



GATEWAY CONVENTION CENTER

Send Completed Forms to:
One Gateway Drive
Collinsville, IL 62234
P. 618.345.8998
F. 618.345.9024
www.gatewaycenter.com

2026 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									
Heavy Equipment Rental							Quantity	Rate	Total
	Days	Rate	w/Operator	Total					
Scissor Lift		\$300/Day	\$80/hr						
Forklift		\$300/Day	\$80/hr						
Subtotal					\$				
Event Information									
Event Name:									
Event Date:									
Company Name:									
Contact Name:									
Booth #:									
Address:									
Zip:						Subtotal			\$
State:						Exhibitor AV Equipment			
Phone:							Quantity	Rate	Total
E-mail:						32' LCD TV		\$50/Event	
8.35% SALES TAX APPLIES ON EQUIPMENT AND AUDIO VISUAL EQUIPMENT UNLESS TAX EXEMPTION LETTER IS PROVIDED. 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			\$
						Taxes			\$
Service Total			\$						