

2011 Air 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: ___ Visa ___ MasterCard, ___ 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

<p>\$68.00 Fee for Advance Orders (plus 8.75% tax)</p> <p>\$123.00 Fee (within 10 days of show) (plus 8.75% tax)</p>
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Client is responsible to bring necessary equipment (i.e. hose).

¾" NPT or ¼" Quick Disconnect Coupling

If Hose, Fittings, etc. are required on site a \$60.00 Rental & Service Fee will be charged per piece of equipment being hooked up.

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.

Sales	Service	Acctng