

Air Request Order Form

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

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**

**\$90.00 Fee for Advance Orders
 (plus 8.75% tax)**

**\$145.00 Fee (within 10 days of show)
 (plus 8.75% tax)**

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 \$75.00 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.

Service	Acctg