



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 10 days Prior to Move-In to Receive Advance

Exhibitor Service Order Form

Electrical Services					
110 Volt	Qty	Number of Outlets	Advance Rate	Floor Rate	Total
0-2000 Watts			\$55.00	\$70.00	
Subtotal					\$

The below orders require an electrician at prevailing rates.

208 Volt	Quantity	Advance 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

	Per Hour	Hours	*4 hr. minimum required	
Regular time	\$100.00			
Overtime	\$145.00			
Double Time	\$195.00			
Grand Total for Electric				\$

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

Information Technology			
	Advance Rate	Floor Rate	Total
Telephone Line (Flat Rate)	\$95.00	\$120.00	
Internet (Wireless Routers are prohibited)			
Internet (hourly)	\$10 per hour	\$10 per hour	
Internet (Full Day)	\$50/day	\$50/day	
Internet can also be purchased at an hourly rate (\$10.00 an hour)			
If you plan to use a router (other than wireless) you must speak with the Director of IT prior to your event in order for us to guarantee service.			
Subtotal			\$

Exhibitor Equipment			
	Quantity	Rate	Total
Table (6' or 8')		\$8.00	
Table Skirting		\$13.00	
Table Linen		\$7.00	
Chair		\$2.50	
3'(h)x10'(l) pipe & drape		\$15.00	
8'(h)x10'(l) pipe & drape		\$15.00	
Wastebasket		\$1.50	
Water Service: \$50 for 10-2,500 gallons of water			
Water Service: \$150 for 2,500+ gallons of water			
Subtotal			\$
Services Total			\$

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

Payment Information	
Payment Must Accompany Order	
Advance Orders Take Priority	
Cash/Check/MC/Visa/Amex/Discover	
CC #	_____
Exp. Date	_____
Cardholder (print):	_____
CCV # (3 digit code on back of card):	_____
Signature:	_____

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