



GATEWAY CENTER

Send Completed Forms to:
One Gateway Drive
Collinsville, IL 62234
P. 618.345.8998
F. 618.345.9024
www.gatewaycenter.com

Orders must be Postmarked 14 days Prior to Move-In to Receive Advance Rates

Exhibitor Service Order Form

Electrical Services					
110 Volt	Qty	Number of Outlets	Advance Rate	Floor Rate	Total
0-2000 Watts			\$65.00	\$85.00	
Subtotal					\$

The below orders require an electrician at prevailing rates

208 Volt	Quantity	Rate	Floor Rate	Total
1000 Watts-30 AMP Single Phase		\$175.00	\$250.00	
1000 Watts-30 AMP Triple Phase		\$200.00	\$270.00	
2000 Watts-50 AMP Single Phase		\$300.00	\$370.00	
2000 Watts-50 AMP Triple Phase		\$325.00	\$400.00	
3000 Watts-100 AMP Single Phase		\$400.00	\$560.00	
3000 Watts-100 AMP Triple Phase		\$425.00	\$585.00	
Subtotal				\$
Add 25% to electric subtotals for 24 hour service.				\$

Electrician Rates (1 Hour minimum required)

Schedule Rate	Per Hour	Hours	Minimum	Total
Regular Time (7am-3:30pm M-F)	\$123.00			
Overtime (after 3:30pm M-F & Sat)	\$184.00			
Double Time (Sunday & Holidays)	\$246.00			
Subtotal				\$

*Must call Gateway Center to schedule connect/disconnect times.

Event Information	
Event Name	_____
Event Dates	_____
Company Name	_____
Contact Name	_____ Booth # _____
Billing Address (CC)	_____ Billing Zip _____
Address	_____
City	_____ State _____ Zip _____
Phone	_____ Fax _____
E-mail	_____

Payment Information

**Payment Must Accompany Orders Advance
Orders Take Priority**

Cash / Check / MC / Visa / Amex / Discover

#:

Exp. Date

Cardholder (print):

CCV # (3 digit code on back of card):

Signature:

Information Technology			
Service	Advance Rate	Floor Rate	Total
Telephone Line (Flat Rate)	\$95.00	\$120.00	

Internet (Wireless Routers are prohibited)

Internet (hourly)	\$10/ hour	\$10/ hour	
Internet (Full Day)	\$50/day	\$50/day	

Internet can also be purchased at multiple device rates (call for quote)

If you plan to use a router (other than wireless) you must speak with the Director of Administrative Services prior to your event in order for us to guarantee service.

Subtotal			\$
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Exhibitor Equipment

	Quantity	Rate	Total
Table (6' or 8')		\$10.00	
Table Skirting		\$15.00	
Table Linen		\$8.00	
Chair		\$3.00	
3'(h)x10'(l) pipe & drape		\$10.00	
8'(h)x10'(l) pipe & drape		\$15.00	
Wastebasket		\$1.50	
Water Service	10-2500gal	\$50.00	
Water Service	2500+gal	\$150.00	
Subtotal			\$

Exhibitor AV Equipment

	Quantity	Rate	Total
23" LED monitor		\$75/event	
32" LCD TV		\$125/event	
40" LCD TV		\$300/event	
50" Plasma TV		\$450/event	
50" LED TV in a lift Case		\$600/event	
60" LED TV		\$650/event	
70" LED TV		\$700/event	
Dual Post Stand		\$150/event	
3000 LCD Projector/Screen		\$350/day	
Custom Speaker Package		\$115/day	
DVD Player		\$20/day	
Blue Ray Player		\$40/day	
Laptop		\$125/day	
Subtotal			\$

Services Total

\$

Exhibition charges apply to consumer and trade shows. Gateway Center will not accept freight more than one-day prior to the show move-in date. A storage fee (10¢ per lb.) will be charged, freight will not be released until a paid receipt is presented. Freight must include the Event Name, Booth Name and Booth Number (if known). Please carefully read the Gateway Center Utility Rules & Regulations attached.