

## 2019 Phone Line 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  
 Email: info@buffaloconvention.com



Today's Date: \_\_\_\_\_

Order placed by: \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_ Mail \_\_\_\_\_

Event Name: _____	Date(s) of Event: _____
Meeting Room: _____	Install Day: _____
Booth #: _____	
Firm Name: _____ On Site Contact _____	
Address: _____	
Phone #: _____	Fax #: _____
Email: _____	
Authorized By: _____	Title: _____ Date: _____
PAYMENT: Check ( <b>Payable to Buffalo Niagara Convention Center</b> ): Check #: _____ Amt:\$ _____	
Credit Card: _____ Visa _____ MasterCard _____ American Express	Total amount Charged: \$ _____
Credit Card Number: _____	Expiration Date: _____
Name on Card: _____	

### TELEPHONE INFORMATION – ALL INFORMATION MUST BE PROVIDED

**BNCC Room or Booth Location for service** \_\_\_\_\_

Please indicate where line is to be installed:      LEFT    REAR    FRONT    RIGHT

TELEPHONE	QTY.	ADVANCE ORDER	ON SITE	SUB TOTAL	TAX 8.75%	TOTAL(S)
Singleline		<b>\$25.00</b>	<b>\$50.00</b>			
Additional Lines		<b>\$15.00</b>	<b>\$30.00</b>			

### 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.

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

(Revised 11/2018)