



Credit Card Authorization Form for Shipping & Receiving Dept.

**Desert Foot East
April 5 – 6, 2025**

Hotel Receiving and Shipping Charges

Packages for meetings may be delivered to the Hotel one (1) business day prior to the event. Earlier shipments will not be accepted without prior approval. Packages should be less than 100 lbs. and contain the following information:

Group name, group contact, function date and hotel for arrival. The hotel will not accept C.O.D shipments.

Receiving, storage and relocation charges are as follows:

0-5 lbs. \$5.00 / 6-20 lbs. \$10.00 / 21-50 lbs. \$15.00 / Over 51 lbs. \$25.00

Crate (s) \$75.00 each

Pallet (s) \$150.00 each

Company Name: _____ Event Date: _____

Card Holder Name: _____

(As it appears on card)

Billing Address: _____

Telephone Number: _____

Credit Card Number: _____

Credit Card Type: _____ Exp. Date: _____

Statement of Cardholder

Date

Signature of Cardholder

Marriott Teaneck at Glenpointe
100 Frank W. Blvd.
Teaneck, NJ 07666
201-826-0600

Return via e-mail to Andrew Tomassetti at andrew.tomassetti@whitelodging.com