIPMENT
STUDIO OWNER UNIVERSITY 2026

CENTURY EXPO SERVICES c/o CTC/ FREIGHT FORCE - SAN
1222 INNOVATIVE DRIVE – SUITE 120
SAN DIEGO, CA 92154

VENDOR / SHIPPING COMPANY: _____

SHIPMENTS MUST ARRIVE BETWEEN 01/05 & 01/21 2026

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 21 days storage prior to the show (January 5—January 25, 2026). 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

\$175.00 / 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 January 25, 2026 will be charged a delivery fee of \$500 per shipment in addition to a 30% Material Handling surcharge

PLEASE DO NOT Ship your materials directly to THE GAYLORD PACIFIC!

- A 30% surcharge will be assessed for any shipment sent directly to the hotel shipping and receiving dept.
- If exhibitor is using their own carrier (Other than Century) and that carrier does not check in by 3pm on —Saturday, January 31, 2026 Century will transfer the shipment to the CENTURY warehouse at a cost of \$150.00/ 100 lbs. (200 lb. minimum) - Any freight transferred to the warehouse MUST be picked up by Wednesday—February 4, 2026



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:

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

\$240.00—if unloading is performed prior to 8:00am or after 4:00pm
Monday through Friday, all day Saturday, Sunday and all holidays.



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

DEADLINE: Friday—January 9, 2026

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 MTJGD Studio Owner University 2026 section) or [HERE](#)

If in fact, this form is not received in the Century office by the deadline date of **January 9, 2026** 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 CALIFORNIA 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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GAYLORD PACIFIC

RESORT & CONVENTION CENTER

California

HOTEL INFORMATION

The Gaylord Pacific Resort & Convention Center
1000 H Street
Chula Vista, CA 91910

To reserve your hotel room click the link below:

[Book Hotel Rooms Here](#)

Room rates range from \$369—\$494 per night, plus taxes and fees