



Credit Card Authorization Form for Shipping & Receiving Dept.

**PRESENT Surgery and Advanced Wound Care Summit  
August 11 - 13, 2023**

**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 COD 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

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  
201-826-0600

**Return via e-mail to Andrew Tomassetti at [andrew.tomassetti@whitelodging.com](mailto:andrew.tomassetti@whitelodging.com)**