

**2025 Water Request Order Form**

Please return to:  
info@buffaloconvention.com  
Fax: (716) 855-3158  
Call: (716) 855-5555

# BUFFALO CONVENTION CENTER

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

**\*\*\*\* 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 #: \_\_\_\_\_

Company Name: \_\_\_\_\_ On Site Contact \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

PAYMENT: Check (Payable to Buffalo Convention Center): Check #: \_\_\_\_\_ Amt:\$ \_\_\_\_\_

Credit Card: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express Total amount Charged:\$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Security Code: \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT**

**\$105.00 Fee for Advance Orders  
(plus 8.75% tax)**

**\$165.00 Fee (within 10 days of show)  
(plus 8.75% tax)**

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

**BUFFALO CONVENTION CENTER - UTILITIES REQUEST FORM**

¾" Standard Hose Connection

If Hose, Fittings, etc. are required on site a \$90.00 Rental & Service Fee

will be charged per piece of equipment being hooked up.

**All material and equipment furnished by The Buffalo Convention Center for this service order shall remain the property of The Buffalo Convention Center and shall be removed ONLY by the Buffalo Convention Center staff at the close of the show.**

Service	Acctg.

Electrical Outlets: \$ \_\_\_\_\_

Equipment Rentals: \$ \_\_\_\_\_

NYS TAX: \$ \_\_\_\_\_ 8.75%

**TOTAL OF ORDER** \$ \_\_\_\_\_

**You must contact the Buffalo Convention Center Engineering Department through the Security Office located at the Loading Dock while on site to arrange for connection and draining assistance.**