



Shipping/Receiving Credit Card Authorization Form

Guest/Company Name: _____

Group/Event Name: _____ Date of Event: _____

I irrevocably authorize my credit card to be used for the following services at the Hilton Baton Rouge Capitol Center.

Schedule of Shipping Charges

Boxes/packages may be sent a maximum of 72 hours prior to group arrival and must be marked with: **Responsible Party's Name, Convention Services Manager's Name, Group/Event Name, and Group/Event Date.** All incoming boxes will be charged as noted below. Packages stored 4 days or more will be assessed an additional \$10 storage fee per box per day. All deliveries must be coordinated with hotel personnel prior to function date.

Receiving Charge		Shipping/Outgoing Charge	
Under 30 lbs. – up to 10 boxes/packages	Complimentary	Under 30 lbs. – up to 10 boxes/packages	Complimentary
Additional boxes/packages	\$10 each	Additional boxes/packages	\$10 each
31 to 200 lbs (large freight)	\$150	31 to 200 lbs (large freight)	\$150
Each additional 200 lbs	\$150	Each additional 200 lbs	\$150

- Customer is responsible for actual shipping charges incurred.
- Taxable @ 10% in addition to above charges.
- Shipping and Receiving hours are Monday-Friday, 7:00am – 11:00am, 11:30am-2pm.

Charges will be placed on master account unless otherwise directed. Hotel will not be responsible for any damages or loss to any packages or boxes. Hotel will assist in the return of packages but will not assume any responsibility of shipping costs or delivery, and items must be packaged and labeled by Group for return.

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 shipping/receiving requests.

***Important Note: Due to credit card regulations, a photocopy of the cardholder's card imprint (front & back) must be provided upon completion of this form. Please be sure cardholder has signed the back of card.**

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