



2000 Convention Center Concourse
College Park, GA 30337
(770) 997-3566 phone
(770) 994-8559 fax

CREDIT CARD AUTHORIZATION LETTER

I hereby authorize the Georgia International Convention Center to charge my credit card to pay the Facility Rental and Special Facility charges for _____ (Meeting Name) during their visit from _____ (Arrival) to _____ (Departure).

Special Facilities charges may include, but are not limited to, the following: Equipment Rental, Food and Beverage, Telephone, Electrical/Utility Services, Audio Visual Services, Business Center Charges, and Security Services.

I understand that the Georgia International Convention Center will charge my credit card for the above authorized charges.

Credit Card Information: Fill out appropriate lines:

American Express

Expiration Date

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MasterCard/Visa

Expiration Date

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Cardholder's Name- As it appears on the credit card (Please Print)

Cardholder's Signature

Date

Cardholder's Billing Address (company, street address, city, state, zip)

If you have any questions, please contact Jane Cox, Accounting Department (770) 907- 3067.