

# Frequently Asked Questions About Convention Makers Freight Service

Show: SEAA - 2017

## 1. Where do I get my Material Handling form & what do I do with it?

The Freight Service Form is in your exhibitor package provided by your association, or call Convention Makers at 843.650.6300 Fill the form out completely and fax back to 843.650.6301

## 2. Where do I ship my show materials?

No cold storage items

**Ship Here** →

*No collect shipments will be accepted*

**Convention Makers  
4501 Hwy 544  
Myrtle Beach, SC 29588**

## 3. How should I label my show materials?

We recommend that **all** show materials be marked with the shipping labels provided in your exhibitor kit. Show materials not marked properly (Show name, location, booth # ETC) may get lost, delayed in or out. Please make sure your materials are **marked properly**. **Packages sent without the Material Handling form on file will be held until payment is received.**

## 4. When do my show materials need to arrive at Convention Makers?



**Freight Due: 04.21.17**

Delivery Times 9am -4:30pm M-F, No Holidays

All freight / Show materials need to arrive at Convention Makers advance warehouse **prepaid**, 3 to 10 days prior to show date. If this target can not be met, your company may incur additional charges. Please refer to the Material Handling form. Your show materials will be waiting for you in your booth space.

## 5. Does Convention Makers accept Credit Cards?

We accept Mastercard, Visa & American Express. 3% will be added for processing. Declined Credit Cards will incur additional fees. Receipts will be faxed after the event has concluded.

## 6. What do I do with my Show materials after the show?

Simply pack up your equipment, label your boxes with your outbound address, fill out & attach your shipping label (fx,ups etc) & leave your equipment in your booth, a Convention Maker rep will come by and pick your boxes up.

## 7. Explanation of charges. The following charges may be applied to your shipment.

Our handling charges encompass, storage, delivery in and out  
COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs      Over 250Lb → Weight \_\_\_\_\_ x .40 =  Separate Charge for in & out

Late Fee: May be assessed to show materials arriving outside of the 3 to 10 day window before decorator set up.

Special Handling Fee: May be assessed to show materials arriving after the show has been set up requiring a special trip to deliver.

Forklift Charge: May be assessed to any inbound / outbound shipment too heavy for one person, or freight that needs to be put on a pallet to be moved safely.

*See you at the show!*

# CONVENTION MAKERS, INC.

## Material Handling Form

LABEL YOUR SHIPMENTS: COMPANY NAME/SHOW NAME FAX OR MAIL THIS FORM BACK TO CONVENTION MAKERS

\* EVENT NAME **SEAA - 2017**

YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

On Site Rep Cell \_\_\_\_\_

Show Date \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY \_\_\_\_\_

ORDERED BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

EMAIL \_\_\_\_\_

\* Shipping & Mailing Address  
CONVENTION MAKERS, INC.  
4501 Hwy 544  
Myrtle Beach, SC 29588  
PHONE: 843.650.6300 FAX: 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT  
CARD TYPE ( ) Visa ( ) MC ( ) Amex  
CARD # \_\_\_\_\_  
EXPIRATION \_\_\_\_/\_\_\_\_ CVV Code \_\_\_\_\_  
Processing 3% fee Back of Card  
Declined Credit Card Fee \$40.00  
Bad check Fee \$75.00

**INBOUND Freight Handling Materials Due: 04.21.17**  
Preferred Carriers FX, UPS, Old Dominion (80% discount), SE Freight  
CARRIER \_\_\_\_\_  
CARRIER PHONE # \_\_\_\_\_  
Number of Pieces & Weight \_\_\_\_\_  
**COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs**  
\$100.00 Minimum Cost inbound  
Over 250Lb → Weight \_\_\_\_\_ x .40 = \_\_\_\_\_  
Early Storage Fee \$50 - Late Off Target \$30 per shipment  
Special Handling \$75 - After Hours Delivery - \$75  
Delivery Hours 9-4:30 M-f No weekends / holidays

