



# Shipping Request

## Credit Card Authorization Form

PLEASE NOTE: Shipments that arrive to the hotel will not be delivered unless payment arrangements have been made in advance.  
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**Option 1:** Fax the completed form with credit card payment to 615-525-4100.

**Option 2:** If fax is not available, you can email it to Linda Montes without the credit card information, then call to provide the sensitive information over the phone. **DO NOT EMAIL THE FORM WITH THE CREDIT CARD NUMBER.**

Linda Montes  
Phone: (615) 493-4020  
E-mail: Linda.Montes@marriott.com

Today's Date \_\_\_\_\_ Event BrandHIT, Grand Ballroom 2-3 (May 7-8, 2018)  
Onsite Contact \_\_\_\_\_ Company Name \_\_\_\_\_  
Onsite Contact's Cell # \_\_\_\_\_ Email \_\_\_\_\_

Number of Packages \_\_\_\_\_ Tracking Number(s) \_\_\_\_\_  
\_\_\_\_\_

**Label Package As:**  
Renaissance Nashville Hotel  
ATTN: (Recipient's Name and Company)  
BrandHIT, Event Setup: 5/6/2018  
611 Commerce St.  
Nashville, TN 37203

### Method of Payment

Charge Account with Courier (Freight collect or 3<sup>rd</sup> party, fill in information below.)

Courier Account is with \_\_\_\_\_ Account Number \_\_\_\_\_

**NOTE: There is a \$7.00 per package handling charge for all shipments charged to account with courier.**

Charge Credit Card (Fill in information below.)

Name on Card \_\_\_\_\_ Credit Card Type  Visa  AMEX  
 MasterCard  Discover

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

(Do not send credit card number electronically. Contact Linda Montes and she will shred immediately after transaction is tendered.)

Account Holder Signature \_\_\_\_\_