



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