

EXHIBITOR

GENERAL INFORMATION PACKET



UNITED DANCE MERCHANTS of AMERICA DANCE TEACHER EXPO 2026





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

UNITED DANCE MERCHANTS of AMERICA Dance Teacher Expo

2026

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All Show Services & Rentals (Furniture, Carpet & Pad, A/V, Electricity, Internet, Cleaning and Rigging) can be ordered and paid for on our website [HERE](#)

You will also be able to request shipping and labor quotes at the same time*

*Shipping, Material Handling and Labor will NOT be pre-paid through our website.....
These items will be invoiced after the last show you attend closes



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2026

Dear Exhibitor,

We look forward once again to serving you as your official General Services Contractor for the upcoming UDMA 2026 Shows in Schaumburg, IL and Secaucus, NJ. We are here to assist you in any way we can to ensure your participation in the conferences is successful!

We will also be your official transportation servicer for both UDMA events—to include shipping INTO your first show, shipping OUT of your last show and consolidated shipments between the two cities.

Please review the following pages of information. **IT IS VERY IMPORTANT THAT YOU CAREFULLY REVIEW THIS INFORMATION PACKET!** The following pages contain pertinent conference information. In addition to reviewing all information contained in this packet, please complete your on-line orders for any of the following items FOR EACH CITY YOU WILL BE ATTENDING:

Furniture	Electricity	Rigging
Carpet and Pad	Internet	Labor
Audio Visual	Cleaning	Shipping

All orders for rentals and services MUST be completed by **Friday—September 11th, 2026** and are required to be accompanied by payment in full in order to receive the discounted pricing. **If the deadline is not met, an automatic 30% price increase will apply to any orders placed.** If you need assistance in completing the order process, please feel free to contact Century and we will be happy to help!

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

California Home Office

Robin Mount-Ming
robin@centuryexposervices.net
(714) 981-5966

Washington Office

Drew Maughan
drew@centuryexposervices.net
(714) 981-5965



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QUICK SHOW FACTS

Friday—September 25th

9:00am to 5:00pm Exhibitor Set-Up

Saturday—September 26th

10:00am to 5:00pm Show Hours

Sunday—September 27th

10:00am to 2:00pm	Show Hours
2:00pm	Exhibitor Breakdown
6:30pm	Freight Forced



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QUICK SHOW FACTS

Friday—October 9th

9:00am to 5:00pm Exhibitor Set-Up

Saturday—October 10th

10:00am to 5:00pm Show Hours
5:30pm to 7:00pm UDMA Fashion show

Sunday—October 11th

10:00am to 2:00pm Show Hours
2:00pm Exhibitor Breakdown
6:30pm Freight Forced



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Hotel Information

SCHAUMBURG, IL—Schaumburg Convention Center

Renaissance Schaumburg Convention Center Hotel

1551 N. Thoreau Drive
Schaumburg, IL 60173
(847) 303-4100

[Website and reservations](#)

SECAUCUS, NJ—Meadowlands Convention Center

Hyatt Place Secaucus/ Meadowlands

575 Park Plaza Drive
Secaucus, NJ 07094
(201) 422-9480

[Website and reservations](#)



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FIRE DEPARTMENT REGULATIONS

To help you in planning your event, we offer some key information. 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.



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INSTALLATION & DISMANTLE GENERAL INFORMATION

FIRE RESISTANT TREATMENTS

- All materials used in the booths, platforms and space dividers shall be made of materials that are flame resistant or rendered so; to the satisfaction of the Fire Department.
- Coverings for counters or tables used within or as part of any booth shall be flame resistant
- All electrical wiring and apparatus will be a 3-wire UL type approved
- All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame resistant unless smaller than 1,232 square inches or 28" x 44" if separated from other combustibles by a minimum of 12' horizontally and 24" vertically.
- Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame resistant and use of these materials is prohibited.

OBSTRUCTIONS

- Aisles and exits as designated on the approved show plan, shall be kept clean and clear of all obstacles.
- Booth construction shall be substantial and fixed in position in specified areas for the duration of the show.
- Easels and any signage shall not be placed beyond the booth area into aisle-ways.
- All exhibit and display empty cartons must be stored in an approved storage areas.

