CREDIT CARD AUTHORIZATION FORM

I appove use of this credit card for all charges noted below:

|  |  |  |
| --- | --- | --- |
|  | Registration Fees/Sponsorship | |
|  | Air Tickets | |
|  | Room and Tax | |
|  | Breakfast | |
|  | Catering / Banquets / Meeting Room | |
|  | Incidentals | |
|  | Audio / Visual | |
|  | Restaurant | |
|  | Parking | |
|  | Resort Fee | |
|  | Other: |  |
|  | | |

# **Cardholder Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name as it appears on the credit card: | | | | | | | | |  | | | | | | | | | | |
| Card type: | |  | | | Visa | |  | MC | | | | |  | AMEX\* | |  | |  | |
| Account type: | |  | | | Individual (Name): | | | | | |  | | | | | | | | |
|  | |  | | | Corporate | Company Name: | | | | | | | | | |  | | | | |
| Credit Card number: | | | |  | | | | | | | | | | | | | | | |
| I.D. No: (3 DIGIT CODE BEHIND CARD, 4 DIGIT AT FRONT FOR AMEX) | | | | | | | | | |  | | | | | Exp. Date: | |  | | |
| Address: (where c.c. account is mailed) | | | | | |  | | | | | | | | | | | | | |
| City, State and Zip: | | |  | | | | | | | | | | | | | | | | |
| Phone number: |  | | | | | | | | | | | Fax or alternate number: | | | | | | |  |

## \*(For Amex there is a supplement of 3% for bank charges)

## Guest Information (credit card use for third person)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Guest name: |  | | | | | | | | | | |
| Company: |  | | | | | | | | | | |
| Phone number: |  | | | | | Fax or alternate number: | | | |  | |
|  |  | | | | | | | | | | |
| Arrival date: |  | | | | Departure date: | | |  | | | |
| Relation to cardholder: |  | Relative |  | Business Associate | | | | | | | |
|  |  | Friend |  | Other | | |  | |  | |  |

I certify that all information is complete and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Cardholder name: (printed) |  | | |
| Cardholder signature: |  | Date: |  |