



Vendor Credit Card Authorization Form

_____ Meeting/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.

Forms must be turned in 10 days prior to arrival.

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		
Late Electricity Order: \$25.00++ per day <u>plus</u> \$10.00 Late Fee		

** ++ 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

Credit card will be charged within 10 days of arrival.

Please email this form directly to Caitlynn Coco at Caitlynn.Coco@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