LABOR

NOTE: Details as to what is allowed for each Exhibitor's booth so as to enable maximum use of the exhibit space without any detrimental effect on neighboring exhibitors or the Exhibit Hall as a whole is solely determined by UDMA. UDMA shall have full authority for approval or arrangement and appearance of items displayed. UDMA, may, at its discretion; require replacement, rearrangement or redecoration of any items or any Exhibitor booth, and no liability shall attach to UDMA for the costs that may evolve upon Exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished and placed in such a manner as to not be unsightly to exhibitors in neighboring booths. If such surfaces remain unfinished at the published end of the setup time of the Exhibit Hall, UDMA Show Management shall authorize Century to make the necessary finish adjustments and the Exhibitor must pay all charges involved thereby.



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SERVICE FEES

MATERIAL HANDLING

Material Handling fees will be charged to cover the movement of your freight into and out of each show venue and delivery to and from your booth. If your shipment IS part of the Consolidated Shipment you will only be charged material handling INTO the first show you attend and OUT OF the last show you attend.....THIS IS PER 10' X 10' BOOTH SPACE (ie: if you have (3) 10' x 10' spaces your cost would be \$300 INTO the first show AND \$300 OUT of the last show.

Material Handling into the first show you attend: \$100/ 10' x 10' booth space

Material Handling out of the last show you attend: \$100/ 10' x 10' booth space

TRANSFER FEES

Transfer Fees are charged when shipments are sent to any of the Advanced Warehouses using a carrier other than Century Transportation Services. Fees are as follows:

Under 600 lbs.	\$35.00/ 100 lbs. (There is a 300 lbs.—\$105 Minimum Transfer Fee)
601-1000 lbs.	\$32.00/ 100 lbs.
1001-2000 lbs.	\$30.00/ 100 lbs.
2001-5000 lbs.	\$25.00/ 100 lbs.
Over 5000 lbs.	\$20.00/ 100 lbs.

CONSOLIDATED SHIPMENT FEES

Consolidated Shipment Fees are charged when an Exhibitor chooses to take advantage of moving their freight between show cities via Century. Fees will be charged to cover the movement of your freight out of each show you attend and delivery to your booth at the next venue.

Fees* are as follows:

Fiber Cases/ Plastic Booth Case/ Plastic Tubs	\$300.00 each
Pallets	\$525.00 each (Up to 40" x 48" footprint)
Oversized Pallets	\$ 50.00/ Sq. Foot (Over 40" x 48" footprint)
Road Boxes	\$ 50.00/ Sq. Foot
Suitcases/ Duffle Bags	\$100.00 each

NOTE: The national fuel surcharge will be added to each consolidated shipment

*The above fees are charged EACH TIME your freight is moved from one city to another

RETURN TO WAREHOUSE FEE

If you would like your carrier to pick up your freight at our warehouse after the event, we will transport your items to our warehouse at the rate of \$175 per cwt (300 lb. minimum) and your carrier will need to pick up by the end of the week.

SMALL SHIPMENT FEES

Any individual package or multiple packages that are received at the same time at any of the Advance Warehouses that weigh a total of 100# or less will be charged a "Small Shipment Fee" of \$110.00.

FEDEX & UPS DROPS

If you would like us to drop off at either UPS or Fedex, there is a \$1.75 per pound charge.



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SHIPPING INFORMATION

Exhibitors may NOT ship directly into any 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 14 days. Any shipment stored for more than 14 days will incur extra charges which will be billed directly to the exhibitor. Freight will be delivered from the Advance Warehouse directly to your booth and any pallets of catalogs will be delivered to "Catalog Row/Storage" and will be accessible at all times.

SCHAUMBURG, IL — Schaumburg Convention Center

Exhibitors should label and consign shipments as follows:
(You may print and fill out the label at the back of this service kit OR
use the fillable on-line version we have provided)

TO: (name of exhibitor and booth #)

FOR: UDMA DANCE TEACHER EXPO 2026—Chicago

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

**ADVANCE SHIPMENT
DELIVERIES
MUST ARRIVE BETWEEN:**

September 7-21, 2026

Any shipment arriving after
this date will miss the show

SECAUCUS, NJ — Meadowlands Convention Center

Exhibitors should label and consign shipments as follows:
(You may print and fill out the label at the back of this service kit OR
use the fillable on-line version we have provided)

TO: (name of exhibitor and booth #)

FOR: UDMA DANCE TEACHER EXPO 2026—New Jersey

C/O: ALLSTATES/ CENTURY EXPO SERVICES
235 Trumbull Street—Doors 1-4
Elizabethport—Elizabeth, NJ 07206

**ADVANCE SHIPMENT
DELIVERIES
MUST ARRIVE BETWEEN:**

**September 21—
October 5, 2026**

Any shipment arriving after
this date will miss the show



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SHIPPING INFORMATION continued...

