Internet 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

BUFFALO NIAGARA CONVENTION CENTER

Today's Date: _____
Order placed by: ☐ Fax ☐ Email ☐ Mail

Event Name: _____ Date(s) of Event: _____

Booth #: _____ Meeting Room: _____ Install Day: _____

Firm Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Fax #: _____

Email: _____

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

Advance orders require access code to be distributed during move-in of show. Please see BNCC staff member for pick-up location.

INTERNET OPTIONS			
Complimentary WiFi	The BNCC Complimentary Wi-Fi is the perfect option to use for your personal data communication needs since cellular data service may not work in all locations.		
Premium WiFi	**1 Day** *$10.00*	**2 Days** *$15.00*	**3 Days** *$20.00*
Hardline Internet	**Connection Fee** *$25.00*		
ADDITIONAL INTERNET NEEDS			
Credit Card Machines, Apple TV, Gaming Systems, any Internet Ready device Unable to access a web browser. MAC address must be available for device setup. Inform Event Service Manager/BNCC prior to event.	**Connection Fee** *$25.00*		
Public IP addresses, traffic prioritization, and custom WAN/LAN/VLAN configuration available upon request.			

Service	Acct

SUB TOTAL $_____
8.75% NYS TAX: $_____
TOTAL OF ORDER: $_____

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

Terms and conditions apply – see reverse side of form for details

BUFFALO NIAGARA CONVENTION CENTER – INTERNET

SYSTEM INFORMATION:

1) Free basic WIFI is available throughout the facility as a convenience to our guests.

2) All users must authenticate on our wireless or wired data systems using either the access code that has been provided by purchasing services using their web browser and a major credit card. Once authenticated, the MAC address of the user's device will stay on file through the duration of the time they've purchased.

3) If you are having trouble connecting, please go directly to the Information Desk in the lobby for assistance.

4) The Buffalo Niagara Convention Center has networking professionals available to meet with you prior to your event if you have needs that fall out of the scope of this form. This includes onsite office/server setups, network devices (printers, scanners, POS terminals, handheld devices, credit card machines), custom VLANs, VPNs, SSIDs, bandwidth reservation, traffic prioritization/QoS, lab setups, etc. Please let us know and we'll be happy to build a custom implementation that suits your needs.

RULES AND REGULATIONS:

1) The Buffalo Niagara Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the BNCC electrical supervisor.

2) The Buffalo Niagara Convention Center will not be responsible for any damage or loss to any equipment, component, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Niagara Convention Center computer, Electrician.

3) 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 at the close of the show.

4) Payment in full must be rendered prior to internet service connection.

5) Advance orders for wired data shall receive priority service.

6) Customers may not use their own network switches, routers, hubs, repeaters, wireless access points, network bridges, or wireless range extenders without express written permission from the Buffalo Niagara Convention Center. **Please see your BNCC Service Manager for rental information**