



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

2022 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	
Subtotal					\$

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		\$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	\$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
 (Make checks payable to City of Collinsville)

Payment Must Accompany Orders
Advance Orders Take Priority

#: _____
 Exp. Date _____
 Cardholder (print): _____
 CCV # (3 digit code on back of card): _____

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

We now offer complimentary wifi!

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		\$5.00	
3'(h)x10'(l) pipe & drape		\$10.00	
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 AV 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 Pacakge		\$175/day	
Up Lights		\$40/up light	
VGA Distribution		\$45/day	
Laptop		\$125/day	
Subtotal			\$

Services Total		\$
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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.