



Vendor Credit Card Authorization Form

Southwest 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.

Company Name on Exhibit	Date(s) Needed	AV Equipment

Power Strip \$21++ per day
Extension Cord \$21++ per day
32" Video Monitor \$205++ per day
Wireless Internet \$25++ per user per day
** ++ indicates 23% service charge and 10% 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 send completed form to Elizabeth Jackson at ejackson@hiltonbr.com in order to process your request for event.

Hilton Baton Rouge Capitol Center
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Baton Rouge, LA 70801
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Phone: 225.344.5866