**OUTBOUND Freight Handling**  
Preferred Carriers, FedEx, Old Dominion (80% Discount), SE Freight  
CARRIER \_\_\_\_\_ ☐ CHECK ☐ HOT/  
PHONE # \_\_\_\_\_ OVERNIGHT  
# OF PIECES / WEIGHT \_\_\_\_\_ / \_\_\_\_\_ lbs.  
ACCOUNT # \_\_\_\_\_  
**COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs**  
\$100.00 Minimum Cost Outbound  
Over 250Lb → Weight \_\_\_\_\_ x .40 = \_\_\_\_\_  
Additional Charges may apply to safely ship your items  
Freight will be cleared from showsite and forced  
From warehouse address the next business day

OUTBOUND SHIP-TO ADDRESS  
COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
SHIP-TO \_\_\_\_\_

**Forklift / Hydraulic Lift Pricing** Convention Makers reserves the right to utilize a forklift to safely handle freight  
Warehouse IN \$50.00 OUT \$50.00 Showsite IN \$150.00 OUT \$150.00  
Forklift service is available please call to schedule. DATE NEEDED \_\_\_\_\_

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials are properly packed and labeled, with accompanying waybill, and **INSURED** prior to shipping or removal from show floor. Please ship freight to arrive at Convention Makers receiving facility **3 to 10 working days prior** to decorator set up, or submit in writing the expected arrival date if this is not possible. Please be aware that your company may incur various charges to ensure proper acceptance or delivery of your show materials, these charges may include use of a forklift (SEE PRICING), Taping(\$10)pp, Labeling(\$15)pp shrinkwrap(\$10), or banding (\$15 per Pallet). All invoices are due in 30 days. All credit cards will be run after show is finished and receipts will be Faxed. **We will ship UPS & FEDEX out only if each package is Pre labeled, if requested & not labeled, packages will be shipped via Common Carrier. We will not accept any collect shipments or pay any Duty / Broker charges on International Shipments.**  
**Special Paperwork requests BOL's, POD, Recieving Logs etc - \$65**

# CONVENTION MAKERS, INC.

## LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and fax or mail to Convention Makers, Inc.

**SEAA - 2017**

EVENT NAME/LOC. \_\_\_\_\_

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YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Cell # \_\_\_\_\_ Booth#

SHOW DATE \_\_\_\_\_

ORDERED BY \_\_\_\_\_

PRINT

ORDERED BY \_\_\_\_\_

SIGNATURE

EMAIL

### MAILING ADDRESS

CONVENTION MAKERS, INC.

4501 Hwy 544

MYRTLE BEACH, SC 29588

PHONE: 843.650.6300

Fax 843.650.6301

### AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ( ) VISA ( ) MC ( ) Amex

CARD# \_\_\_\_\_

EXPIRATION \_\_\_\_\_ / \_\_\_\_\_

CVV Code  
Back of Card

3% Processing Fee  
Declined Credit Card Fee = \$ 40.00

Check one ☐ Full Display (10ft +) = 4hr minimum  
☐ Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED \_\_\_\_\_

APPROXIMATE HOURS \_\_\_\_\_

WILL YOU HAVE A REP. PRESENT? \_\_\_\_\_

APPROXIMATE START TIME \_\_\_\_\_

Start Date \_\_\_\_\_

### LABOR CHARGES

\$65.00 PER MAN HOUR (STRAIGHT)

\$90.00 PER MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

Check one ☐ Full Display (10ft +) = 4hr minimum  
☐ Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED \_\_\_\_\_

APPROXIMATE HOURS \_\_\_\_\_

WILL YOU HAVE A REP. PRESENT? \_\_\_\_\_

APPROXIMATE START TIME \_\_\_\_\_

Start Date \_\_\_\_\_

### LABOR CHARGES

\$65.00 PER MAN HOUR (STRAIGHT)

\$90.00 PER MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

Convention Makers, Inc. Will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials be properly packed, labeled and INSURED, with completed waybill, prior to shipping or removal from show floor. Please note that due to increasingly tight schedules, and turn-around times, we find it necessary at times to alter scheduled installation and dismantle times to meet other time-critical stages of show set up. We will do our best to accommodate your individual set up schedule, but please be patient when this is not possible. On-site labor requests will be handled on a first-come basis as workload permits, and will be provide after pre-ordered services are rendered. Payment is due in full prior to any services rendered. If credit card authorization is provided, billing will occur after completion of services to insure accurate charges are applied. All invoices not paid within 30 days will incur a 15% charge per month.

# CONVENTION MAKERS, INC.

## Electronics

Myrtle Beach

Myrtle Beach

NEW!

