

# 2023 Water Request Order Form

Buffalo Niagara Convention Center  
Convention Center Plaza  
Buffalo, NY 14202  
(716) 855-5555 \* (800) 995-7570  
Fax: (716) 855-3158

BUFFALO NIAGARA  
CONVENTION CENTER

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: ___ 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 PRIOR TO EVENT**

|   |
|---|
| <p><b>\$100.00 Fee for Advance Orders</b><br/><b>(plus 8.75% tax)</b></p> <p><b>\$155.00 Fee (within 10 days of show)</b><br/><b>(plus 8.75% tax)</b></p> |
|---|

**Client is responsible to bring necessary equipment (i.e. hose, pump).**

<sup>3</sup>/<sub>4</sub>" Standard Hose Connection

If Hose, Fittings, etc. are required on site a \$85.00 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 to arrange for connection and draining assistance.***

|         |       |
|---------|-------|
|         |       |
| Service | Acctg |

Rev. 09/2022