



## Oregon Convention Center Credit Card Authorization



**Name:**

**Company:**

**Address:**

**City, State, Zip Code:**

**Phone:**

**Fax:**

**E-mail:**

**Type of Credit Card:**

**Credit Card Number:**

**Expiration Date:**

**AVS Number (optional):**

\_\_\_\_\_ Credit card is to be used for initial facility rental deposit and any additional rental deposits only.

\_\_\_\_\_ Company check used for initial deposit. Credit card is to be used for reorders, other additional expenses and the balance of bill.

\_\_\_\_\_ Credit card is to be used for food and beverage only, not to exceed \$ \_\_\_\_\_, including service charge.

\_\_\_\_\_ Credit card is to be used for all charges during the show and for any re-ordering on site.

**Event Number/Event Name:**

**Date of Event:**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All remaining charges allowed on this card may include:

- Room rental (including deposit as needed)
- Event-related services (e.g., A/V, utilities, labor, equipment, permits, parking, etc.)
- Catering services
- Service charge
- Business Center services
- Other charges outlined in License Agreement and Catering Contract

This form authorizes the Oregon Convention Center (OCC & ARAMARK/Giacometti Partners LTD) to charge my credit card for expenses incurred relating to my event scheduled at OCC.

### **PLEASE REMEMBER**

No food or beverage is to be brought into the Oregon Convention Center for any purpose without the consent of ARAMARK/GPL.

Customer will pay total charges as specified on the catering order(s) as well as applicable charges on additional items ordered on site.

All food and beverage is subject to 20.0% service charge.

**Under no circumstances** does ARAMARK/GPL take orders or credit card numbers over the phone. Customer must either fax or mail the order with signature of cardholder.