



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. CREDIT CARD PROCESSING FEES OF 2.75% APPLY TO ALL CREDIT CARD TRANSACTIONS.

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.				\$

Electricity	
Schedule Rate	Per Day
Tie-In & Tie-Out	\$250.00
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)	
#:	
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	\$
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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 Package		\$175/day	
Up Lights		\$40/up light	
VGA Distribution		\$45/day	
Laptop		\$125/day	

Services Total	\$
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Subtotal	\$
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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.