



GATEWAY CENTER

Send Completed Forms to:

One Gateway Drive

Collinsville, IL 62234

P. 618.345.8998

F. 618.345.9024

www.gatewaycenter.com

Orders must be Postmarked 14 days Prior to Move-In to Receive Advance Rates

2019 Exhibitor Service Order Form

Electrical Services					
110 Volt	Qty	Number of Outlets	Advance Rate	Floor Rate	Total
0-2000 Watts			\$65.00	\$85.00	
Subtotal					\$

The below orders require an electrician at prevailing rates

208 Volt	Quantity	Rate	Floor Rate	Total
1000 Watts-30 AMP Single Phase		\$175.00	\$250.00	
1000 Watts-30 AMP Triple Phase		\$200.00	\$270.00	
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 (7am-3:30pm M-F)	\$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	Onsite Wastewater Professionals of Illinois
Event Dates	January 29 & 30, 2019
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)	
Payment Must Accompany Orders	Advance
Orders Take Priority	

Cash / Check / MC / Visa / Amex / Discover

#:
Exp. Date
Cardholder* (print):
CCV # (3 digit code on back of card):
Signature:

Information Technology			
Service	Advance Rate	Floor Rate	Total
Telephone Line (Flat Rate)	\$95.00	\$120.00	

Internet (Wireless Routers are prohibited)

Internet (hourly)	\$10/ hour	\$10/ hour	
Internet (Full Day)	\$50/day	\$50/day	

Internet can also be purchased at multiple device rates (call for quote)

If you plan to use a router (other than wireless) you must speak with the Director of IT prior to your event in order for us to guarantee service.

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		\$3.00	
3'(h)x10'(l) pipe & drape		\$10.00	
8'(h)x10'(l) pipe & drape		\$15.00	
Wastebasket		\$1.50	
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		\$300/event	
50" Plasma TV		\$450/event	
50" LED TV in a lift Case		\$600/event	
60" LED TV		\$650/event	
70" LED TV		\$700/event	
Dual Post Stand		\$150/event	
3000 LCD Projector/Screen		\$350/day	
Custom Speaker Package		\$115/day	
DVD Player		\$20/day	
Blue Ray Player		\$40/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.



EXHIBITOR RULES & REGULATIONS

Animals

Service Animals: ADA service animals are the only animals permitted in the Center. The ADA defines service animals as animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets. ESA (Emotional Support Animals) are not covered under the ADA.

Approved Animals: For non-service animals, a written request must be presented to the General Manager or designee by no later than 30 days prior to the event. When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made:

- A protective coating such as plastic or visqueen must be used to protect all floors and equipment. Plastic floor covering is available for rent through Gateway Center.
- Absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens.
- Curbing or bike rack must be provided to contain animals.
- Animals must be supervised at all times.
- Provide clean up and proper disposal of absorbents and waste.

Lessee will adhere to all other safety measures as required by Gateway Center. Animals are not permitted within 50 ft. of any food prep or service area, unless they are ADA service animals. Licensee is responsible for ensuring that any approved use of animals within the Center is also in adherence to any and all applicable local, state and federal laws.

Audio Visual

Gateway Center has partnered with Audio Solutions and Gateway Productions as our in-house full production company. Please notify your Event Manager of any production needs you may have, such as audio, lighting, cameras, and stage design. An AV pricing sheet is available upon request for simple packages. An AV representative is always available to explore options for special requests. "Audio Solutions understands that it isn't your job to be an AV expert, it's ours!"

Banners

No banners may be hung from the ceiling without approval of the Gateway Center Management. Any lessee that wishes to hang banners from the ceiling must give advanced notice. Banners longer than 10 feet and heavier than 20 pounds may require motors and trusses to hang. Our in-house rigging experts will be responsible for determining the recommended method of safely hanging the banner as well as determining any applicable fees.

Decorations and Signs

Decorations, signs, banners, and streamers shall not be attached, taped, nailed, pinned or otherwise fastened to any ceiling, drapery, painted surface or wall of Gateway Center. Any costs incurred by the Gateway Center from the use of, removal of, will be billed for accordingly. If you find the need to hang a sign or banner, please contact your Event Manager and we will hang it for you.

Drone/Unmanned Aerial Vehicles Policy

The use of any remote controlled drone, UAV or UAS, is prohibited on or over any facility properties under the control of Gateway Center at any time. All inquiries regarding this policy and the use of drones in any of these areas should be directed to the Event Manager.

