



TELEPHONE SERVICE ORDER FORM

PLEASE RETURN TO
BUFFALO NIAGARA CONVENTION CENTER
One Convention Center Plaza / Buffalo, New York 14202
TEL 716-855-5555 / FAX 716-855-3158

PLEASE COMPLETE ALL INFORMATION BELOW

NUMBER OF LINES _____ BOOTH NUMBER _____

NAME OF EVENT _____

EXHIBITING FIRM NAME _____

OFFICE ADDRESS _____

CITY _____ STATE _____ ZIP _____ OFFICE PHONE _____

Billing Instructions: Check Visa AMEX MC

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

DATE INSTALLATION DESIRED ____/____/____ DATE SERVICE TO BE DISCONNECTED ____/____/____

AUTHORIZED BY (PLEASE PRINT) _____ TITLE _____

TELEPHONE INFORMATION – ALL INFORMATION MUST BE PROVIDED

- ① BNCC Room or Booth Location for service _____
- ② Please indicate where line is to be installed: LEFT REAR FRONT RIGHT

③ TELEPHONE	QUANTITY	ADVANCE ORDER	ON SITE	TAX 8.75%	TOTAL(S)
Single line		\$150.00	\$175.00		
Additional Lines		\$100.00	\$125.00		

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.

SPECIAL INSTRUCTIONS

Please fax back to the Buffalo Niagara Convention Center at (716) 855-3158. Thank you.

SALES SERVICE ACCOUNTING DATE REC'D

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