

# 2020 Water Request Order Form

Buffalo Niagara Convention Center  
 Convention Center Plaza  
 Buffalo, NY 14202  
 (716) 855-5555 \* (800) 995-7570  
 Fax: (716) 855-3158



Today's Date: \_\_\_\_\_

Order placed by:  Fax  Email  Mail

Name of Event: _____	Date(s) of Event: _____ Booth #: _____
Firm Name: _____	On Site Contact: _____
Address: _____	
Phone #: _____	Fax #: _____
Authorized By: _____	Title: _____ Date: _____
PAYMENT: Check (Payable to Buffalo Niagara Convention Center) : Check #: _____ Am't: \$ _____	
Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard, <input type="checkbox"/> American Express	Total amount Charged: \$ _____
Credit Card Number: _____	Expiration Date: _____
Name on Card: _____	

**PAYMENT MUST ACCOMPANY ORDER**  
**ADVANCE ORDERS MUST BE RECEIVED 10 DAYS PRIOR TO EVENT**

**\$100.00 Fee for Advance Orders**  
**(plus 8.75% tax)**

**\$155.00 Fee (within 10 days of show)**  
**(plus 8.75% tax)**

**Client is responsible to bring necessary equipment (i.e. hose, pump).**

¾" Standard Hose Connection

If Hose, Fittings, etc. are required on site a \$85.00 Rental & Service Fee will be charged per piece of equipment being hooked up.

*All material and equipment furnished by The Buffalo Niagara Convention Center for this service order shall remain the property of The Buffalo Niagara Convention Center and shall be removed ONLY by the Buffalo Niagara Convention Center staff at the close of the show.*

Send order along with payment to:  
 Buffalo Niagara Convention Center  
 Convention Center Plaza  
 Buffalo, NY 14202  
 (716) 855-5511

***You must contact the Buffalo Niagara Convention Center Engineering Department through the Security Office located at the Loading Dock while on site to arrange for connection and draining assistance.***

Service	Acctg