



**Credit Card Authorization Form for Shipping & Receiving Dept.**  
In Reference to 2019 Podiatric Residency Education Summit East

**Hotel Receiving and Shipping Charges**

Packages for meetings may be delivered to the Hotel **three (3) business days** 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

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**