

Exhibitor Shipping Form Credit Card Authorization Form

Group _____

Company: _____ Contact Person: _____ Booth # _____

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your hotel guestroom or credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please **fax** the completed form to The Scottsdale Marriott at McDowell Mountains at (480) 419-2142.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover Guestroom #

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Rate Information and Approved Charges

INBOUND or OUTBOUND

| QTY | Package Handling and Delivery within The Resort: | |
|----------|---|---------------------------------------|
| _____ | Packages | \$15.00 each |
| _____ | Exhibit Cases | \$25.00 each |
| _____ | Pallets | \$75.00 each |
| _____ | Crates – up to 150 lbs / over 150 lbs | \$50.00 / \$125.00 each |
| _____ | Optional hourly rate for package delivery: | \$55.00 per man-hour (4-hour minimum) |
| _____ | Shipping charges applied to guestroom or master account : | \$15.00 service fee per carton |
| _____ | Hourly rate for packaging & shipping materials: | \$55.00 per man-hour (4-hour minimum) |
| \$ _____ | SUBTOTAL | |
| \$ _____ | TAX | |
| \$ _____ | TOTAL CHARGES | |

I certify that all information is complete and accurate. I hereby authorize The Scottsdale Marriott at McDowell Mountains to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the hotel guestroom or credit card listed above. I certify that I am the authorized signer of the hotel guestroom or credit card listed above.

Notes:

- Shipping charges will be covered by **Client/Guest's** designated account as provided to the Hotel. Please ship to:
Name of Group c/o Exhibitor Company/Name
Scottsdale Marriott at McDowell Mountains, 16770 North Perimeter Drive, Scottsdale, Arizona 85260
Box 1 of []
- The shipper will need to complete the 'address to' field of the shipping airway bill then items will be picked by Hotel staff and delivered to designated Courier pickup location
- Hotel recommends that the shipper schedules a pickup directly with the Courier in order to ensure a smooth and timely collection of shipment from pickup location
- If the package is damaged by Courier in the shipping process, the fees above are non-refundable. The Client/Guest will work directly with the Courier company regarding any refunds, shipping costs and replacement of the items

Cardholder / Guestroom name: (Printed) _____ Guestroom # _____

Cardholder signature: _____ Date: _____