If your company requires additional booth equipment beyond equipment already provided, please complete this form and Fax or mail to Convention Makers Inc. Please contact the show promoter if you have any questions concerning exactly what is provided in your booth space.

Show: **SEAA - 2017**

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Zip \_\_\_\_\_

Fax \_\_\_\_\_ Cell \_\_\_\_\_

Ordered By \_\_\_\_\_  
Print

Ordered By \_\_\_\_\_  
Signature

CONVENTION MAKERS, INC.  
4501 Hwy 544  
Myrtle Beach, Sc 29588  
PHONE: 843.650.6300 FAX: 843.650.6301

**AUTHORIZED CREDIT CARD PAYMENT**  
CARD TYPE ( ) VISA ( ) MC ( ) Amex  
CARD# \_\_\_\_\_  
EXPIRATION \_\_\_\_ / \_\_\_\_ CVV Code  
Back of Card  
3% Processing Fee  
Declined Credit Card Fee = \$ 40.00

Booth #

Description	QTY	Cost
<b>DVD Player</b> Includes HDMI Connections		75/Day
<b>Computer Monitor 19"</b>		150/Day
<b>Computer Monitor 22"</b>		175/Day
<b>32' LCD Wide Screen</b>		3 Days 350
<b>40' LCD Wide Screen</b>		3 Days 400
<b>46' LCD Wide Screen</b>		3 Days 450
<b>LCD Floor Stand</b>		100/Day
<b>Any Connector Cables</b>		\$25/Day
<b>Lap Top</b>		150/Day

Lighting Accessories	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50
Extension Cords		25
Multiplug Powerstrip		25
VGA Cable 50ft		40
Tripod Projector Screen		70/Day

### PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 3% for Processing	= \$
Add 20% for any <u>ON-SITE</u> Orders	= \$
SUB-TOTAL	= \$
7% SC SALES TAX	= \$
<b>GRAND TOTAL DUE</b>	<b>= \$</b>

If ordering a monitor, please specify Connection needed

Please note that all orders should be received by Convention Makers Prior to decorator set up date complete with total payment. All equipment is for rental only. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional equipment may be rented on site, based on availability, at 20% mark-up. Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment.

## EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

If your company requires additional booth equipment beyond equipment already provided, please complete this form and fax or mail to Convention Makers, Inc. Contact your show promoter if you have any questions concerning exactly what is provided in your booth space.

# SEAA - 2017

EVENT NAME/LOC. \_\_\_\_\_

YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

SHOW DATE \_\_\_\_\_ BOOTH #

ORDERED BY \_\_\_\_\_

PRINT

ORDERED BY \_\_\_\_\_

Email

### MAILING ADDRESS

CONVENTION MAKERS, INC.

4501 Hwy 544

Myrtle Beach, SC 29588

PHONE: 843.650.6300 FAX: 843.650.6301

### AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ( ) VISA ( ) MC ( ) Amex

CARD# \_\_\_\_\_

EXPIRATION \_\_\_\_ / \_\_\_\_

CVV Code

Back of Card

3% Processing Fee

Declined Credit Card Fee = \$ 40.00

SIGNATURE

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		45
4' Regular 29" tall Skirted 3 sides		65
4' Regular 29" tall Skirted 4 sides		75
6' Regular 29" tall Plain		45
6' Regular 29" tall Skirted 3 Sides		65
6' Regular 29" tall Skirted 4 Sides		75
8' Regular 29" tall Plain		50
8' Regular 29" tall Skirted 3 Sides		70
8' Regular 29" tall Skirted 4 Sides		75
4' Raised 42" tall Plain		50
4' Raised 42" tall Skirted 3 Sides		70
4' Raised 42" tall Skirted 4 Sides		80
6' Raised 42" tall Plain		55
6' Raised 42" tall Skirted 3 Sides		75
6' Raised 42" tall Skirted 4 Sides		90
8' Raised 42" tall Plain		60
8' Raised 42" tall Skirted 3 Sides		85
8' Raised 42" tall Skirted 4 Sides		90
36" Round 29" tall Plain		45
36" Round 29" tall Skirted		60
36" Round 42" tall Plain		50
36" Round 42" tall - Covered		65
Swap Table for Different Size		30
Extra Skirting		25
Raise table in Booth		45

