



# 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  
EMAIL: info@buffaloconvention.com

## 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)
Singleline		\$175.00	\$205.00		
Additional Lines		\$115.00	\$145.00		

## 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.

SERVICE    ACCOUNTING

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