



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

2024 Exhibitor Service Order Form
Orders must be Postmarked 14 days Prior to Move-In to Receive Advance Rates

| 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.

| Electrician Rates (1 Hour minimum required) | | | | |
|--|----------|-------|---------|-----------|
| Schedule Rate | Per Hour | Hours | Minimum | Total |
| Regular Time | \$123.00 | | | |
| Overtime (after 3:30pm M-F & Sat) | \$184.00 | | | |
| Double Time (Sunday & Holidays) | \$246.00 | | | |
| Subtotal | | | | \$ |

***Must call Gateway Center to schedule connect/disconnect times.**

| Event Information | |
|----------------------|---|
| Event Name | 2024 OWPI Conference & Trade Show |
| Event Dates | January 29 - 31, 2024 |
| Company Name | Onsite Wastewater Professionals of Illinois (OWPI) |
| Contact Name | Steve Johnson - Conference Committee Chairman Booth # |
| Billing Address (CC) | Billing Zip |
| Address | |
| City | State Zip |
| Phone | (217) 202-0850 Fax |
| E-mail | stevej@owpi.org |

Payment Information
 (Make checks payable to City of Collinsville)

Payment Must Accompany Orders
Advance Orders Take Priority. 2.75% Processing Fee on all Credit Card Transactions.

#:

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 **\$**

| 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 | | | \$ |

| 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 | |
| Subtotal | | | \$ |

Services Total **\$**

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.