

2011 Utilities Connection 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



Today's Date: _____
 Order placed by: ___Fax ___Email ___Mail

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

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 #: _____ Amt:\$ _____	
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 BEFORE EVENT
 The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials.

	ADVANCE	ONSITE	QUANTITY	TOTAL
120 Volt Outlet				
500 watt or 5 amp outlet	\$66.00	\$77.00		
1,000 watt or 10 amp outlet	\$74.00	\$86.00		
1,500 watt or 15 amp outlet	\$77.00	\$91.00		
2,000 watt or 20 amp outlet	\$82.00	\$98.00		
208 Volt Single Phase				
10 amp or 1/2 HP	\$97.00	\$115.00		
20 amp or 1 HP	\$111.00	\$131.00		
30 amp or 3 HP	\$121.00	\$145.00		
50 amp or 7 1/2 HP	\$153.00	\$183.00		
60 amp or 10 HP	\$186.00	\$222.00		
208 Volt Three Phase				
10 amp or 1/2 HP	\$118.00	\$140.00		
20 amp or 1 HP	\$129.00	\$154.00		
30 amp or 3 HP	\$144.00	\$171.00		
50 amp or 7 1/2 HP	\$180.00	\$215.00		
60 amp or 10 HP	\$213.00	\$256.00		
*Higher amperage available on request – Please ask for quotation.				
Equipment Rental	Advance Order	Floor Order	Quantity	Total
25' – 3 wire #12 extension cord	\$23.00	\$28.00		
50' – 3 wire #12 extension cord	\$43.00	\$55.00		
15 amp power strip	\$26.00	\$33.00		

NO ELECTRICAL SERVICES WILL BE PERFORMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.

Electrical Maintenance & Repair Labor _____ hr. Straight Time @ \$79.00 _____ hr. Overtime @ \$115.00
 Straight time hours are Monday through Friday, 8:00am-3:30pm. Minimum (1) one hour charged for all labor requests.

Transformers: Transformers are available for altering voltage, provided they are ordered by the deadline.
 Quotations are available on request.

24 Hour Service: Available at an additional 50% charge, if ordered in advance. **I will require 24 hour service: ___ YES ___ NO**

Electrical Outlets: \$ _____
Equipment Rentals: \$ _____
8.75% NYS TAX: \$ _____
TOTAL OF ORDER: \$ _____

Sales	Service	Acct

Terms and conditions apply – see reverse side of form for details

BUFFALO NIAGARA CONVENTION CENTER - UTILITIES REQUEST FORM

STANDARD ELECTRICAL SERVICE:

120 Volt, A.C., 60 Cycle
208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, A.C., Three Phase, 60 Cycle

RULES AND REGULATIONS:

- 1) All equipment regardless of source of power must comply with the current National Electrical Code, State and Local Safety Codes.
- 2) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- 3) All exhibitors' 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 4) The Buffalo Niagara Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the show electrical supervisor.
- 5) Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
- 6) Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "Show Electrician", however, all service connections and overload protection to such equipment must be made by "Show Electrician" only.
- 7) The Buffalo Niagara Convention Center is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor.
- 8) The Buffalo Niagara Convention Center will not be responsible for any damage or loss to any equipment, component, computer, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Niagara Convention Center Electrician.
- 9) We will make every attempt not to locate power panels in exhibit booths, however this is not always possible.
 - a. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 10) 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 Electrician at the close of the show.
- 11) Payment in full must be rendered prior to electrical service connection.
- 12) Advance orders shall receive priority service.
- 13) Electrical service installation is guaranteed to be complete one hour prior to event opening.
- 14) Rates quoted for all connections cover only providing service to the booth in the most convenient manner and does not include connecting equipment or wiring.
- 15) Credit will not be given for outlets installed and not used.
- 16) Unauthorized power not paid for will result in shut down of electrical service.
- 17) Claims will not be considered unless filed by exhibitor prior to close of show.
- 18) There is a \$40.00 fee charged for all checks that are returned