



Vendor Credit Card Authorization Form

SE Transportation Geotechnical Engineering Conference

I, _____ hereby authorize the Hilton Baton Rouge Capitol Center, Baton Rouge, Louisiana, to charge my credit card account for payment of the audio-visual equipment charges as indicated below for use during the conference.

Items Available	Date(s) Needed	Check Items Needed
Electricity Advance Order: \$25.00++ per day		
32" Video Monitor: \$205.00++ per day		
Wireless Internet: \$25.00++ per day		
Electricity Day of Order: \$25.00++ per day <u>plus</u> \$10.00 Day of Fee		
Exhibitor Tables: \$35.00++		Please specify the amount here:

** ++ indicates 24% service charge and 9.95% sales tax

Credit Card Type: _____ Credit Card #: _____ Exp Date: _____

Company Name: _____

Name on Card: _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail: _____

Signature: _____ Today's Date: _____

I warrant and represent that I am authorized to agree that charges for this event are posted to this credit card.
This credit card authorization form must be completed in its entirety to secure the requested AV equipment.

Please email this form directly to **Savannah May at savannah.may@hiltonbr.com** at the Hilton Baton Rouge Capitol Center to process your request.

Hilton Baton Rouge Capitol Center
201 Lafayette St.
Baton Rouge, LA 70801
Fax: 225.906.0595
Phone: 225.344.5866