

**2022 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