



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

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				
	Days	Rate	w/Operator	Total	Table (6' or 8')		\$ 12.00						
Scissor Lift		\$300/Day	\$80/hr		Table Skirting		\$ 18.00						
Forklift		\$300/Day	\$80/hr		Table Linen-White		\$ 10.00						
Subtotal					\$	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 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						55" LCD TV		\$85/Event					
						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					
						Subtotal							\$
						SIGN HERE:					Service Total		
Exhibitor Signature:													