

2018 Phone Line Order Form

Please return to: Buffalo Niagara Convention Center
 Convention Center Plaza
 Buffalo, NY 14202
 (716) 855-5555 * (800) 995-7570
 Fax: (716) 855-3158
 Email: info@buffaloconvention.com



Today's Date: _____
 Order placed by: ___ Fax ___ Email ___ Mail

Event Name: _____	Date(s) of Event: _____
Booth #: _____	Meeting Room: _____
Firm Name: _____ On Site Contact _____	
Address: _____	
Phone #: _____	Fax #: _____
Email: _____	
Authorized By: _____	Title: _____ Date: _____
PAYMENT: Check (Payable to Buffalo Niagara Convention Center): Check #: _____ Amt:\$ _____	
Credit Card: ___ Visa ___ MasterCard ___ American Express	Total amount Charged: \$ _____
Credit Card Number: _____	Expiration Date: _____
Name on Card: _____	

TELEPHONE INFORMATION – ALL INFORMATION MUST BE PROVIDED

BNCC Room or Booth Location for service _____

Please indicate where line is to be installed: LEFT REAR FRONT RIGHT

TELEPHONE	QTY.	ADVANCE ORDER	ON SITE	SUB TOTAL	TAX 8.75%	TOTAL(S)
Single line		\$25.00	\$50.00			
Additional Lines		\$15.00	\$30.00			

RULES AND REGULATIONS

1. Buffalo Niagara Convention Center is the exclusive provider of telecommunications throughout the center.
2. Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Credit will not be given for service installed and not used.
4. Only BNCC personnel are authorized to modify wiring. Equipment must remain connected.
5. All equipment must comply with NEC and FCC regulations.
6. Telephone number will be provided upon installation.
7. See BNCC management for any special requests.
8. All equipment and materials are property of the BNCC and shall be removed only by the BNCC electrician at the close of the show.

***PLEASE NOTE: THIS FORM SERVES AS RECORD OF YOUR FINAL INVOICE.
 NO ADDITIONAL INVOICES WILL BE MAILED OUT.***