



**Credit Card Authorization Form for Shipping & Receiving Dept.**  
In Reference to 2018 PRESENT Residency Education Summit East

**Hotel Receiving and Shipping Charges**

Packages for meetings may be delivered to the Hotel one (1) business day prior to the event. Earlier shipments will not be accepted without prior approval. Packages should be less than 100 lbs. and contain the following information:  
Group name, group contact, function date and hotel for arrival. The hotel will not accept C.O.D shipments.

Receiving, storage and relocation charges are as follows:  
0-5 lbs. \$5.00 / 6-20 lbs. \$10.00 / 21-50 lbs. \$15.00 / Over 51 lbs. \$25.00  
Crate (s) \$75.00 each  
Pallet (s) \$150.00 each

Please also add a 7% State Sales Tax

**Power Cord \$15.00 each**

Company Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_  
(As it appears on card)

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Statement of Cardholder**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Cardholder

Marriott Teaneck at Glenpointe  
100 Frank W. Blvd.  
Teaneck, NJ 07666

**Return via email to: [Andrew.tomassetti@whitelodging.com](mailto:Andrew.tomassetti@whitelodging.com)**