Equipment

Exhibitor Work Order Forms are available upon request for all show promoters. Gateway Center equipment, i.e. extension cords, microphone cords, spotlights, etc. are not to be removed by the Lessee, exhibitors, attendees or contractors. All equipment is subject to availability. The Lessee will be charged equipment fees at prevailing rates. Equipment pricing is subject to change. ALL EXHIBITOR WORK ORDER FORMS MUST BE POSTMARKED 14 DAYS PRIOR TO MOVE-IN TO RECEIVE ADVANCE RATES.

Exhibitor Items Left On Premise

Any property brought upon the premises by an exhibitor shall be at the sole risk of the exhibitor and shall be removed from the premises upon conclusion of an event. Gateway Center Management shall have the right to remove from the building all remaining effects left after the date and/or specified time for move-out at the cost of the exhibitor and to store the same at exhibitor's cost and risk. Storage is subject to availability.

Fire Regulations

All exhibitors, service contractors, and all event promoters must comply with all federal, state and local fire codes which apply to places of public assembly. All exhibitor material must be flame proof. Gasoline, propane or other flammable items are prohibited. Open flame is not permitted in the building. Candles are allowed as long as they are within glass protection and the flame is not exposed. If an exhibit prevents a fire from being put out by an overhead sprinkler, such as an indoor pop up tent, then a fire extinguisher will be required. Vendors are responsible for supplying their own fire extinguishers.

Food and Beverage

1) No Outside Food & Beverage Policy: No food and beverage shall be brought onto Gateway Center premises except through Gateway Center's exclusive concessionaire. Any food and beverage items not approved by Center Management will be removed from the premises. Arrangements for catering must be coordinated and contracted through Spectra Food Services, Gateway Center's exclusive in-house catering provider.

2) Food/Beverage Product Sampling: Gateway Center stipulates that food and beverage samples are no more than 4 oz for liquid and 2 oz for dry goods. Larger samples are not allowed to be given away or otherwise distributed without prior written consent of Gateway Center Management. Permission to distribute or dispense, without charge, samples of food, soft drinks, refreshments, sundries related to the trade show, etc. shall be arranged in advance and be clearly stated and identified in the Lease Agreement. An Exhibitor Sample Form must be obtained from Spectra and submitted to Spectra GM for approval. Gateway Center's exclusive food and beverage contractor, Spectra Food Services, reserves the right to regulate the size and type of samples. Refrigeration and Freezer space, as well as other storage facilities must be prearranged with the Catering Company. Charges for storage will be assessed to the Lessee and/or exhibitor. Sample distribution must be limited to the exhibitor's booth area only. It is unlawful to distribute samples of alcoholic beverages of any kind. **POPCORN IS NOT ALLOWED UNLESS PURCHASED THROUGH SPECTRA FOOD SERVICES.** Sampling is available for public exhibit shows only. It is not to be a substitute for a catered order.

3) Concession Stands (Exhibit Halls and Lobby Areas): Gateway Center reserves the right to determine the locations and hours of operations of all concession points of sale and utilize reasonable space for these points of sale. Arrangements for concessions must be coordinated and contracted through Spectra Food Services.

4) Exhibitor Sale of Food and Beverages: Any exhibitor selling a consumable food or beverage item during said trade/consumer show will be subject to sub-contractor fees payable to Spectra Food Services. Prior to show move-in, all forms must be completed and approved by Spectra Food Services.

Freight/Exhibitor Materials

Freight: Freight will ONLY be accepted one day prior to the designated move-in day(s). The Center will not accept any C.O.D. deliveries. For cases involving an outside decorating company, freight must be shipped to the service contractor and delivered to the Center during the designated move-in period. All materials must be removed during

designated move-out hours. Under no circumstance will materials be permitted to be left in the building until a later date. All freight should be clearly marked with the official name of the event as well as the contact person and should be delivered to Dock D. A storage fee will be charged for shipments accepted prior to move-in day. Storage is subject to availability. Gateway Center does not provide outbound shipment arrangements; therefore, Center users are responsible for making these arrangements and should do so in advance of the event.

Shipments: Excluding Exhibit Materials: Registration and meeting materials will be accepted (5) days in advance of a meeting. All shipments should be clearly marked with the official name of the event as well as the contact person and should be delivered to Dock D. Prior to arranging the shipment of materials, an Event Manager must be notified in advance of the Lessee's plans to store materials on premise.

Forklift Operation

All forklifts must be electric and equipped with white, non-skid tires. Gateway Center provides certified operators for all in-house lift equipment. Outside operators must use their own lift equipment and they must have prior approval and show proof of certification before event move-in. All equipment and equipment operators are subject to availability. Pricing is subject to availability.

Move-In/Move-Out

All equipment must be transported into the Center through designated loading dock areas. Absolutely under no circumstance are carts permitted through Lobby entrances. Trucks and vehicles must be removed from loading dock areas once equipment has been unloaded or loaded. The Lessee or his/her representative must be present during ingress, event hours and egress. Gateway Center has an Open Dock Policy.

