**2027 Utilities Connection 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**

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials.

| **120 Volt Outlet** | **ADVANCE** | **ONSITE** | **QUANTITY** | **TOTAL** |
|---|---|---|---|---|
| 500 watt or 5 amp outlet | $103.00 | $153.00 | | |
| 1,000 watt or 10 amp outlet | $112.00 | $168.00 | | |
| 1,500 watt or 15 amp outlet | $116.00 | $174.00 | | |
| 2,000 watt or 20 amp outlet | $125.00 | $187.00 | | |
| **208 Volt Single Phase** | | | | |
| 10 amp or ½ HP | $143.00 | $215.00 | | |
| 20 amp or 1 HP | $162.00 | $244.00 | | |
| 30 amp or 3 HP | $176.00 | $265.00 | | |
| 50 amp or 7 ½ HP | $219.00 | $330.00 | | |
| 60 amp or 10 HP | $261.00 | $392.00 | | |
| **208 Volt Three Phase** | | | | |
| 10 amp or ½ HP | $173.00 | $259.00 | | |
| 20 amp or 1 HP | $185.00 | $277.00 | | |
| 30 amp or 3 HP | $206.00 | $310.00 | | |
| 50 amp or 7 ½ HP | $254.00 | $381.00 | | |
| 60 amp or 10 HP | $298.00 | $447.00 | | |
| ***Higher amperage available on request – Please ask for quotation.*** | | | | |
| **Equipment Rental** | **Advance Order** | **Floor Order** | **Quantity** | **Total** |
| 25' – 3 wire #12 extension cord | $45.00 | $68.00 | | |
| 50' – 3 wire #12 extension cord | $70.00 | $105.00 | | |
| 15 amp power strip | $48.00 | $74.00 | | |

**NO ELECTRICAL SERVICES WILL BE PERFORMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.**

For Special Electrical Labor requests please contact us at 716-855-5555
Transformers: Transformers are available for altering voltage, provided they are ordered by the deadline.
Quotations are available on request.
24 Hour Service: Available at an additional 50% charge, if ordered in advance. **I will require 24 hour service: ____YES ____NO**

**Electrical Outlets: $_____**
**Equipment Rentals: $_____**
**NYS TAX: $_____ 8.75%**
**TOTAL OF ORDER $_____**

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

*Terms and conditions apply – see reverse side of form for details.* *Rev. 07/2026*

**BUFFALO CONVENTION CENTER - UTILITIES REQUEST FORM**

## STANDARD ELECTRICAL SERVICE:

### 120 Volt, A.C., 60 Cycle
### 208 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Three Phase, 60 Cycle

## RULES AND REGULATIONS:

1) All equipment regardless of source of power must comply with the current National Electrical Code, State and Local Safety Codes.

2) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

3) All exhibitors' 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

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

5) Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.

6) Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "Show Electrician", however, all service connections and overload protection to such equipment must be made by "Show Electrician" only.

7) The Buffalo Convention Center is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor.

8) The Buffalo Convention Center will not be responsible for any damage or loss to any equipment, component, computer, 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 Convention Center Electrician.

9) We will make every attempt not to locate power panels in exhibit booths, however this is not always possible.
   a. Obstructions blocking utility floor boxes are subject to relocation as necessary.

10) 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 Electrical at the close of the show.

11) Payment in full must be rendered prior to electrical service connection.

12) Advance orders shall receive priority service.

13) Electrical service installation is guaranteed to be complete one hour prior to event opening.

14) Rates quoted for all connections cover only providing service to the booth in the most convenient manner and does <u>not</u> include connecting equipment of wiring.

15) Credit will not be given for outlets installed and not used.

16) Unauthorized power not paid for will result in shut down of electrical service.

17) Claims will not be considered unless filed by exhibitor prior to close of show.

18) There is a $45.00 fee charged for all checks that are returned