



Attn: Joyce Worrell  
Raleigh Marriott City Center  
500 Fayetteville Street  
Raleigh, NC 27520

### CREDIT CARD AUTHORIZATION LETTER

Date: \_\_\_\_\_

I authorize the Raleigh Marriott City Center to utilize the credit card information provided on this document as payment for guest charges \_\_\_\_\_ (Guest Name) during their stay from \_\_\_\_\_ (Arrival Date) to \_\_\_\_\_ (Departure Date). I am fully responsible for these charges.

The hotel is authorized to place the following charges on my credit card. Please check appropriate line. There will be a credit card authorization secured upon receipt of this fax for estimated room account charges.

**EXHIBIT BOOTH Name & Number:** \_\_\_\_\_

<b>EQUIPMENT:</b>	<b>PRICE:</b>	<b>QUANTITY:</b>	<b>Days:</b>
A. T1 Line (Wired Line)	\$200.00 flat	_____	_____
B. Wireless Internet	\$20.00 per line	_____	_____
C. Phone Line	\$150.00	_____	_____
D. Power Cord	\$15.00	_____	_____

*PLEASE NOTE: ABOVE PRICES ARE **PER DAY** AND DO NOT INCLUDE 7.75% SALES TAX AND 25% SERVICE CHARGE.*

Please return this document via email to: [joyce.worrell@marriotttraleigh.com](mailto:joyce.worrell@marriotttraleigh.com)

***(This document must be received by September 1, 2018 prior to guest arrival).***

Credit Card Number: \_\_\_\_\_  
Credit Card Expiration Date: \_\_\_\_\_  
Cardholder Name: \_\_\_\_\_  
Cardholder Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Cardholder Phone Number: \_\_\_\_\_  
Cardholder Email: \_\_\_\_\_

**For question regarding: AV/Technical Issues – Matt Lebron 919.227.3957  
Billing Questions – Joyce Worrell 919.227.3895**