SHIPPING OPTIONS

1. CENTURY TRANSPORTATION SERVICES

Century Expo Services has an in-house transportation division that is set up specifically for trade show and conference shipping. Please contact Drew Maughan directly for shipping quotes or click [HERE](#) for our on-line form. Please have dimensions (L x W x H) and approximate weight for each piece available for accurate pricing. You can use the shipping labels at the back of this packet to ensure proper delivery to each show.

If you would like to be a part of the consolidated shipment between venues, please let Drew know

Drew Maughan
Drew@centuryexposervices.net
714-981-5965

2. OTHER CARRIERS

You may use any other carrier other than Century Transportation Services to ship your freight to the Advanced Warehouses. For EVERY shipment you send with a carrier other than Century Transportation Services, the Transfer Fees outlined on page 7 will apply.

3. POV SHIPMENTS

Exhibitors may drive materials into the venue using their own vehicles. Exhibitor must be able to unload and hand carry items into the facility on their own.

OUTBOUND SHIPPING

Once the show closes, you may retrieve your boxes from storage or they will be delivered to your booth. Remove any empty storage labels and any old shipping labels. Be certain that each box is labeled with the NEW DESTINATION ADDRESS. If your shipment is to be part of the Consolidated Shipment, pick up your shipping labels at the Century Expo Services Desk.

When you are done packing, leave your shipment (s) in your booth space. Bring your completed Bill of Lading to the Century Expo Services desk prior to leaving the show floor. Be sure to include any pallets remaining in Storage on your Bill of Lading so that they will not be over-looked when the trucks are loaded. Century Expo Services will shrink wrap your shipment if needed.

The show floor must be cleared Sunday by 6:30pm. Any and all materials remaining on the show floor must have a completed Bill of Lading. Century will charge a re-bill fee of \$50 for any shipment left without a completed Bill of Lading. No outside carriers are permitted at the venue. If you choose to use your own carrier, shipments will go back to the Advanced Warehouse and your carrier will need to pick up there by the end of the following week. Any shipments left on the show floor without a Bill of Lading will be forced off the floor and shipped by Century Transportation Services at the Exhibitor's expense. Blank Bills of Lading will be available at the Century Expo Services Desk.

IMPORTANT SHIPPING FACTS

- You **MUST** ship your freight to the Advance Warehouse!
- Ship Prepaid **ONLY** – Collect shipments will be refused
- DO **NOT** Ship any loose materials—they will be refused

PRINT AND ATTACH TO ALL SHIPMENTS
SHIPMENTS MUST ARRIVE BETWEEN SEPT 7TH AND SEPT 21ST



EXHIBITOR SHIPMENT

Chicago Advance Warehouse
2026 UDMA Chicago Dance Teacher Expo
Kemco c/o CENTURY EXPO SERVICES
1810 Estes Avenue
Elk Grove Village, IL 60007

Exhibitor: _____

Booth #: _____

Carrier: _____

Piece #: _____ **of:** _____

Directions

- Use this shipping label as it will expedite handling.
- Place at least one label on each item being shipped
- Shipments must arrive between Sept 7th and Sept 21st

PRINT AND ATTACH TO ALL SHIPMENTS
SHIPMENTS MUST ARRIVE BETWEEN SEPT 21ST AND OCT 7TH



EXHIBITOR SHIPMENT

New Jersey Advance Warehouse

2026 UDMA New York

Allstates c/o CENTURY EXPO SERVICES

235 Trumbull Street

Elizabeth Port - Elizabeth, NJ 07206

Delivery Doors: 1-4

Exhibitor: _____

Booth #: _____

Carrier: _____

Piece #: _____ **of:** _____

Directions

- Use this shipping label as it will expedite handling.
- Place at least one label on each item being shipped
- Shipments must arrive between Sept 21st and Oct 7th