



# GATEWAY CENTER

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

## 2019 Exhibitor Service Order Form

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

Electrical Services					
110 Volt	Qty	Number of Outlets	Advance Rate	Floor Rate	Total
0-2000 Watts			\$70.00	\$90.00	
<b>Subtotal</b>					<b>\$</b>

The below orders require an electrician at prevailing rates

208 Volt	Quantity	Rate	Floor Rate	Total
1000 Watts-30 AMP Single Phase		\$180.00	\$255.00	
1000 Watts-30 AMP Triple Phase		\$205.00	\$275.00	
2000 Watts-50 AMP Single Phase		\$305.00	\$375.00	
2000 Watts-50 AMP Triple Phase		\$330.00	\$405.00	
3000 Watts-100 AMP Single Phase		\$405.00	\$565.00	
3000 Watts-100 AMP Triple Phase		\$430.00	\$590.00	
<b>Subtotal</b>				<b>\$</b>
Add 25% to electric subtotals for 24 hour service.				<b>\$</b>

### Electrician Rates (1 Hour minimum required)

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

\*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 (Make checks payable to City of Collinsville)

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

Payment Method: \_\_\_\_\_  
 Card #: \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Cardholder (print): \_\_\_\_\_  
 CVV # (3-digit security code): \_\_\_\_\_

### Internet Connection

Service	Advance Rate	Floor Rate	Total
Telephone Line (Flat Rate)	\$100.00	\$125.00	

**We now offer complimentary wifi!**

**Subtotal** **\$**

### Exhibitor Equipment

	Quantity	Rate	Total
Table (6' or 8')		\$10.00	
Table Skirting		\$15.00	
Table Linen		\$8.00	
Chair		\$5.00	
3'(h)x10'(l) pipe & drape		\$15.00	
8'(h)x10'(l) pipe & drape		\$15.00	
Wastebasket		\$2.00	
Water Service 10-2500gal		\$50.00	
Water Service 2500+gal		\$150.00	

**Subtotal** **\$**

### Exhibitor Audio Visual Equipment

	Quantity	Rate	Total
23" LED monitor		\$75/event	
32" LCD TV		\$125/event	
40" LCD TV		\$175/event	
50" Plasma TV		\$250/event	
50" LED TV in a lift Case		\$500/event	
60" LED TV		\$600/event	
70" LED TV		\$700/event	
3000 LCD Projector/Screen		\$350/day	
Breakout Audio Speaker Package		\$175/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.