Seating	QTY	\$ ea.
Folding Chairs		15
Tall Bar Stools		30
Tall Bar Chairs		40
Cushion Chair		30
Cushion Arm Chair		45

Table Risers	QTY	\$ ea.
4' Risers		20
6' Risers		20
8' Risers		20

Lighting Accessories	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50
Extension Cords		25
Multiplug Powerstrip		25
VGA Cable 50ft		40
Tripod Projector Screen		70/Day

NEW! ELECTRONICS	QTY	\$ ea.
DVD Player		75/day
Computer Monitor 19"		150/day
Computer Monitor 22"		175/day
32" LCD Wide Screen		3 Days 350
40" LCD Wide Screen		3 Days 400
46" LCD Wide Screen		3 Days 450
LCD Floor Stand		100/day
Lap Top		150/day
Please call for Connections		\$20

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		60
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Candy Dish		10
Booth Carpet Per 10' section		125
Carpet Padding Per 10' section		55
Booth Cleaning Per 10' section / per day		40
Bag Rack /Stand		65
Extra Table Skirt		25
Literature Rack (ZEDUp)		75

Velcro Display Boards	QTY	\$ ea.
Table Top Model		200
10' Floor Standing		300

### PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 3% Processing fee	= \$
Add 20% for any <u>ON-SITE</u> Orders	= \$
SUB-TOTAL	= \$
+ 7% SC SALES TAX	= \$
<b>GRAND TOTAL DUE</b>	<b>= \$</b>

Please note that all orders should be received by Convention Makers Prior to decorator set up date complete with total payment. All equipment is for rental only. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional equipment may be rented on site, based on availability, at 20% mark-up. Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment. All billing will be done at the completion of the show. Receipts & Invoices will be faxed to the fax number listed on this form. If items are ordered & delivered & it is decided they will not be used..you will still be charged for the rental.



RUSH: EXHIBIT MATERIALS  
\*\*FOR ADVANCED WAREHOUSE ONLY\*\*

MUST RECEIVE BY: **04.21.17**

**ADVANCE SHIPMENT**

**SEAA - 2017**

Name of Exhibition

Exhibiting Company

Carrier \_\_\_\_\_ Number of Pieces \_\_\_\_\_

Ship to:

**Convention Makers  
4501 Hwy 544  
Myrtle Beach, SC 29588**

Warehouse receiving hours are M - F 9:30a - 4:30p

RUSH: EXHIBIT MATERIALS  
\*\*FOR ADVANCED WAREHOUSE ONLY\*\*

MUST RECEIVE BY: **04.21.17**

**ADVANCE SHIPMENT**

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MUST RECEIVE BY: **04.21.17**

**ADVANCE SHIPMENT**

**SEAA - 2017**

Name of Exhibition

Exhibiting Company

Carrier \_\_\_\_\_ Number of Pieces \_\_\_\_\_

Ship to:

**Convention Makers  
4501 Hwy 544  
Myrtle Beach, SC 29588**

Warehouse receiving hours are M - F 9:30a - 4:30p

Embassy Suites

9800 Queensway Blvd.

Myrtle Beach, SC 29572

Fax completed form to 843-497-1219

Attn: Tracy Weinberg, Event Services

Phone: (843) 497-1000

## ELECTRICAL ORDER FORM

NAME:

PHONE:

EMAIL:

NAME OF CONFERENCE: **STEEL ERECTORS**

VENDOR NAME:

BOOTH NUMBER: To Be Determined by SEAA

LOCATION: LAKESIDE PAVILION

SETUP DATE/TIME: 4/27

DATE OF CONFERENCE: 4/27-28

DATE ORDERED:

**NOTE:** To avoid additional charges, all orders must be submitted to the Hotel a minimum of ten (10) days prior to the event.

**IF ORDER DATE IS PRIOR TO [4/15/2017], PLEASE FILL OUT THE FOLLOWING:**

**Electrical Service Required  
110 Volt AC Standard Service**

# of Outlets

\_\_\_\_\_ 5 Amps/500 Watts @ \$50.00 ea

\_\_\_\_\_ 20 Amps/2200 Watts @ \$100.00 ea

**Total** \_\_\_\_\_

**NOTE ABOVE:** Prices include (1) loaned 25' extension cord.  
Exhibitors will be charged \$35.00 + tax for unreturned cord.

