



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 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
0-500 Watts			\$35.00	\$50.00	
501-1000 Watts			\$45.00	\$60.00	
1001-1500 Watts			\$55.00	\$70.00	
1501-2000 Watts			\$65.00	\$80.00	
Subtotal					\$

The below orders require an electrician at prevailing rates.

220 Volt	Quantity	Advance Rate	Floor Rate	Total
1000 Watts - Single Phase		\$70.00	\$85.00	
2000 Watts - Single Phase		\$75.00	\$90.00	
3000 Watts - Single Phase		\$80.00	\$95.00	
1000 Watts - Triple Phase		\$85.00	\$100.00	
2000 Watts - Triple Phase		\$90.00	\$105.00	
3000 Watts - Triple Phase		\$95.00	\$110.00	
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.

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	_____

Information Technology			
	Advance Rate	Floor Rate	Total
Telephone Line (Flat Rate)	\$95.00	\$120.00	
Internet (Wireless Routers are prohibited)			
Ethernet or Wireless Internet	\$10 per hour	\$10 per hour	
Additional 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			\$

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



GATEWAYTM
C E N T E R
UTILITY RULES & REGULATIONS

All electric must be ordered through and connected by Gateway Center.

All electrical apparatus must be "listed" for intended use and comply with the "National Electric Code" and all Federal, State, and Local Safety Codes.

Standard wall, column, and permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.

Under NO circumstances shall anyone other than "house electricians" make electrical connections.

Gateway Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Gateway Center's electrical supervisors.

Special equipment must be properly tagged and marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

Booth power will be turned on 1 hour prior to event move-in and turned off 30 minutes after show close. Twenty-four (24) hour service will be provided only to those locations that have ordered and paid for 24-hour service.

Advance orders must be postmarked a minimum of ten (10) business days prior to first move-in day.

All exhibitors' 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

A house electrician is required for any electrical connection that exceeds a standard 20AMP/120V service at the expense of the exhibitor or show management and will be billed at prevailing rates.

Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operating may be executed without "house electrician". However, "house electrician" must make all service connections and overload protection to such equipment only.

Rates quoted for all connections cover only the bringing of one service to the booth in the most convenient manner and do not include connecting equipment or wiring.

All fountains and pumps must have Ground Fault Interruption (GFI) protection.

ALL MATERIALS AND EQUIPMENT FURNISHED BY GATEWAY CENTER FOR THIS SERVICE ORDER SHALL REMAIN PROPERTY OF GATEWAY CENTER AND SHALL BE REMOVED ONLY BY GATEWAY CENTER AT THE CLOSE OF THE SHOW.

Use of open sockets, latex or lamp cord wire, unapproved duplex or triples attachment plugs in exhibits are prohibited.

Obstructions blocking utility floor boxes are subject to relocation as necessary.

Advance orders shall receive priority service. Payment in full must be rendered prior to service connection.

Credit WILL NOT be given for outlets installed and not used.

Any marks left on the floor from an exhibitor taping down cords with unauthorized tape will incur a clean up fee at the discretion of Gateway Center Management.

PRICES ARE BASED UPON CURRENT WAGE RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.