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: |  |