



# GATEWAY

## CONVENTION

### C E N T E R

Send Completed Forms to:  
 One Gateway Drive  
 Collinsville, IL 62234  
 P. 618.345.8998  
 F. 618.345.9024  
[www.gatewaycenter.com](http://www.gatewaycenter.com)

#### 2025 Exhibitor Service Order Form

Orders Must Be Postmarked 14 days Prior to Move-In to Receive Advance Rates

Electrical Services						Information Technology			
110 Volt	Qty	Number of outlets (3)	Advance Rate	Floor Rate	Total	Services	Advance Rate	Floor Rate	Total
0-2000 Watts			\$ 80.00	\$ 100.00		Point of Sale wifi provided upon request			
Subtotal					\$	Open Wifi complimentary!			
For big power call for a quote						Exhibitor Equipment			
Heavy Equipment Rental						Quantity	Rate	Total	
Scissor Lift	Days	Rate	w/Operator	Total	Table (6' or 8')		\$ 12.00		
Forklift		\$300/Day	\$80/hr		Table Skirting		\$ 18.00		
Subtotal					\$	Table Linen-White		\$ 10.00	
						Chair		\$ 8.00	
Event Information					3'(h)x10'(l) pipe & drape		\$ 10.00		
Event Name:					8'(h)x10'(l) pipe & drape		\$ 15.00		
Event Date:					Wastebasket		\$ 5.00		
Company Name:					Vinyl Table Covering		\$ 18.00		
Contact Name:					Vistek Floor Covering		\$ 40.00		
Booth #:					Water Service	10-2500 gal	\$ 250.00		
Address:					Water Service	2500+gal	\$ 500.00		
Zip:					Subtotal			\$	
State:					Exhibitor AV Equipment				
Phone:					Quantity	Rate	Total		
E-mail:					32' LCD TV		\$50/Event		
PAYMENT OPTIONS					55" LCD TV		\$85/Event		
Gateway Convention Center accepts the following payment methods:  Credit Card, Google Pay, or Apple Pay – 2.75% processing fee + \$0.50 per transaction; Bank Account (E-Check) - \$1.50 flat fee; Cash or Check – No additional fees. Make checks payable to Gateway Center.  Circle One: Cash / Check / MC / Visa / Amex / Discover					65' LCD TV		\$105/Event		
					75' LCD TV		\$210/Event		
					85" LED		\$325/Event		
					Breakout Audio Package		\$250/Event		
					Breakout Screen Package		\$300/Event		
					Up lights		\$20/Uplight		
					Laptop		\$100/Event		
SIGN HERE:					Subtotal			\$	
Exhibitor Signature:					Service Total				\$