\_\_\_\_\_ **Multi Power Outlet Strip @ \$60.00**

Includes 1-5 amp power service

**Total** \_\_\_\_\_

**208 Volt AC Single Phase**

\_\_\_\_\_ 50 Amp Service @ \$200.00 ea

\_\_\_\_\_ Band Power Box @ \$250.00 ea

**Total** \_\_\_\_\_

**NOTE:** Any direct wiring required will be completed by a  
certified house electrician at the flat rate of \$85.00/hr.  
With a 1 hour minimum.

**208 Volt AC Three Phase**

\_\_\_\_\_ 50 Amp Service @ \$300.00 ea

\_\_\_\_\_ 100 Amp Service @ \$500.00 ea

**Total** \_\_\_\_\_

**NOTE ABOVE:** Three Phase available in Kensington  
Ballroom Section G at service hall only.

\_\_\_\_\_ **Banner Hanging @ \$50.00 ea**

**Total** \_\_\_\_\_

**IF ORDER DATE IS AFTER [4/15/2017], PLEASE FILL OUT THE FOLLOWING:**

**Electrical Service Required  
110 Volt AC Standard Service**

# of Outlets

\_\_\_\_\_ 5 Amps/500 Watts @ \$100.00 ea

\_\_\_\_\_ 20 Amps/2200 Watts @ \$175.00 ea

**Total** \_\_\_\_\_

**NOTE ABOVE:** Prices include (1) loaned 25' extension cord.  
Exhibitors will be charged \$35.00 + tax for unreturned cord.

\_\_\_\_\_ **Multi Power Outlet Strip @ \$85.00**

Includes 1-5 amp power service

**Total** \_\_\_\_\_

**208 Volt AC Single Phase**

\_\_\_\_\_ 50 Amp Service @ \$350.00 ea

\_\_\_\_\_ Band Power Box @ \$400.00 ea

**Total** \_\_\_\_\_

**NOTE:** Any direct wiring required will be completed by a  
certified house electrician at the flat rate of \$85.00/hr.  
With a 1 hour minimum.

**208 Volt AC Three Phase**

\_\_\_\_\_ 50 Amp Service @ \$450.00 ea

\_\_\_\_\_ 100 Amp Service @ \$650.00 ea

**Total** \_\_\_\_\_

**NOTE ABOVE:** Three Phase available in Kensington  
Ballroom Section G at service hall only.

\_\_\_\_\_ **Banner Hanging @ \$75.00 ea**

**Total** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

**IMPORTANT CONDITIONS AND REGULATIONS:**

1. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state, and local safety codes.
3. Use of open personal power strips is prohibited.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than the "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "house electrician".
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
10. **Special pricing** for orders received a minimum of ten (10) days prior to exhibitor arrival for move in.



Embassy Suites  
9800 Queensway Blvd.  
Myrtle Beach, SC 29572

Kingston Plantation  
A Hilton and  
Embassy Suites Resort

**Fax completed form to 843-497-1730**

Attn: Ursula Albin - Credit Manager  
Phone: (843) 497-1100



Credit Card Payment Authorization Form

*Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.*

FAX COMPLETED FORM TO: [INSERT FAX #]

ATTN: \_\_\_\_\_

Date: \_\_\_\_\_

Check-In / Event Date:		
Name of Person/Group Making Reservation:	Phone:	
Authorized Amount:	Approval Code:	Date:

**CARDHOLDER - Please complete the following section and sign/date below.**

Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip:		
Daytime /Business Telephone:		Evening Telephone:		
Credit Card Number:		Expiration Date:		
Credit Card Type: (Circle one) Visa/MasterCard      American Express      Discover      JCB      Diners Club				
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):		
I agree to cover the following categories of charges: (Please circle) All Charges      Room & Tax      Food & Beverage      Retail      Recreation				
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____				
DIRECT BILL ACCOUNT PAYMENTS ONLY:				
Name on Invoice/Statement _____		Date on Invoice/Statement _____		
Invoice/Statement Number _____		Authorized Amount \$ _____		

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.**

Amount to be immediately charged to credit card for room and taxes or deposit: \$ \_\_\_\_\_

Final Balance Billed to Credit Card (hotel use only): \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_