For the safety of the public as well as for the security of merchandise and equipment, propping of any exit doors is strictly prohibited.

Parking/RV Parking

All parking at Gateway Center is complimentary. Overnight parking is prohibited; however, should an exception to this be needed, prior written approval from Gateway Center Management is required. RVs are prohibited. Gateway Center prohibits tailgating or the assembly of tents on Gateway Center property without written consent from Center Management. Electricity and water are not available on-site. Any unattended vehicles parked overnight (with the exception of designated move-in or move-out times) are subject to be towed.

Pricing

All listed prices for equipment and services are subject to change and availability. Credit cannot be given for equipment and personnel ordered and not used.

Rigging

All ceiling or wall suspended signs, speakers, lights and related items must be furnished in writing to Center Management. Lessee should provide detailed rigging proposals for Center review. All rigging must be done by an IATSE employee, unless an exception is made by the Executive Director in writing. Audio Solutions is our in-house rigging expert. It is highly encouraged that any and all rigging go through Audio Solutions. Any outside riggers will need prior consent and proper insurance prior to move-in. Any person or entity performing rigging activities upon the premises shall provide evidence of Rigging Liability Coverage with limits of liability of \$1,000,000 per occurrence and \$250,000 property damage and shall name both the Lessee and the Center as additional insured.

Smoking/Vaping

In compliance with the Smoke Free Illinois Act, smoking is not permitted in the building or within 15 feet of any entrances, exits or ventilation intakes. This includes any form of electronic cigarette.

Tent Policy (Indoor)

- Tents shall comply with the same flammability standards, as would tents erected outdoors as stipulated in the International Fire Code and NFPA Standard 701.

- A fire watch must be maintained at all times that the display is open to the public.
- Two fire extinguishers with a rating of at least 10A40BC would be required under the tent. Those are informally described as 10-pound extinguishers.
- All lighting shall be installed in such a manner that the tent material is not exposed to the heat of the lighting fixtures.
- A battery powered smoke alarm shall be installed within the tent.
- Only ordinary combustible items that have been treated or manufactured to be flame resistant would be allowed under the tent. For instance, ordinary furniture would be acceptable, but bales of straw would not.
- No open flames, portable heating or cooking devices would be allowed under the tent without permission from the Fire Department and Center Management.
- At least 3 sides of the tent would be required to be open for egress.
- The area covered by the tent must be 400 square feet or less. Any larger than 400 square feet would be acceptable only if protected by an extension of the automatic fire sprinkler system.
- A tent must be separated from other similar tents by a distance of at least 10 feet.

Trash Removal

Dispose of refuse in appropriate containers. Gateway Center staff does not clean inside vendor areas.

Vehicles & Motorized Equipment

1) Vehicles & Motorized Equipment: Any powered vehicles or equipment that drip oil or staining substances will be removed immediately from Gateway Center and the responsible party/parties will be charged with cleaning costs for the removal of stains. Gasoline or diesel powered vehicles and equipment include, but are not limited to, boats, automobiles, recreational vehicles, lawn mowers and power equipment. The Lessee is required to ensure that all equipment operated in Gateway Center by any service contractors or designees of the Lessee do not drip oil or any other staining substances.

2) Vehicles: Vehicles are permitted in the exhibit hall for loading/unloading with the authorization of Gateway Center Management. Any vehicles that remain on the exhibit floor must comply with the following:

- Plastic or cardboard should be placed under all tires and the vehicles' engine.
- Plastic floor covering is available for rent through Gateway Center.
- Fuel tanks may not be more than ¼ full.
- Vehicle electrical systems must be disconnected by either removing the battery, battery cables or disconnecting the battery cables and taping contact with non-conductive electrical tape.
- The cap for the fuel tank must be locked or taped down and at no time is the removal or addition of fuel allowed in or around the Center.
- No substance may be sprayed or otherwise applied to tires or vehicles that could potentially stain or create a slick surface on the floor.

Water Fills & Drains

Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by house engineers and are subject to a service charge. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection at the expense of the Lessee. All water displays must be pre-approved by the Executive Director or designee. Gateway Center reserves the right to remove any container that shows sign of leakage or is otherwise deemed inadequate by a house engineer. Containers showing signs of leakage will be drained by Gateway Center's maintenance personnel without prior notice.

Exhibitor assumes responsibility for any damage to the Center caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. Gateway Center cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For Lessee's protection, Gateway Center advises

installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc.

The Center will not be responsible for damage or loss to any equipment, equipment components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.

Revision Date: March 3, 2017