

2020 Satellite Install Form

Please return to: Buffalo Niagara Convention Center

Convention Center Plaza
 Buffalo, NY 14202
 (716) 855-5555 * (800) 995-7570
 Fax: (716) 855-3158
 info@buffaloconvention.com



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

NO INSTALLATION WILL BE DONE ONSITE UNLESS THIS FORM HAS BEEN SUBMITTED.
It is MANDATORY for Buffalo Niagara Convention Center staff to accompany vendor on the roof for installation.
ONLY Buffalo Niagara Convention Center staff will be ALLOWED to do the install.
FAILURE to remove equipment will result in an additional \$200 fee.

Please check off service needed:

Installation of Satellite Dish	COST	SELECT ITEM
Advanced Order	\$55.00	
Onsite Order	\$105.00	
Removal of Satellite Dish		
Failure to Remove Dish **This means the vendor should notify BNCC staff during move-out that equipment needs to be removed from the roof. You are NOT allowed to cut the cable and leave.**	\$210.00	

SUBTOTAL \$ _____
8.75% NYS TAX: \$ _____
TOTAL OF ORDER: \$ _____

Service	Acctg